



Chapter 5- Commuter Crew: Transportation and Driving

Commuter Crews are unique to SCA's Crew-model in that youth members meet up with Crew Leaders each morning and return to their homes each evening. Commuter Crews rely heavily on the logistics of driving and/or using public transportation available in the host city. While the details and transportation options specific to each city will be different, there are general details that are outlined in this chapter. For specific details for your program, please communicate directly with your Regional Coordinator.

Morning Pick-ups

Each morning, Crew Leaders will meet Crew Members at the previously designated pick-up site. As you might already know, public transportation frequently experiences delays causing riders to be late to their destination. Unfortunately, we cannot accommodate late arrivals. Be prepared for this situation with set rules to follow for smooth morning pick-up. Each Regional Coordinator has established a pick up time for the designated sites however if there is an issue that impacts the majority of your Crew each morning making the designated time and issue, please communicate this with your Regional Coordinator and offer some alternative solutions.

Aside from issues that impact the entire crew (i.e. construction along a bus route), it is very important that you stick to your plan, or pretty soon you will be waiting later and later for everyone to arrive. If Crew Members know you are serious about your departure time in the morning and they miss the van once, it is more likely they will make the necessary adjustments to not be late again. To the contrary, if they know you will wait an additional 5 or 10 minutes for them each morning, pretty soon they'll be arriving later and later on a consistent basis.

There are many strategies for dealing with late arrivals. Making the whole Crew stay an extra fifteen minutes late at work, for example, to make up the time, can be very effective because it involves and affects the entire Crew.

Afternoon Drop-offs

Students should be returned to the designated drop-off location by the designated time set by the Regional Coordinator. Crew Members may ask you to drop them off at their home, this is prohibited by our policies to do so. Despite situations and logistics that make this seem unreasonable like Crew Members claiming to have no money for the Metro/bus or their home is "on the way" to your home you should follow our clearly outline policy to avoid unforeseen issues. It is our experience that this type of action can build resentment and the accusation of favoritism amongst your Crew. If you then try and accommodate everyone on your Crew with rides home, you will find yourself running a small taxi service each day before and after work. Please don't do it.

These policies and procedures for Commuter Crews have been set up to provide you, the Crew Leaders, guidance in running the Crew equitably but also to model workforce expectations that each youth must meet as part of the general workforce. Remember, this is in part a summer job and designed to prepare youth for life after high school.

Afternoon Drop-off on "E2 Day"

During special events or Environmental Education Days, Crew Leaders will find themselves in a different area of the city at the end of the day. Crew Members will ask to be dropped off at certain bus stop closer to their home than their normal drop-off location. This is okay to do, but you need to agree on one stop that works for all those folks you would like to get out early and not head back to the original site. In addition, you are required to drive back to your designated drop-off site even if it is for just one Crew Member. Make sure you are pulled off the road and parked in a safe drop off point before you allow anyone to get out of the van. Never allow anyone to "jump out at the red light" or where they need to maneuver through traffic.

Appropriate Vehicle Usage

The SCA rental vans are to be used strictly for work-related activities occurring between Monday and Friday of each program week. It is your "company" vehicle during your tenure as an SCA Crew Leader. It is to be used only for work related activities. These include transporting your Crew to/from the work site each day, environmental educational field trips and recreation activities, weekly staff meetings and trips to the store to purchase snacks, beverages and supplies for your Crew.

The reason for entrusting Crew Leaders with the van each evening is twofold: 1.) It cuts out a great deal of commuting time and costs for you, and 2.) It reduces our parking costs and the need to rent spaces for so many vans.

Please be advised that usage of the van for personal matters, errands, trips, etc. is against SCA policy. If you were involved in an accident with the van on a weekend out of town, it is very likely that you would incur direct out of pocket expenses for van repair, as you would not be covered by SCA insurance.

Appropriate Driving Speed

Your goal is to drive under the assigned speed limit for the entire time this summer. As you know, driving around any city can be quite stressful and dangerous. Driving fast increases the chances of an incident or accident occurring. It is tempting to drive fast to make up time if you're running late or impress your Crew, but don't do it. Driving six other people around in a large mini-van is a huge responsibility, don't take it lightly. Always think SLOW DOWN!

Vehicle Accidents

If you are involved in an accident with your van, or do any damage to the van by hitting a stationary object or parked vehicle, you must call your SCA Regional Coordinator immediately by cell phone or at the SCA Regional office as soon as possible. **As with any vehicle accident, a Police report must be completed and the proper exchange of information (see below) with the other driver must be undertaken. You must complete the SCA Vehicle Accident Report Form contained in your Commuter Crew Leader Handbook binder.** The form will assist you in obtaining all of the relevant information you/we need to report the incident to our insurance carrier. For insurance purposes and accident management protocols, if you are in an accident it is imperative that 1.) The Crew Members are in a safe and secure area, 2.) You initiate the Emergency Response procedures outlined in your Emergency Response Plan (ERP), and 3.) Turn in SCA Vehicle Accident Report form to your Regional Coordinator within 24 hours of the accident.

You will also need to have/know the following information:

1. Rental contract (please keep this with the van at all times)

2. Vehicle registration
3. Insurance Information:

The Hartford Group, the policy number is:
08UENUF7505 – for everything but Massachusetts auto

Vehicle Breakdowns

If you experience any type of vehicle breakdown (engine won't start, flat tire, etc.) please make sure the crew members are in a safe and secure area and then call your Regional Coordinator and/or the Regional Office. The appropriate SCA staff member(s) will be contacted (if they are not in the office) to assist you in contacting the Rental Agency and getting you back on the road.

Parking and Violation Tickets/Getting Towed

Any parking ticket or driving violation you receive while the van is in your possession is your responsibility to report and pay. Please take responsibility for your own actions! Each Crew Leader is listed as the primary driver for her/his vehicle. Any unpaid tickets will be held against your record and will be mailed directly to you.

The same holds true for getting towed. If you park the van in an illegal location which leads to the van getting towed or impounded, it will be your personal expense to recover the van into your possession. To avoid getting a ticket, please be sure you check (and double check) curbside parking signs for restrictions when parking your SCA vehicle. When in doubt, don't park there!

Getting Together with Crew Members "After Hours"

Once in a while a Crew Leader asks if it is ok for them to get together with a Member(s) of their Crew, in the evening or on weekends, to go to a movie or to the mall. The answer is yes, but you need to be aware of two important issues: 1.) the after hours activity you engage in is not an SCA sponsored or supported activity. Using the van for transportation, or money from your budget to cover expenses, is strictly forbidden. 2.) you are (or are in the process of becoming) a supervisor, leader, teacher, role model, etc. to these young people. Do not jeopardize this relationship dynamic. Be consistent in your actions and behavior both on and off the clock, especially in the way you carry yourself and interact with other people. If you do strike up after-hours friendships with Crew Members, be careful, be wise and use good judgment and discretion.