

YLI Transportation Policy

Last updated 6/15/20

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 from Des Moines Christian Schools or utilizes public transportation (i.e. 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 most 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 YLI programming, students may contact the YLI Program Coordinator to explore the possibility of alternative options.

Considering our current COVID-19 pandemic, we are planning a hybrid program which will include some in person meetings in open-air shelter facilities in local parks, as well as virtual sessions. We are currently evaluating the transportation needs of our students and will present suggestions to accommodate our students if the need arises.

Student Not Picked up After Session

At the conclusion of a session, if a student has not departed in a timely manner, the 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 a hold of 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 2021 folder. If the emergency contact person cannot be reached, the volunteer or staff member should send a text message to that person, which will document the situation.
3. If an extended period (30 minutes or more), has been reached, and the volunteer or staff member can not find an alternative, they may decide to drive the student home. In this case, they should first call the YLI Program Coordinator for approval (see below). Then, send a text message to the parent, student, program chair and program coordinator prior to leaving, letting all know about the situation, including the destination address.

It is the policy of the Leadership Institute that volunteers, committee members and staff members should not drive nor transport students in their personal vehicle. If a situation arises that an exception needs to be considered, please contact the YLI Program Coordinator before transportation is needed for approval. It is the policy of the Leadership Institute that if an exception is made, there must be a ratio of one volunteer to two or more students or two volunteers to one or more students. Situations of 1:1

ratio of volunteer and student should be avoided. All YLI committee members and volunteers have had a background check completed at the start of each new program year.

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

Program Chairs: Bethany Crouch, 515-360-7970 and Laura Miller, 515-480-3070