



**BOYS & GIRLS CLUBS**  
OF GREATER SANTA ROSA

# Transportation Policy

**\*\*The following policies and procedures are in addition to any and all policies and procedures determined by the Boys & Girls Clubs of Greater Santa Rosa\*\***

## SUMMARY OF TRANSPORTATION SERVICES

The Boys & Girls Clubs of Greater Santa Rosa (BGCSR) provides transportation from the schools listed below to the Club at 1011 Hahman Drive. BGCSR will only pick-up students that have registered for the transportation program and are listed on the Club's transportation list.

## PURPOSE

A Transportation Policy has been developed to ensure all youth members are kept safe when they are being transported from school to BGCSR. The purpose of this policy is to explain and clarify BGCSR procedures, as well as parent/guardian and member responsibilities involved with the transportation service.

## PICK-UP PROCEDURES

The schools administration and BGCSR will work together to ensure youth members are safely transported to BGCSR daily. Transportation is available on a limited basis Monday-Friday from the schools listed on the registration form, only.

Youth members will be picked up within 10 minutes after school dismissal. Youth members are held responsible to arrive at the designated waiting area immediately after school dismissal. BGCSR staff will supervise youth members on campus while waiting for the van. If a youth member is tardy and misses the van, please instruct the youth member to return to the school office, call a parent or guardian to arrange an alternate pick up.

## ATTENDANCE

If a youth member has not arrived at the designated waiting area 15 minutes after the school day ends, the parent/guardian and the front office will be contacted. If the parent cannot be reached, emergency contacts will be called. Attendance will formally be taken in the vehicle and reported daily to the Program Director. Seats are limited and given to youth members who will use the transportation on a regular basis. Seats will be filled first come first serve. Youth members must be registered members of BGCSR and complete a Transportation Application in order to be placed on the wait list. Parents/guardians will be notified as seats are available. Parents/guardians must notify BGCSR (542-3249) before noon of any given day if the youth member is not to ride the van that day. If notification is not received, a \$10 fee will be charged. *(Illness of youth member resulting in pickup after noon is excepted.)*

Those who wish to add additional youth members for the transportation service must fill out an application for each and, if space is available on the van, payment (see below) must be paid in full before the youth member can be added to the pick up.

## TRANSPORTATION COSTS

Monthly fee: \$85 per child

Payments will be accepted Monday through Friday from 2:00 p.m. - 6:00 p.m. at:

Central Club  
PO Box 2392  
1011 Hahman Drive  
Santa Rosa, CA 95405  
542-3249 Fax: 542-2726

Enrollment for the transportation service is a monthly commitment. We do not offer enrollment by the day. It is the parent's responsibility to ensure your account is current. Should you sign up your youth member for transportation and not attend, your payment will not be refunded. When you sign up, you are reserving the space and staffing whether or not your youth member rides the van.

Transportation fees must be paid in advance. Payments for pick up must be paid by the 5<sup>th</sup> of the month. Any payment received later must be arranged two weeks in advance. Checks, Credit Cards, money orders or cash is accepted. Please make checks payable to Boys & Girls Clubs of Greater Santa Rosa along with your child's name on the bottom left corner of the check. There will be a service fee on all returned checks. BGCSR reserves the right to ask parents/guardians to pay with money orders or cash after two or more returned checks.

### ROLE OF THE BGCSR MEMBER

Safety aboard the van begins with the youth member. Certain basic rules of conduct combined with the use of common sense are necessary to assure a safe ride on the van. Please read the following rules with your son/daughter. The cooperation of everyone in following these simple rules will make the entire transportation experience a pleasant and safe ride for all.

#### DON'T LOSE YOUR RIDING PRIVILEGE. PLEASE FOLLOW THESE GUIDELINES:

Youth members must respect and obey the driver at all times. They are expected to sit appropriately in their seats with their seatbelts buckled. They must also respect themselves and each other.
Eating or drinking is not allowed during times of transport (including chewing gum).
Backpacks should not be worn on the back while riding in the van. All contents of backpacks should remain inside during the ride.
Keep your hands inside the van at all times.
Please keep the van clean.
Parents/guardians are responsible for any damage incurred by their youth member.

Any youth member reported by the driver to the BGCSR program staff for misconduct on the van will be held responsible for his/her behavior and may be subject to disciplinary action. Staff will use an "Incident Report" that will identify a violation committed by the youth member, if necessary.

If a youth member receives three incident reports, the result could be a suspension or termination of the youth member's transportation privileges. Depending on the severity, a youth may be suspended or terminated immediately. The final decision will be determined by the BGCSR Program Director and will include the severity of the incident and surrounding circumstances.

## ROLE OF THE PARENT/GUARDIAN

Parents/guardians must call BGCSR when there is a change of phone number or other contact information. In the event of an emergency, it is essential that the staff at BGCSR have a number where an emergency contact can be reached.

Parents and guardians are an important part of the smooth operation of the BGCSR Club transportation service. You can help promote and maintain safety in many different ways. These are just a few:

- Go over the rules and responsibilities of riding in the van with your youth member/s.
- Be sure your member/s know the rules and understand the consequences of breaking them.

## DISCIPLINARY ACTION

We are concerned about safety and the well being of all BGCSR members. Riders who violate the Safety Rules may have their transportation privileges suspended. We seek to assure uniform treatment of all members, therefore; the following schedule of disciplinary actions will be followed:

1st Offense	Parent/guardian notified of violation. Required to sign Incident Report.
2nd Offense	Conference with parent/guardian, youth member, Program Director and driver. Youth Member placed on one (1) suspension.
3rd Offense	Parent/guardian notified; pick-up privileges suspended for five (5) Club days.
4th Offense	Parent/guardian notified; pick-up privileges suspended for ten (10) Club days; meeting with BGCSR Director of Operations to determine permanent suspension.

**Note:** A member may be suspended from the transportation program at any time without the existence of prior rule violations if the Program Director determines it is warranted because of the seriousness of the rule violation or if the child endangers him/herself or any member of the group.

## INCLEMENT WEATHER/EMERGENCY SITUATIONS

It is the parent/guardian responsibility to make arrangements to ensure that their member/s are picked up from school on days BGCSR is closed. Please check the monthly schedule as well as updates that are posted within BGCSR.

If school is cancelled for any reason, BGCSR will not provide transportation.

## BREAKDOWN/EMERGENCY SITUATION

Should the van fail to operate, or the driver of the van determine that the van is unsafe while away from BGCSR, safe, alternate transportation will be arranged immediately. Staff will ensure the safety of all youth members while awaiting alternative transportation. Youth members will be quickly and safely, moved to a secure location away from the van.

## **STAFF QUALIFICATIONS**

Safety is our number one priority. To ensure safe transport of our youth members all BGCSR staff must fulfill the following qualifications:

- Criminal Background Check
- Clear DMV driving record

All qualifications are verified by BGCSR staff and affiliate companies who work with our organization to ensure the highest standard of safety for our youth members and their families.

## **HOLD HARMLESS CLAUSE**

I further agree that the Boys & Girls Clubs of Greater Santa Rosa, it's Board of Directors, officers, staff and volunteers are hereby relieved of any and all liability, including but not limited to medical treatment, emergency transport or on site assistance, in the event of accident or injury to the said minor.

## Van Discipline Procedure

Members whose behavior is less than satisfactory, abuse/misuse the Van Transportation System, or who fail to observe the Van Safety Rules will be written up on a Notice of Unsatisfactory Conduct on Club Van through the Program Director.

A member who violates any rules of the Van Conduct Administrative Procedure while riding the van will be subject to disciplinary action.

Students are subject to specific disciplinary action for the following designated acts, which are related to van ridership:

1. The van driver is in charge at all times. Follow the driver's instructions.
2. Students must conduct themselves at all times in a manner which shows respect for property and consideration for others. Actions such as littering, spitting, throwing objects at, within, or out of the van, vandalism, violence or harassment of others will not be tolerated.
3. Student riders shall be at the van stop five (5) minutes prior to the scheduled departure time. When you see the van coming, move back six feet from the stop and line up for loading. Enter and leave the van in an orderly manner.
4. Animals, birds, reptiles, fish, insects, breakable containers, skateboards, weapons, or any object or substance that could be hazardous will not be transported.
5. Students will remain seated from the time they board the van until they arrive at their destination and the van door is opened. Students crossing the street shall obey the van driver's instructions.
6. All parts of the body must be kept inside the van.
7. Eating, gum chewing, drinking, and use of tobacco products are not permitted.
8. Unless directed to do so by the driver, students shall not touch emergency equipment and driver operated mechanisms, (i.e., fire extinguisher, reflectors, doors, driver's seat, and vehicle controls).
9. Talk quietly; make no unnecessary noise. Be absolutely quiet when approaching and crossing railroad tracks.
10. Profanity, vulgarity, gang signs and obscene gestures are not permitted.
11. Students must be fully attired, including shoes. Spiked or cleated shoes shall not be worn.

In the event that a student becomes disruptive or will not follow the driver's direction, dispatch is to be notified that the student is being returned to his/her respective school. Dispatch will then notify the school to have someone meet the van. It is the school's responsibility to inform the parents that they may meet their child at the school.

Administrators from the respective school shall normally apply progressive discipline procedures with:

- The first offense, a written warning.
- The second offense, one Club day of van-riding suspension.
- The third offense, five Club days of van-riding suspension.
- The fourth offense, ten Club days of van-riding suspension.
- The fifth offense, suspension from the van for the remainder of the school year.

However, the Program Director shall have the latitude to increase or decrease the normal corrective measure within reason, considering the member's age, frequency, and severity of offense, and other patterns of discipline. In cases where the Administrator determines that the member's behavior causes a danger to persons or property, the member may be immediately suspended from van ridership.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date



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### After-School Transportation Registration Form

Doyle Park Elementary, Village Elementary, Herbert Slater Middle School, Whited Elementary, Sequoia Elementary, Matanzas Elementary, Madrone Elementary, Spring Creek Elementary

August 17, 2011 – June 1, 2012

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

School: \_\_\_\_\_ Dismissal Time: \_\_\_\_\_

I understand that this program costs **\$85.00** per month. I also understand that payment is due by the 5th of every month to reserve my child's seat on the Club van. If my payment is not made by the 5th of the month, there will be an additional **\$20.00** late charge if there is a seat available. My child's name will only be on the transportation list if a payment has been received before the pick-up date.

I understand that the Club van will meet my child at a specified location in front of their school every day of normal Club operation and will only wait 5 minutes from their dismissal time for my child to arrive. If the Club has to go back to my child's school to pick them up, I will be charged an additional fee of **\$10.00** per trip.

I understand that if my child is using alternative transportation, had to stay after school, or is out ill for the day, I will notify the Boys & Girls Clubs of Greater Santa Rosa at (707) 542-3249, by **12:00 p.m.** of the same day, so that they do not wait for my child. If the Boys & Girls Clubs of Greater Santa Rosa is not contacted regarding missed transportation, there will be a **\$10.00** service charge that will need to be paid before my child can be picked up again.

I also understand that failure to call and notify the Club of missed transportation, could jeopardize my child's privilege to use Club transportation.

My child and I also understand that my child is responsible for their behavior and for following all Club and transportation rules. Further transportation privileges may be revoked if their behavior is inappropriate or they do not follow the rules.

_Pick-up Schedule					
Day	Monday	Tuesday	Wednesday	Thursday	Friday
Doyle Park		2:20	2:20	2:20	2:20
Village/Whited/Spring Creek	2:40	2:40	1:40	2:40	2:40
Slater	2:00	3:10	3:00	3:10	3:10
Matanzas/Sequoia	2:55	2:55	1:55	2:55	2:55
Madrone	2:35	2:35	1:35	2:35	2:35

My child, \_\_\_\_\_, has my permission to participate in the Boys & Girls Clubs of Greater Santa Rosa's Transportation Program. I, the undersigned in consideration of participation in this program agrees to indemnify and hold harmless the Boys and Girls Clubs of Greater Santa Rosa and release the Boys and Girls Clubs of Greater Santa Rosa, its board members, employees and agents, from any and all liability for any injury or loss of property arising out of, or in any way connected with participation in this program. I HAVE READ THE ABOVE AGREEMENT, AND FULLY UNDERSTAND THAT I ASSUME ALL RISK FOR ANY INJURIES OR LOSS OF PROPERTY RECEIVED.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date