WVUES VOLUNTEER TRANSPORTATION POLICY

**Purpose:** To protect WVU employees, volunteers, and the youth they serve while being transported to/from WVU Extension authorized activates or events

**POLICY STIPULATIONS**

- Extension faculty/personnel cannot make travel arrangements for youth to travel to events with parents or volunteers

- **Volunteer personal vehicle use**
  - Personal transportation of youth enrolled or participating in WVUES activities or events to and from WVUES activities is the responsibility of the parent/guardian. While being transported in a private vehicle, the young person, 4-H member, volunteer, or any other driver or passenger, is not covered by West Virginia University Extension Service, the West Virginia University or State of West Virginia insurance policy.
  
  - Volunteers that travel with youth in their personal vehicle accept full responsibility for those individuals in their vehicle. Their personal automobile insurance is responsible if there is an accident.

- **Requirements for county owned vehicles or vehicles owned or leased by WVU or WVUES**
  - If the vehicle is a WVU owned or county owned vehicle, the driver must be driving with the permission of WVU. The WVU faculty member responsible for facilitating the trip must draft a short memo to file, stating that permission is granted so there is no question that the driver has said permission.
  
  - A county volunteer age 21 or over can drive the vehicle. A written permission/transportation form for all youth being transported in the vehicle must be secured and maintained in the vehicle during the trip. The volunteer driving the vehicle must have ALL information in the county WVU Extension office proving that they are a vetted 4-H youth volunteer. Currently that includes a volunteer application, (2) reference checks, a signed Code of Conduct; completion of Children on Campus, a criminal background check every three years, a check of the National Sexual Predator Website in years the background check is not conducted, and completion of Title IX training. A copy of the driver’s license of the volunteer must be on file as well. The West Virginia University Extension Above Suspicion Youth Protection Policy must be followed. This policy
states that a 4-H volunteer may never be alone with a child at any time. A second vetted adult age 18 or over must accompany the adult driver.

- Rental of an Enterprise vehicle
  
  - Enterprise requires the same permission and documentation as WVU (see county owned/WVU vehicle policy). If the non-employee is permitted to drive the vehicle by the WVU department that is paying for the rental, and the rental is categorized as a WVU rental by Enterprise, the insurance coverage (physical damage and auto liability) including bodily injury and property damage is provided by Enterprise as part of the contract. This became effective with the Enterprise contract renewal dated November 1, 2015. The charge for this coverage is included in the WVU contract rates with Enterprise; therefore, it is no longer necessary to purchase the Enterprise collision damage waiver.

  - WVU Departments (including the Extension Service) can rent an Enterprise vehicle and have a vetted volunteer age 21 or over transport youth to an event. A written permission/transportation form for all youth being transported in the vehicle must be secured and in the vehicle during the trip. The volunteer driving the vehicle must have ALL information in the county WVU Extension office proving that they are a screened West Virginia University Extension youth volunteer. Currently that includes a volunteer application, (2) reference checks, a signed Code of Conduct; completion of Children on Campus, a criminal background check every three years, a check of the National Sexual Predator Website in years full background check not completed, and Title IX training. A copy of the driver’s license of the volunteer must be on file as well. The West Virginia University Extension Above Suspicion Youth Protection Policy must be followed. This policy underscores that a WVUES youth volunteer may never be alone with a child at any time. A second vetted adult age 18 or over must accompany the adult driver.

- County school buses or Charter buses
  
  - All regulations of the school system or charter company must be followed when using a county school bus or chartered bus. A written permission/transportation form for all youth being transported in the vehicle must be secured and maintained in the vehicle during the trip. Chaperones on the bus must be vetted volunteers. Two vetted adult volunteers age 18 or over must serve as those chaperones during transportation. Currently that includes a volunteer application, (2) reference checks, a signed Code of Conduct; completion of Children on Campus, a criminal background check and a check of the National Sexual Predator Website, and completion of Title IX training. The West Virginia University Extension Above Suspicion Youth Protection Policy must be followed. This policy states that a WVUES youth volunteer may never be alone with a child at any time.
Additional Policy Requirements Regarding Transportation of Youth:

- Volunteers serving as drivers of a county owned vehicle, WVU vehicle or Enterprise rental MAY be reimbursed for meals, lodging and gasoline while serving in this capacity dependent on county guidelines
- Vehicles must be loaded only within the passenger seating capacity/limits estimated by the manufacturer
- All passengers must wear seat belts when provided
- All passengers must remain seated while vehicle is moving.
- All policies outlined by the rental company and agreements signed with company must be followed
- When transporting multiple youth in vehicles such as charter buses, school buses etc., the following must be adhered to:
  - The bus and the minors traveling on it should have the required number of vetted adult supervisors. The youth to adult supervision guidelines, as well as the above suspicion policy must be followed.
  - Never permit a non-vetted adult to supervise minors during any portion of the trip.
  - The non-vetted adult passengers should sit together at the front of the bus, unless one is accompanying their child or children.
  - All individuals riding the bus must be duly registered for the event for which transportation is being provided.

Signed permission from the WVUES faculty or staff member must be received prior to commencement of the trip with completed Trip Approval Form. (This requirement does not apply to trips taken in personal vehicles).

In accordance with the Transportation Policy, the following items **MUST** be taken in the vehicle:

- Completed Health Form of youth member being transported
- Fully stocked first aid kit
- American Income Life Insurance Claim Form (available at the Extension Office) for youth being transported
- Fire extinguisher
WVUES FACULTY/STAFF TRANSPORTATION POLICY

Purpose: To provide information to WVUES professionals regarding their role in the coordination and transportation of youth to/from WVUES sponsored activities and events

POLICY STIPULATIONS

West Virginia University Extension does not require its employees (“Extension professionals”) to coordinate transportation for non-employee third parties (“clientele”) or to transport clientele in personal vehicles. It is appropriate for Extension professionals to inform clientele that they are responsible for making their own travel/transportation arrangements.

From time to time, an Extension professional may determine that, for legitimate educational or business purposes, it would be appropriate to transport clientele in a personal vehicle or to coordinate transportation for clientele. When such situations arise, the Extension professional must follow the policy requirements presented below.

Requirements for Extension Professionals Transporting Clientele in Personal Vehicles

Before transporting clientele in a personal vehicle, the Extension professional must do each of the following:

• Ensure that a current, valid copy of his/her driver’s license and proof of personal vehicle insurance are filed with the appropriate Extension office in a locked and secure location

• Notify his/her personal insurance carrier that a personal vehicle will be used for business purposes to transport non-employee third parties. An Extension professional’s personal insurance may be the only source to cover expenses in the event of an accident or other mishap. WVU’s BRIM auto policy provides excess liability insurance over personal auto insurance, should personal auto limits be exhausted in a claim.

• Ensure that there is documentation of transporting clientele for legitimate educational/business purposes (i.e., note on personal work calendar). In the event of an emergency, the employee shall note this on their calendar after the fact as well as include a WVUES accident report and other documentation that may be required as part of the emergency situation

• Notify American Income Life in the case of personal injury to youth and volunteers if event insurance has been purchased

• Notify the WVUES Human Resources Department in case of WVUES employee injury