

First Presbyterian Church (Kennewick, WA) Youth Transportation Policy

Definitions, Acronyms & Forms

Youth – Any person under 18

Youth Transportation Checklist – Required form submitted to the church office before each Youth trip itemizing attendees and listing contact information for drivers.

KFPC – Kennewick First Presbyterian Church

Policy

KFPC is concerned with the safe transportation of our youth as they participate in various activities and trips; therefore, it is the intent of this policy to ensure that procedures are followed that would minimize risk and provide necessary communication.

Procedure

A. Safety Rules for Vehicular Travel

1. Drivers must be 21 years of age or older and have a current valid Washington driver's license that has not been suspended or revoked for any reason.
2. Drivers may be required to have a background check.
3. Office administrative assistants must be aware of the trip and have the cell phone number of the trip leader.
4. The Youth Transportation Checklist will be submitted to the church office prior to departure along with a copy of each driver's valid license to drive and each driver's valid insurance card. The checklist will also be distributed to all drivers for each trip.
5. Drivers and passengers, regardless of age, must at all times wear a seatbelt.
6. All passengers must remain seated while the vehicle is in transit.
7. Passengers must obey the driver and other adult volunteers in transit.
8. Drivers are expected to use their good judgment to drive at a safe speed with the flow of traffic.
9. Driver's use of cell phone or two-way radios is not permitted during travel. If communication is needed, the driver must pull over to a safe location to make the necessary phone call or as a responsible passenger to make the phone call.
10. During stops along the trip, youth are to walk about in groups. A group of two must include youth of only the same gender.
11. Drivers are to remain within visual distance of each other. Drivers are not to separate from one another unless extreme circumstances prevail.
12. In larger vehicles that have a back seat that is hidden from the drivers view (i.e. minivans, etc.) there will be no mixing of male and female passengers.
13. It is recommended that vehicles operate with head lights on at all times.
14. Those under the age of 21 cannot be the driver for other youth members during a youth ministry sponsored trip other than for immediate family members and then only with written parental consent.

15. If one adult is driving one minor (17 or younger) to and from an event, and these two people are the only two persons in the car, written parental permission must be given.
16. No youth should drive themselves to an event, unless in the case of extreme circumstances. Should there be a case of special circumstances and a youth must drive to an event, the youth is subject to the following conditions:
 - Six months driving experience as a licensed driver (time on learner's permit not to be counted).
 - No record of accidents or moving violations.
 - Written parental permission has been granted and turned in to the youth leader.
 - The youth may not drive any other participants to, from, or during the event.
17. Proof of insurance is required in each vehicle.

B. Breakdowns, Emergencies, Illness

1. Breakdowns are to be phoned to the trip leader (carrying a cell phone). The trip leader will counsel the driver on what action to take.
2. Under no circumstances can the group compensate for lost seats by overfilling the other vehicles and not having enough seat belts for each person.
3. If there is not room in the other vehicles to compensate for the lost space, parents of the students in the broken-down car will be called. Communication with the parents may lead to a possible solution of having the parents come and transport their child home.
4. Passenger illness will be treated in a prompt and caring manner and will include, if necessary, stopping en route to rest or to seek professional medical assistance. In the event stopping becomes necessary, the adults will notify the trip leader who will call the parents of the student(s) involved as soon as possible.
5. The trip leader will have a copy of all medical release forms and should keep them in an accessible location and readily available.

C. Accident Procedure

1. Do not leave the scene until the police have arrived.
2. If there are injuries:
 - a. Remove uninjured passengers to a safe location and secure adult supervision.
 - b. Assess the injured and administer first aid as appropriate and as able.
 - c. Call 911 or send someone to do so.
3. When the situation is stabilized or if there are no injuries:
 - a. Exchange names, driver's license numbers; vehicle license plate numbers and insurance information with the drivers of other vehicles involved.
 - b. Get the names, addresses, and phone numbers of any witnesses present.
 - c. Call the designated trip leader and inform them of the accident.
 - d. The trip leader will direct the driver on how to proceed based on the situation.
 - e. Get the name and badge number of any assisting police officer.

- f. If an injured party is transported to an area hospital, find out which hospital is being used.
- g. The trip leader should call the parents of the students involved in the accident as soon as possible.

D. Public Relations Concerning Emergencies

1. Cooperate fully with authorities.
2. Know the essential facts, i.e., nature of events and results. Stick to the facts. Do not offer opinions.
3. Do not volunteer information to spectators, youth or strangers.
4. If asked about insurance coverage, exchange your personal insurance coverage.
5. In dealing with the news media/public, maintain an attitude of cooperation, but do not give any information.
6. Never give any information off the record.
7. Contact a KFPC pastor or youth director as soon as possible and update them on the situation.

First Presbyterian Church, Kennewick, WA
Youth Transportation Policy
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Trailseekers are covered under the policy of Living Words of Central Washington.