

## **ACE Mentor Program of America, Inc. Transportation of Students Policy**

ACE realizes that many affiliates have to deal with the issue of transporting students. This document is meant to outline the policy of the program in regards to transportation of students.

### **Transportation to and from ACE meetings:**

Students should be responsible for their own transportation to and from ACE meetings and activities.

Affiliates can offer stipends or grants to help cover the cost of transportation, but the transportation is to be arranged and provided by the student and his/her parent or guardian.

The preferred stipend would be in the form of a purchased mass transit pass or ticket. However, the affiliate can offer a general transportation grant to the student but needs to leave the arrangements to the students and his/her parent or guardian.

Affiliate (mentors) should not arrange for rides for the students through Uber or Lyft.

### **Transportation to field trips or special events:**

Affiliates should arrange for transportation of the students and mentors through a licensed transportation company. A van or bus driven by a licensed employee of the licensed company is the recommended form of transportation. ACE should ask to obtain a certificate of insurance showing Auto, General Liability and Workers Comp. coverage and should also request that ACE be an Additional Insured with respect to the particular transportation agreement (date/time/event).

An approved mentor or teacher needs to be on the bus with the students at all time. Students should not be sent on a bus without adult supervision by an ACE mentor or teacher from the relevant school.

When planning a field trip or special event, make sure all students have transportation to the site.

At the conclusion of a field trip or special event, never leave a student unattended.

### **Personal Cars:**

It is critical to note that mentors must never transport students in their personal cars. ACE does not have an insurance policy that covers the transportation of students in a mentor's private car.

A mentor must never be alone with a student in any circumstance especially in a personal car.