

## **Appendix A. 4-H Transportation Policy for State, National & International Events**

### **4-H Traveling in Private Automobiles:**

In some cases and dependent on location, it may be necessary for smaller groups to travel in private automobiles, i.e. cars, vans, SUV's. In the event where parents, guardians and/or faculty and staff are providing transportation to and from a 4-H state event, they must adhere to the safety guidelines set forth below.

**Operating privately owned vehicles:** Privately owned vehicles must be covered for at least state minimum liability limits. Auto liability is the responsibility of the vehicle owner and will be primary if an accident occurs. Passengers in privately owned vehicles may be covered through the owner's policy, depending on the coverage maintained by the owner. There is no insurance coverage through the University of Idaho for auto liability or passengers.

### **4-H Arranges Public Transportation to 4-H Events**

For all State and National 4-H Events, the University of Idaho 4-H Youth Development department will arrange oversee public transportation arrangements –trains, buses, and/or commercial airlines –to and from events. Because commercial chartered companies are held to higher safety standards with periodic inspections and approved health and safety policies, 4-H requires all youth and chaperones participating in State, National and International events to use the transportation arranged by the state for the said event. To review the requirements outlined for chartered transportation carriers, please visit the Federal Motor Carrier Safety Administration (FMCSA) at: <https://www.fmcsa.dot.gov/>.

**Operating vehicles owned by the University of Idaho:** If the driver is using a University of Idaho motor vehicle, driver must comply with university procedures at <http://www.uidaho.edu/apm/05/08>. Procedures requires drivers to complete the UI driver's record screening and Driver's Safety course. For more information on requirements and certification go to: <http://www.uidaho.edu/cnr/motorpool>

**Operating publicly owned vehicles:** If the driver is using publicly owned vehicles, such as a county-owned vehicle, the driver must comply with the individual county policies and procedures.

### **Safety guidelines for all vehicles**

1. No 15-passenger vans may be used to transport 4-H youth
2. Seatbelts are required to be worn by all occupants while vehicle is in motion
3. All drivers must have a valid driver's license that has not been suspended for any reason. Drivers must be currently licensed and at least 18 years of age. Youth member exception: when traveling to a local event, a youth member at least 16 years old may drive, subject to the following:
  - a. Must have at least 6 months' worth of driving experience as a licensed driver (time accumulated under a learner's permit is not counted)
  - b. Have a clear driver's record with no violations or accidents
  - c. Must not transport any other persons to/from 4-H event.
  - d. Must give vehicle keys to the Event Coordinator upon arriving to the event (Event Coordinator will return keys on the final day of the event).
  - e. Obtain parents signed permission form to be turned into the county or state office within 5 business days of the event.
4. All drivers must obey driving laws, including the speed limit (and allow for road conditions).
5. Drivers must not operate vehicle using hand-held cell phones or text while driving. A hands free device may be used sparingly and only when necessary
6. Drivers will be well rested, and driving time will not exceed more than 8 hours per day, with sufficient breaks.
7. Drivers will not allow any alcohol or drugs in the vehicle, or drive under the influence of any drugs or alcohol.
8. Drivers will report any incidents or accidents to 4-H.