



Transportation Best Management Practices

Form 3

Oklahoma State University and Oklahoma 4-H has no ownership or control over any privately owned vehicles and relies on the drivers' compliance to state laws and 4-H policies and procedures.

The State of Oklahoma is self-insured for vehicle liability coverage within limits pursuant to the "Governmental Tort Claims Act" (Title 51 & 151, et. Seq.). Coverage is applicable for volunteers who are involved in a traffic accident while performing an official duty sanctioned on behalf of the 4-H program. This does not include taking care of your family's personal 4-H business.

Oklahoma law requires all vehicles to be covered by liability insurance if they are being driven. Persons who are transporting 4-H youth and/or volunteers are required to possess a valid drivers license and have and maintain liability coverage as outlined by state law.

If 12-15 passenger vans are being utilized, per OSU Policy 1-0133, the driver must be 21 years old and must obtain a certification in Precision Driving from an approved facility in the type of vehicle they will be driving. Vans cannot be filled to capacity. See <http://4h.okstate.edu/for-educators/volunteer-management-system/powerpoint-presentations/wmm-handouts/student-travel-policy-march-2015>

The following are *Best Management Practices* regarding transportation of youth TO and FROM a 4-H Sponsored Event:

1. Parent/Guardians(s) are responsible for providing transportation for their child(ren).
2. Parent/Guardians(s) are responsible for making other-arrangements for the transportation of their child(ren).
 - This is done at the pleasure and discretion of the parents.
 - ALL parties should be made aware of personal liability responsibilities.
 - Parents and/or guardians of both the driver and the passenger(s) should agree upon consent. A signed parental release letter or statement is an added safeguard.
3. Extension educator(s) and/or Certified Volunteer(s) can provide transportation.
4. Vehicle(s) should be in good repair with one functioning seat belt per person.
5. Transporting youth in the back of a pick-up is prohibited.
6. Drivers transporting youth for a sanctioned event need a current copy of each child's medical release form in the vehicle during transport.

Occasionally, parents may desire teens travel in a carpool to an event. Parents assume responsibility when allowing youth to travel together.

When youth drive their personal or family vehicle(s) to a 4-H event, they are expected to park and not use the vehicle during the event. By using the vehicle, they may be in violation of the Oklahoma 4-H Code of Conduct and may forfeit future rights to participate in 4-H activities.

The following questions are ones that would be part of the determination of liability in the event of an accident involving one or more vehicles.

- Was the activity consistent with the organization's mission?
- Was the activity a regular part of the organization's program?
- Did the organization permit such trips under its policies?
- Did anyone within the organization authorize the trip?
- Were the drivers properly licensed, following safety precautions, adequately trained and following state and/or federal law?
- What was the condition of the vehicle?
- Did the vehicle have adequate safety equipment? Did everyone use seatbelts?
- How was the behavior of the passengers?