

Transport Policy

This policy is in place with the hope to elevate any issues or problems that may arise during a transport of a youth. The rule of 3 should be the basic standard during any transportation of a youth. If at anytime an advisor or a Kiwanis member is transporting a youth and the rule of 3 can not be met, the youth must have their parent or guarding fill out the transportation release form before a transport is permitted.

1. Any Kiwanis advisor or Kiwanis volunteer that is transporting a youth to and/or from activities, the driver must be 21 years old or older and pass a Kiwanis background check.
2. The goal of any transport should be to provide an environment that the youth feels safe and secure.
3. The transportation form should be maintained by the advisor that is transporting the youth for a period of 3 years after the youth has graduated high school.
4. If a Kiwanis volunteer is transporting a youth then the form should be forward to the Regional Advisor where the youth resides to be maintained for 3 years after the youth has graduated high school.
5. Before transporting any youth by a Kiwanis advisor or Kiwanis volunteer, the advisor should confirm the youth's parent/guardian cell number.
6. During transport the following should be done
 - A. A group text message addressed to the Kiwanis advisor/volunteer, each youth in the vehicle and their parents will be used to document the trip. This should be started by the Kiwanis advisor/volunteer.
 - B. Notification will be sent at the start of the trip, any stop that requires the youth to exit the vehicle and arrival at the event/stop. Similar message notification will be sent on the return trip until the youth are reunited with their parents or adult where they were picked up.

Kenyon Black
Administrator
Texas-Oklahoma District
Key Club International

Date

Effective Date