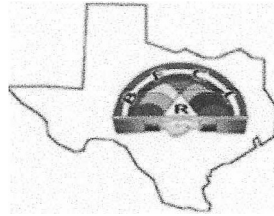


International Order of the Rainbow for Girls Grand Assembly of Texas



TRAVEL AND DRIVING POLICY

Purpose:

To establish specific guidelines for the State of Texas regarding transporting members to Texas IORG functions.

Application:

This policy applies to all members, Mother Advisors, Advisory Board members, parents, grandparents, guardians, and other adults who work with and support the IORG organization at either the local assembly or state level.

Definitions:

Assembly Activities:

An **activity or event** approved by the Assembly's Advisory Board or Mother Advisor for an Assembly or an individual member to attend/participate which requires the girl(s) and adult(s) to travel as an organized group or as a representative of Texas, IORG appropriate adult chaperoning is required for all functions.

Other Activities - Member: An activity or event sponsored by other Assemblies to which a member will travel and attend as a representative of Texas IORG

An Authorized Driver may be one of the following listed individuals **who will** comply with the guidelines included in this policy:

- Mother Advisors
- Advisory Board Members
- Adult volunteers, with approved background checks, who are not members of the Advisory Board.
- An Active Member who is a LICENSED, INSURED DRIVER (at least 18 years of age), with written approval from the Advisory Board, may transport other members to/from local Texas IORG functions (not overnight) with the written permission from both her parents and her passenger's parents. Members may not transport other members on overnight Texas IORG related trips.
- Approval for a member to drive: The girl must apply to the Advisory Board, when she becomes eligible or anytime thereafter, providing them with her necessary/required current Driver's License and proof of Insurance. This information must remain current for her to be considered eligible to drive. This permission, when granted, may be revoked at any time with due cause by Advisory Board action.

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Guidelines:

Authorized Driver requirements

All persons transporting girls must have the following:

- A **valid Driver's License**
- **Proof of insurance** showing at least the minimum Bodily Injury/Property Damage coverage, as required by state law.

Members may not transport other members to/from overnight related trips.

Any time there are sufficient adults (Advisory Board Members or Approved Volunteers) to drive all members to/from an IORG function (identified above) girls are to be passengers in those vehicles.

When traveling to and from IORG functions, there are to be **NO** girls traveling overnight with unrelated men, without an adult female traveling with them **in** the vehicle. It is required that members be chaperoned by female Advisory Board members, parents, or adult female Approved Volunteers. On certain occasions, as determined by the Advisory Board of the local Assembly, a male Advisory Board member, parent or a male Approved Volunteer may drive groups of girls on day trips, leaving and returning to a specific location. There must be at least two girls in any vehicle. A male driver may drive a single girl if she is related to the driver.

Grand Officers: Grand Officers are expected to make every effort to arrange their personal schedules to accommodate their Assembly's travel plans so that they are not traveling separately. Grand Officers must also note the Rules and Guidelines for Grand Officers for other specific requirements/guidelines.

Departure/Return Location(s): Assembly group trips will depart from the lodge, Assembly meeting location or designated starting location and end when the group returns to the starting point.

Behavior: Behavior during trips should be consistent with the expectation of members and adults at any other function.

Permission Slips: When traveling as a larger group to destinations outside the local area as defined by the local assembly, TWO copies of the girls' and adults' permission slips and emergency numbers should be available - one given to the driver, and one given to the Mother Advisor (or Advisory Board designee).

Emergency/Medical Information: Each girl and adult traveling with the Assembly on an overnight trip will provide the Mother Advisor (or designated adult) a **sealed** envelope, with their name on the outside, containing a list of ALL medications currently being taken and any known medical conditions or allergies. Each person is expected to also provide their current Medical Release form and a list of emergency contact phone numbers. It is important for the Mother Advisor to have complete information available in the event a medical emergency arises while the girls and adults are away from home. At the end of the trip the **unopened envelopes** are to be returned to each person. Girls and adults must understand the envelopes are to remain unopened and confidential. In the event of a medical emergency, the sealed envelope is to be given to the treating physician, if requested.

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Seat Belts: Seat belt use is **mandatory** for the driver and all passengers. Girls under the age of 12 or smaller in stature are encouraged to ride in the back seat of the vehicle. No one will transport more passengers than there are available seat belts. The use of seat belts is required by law and is not negotiable.

Passenger Information: When traveling as a group, girls and adults assigned to a specific vehicle will remain assigned to that vehicle until the end of the trip. A Passenger List with seat assignments should be completed prior to departure and will be held by the designated driver of each vehicle. See copy of Passenger List(s) attached.

Group Travel: Groups are encouraged to establish specific rendezvous points for refreshment, rest, etc. All vehicles should leave the rendezvous point together after such breaks. At least one cell phone should be in every vehicle with contact numbers for the other vehicles traveling in the group. Whenever several cars are traveling to an event, designate the cars that will be at the front and the back of the group.

Each driver should have the address and directions to the destination so that they do not have to maintain visual contact with the vehicle in front of them to know where to go.

Even though vehicles are encouraged to leave as a group, caravanning is discouraged for the following reasons:

- Safety issues associated with traveling too closely to maintain visual contact with the vehicle in front.
- Trailing vehicles may have to exceed the speed limit to maintain visual contact with the vehicle in front of them.
- Becoming a potential traffic hazard by not providing sufficient room for faster vehicles to safely pass.

Cell Phone/Electronic Device Usage: Drivers on any designated Assembly trip or when transporting members are participants in the "NO PHONE ZONE" policy.

- While driving on any event, no driver may text.
- Drivers should use blue-tooth or hand-free phone systems when phone conversations are **absolutely** necessary.
- When necessary to communicate with another vehicle, drivers will utilize a designated passenger in their car to call and converse with the designated passenger in another car traveling in the group. Communication will be most effective if it is the driver's phone that contains the cell numbers of other drivers in the group.
- Should the designated driver need to talk on the phone and does not have a hand-free system, they should pull off the road to have a phone conversation.

To encourage interaction among the passengers while on an Assembly trip, designated drivers are encouraged to require that all but one cell phone (that of the designated passenger), be left off. I Pods and other electronics from all passengers should be used in moderation during the trip.

The driver may secure these articles within the car (back seat, tote bag, trunk, etc.) during the length of the trip if deemed necessary.

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Public Transportation: When distance or time dictates, public transportation, such as airlines, bus or train may be used to convey girls and adults to Texas IORG functions within or outside the state. Members must be accompanied by Advisory Board members, parents or **Approved Adult Volunteers** when traveling by public transportation.

Out-of-State Travel: Members and adults should notify the Supreme Officer in Texas prior to attending any IORG function in another state since they will be representing Texas at that function.

The Texas Travel and Driving Policy has been written to provide clear guidelines for the girls and adults throughout our State.

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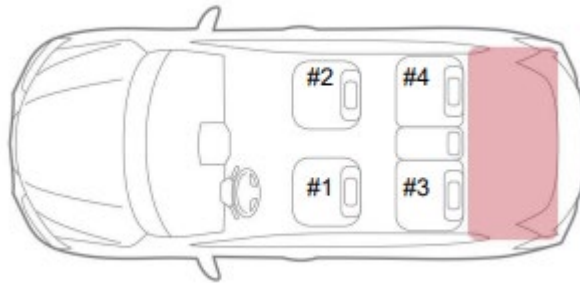
International Order of the Rainbow for Girls
Grand Assembly of Texas

Passenger List for Assembly Name

name of activity/event

(for 4 passenger vehicle)

- 1. Driver _____
- 2. Front Passenger _____
- 3. 2nd Row Left Passenger _____
- 4. 2nd Row Right Passenger _____



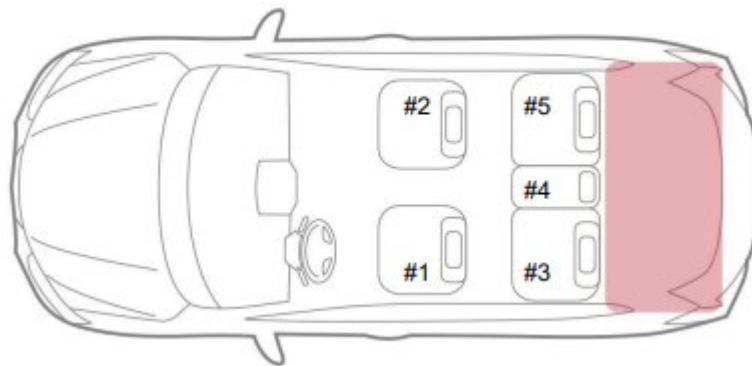
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Passenger List for Assembly Name

name of activity/event

(for 5 passenger vehicle)

- 1. Driver _____
- 2. Front Passenger _____
- 3. 2nd Row Left Passenger _____
- 4. 2nd Row Middle Passenger _____
- 5. 2nd Row Right Passenger _____



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Passenger List for Assembly Name
name of activity/event

(for 8 passenger vehicle)

- 1. Driver _____
- 2. Front Passenger _____
- 3. 2nd Row Left Passenger _____
- 4. 2nd Row Middle Passenger _____
- 5. 2nd Row Right Passenger _____
- 6. 3rd Row Left Passenger _____
- 7. 3rd Row Middle Passenger _____
- 8. 3rd Row Right Passenger _____

