

Western Quarterly Meeting Youth Activities Child Transportation Policy

This policy was approved at Western Quarterly Meeting Business Meeting held 1.19.14, minute number 14-5. This policy supersedes all other previous policies regarding transporting youth, and it is the final version.

To protect the safety of children [under age 18] traveling to and/or from Western Quarterly Meeting youth activities and events, Youth Activities Committee sets the following policy.

This policy applies to carpooling, shuttling, or otherwise transporting children in any vehicle for the purpose of Western Quarterly Meeting youth programs, Western Quarterly Meeting events, and/or events co-sponsored by or officially associated with Western Quarterly Meeting.

1. Any person, *including parents*, transporting a child must sign a sign-in/sign-out form. The completed form will be kept on file at the WQ office by the Youth Activities Coordinator.
2. Parents may transport their *own* child(ren) without any additional paperwork.
3. If the child is to be transported by Western Quarterly Meeting (WQM) staff person, or a volunteer,

[a] The parent must sign a transportation permission form permitting the volunteer or WQM staff person [“driver”] to transport the child.

[b] All vehicles in which youth are riding must be covered by an insurance policy for liability and damage, and any drivers must be included in this coverage.

[c] No one under the age of 25 is permitted to drive any child in a rented vehicle rented by Western Quarterly Meeting.

[d] The driver(s) must have previously provided a background check to Western Quarter, which will be securely kept in on file at the WQM office;

[e] The driver(s)' current driver's license number, current vehicle insurance card, name of automobile owner (*even if different from driver*), auto insurance company name, auto insurance policy number, automobile make, automobile model, license plate number, and (if any) cell phone number must be recorded on the background check (see [d]).

[f] When any volunteer or staff person is driving youth in a vehicle—whether owned by the volunteer or staff person or rented by Western Quarterly Meeting—there must be a second person over the age of 18 in the vehicle. The second person needs also to have provided a background check to Western Quarterly Meeting and license number, auto insurance information per letters [d] and [e] above.