

YLI TRANSPORTATION POLICY

Last updated January 2022

Transportation During Session

The Greater Des Moines Leadership Institute does not own or operate company vehicles. For the purpose of transporting students on scheduled program days for the Youth Leadership Initiative, the Leadership Institute contracts busing services or utilizes public transportation (e.g., DART).

Transportation to and from Session

It is the responsibility of the student or the student's parent/guardian to provide transportation to and from the planned meeting location. In many cases, that will be the Greater Des Moines Leadership Institute's office at 700 Locust St. Suite 100, Des Moines, IA 50309. Students may wish to arrange carpools or make alternative arrangements. These arrangements are not the responsibility of the program or Leadership Institute. If reliable transportation cannot be provided in order to attend Youth Leadership Initiative ("YLI") programming, students may contact the YLI Program Coordinator to explore the possibility of alternative options.

Student Not Picked up After Session

At the conclusion of a session, if a student has not departed in a timely manner, a YLI volunteer or staff member must stay until the student can depart. These steps should be followed:

1. Ask if the student has communicated with their ride.
2. If the student cannot get in contact with their ride, ask the student if it is okay to contact their emergency number. The master list of student emergency contact information can be found in Box, specifically in the Class of 2022 folder. If the emergency contact person cannot be reached, the YLI volunteer or staff member should send a text message to that person that documents the situation.
3. If an extended period (30 minutes or more), has been reached, and the volunteer or staff member cannot find an alternative ride, they may decide to drive the student home. In this case, they should (i) call the YLI Program Coordinator for approval (see below) and (2) then send a text message to the parent, student, program chair, and program coordinator prior to leaving to notify all about the situation, including the destination address.

It is the policy of the Leadership Institute that if an exception is made, where possible, there will be at least two volunteers present for each student. But this is not always possible, and a student may be transported, where necessary, even when only one volunteer is present. All YLI committee members and volunteers that may engage in the transportation of any student will pass a background check completed at the start of each new program year.

Program Coordinator: Kelly Royal, cell 515-212-9853

Program Chair: Laura Miller, 515-480-3070