



UNIVERSITY OF CENTRAL FLORIDA

Youth Protection Program Transportation Guidelines

- All drivers operating a university-owned vehicle, or a private vehicle while on university business, must meet the Enterprise Risk and Insurance requirements prior to doing so.
- For insurance purposes, there must be two university personnel in the vehicle while transporting minors.
- Third party operated programs that transport minors should always have two adults in the vehicle at all times, avoiding one-on-one contact.
- All youth programs that transport their minors must verify the acceptable driving record and experience of any drivers. All drivers must be at least 18 years of age, have a driving record that has been reviewed within the last 12 months and have the appropriate license for the vehicle that is being driven.
- It is the responsibility of the individual department, division, unit, etc. to confirm the validity of the driver's license of the employee or volunteer. Only those with a valid license may operate a vehicle, per F.S. 322.03(1). The Florida Department of Highway Safety and Motor Vehicles provides a [FREE website to check the status of an employee or volunteer's driver's license](#).
- Per F.S. 316.646, any person operating a vehicle, must carry proof of liability and personal injury protection insurance. Every University vehicle should have the current Auto Liability Certificate in the glove box or center console. Before operating the vehicle, the employee or volunteer does need to check to see if the Certificate is there and current.
- Parents/guardians have given written authorization allowing the minor to be transported.
- Prohibit the transportation of minors in the back of a pickup truck or trailer. The only exceptions are:
 - When wagons or trailers are used for hayrides, or similar activities, at slow speeds (5-10 miles per hour) off public roads, and where protective devices are provided to keep minors from falling out of or off the vehicle
 - When minors are participating in a county-approved parade;
- Prohibit the transportation of minors in personal vehicles for youth program business. In cases where youth programs allow the use of private vehicles to transport minors, the vehicle owner must provide "proof of insurance" and written permission to use their vehicle(s) for transportation for program business. Permission is assumed if the owner is driving his or her own vehicle.
- Vehicles are to be operated within the passenger seating limits established by the vehicle manufacturer, and all passengers are to remain seated, wearing restraint devices (when provided and under applicable state regulations) while the vehicle is moving. Restraints are also recommended, but not required, when minors are transported using public transportation or school buses.
- Youth programs must have a list of persons in the vehicle. This list can be in the vehicle or readily accessible at another location.
- All vehicles used to transport minors or program staff must have a First Aid Kit on board. Youth programs are encouraged to equip vehicles with other "emergency accessories" as necessitated by vehicle use and/or activities.
- Youth programs should have a procedure for orderly arrival and departure of vehicles, the unloading and loading of vehicles, and strategies for supervising the area and people in it during that time.