

**TreeHouse – Sandstone**

Area Director: Beth Kalbow, PO Box 34, Sandstone, MN 55072, 763-486-3297

**Transportation Procedure**

In an effort to remove all barriers for youth and families who desire to take advantage of what TreeHouse has to offer, we provide free transportation to and from Tuesday and Thursday programming and activities for teens. Youth are asked to call TreeHouse at least 2.5 hours before program time and state their name, number of others with them, and what address or pick-up point they will be at. After programming, staff will take each teen home; unless other arrangements are made directly between staff and parents before program begins.

Before every program and activity, staff plan transportation routes based on number of drivers, capacity of vehicles, and locations of teens who have called in. Each route should be one hour or less total drive time.

If a teen lives outside the ride-zone, they may come via their own transportation or staff and parents/guardians can agree on a pick-up/drop-off spot within the ride-zone. Exceptions should be made carefully, avoiding special treatment of individuals. An option is a volunteer driving one or a few teens to/from a further location, yet keeping their overall route time within the same frame as other drivers.

If inadequate transportation or staffing is an issue on a given day, rides can be limited to the first callers, based on the vehicle space available. Teens calling after all spots are filled can come via own transportation or unfortunately will miss out on programming. All measures should be taken to avoid inadequate transportation, keeping in mind that approximately a 1:10 adult-to-teen ratio should be maintained at programs.

**DRIVERS**

Drivers will be contacted (usually via text) 2 hours before program with the list of teens they are responsible to pick-up/drop-off. Locations will also be provided. Staff will be available to answer questions regarding routes.

Drivers are not allowed to drive with one teen of the opposite gender with them in the vehicle unless it is an emergency. Routes may be altered (i.e. dropping off a teen who lives closer last) to ensure this does not happen.

Drivers will be provided with a printed/written list of teens they are responsible to drop-off after programming.

Those who drive the drop-off routes should come into the building when they arrive. This allows staff to communicate with you and build stronger relationships. It also prevents the teens from miscommunicating transportation information.

Drivers are responsible to:

* Request all passengers to fasten seat belts,
* Drop passengers only at their home or preapproved drop-off site unless other arrangements have been made and approved by staff,
* Be sure they enter their home safely,
* Crowd control: Stop the van if behavior is out of control or too loud. **The driver has every right to control the environment inside the vehicle,**
* Play only Christian radio and CDs in the vehicle,
* Not allow pop or food in the vehicle,
* Report any issues the driver has with the teens to the Area Director.

Drivers should complete a mileage reimbursement form for the miles they drive in support of TreeHouse. If you do not want to receive the payment for the miles, please complete the form and indicate you want to donate your mileage. Having the completed form will allow us to more accurately record the cost of providing services.

TreeHouse is grateful to the time, effort and expense our drivers are willing to commit to ensure this ministry is successful. **Any** concerns a driver has should be communicated to the Area Director.