

GUIDELINES FOR THE SAFE TRANSPORTATION OF MINORS

This document will address the University's guidelines for the safe transportation of minors to, from and/or back to any property that legally belongs to the University of Guam (University) , other Government agency, or minor's parents or legal guardians.

Definitions:

Custody Authorization

Form: A University form providing a designated itinerary for transporting an identified minor. The document shall include signature spaces for all involved in the transportation process.

Guardians: Any court designated person having legal authority over minor.

Minor: Any and all natural persons under the legal age of 18 as identified by Guam law. Any minor having a University ID showing that they are either a student or dorm resident.

Parents: Any natural person who is the biological or legal parent due to adoption that has legal authority over said minor.

Security

Representative: The University of Guam's security contractor.

University of Guam

Representative: Any College campus employee, faculty or staff, authorized by the President or his designee responsible for the transportation of the minor.

Official Vehicle: Any vehicle under the ownership of the University, whether leased or rented, or any personal vehicle that will be used to transport identified minor belonging to a University employee as designated by either President, SPV/AF, SVP/GS, VPAF or any dean or director of the University Security contractor.

University Official: The following personnel who will be representing the Office of the President and acting in his behalf while in process of transporting identified minor. These may be: SVP/AF, SVP/GS, VPAF, Legal Counsel, Deans, Directors and Administrators, or their designees, GS Supervisor.

The following guidelines will be followed for the safe transportation of minors under the cognizance of the University of Guam (University) while on island. Off-island travel is addressed separately below.

1. A minor will only be transported in an official vehicle, unless an authorized vehicle suitable for transporting said minor is designated by a University official .



2. Once a minor has arrived at a designated location for release of the minor, the last official having transported the minor will ensure that Custody Authorization documentation has been properly completed with the signature of the last person taking custody of said minor.
3. If the situation warrants transportation via water, the senior person in charge of the project shall maintain total control of the movement of minor until release to a parent, guardian or other designated natural person who is able to identify relationship to the minor, a medical institution, local police authorities.
4. The Custody Authorization Form shall follow the minor during the complete process and a copy will be filed with the minor's student file. The document will be signed and handed to each party during the process and held by the last custodian of the minor. The original will be turned over to the Office of the VPAF and legal counsel for final review and acceptance.
5. A review of the Custody Authorization document trail shall be conducted as needed and when requested.
6. The Custody Authorization document shall be kept in a separate, closed folder that will only be opened for signatures and when transferring minor from the custody of one agency, department or section to another.
7. In the event that a minor is participating in a UOG sponsored event, any and all waivers must be properly signed by either his/her parent or legal guardian, and a copy kept with the coordinator or senior person handling the event.
8. Any minor being transported during a UOG sponsored event or activity who needs medical treatment or for other matters that constitute transporting said minor will only be released to either the medical facility, parent or legal guardian. A trip ticket and Incident Report shall be signed by all concerned. The minor will be released to next custodian once these documents are completed.
9. The use of 15-passenger vans, as required by Guam law, mandates that the driver have a Chauffeur license and health certificate based on a physical and TB test.
10. A driver who operates a twelve (12)-passenger van or other type of transport vehicle able to transport twelve (12) but less than fifteen (15) passengers must submit proof of relevant training and submit it to the program administrator before transporting can commence.
11. Designation of drivers will be the responsibility of the program administrator, who will ensure that the driver has the proper documents and training, as needed.
12. A copy of all drivers' licenses and insurance cards (if a personal vehicle is used) must be submitted to the program administrator before the driver will be authorized to transport any minor. There will be no exceptions.
13. When a minor is transported in an emergency vehicle, one of the senior adults in the program/event shall ride with the minor and stay with the minor until the minor is properly released to the custody of a parent or legal guardian. In the event that the vehicle being used is not an emergency vehicle, there should not be less than two (2)



responsible adults to accompany the minor until released to the custody of a parent or legal guardian.

14. The ratio of adults to minors during transportation is generally not less than one adult for every twelve (12) minors, with a higher ratio of adults to younger children (i.e., 1 to 10).
15. A standard check of any vehicle to be used for transporting minors shall be conducted for every day that the vehicle is used. A standard check list will be provided for the driver to use.
16. In the event that any minor under the cognizance of the University has been identified as a victim of a crime, a complete positive identification shall be verified by a student ID or any other form of University identification by a University representative.
17. Once proper identification has been completed, the minor will remain in the custody of the University official until turned over to two (2) University representatives, or one (1) security representative and one (1) University representative, or two (2) security representatives who will be conducting the actual transporting of the minor.

For OFF-ISLAND TRANSPORTATION PURPOSES THE FOLLOWING APPLIES:

1. When off-island whether for a conference, training, field trip (as sanctioned by UOG) or internship, the person in charge shall maintain total control of the movement of the minor from start to final destination.
2. A log or diary or similar document shall be maintained by the official handling the matter to ensure that proper protocols are followed and to ensure the safety of the minor at all times.
3. In the event that any minor under the cognizance of the University has been identified as victim of a crime, a complete positive identification shall be verified by a student ID or any other form of University identification by a University of Guam representative.
4. Once proper identification has been completed, the minor will remain in the custody of the University official until turned over to two (2) University representatives, or one (1) security representative and one (1) University representative, or two (2) security representatives who will be conducting the actual transporting of the minor.