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TRANSPORTATION POLICY

PURPOSE

The International Youth Foundation (IYF) Transportation Policy offers guidelines to IYF program participants, IYF Program Staff, partner staff, and consultants to ensure the safe transportation of program participants regardless of mode of transportation. IYF recognizes that facilitating access to transportation for program participants is in line with IYF's commitment to reducing barriers and enhancing accessibility to our initiatives. However, ensuring safe transportation requires thoughtful planning and risk mitigation, aligning with our commitment to safeguarding and protecting the safety and well-being of our youth.

This policy applies to all IYF Program Staff, partners, and consultants responsible for getting program participants, ages 10-29, to and from a program-related event, activity, or function, and to program participants, parents, and guardians who will be seeking their own mode of transportation.

GUIDELINES FOR PARTICIPANTS TRANSPORTING THEMSELVES

Personal Vehicles

- Participants, parents, and/or guardians using their own vehicles must possess a valid driver's license, maintain current vehicle insurance, and comply with any local traffic laws and regulations.
- IYF may reimburse mileage at the current mileage rate for the distance between the program participant's residence and the location of the program-related event, activity, or function. The organization will not reimburse program participants for fuel, maintenance, or parking expenses unless prior approval from IYF has been authorized.

Public Transportation

- Participants opting for public transportation should use recognized and safe transit options.
- Participants under the age of 16 must be accompanied by a parent or guardian when using public transportation.
- Reimbursement for public transportation expenses may be authorized with prior approval from IYF program staff and submission of valid receipts.

Ride-Share Services (e.g. Uber, Lyft, Bolt)

- Participants may use ride-share services for transportation if deemed the most practical option.
- It is the responsibility of participants to ensure the legitimacy and safety of the ride-share service chosen.
- Participants under the age of 16 must be accompanied by a parent or guardian when using a ride-share service.
- If participants are between the ages of 16 and 18, IYF recommends that they are accompanied by a parent or guardian on any ride-share service. If it is not possible to travel with a parent or chaperone, an IYF team member will monitor the trip, stay in communication with the youth during transit, and be prepared to greet them upon arrival at the event.
- Participants should retain receipts for reimbursement purposes if approved by IYF.

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GUIDELINES FOR IYF-CONTRACTED SERVICES

General Considerations

- The decision to contract transportation services will be based on factors such as the number of participants, event location, and logistical considerations.
- Program participants, or parents and guardians of participants under the age of 18, are required to sign and submit an Offsite Activity Waiver Form, an Emergency Medical Release Form, and any other health and safety documentation required by the Program Director. These forms must be submitted to the IYF Trip Leader or a designated IYF staff member prior to boarding the vehicle.
- Competitive bidding is required for service purchases over the thresholds. Please refer to the country procurement policy to identify the threshold amount.
- The IYF Trip Leader is required to offer a pre-travel meeting for participants and their parents or guardians about travel logistics, safety protocols, and what to expect upon arrival.

Driver Code of Conduct

- Drivers must be 18 years of age or older and have a valid driver's license that has not been suspended or revoked for any reason.
- Drivers must carry the minimum state/country mandated limits for personal auto insurance. Note: IYF carries Liability auto insurance coverage for damages above the limits of the driver's coverage when the driver meets all the above requirements.
- A valid proof of insurance certificate must be presented to the Trip Leader prior to departure.
- IYF-contracted vehicles should carry a toolkit, fire extinguisher, and First Aid Kit.
- Smoking, consuming alcohol, and using illegal substances while transporting program participants is strictly prohibited.
- International Youth Foundation highly recommends that drivers do not operate cell phones while driving on youth events except to communicate with other vehicles in the chaperone group. If the driver must use the cell phone while driving, the following should apply:
  - Where local laws exist to restrict or limit cell phone usage, all drivers shall meet the requirements of those laws.
  - Where no laws exist, all cell phone usage should be restricted while driving. These restrictions include the use of hands-free devices, auto answer, and/or voice-activated dialing.
  - Calls should be brief and to the point. Extended calls should be avoided.
  - All calls should be avoided in inclement weather and heavy traffic.
  - Walkie-talkies and similar devices may be used for communication between vehicles but should follow the same rules as cell phones.

Drivers are not permitted, under any circumstances, to operate a personal or other vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. These prohibitions include circumstances in which the driver is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

Supervision

- In addition to the driver, there should be at least two other IYF staff members or IYF-contracted program facilitators or partners onboard a vehicle while transporting program participants from one location to another. While in transit, one staff member should sit near the front of the vehicle, while another sits near the back, ensuring that all areas of the vehicle have adequate oversight.
- While in transit, drivers and passengers must wear seatbelts, if available.
- Where breaks or stops are necessary, passengers should remain with at least one IYF staff member, IYF contracted program facilitator, partner staff or chaperone at all times.
  - Break recommendations are:
- One to two-hour drive time – No stop required
- Two hours or longer – Stop recommended every two hours
- At least one IYF staff member or partner staff should remain on the vehicle whenever participants are onboard.
- An IYF staff member should inspect vehicles for trash and misplaced belongings before and after each trip. Offer reminders to participants to share this responsibility.
- In situations where assigned seating is essential for ensuring the safety and well-being of participants, exercise sound judgment and consider social, physical and behavioral factors when determining seating arrangements. For example, a staff might regularly assign new seats to prevent the formation of cliques; reserve the most accessible seat for a participant with a physical impairment; or require participants of the same gender sit next to each other.
- Please refer to the Chaperone Guidelines for additional responsibilities and expectations for facilitating positive and safe experiences for youth.
- The transportation services provider must share the driver's contact information with the IYF Trip Leader at least 72 hours before the service.

Traveling by Air

In instances where participants may need to travel by air, such as for a youth convening or and in-person workshop, the following expectations apply:

- IYF will utilize the corresponding travel services provider on contract to book all flights for participants.
- IYF will strive to secure the most convenient and safest flights available from the departing airport to the arriving airport.
- IYF will aim to coordinate flight schedules so that all participants arrive around the same time, facilitating transport from the airport to the event upon arrival.
  - In cases where participants cannot arrive at the designated time, participants must check-in with IYF staff upon arrival at the destination to confirm their safe arrival.
- It is the participant's responsibility to arrange transportation to and from their home to the airport.
- Participants under the age of 16 must be accompanied by a parent or guardian.
- For participants ages 16 to 18, IYF strongly recommends that they are accompanied by a parent or guardian. If a parent or guardian is unable to accompany the youth, an IYF team member will monitor the trip, maintain communication with the participant during transit, and ensure they are greeted upon arrival.

Transportation Cancellation
If a program participant's flight becomes cancelled due to unforeseen circumstances, IYF will find the next most practical and reasonable transportation option, make the necessary arrangements, and provide the participant with the new transportation information and details of the costs that will be covered or reimbursed. IYF reserves the right to cancel or postpone the participant's participation in the program-related event, activity, or function if a reasonable mode of transportation is not available to ensure the participant arrives on time.

If the participant's return flight is cancelled, and there are no available options for the same day, IYF will arrange for an additional night of stay to wait for the next available mode of transportation.

Breakdowns, Emergencies, Illness En Route
If a vehicle breaks down while in transit, breakdowns are to be phoned to the IYF Trip Leader, or a designated IYF staff member, immediately after ensuring that there is no immediate threat or danger to any passenger. If there is an immediate threat or danger to any passenger (e.g. fire, injury, inclement weather), first, seek local help by calling the local emergency authorities. Then, call the designated IYF staff member to report the incident according to the Crisis Communication Plan.

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, an IYF staff member will notify the IYF Trip Leader by phone as soon as possible.

The IYF Trip Leader should have a copy of all Emergency Medical Release Forms.

ACCIDENT PROCEDURE

- In the event of an accident, do not leave the scene before law enforcement has arrived. Cooperate fully with law enforcement and emergency personnel, stick only to the facts regarding what occurred and avoid sharing personal opinions.
- Do not volunteer information to bystanders, youth, or strangers.
- When engaging with the media, maintain a helpful attitude, but refrain from disclosing any information. Never provide information off the record. Instead, ensure all communications remain clear and official.
- As soon as possible, reach out to your supervisor and the IYF Trip Leader to update them on the situation.
- If there are injuries:
  - Remove uninjured passengers to a safe location and secure supervision, preferably another IYF staff member.
  - Assess the injured and administer first aid as appropriate.
  - Call the local emergency authorities or send someone to do so.
- When the situation is stabilized or if there are no injuries:
  - Exchange names, contact information, and insurance details with the drivers of other vehicles involved.
  - Get the names, addresses, and phone numbers of any witnesses present.
  - Call the IYF Trip Leader and inform them of the accident. The IYF Trip Leader will

then initiate the Crisis Communication Plan and report the incident as outlined.
  - Never speak of fault or blame to anyone, on or off the record.
  - Be sure to get the name and badge number of any assisting police officer.
  - If an injured party is transported to an area hospital, attempt to find out which hospital they are being transported to.
- Only the IYF Trip Leader, or their supervisor, will contact parents of injured passengers – except if a hospital insists on contacting the parents regarding treatment of their child.
- Employees injured while performing their duties will follow the procedures for reporting and filing a liability insurance claim as outlined in the Employee Handbook.
- For additional guidance on appropriate responses in the event of an accident or incident, familiarize yourself with the Crisis Communication Plan.

INCLEMENT WEATHER

Please remember to check the weather conditions at both the departure location and the destination before beginning your journey. The following actions are to be taken during inclement weather:

- IYF staff and program participants are not expected to travel during any weather warning advisory. A "weather watch" means there is a threat, and a "weather warning" means there is imminent danger.
- If a weather emergency arises while in transit, please contact the IYF Trip Leader immediately, and they will advise on the best course of action according to their best judgment, weather advisories, and the Crisis Communication Plan.
- Regional protocol should be followed if there is a strong possibility of a threat to safety. If caught in a weather emergency:
  - Immediately contact the IYF Trip Leader and let them know where you are;
  - Seek shelter/identify a safe area to go; and,
  - Follow the local or regional weather advisories.

POLICY CHANGES

IYF reserves the right to change this policy at any time without notice. Nothing in this Policy is intended or should be construed as an agreement or contract between an employee, volunteer, program participants, or the driver and IYF.

EFFECTIVE DATE OF POLICY

This policy shall be effective as of October 30th, 2024, and is subject to amendment by the International Youth Foundation from time to time.

Date	Action
June 2024	Policy created by Safeguarding Steering Committee
October 30, 2024	Policy Implemented

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