



Procedures for Transporting Youth

Cal Poly youth programs should consider employing CSU-approved, licensed vendors to provide transportation services for program participants/Youth. This approach facilitates Youth Program staff and volunteers focusing on monitoring and supervising the youth being transported without diverting attention and focus to logistics and traffic safety.

These procedures have been created to protect Cal Poly, its employees, volunteers and the Youth participating in Youth Programs. If your Youth Program provides transportation under any circumstances the following procedures apply.

Driving on University Business

Youth Programs involving transportation of Youth by Program Staff is considered University Business. Program Staff transporting Youth are required to become approved drivers through the Risk Management's [Driver Safety](#) process prior to driving on University Business. Approved drivers will be notified via email of their driving status. Refer to Cal Poly's Driver Safety website for details.

Procedures for Transporting Youth

Transporting minors involves potential risks, such as the heightened risk of abuse or false allegations of abuse. Transportation activities may also create opportunities for unsupervised Youth to engage in youth-to-youth sexual activity. To mitigate these risks, Program Staff must adhere to the procedures below.

1. Program Directors and Program Coordinators must be notified of all transportation activities and provide advance approval for any long-distance or overnight trips.
2. Youths must not be transported without written permission from their parents or legal guardians. All Youth participants must have their parents or legal guardians sign a liability waiver prior to transportation. The waiver is required for each Youth Program and should be on file prior to transportation.
3. Transporting Youth in a personal vehicle in connection with Youth Programs is prohibited. Such programs may use campus vans or rent vehicles such as vans or buses through the Procurement Department to transport Youth (CAP 361.11.11.8 Youth Transportation).

4. Follow the “Rule of Three” when transporting Youth in vehicles: At least two Program Staff are required to transport a single Youth, or at least two Youth must be present if transported by a single Program Staff member.
5. Youth are only to be transported directly to their destination. Drivers are prohibited from making unauthorized stops.
6. Document the beginning and ending time of the trip and the mileage, names of Youth being transported, Program Staff who are involved in transportation, purpose of the transportation, and the destination.
7. Avoid unnecessary physical contact with Youth while in vehicles.
8. Program Staff shall not use cell phones or electronic devices while transporting Youth unless it can be used hands free and is necessary for navigation or emergency purposes.

Procedures for Transporting Minors by Bus or Van:

1. Drivers should not be assigned as supervisors for the Youth.
2. Program Staff, who are not drivers, are required to sit in seats that permit maximum supervision. For example, strategically seated throughout the bus for effective supervision, with at least one authorized person in the middle of the bus and one in the far rear. Youth should not be seated behind Program Staff responsible for monitoring and supervision. If possible, Program Staff should not share seats with Youth.
3. Program Staff are required to have a list of the Youth on the trip and take roll when boarding the bus, when leaving the bus, and periodically throughout the trip.
4. Follow employee-to-youth supervision ratios in the Youth Protection Policy (CAP 361.11.11.9 Supervision/Chaperone Ratios).
5. Youth should be seated by grade, gender, and developmental levels. If possible, high-risk Youth should be seated alone or in close proximity to Program Staff.
6. In van transportation, another authorized person should supervise the minors and assist the driver.

Procedures When Using Public Transportation

1. Youth should remain in one area of the bus, if possible.
2. Program Staff assigned to a specific group should stay with that group on the bus.
3. Conduct a head count or roll call immediately after entering and exiting the bus.

4. When transporting Youth overnight, Program Staff responsible for monitoring and supervision must remain awake.

Transportation Procedures for Parent/Guardian Authorization

1. No Youth will be transported without a signed permission from parent/guardian and Program Staff are required to take these permission forms and medical releases with emergency contact information with them during transportation of Youth.
2. All drivers are Cal Poly staff or volunteers approved by Cal Poly Risk and Administrative Services.
3. At least one program staff/volunteer will ride with campers and oversee the safety of all riders.
4. Participants may not consume drinks, food, candy or gum while riding.
5. The behavior rules of the program are in force during transportation. If a participant does not comply, they may be dismissed from the camp.
6. Participants will stay seated (and wear seat belts in cars or vans) at all times while riding.
7. Day-participants will not be left alone awaiting pickup at the end of the day's activities. A staff/volunteer will wait until pickup by parent/guardian or alternate identified on this form.

Permission to Arrive without Adult Supervision and Drive

The following rules apply to minors who will be participating:

1. Youth are not allowed to provide rides to others unless specific permission is granted in writing by the parent/guardian of the individual who will be riding with the minor. The parent/guardian of the rider will release Cal Poly San Luis Obispo from any liability associated with this arrangement.
2. Youth may not leave the activity before the conclusion of the event unless notification has been provided verbally or in writing to the leadership of the activity.
3. All youth driving to and from the activity will be required to sign in and out with the leadership of the activity after arriving and before leaving.
4. Youth are responsible for any parking charges that may be incurred at the site of the activity.

Cal Poly Youth Program Permission to Transport Minor

Name of Youth (minor): _____

Name of Activity: _____ Dates of Activity: _____

Permission to Transport During the Activity

I permit Cal Poly Youth Program, to transport my child/ward to and from the program activities and release its supervisors, staff, drivers, and volunteers from all liability resulting from my child’s participation in such transportation. I understand clearly that every effort will be made to provide safe transportation.

Parent/Legal Guardian Transport/Drop-Off/Pick-Up

I understand that I am responsible for getting my child to the drop off location/activity by the time listed and for picking up my child at the time listed. If I am unable to do so, I grant permission to one of the people named below to transport, drop off or pick up my child.

Full Name	Phone Number	Relationship to youth

The people listed in this table are required to show photo identification to the designated activity personnel.

I understand that while the camp staff will not leave my child alone, if I do not inform them of delays or changes, or if additional costs are incurred to get my child home after the program because I have not followed the policies, my child may not be invited to participate in future youth programs and/or will incur additional fees.

Permission to Arrive without Adult Supervision and Drive

I consent for my child to arrive, depart, sign in and out from the activity listed above without the supervision of a parent or guardian. Their modes of transportation may include walking, bus, bike, driving, Uber/Lyft, public transit, or flying. However, they are not allowed to leave before the event concludes or change their mode of departure unless pre-approved by parent/guardian and communicated to the activity leadership. The following rules apply:

1. Youth are prohibited from giving rides to others unless written permission is provided by the rider's parent/guardian, who also releases Cal Poly San Luis Obispo from any liability.
2. Youth may not leave the activity before the conclusion of the event unless notification has been provided verbally or in writing to the leadership of the activity.
3. Youth are required to sign in and out with the leadership of the activity after arriving and before leaving.
4. Youth are responsible for any parking charges incurred at the site of the activity.

In signing this form, I certify the information provided is true and accurate. I understand that it is my responsibility to reach out to the leadership of the activity in relationship to any questions I may have related to transportation.

I also understand that it is my responsibility to update this information prior to, or during an event, if this information has changed.

I have read and agree with the camp transportation policies and procedures. I have discussed the rules listed with my child and my child agrees to abide by them.

Signature of Parent or Guardian

Date

Parent or Guardian Name

Parent or Guardian Phone Number