

**International Order of the Rainbow for Girls
Nevada Grand Assembly**



TRAVEL POLICY

Nevada Grand Assembly has established this Travel Policy in an effort to encourage safe, informed and responsible transportation to, from and during Nevada Grand Assembly sponsored functions (“Function(s)”). Any subjects not expressly addressed in this policy and related to travel of a youth participant (“Participant”) or adult volunteer (“Volunteer”) should be directed to an Assembly Grand Deputy for escalation and decision by the Supreme Officer or her designee (collectively “Supreme Officer”). The Nevada Grand Assembly Travel Policy has been written to provide clear guidelines for the Volunteers and Participants throughout our State. If there are areas of this policy that do not work in practice, written suggestions should be sent to the Supreme Officer so the policy can be reviewed by the Grand Executive Board.

Travel begins as the individuals or group departs the Temple or other meeting place and ends when the individuals or group returns to the Temple, final destination or parent pick up venue. Behavior during travel should be consistent with the expectation of Volunteers and Participants at any other Nevada Grand Assembly or IORG sponsored function. When traveling to and from a Function, the following requirements must be followed by Participants as well as Volunteers:

Required Information, Authorizations and Releases

All Participants or Volunteers must complete the following tasks prior to the time of travel to any Function:

1. Complete the Adult Authorization for Medical Treatment and Release or the Youth Participant Transportation Release and Authorization for Medical Treatment, as applicable, and turn the completed form into the Supreme Officer.
2. When traveling as a larger group, or caravan, two (2) copies of the Adult Authorization for Medical Treatment and Release or the Youth Participant Transportation Release and Authorization for Medical Treatment should be available. One must be in the possession of the driver in which the individual is a passenger and one in the possession of the Supreme Officer.
3. Complete the Driver License and Insurance Policy form, as needed, and turn the completed form into the Supreme Officer.
4. Be in possession of a valid driver license and valid proof of insurance coverage at all times during the Function, as applicable.

General Guidelines

1. Seat belt use is mandatory for the driver of any vehicle and all passengers during the duration of travel. In addition to being a Nevada Grand Assembly requirement, this is also a law in the State of Nevada and as a result must be adhered to.
2. Girls under the age of 12 and/or smaller in stature are encouraged to ride in the back seat in cars with passenger-side air bags.
3. No driver will transport more passengers than he/she has the ability to safely do, by providing a seat belt for each passenger.
4. Participants are not permitted to travel alone, overnight with unrelated men without an adult female traveling on the same trip, in the same vehicle.

Cellular Telephone and Texting Guidelines

1. Nevada Revised Statutes prohibits texting or talking on a cellular telephone while driving, unless using a hands free device, such as Bluetooth.

2. Nevada Grand Assembly strictly prohibits any Participant or Volunteer driver from texting or talking on a cellular telephone, while traveling to a Function unless it is *absolutely* necessary and only then, if a hands free device is available to assist in making the telephone call.
3. If a Bluetooth device is not available and the telephone call is necessary, Nevada Grand Assembly requires that the driver of the vehicle find a safe place to stop the car and make a call on his/her cellular telephone.
4. In the event of caravan travel, each car is encouraged to designate one passenger in each car to handle all communication between members of the caravan, in order to avoid any unnecessary driver distraction that can be caused by cellular telephones and texting. The designated passenger should ensure that he/she has exchanged telephone numbers with all other members of the caravan prior to departure.
5. Drivers are encouraged to collect all but one cellular telephone, all iPods and electronic devices from all passengers and secure them in the trunk or rear of the vehicle for the duration of travel to the Function. This policy is to encourage interaction among the passengers in the vehicle and to avoid any unnecessary or inappropriate distraction to the Participants and Volunteers while traveling to the Function.
6. Cellular telephones will be returned to Participants upon arrival to the destination so that a call may be made to parents or guardians to let them know that they have arrived safely.

Guidelines on Providing Transportation to Functions

1. If there are sufficient Volunteers available to provide transportation to all Participants attending the Function, Nevada Rainbow prohibits a Participant under the age of 18, even if a licensed driver, from operating a vehicle to provide transportation to a Nevada Grand Assembly function.
2. Participants are preferred to be passengers in vehicles operated by Volunteers when traveling to a Nevada Grand Assembly Function. Nevada Grand Officers are encouraged to make their personal schedules accommodate such travel plans so they are not driving independently to any function, but are instead passengers in a Volunteers motor vehicle.
3. If there is an insufficient number of Volunteers available to provide transportation to all Participants attending a function, a Participant that is a licensed and insured driver may transport other Participants to functions if the following guidelines are met:
 - a. If the function is within the geographic area of the driver's local assembly
 - A suggested geographic area is between 15-20 miles or any specific nearby area as determined by the local assembly's Advisory Board,
 - The driver has the **written** permission of all passengers' parent or guardian.

Example: Licensed and insured Participant driver from Carson Assembly can transport passengers within Carson City and Reno; licensed and insured Rainbow Girls from Boulder Assembly can transport girls within Boulder City and even to Las Vegas, but not to Pahrump.
 - b. If the function is outside of the geographic area of the driver's local assembly
 - The driver must be at least 18 years old,
 - The driver must have **written** permission from her parent or guardian,
 - The driver must have the **written** permission of all passengers' parent or guardian.
 - c. If the function is a non-assembly sponsored function, in the driver's geographic area
 - A non-assembly sponsored function is an activity or event sponsored by another Assembly which has not been endorsed by the driver's assembly Advisory Board as an Assembly function.
 - The driver must have **written** permission from her parent or guardian,
 - The driver must have the **written** permission of all passengers' parent or guardian.

Example: Assembly A was invited to attend Assembly Z's Installation; the Advisory Board of Assembly A was unable to organize adult drivers and chaperones; this activity now becomes a non-assembly function.

Example: A Grand Officer may take her trailer to visit another local assembly - just because they want to visit.

Caravan Travel for Assembly Functions

1. An Assembly sponsored function is an activity or event approved by the assembly Advisory Board or its Mother Advisor, promoted for Assembly attendance and participation, to which the Participant's and Volunteers will travel and attend as an organized group. Appropriate adult chaperoning is required for Assembly functions and is organized by the Advisory Board or Mother Advisor.

Example: Assembly A was invited to attend Assembly Z's Official Visit or Installation; the Advisory Board of Assembly A promoted this as assembly function and adults were organized as drivers and chaperones.

2. In the event that several cars from an Assembly are traveling to any event, they are preferred to travel together, each keeping track of the driver that is at the front and back of the caravan. If needed, groups are encouraged to establish specific rendezvous points for refreshment or rest, such as a specific gas station or fast food restaurant. All cars should depart the rendezvous point together after such breaks.
3. When traveling in a caravan, girls and adults assigned to specific cars remain assigned to that car until the end of the trip.

Example: Mary, Jane and Alice are going to Camp in Mrs. Blue's car. They remain "assigned" to Mrs. Blue's car until they return home. Girls shall not rotate through cars during the course of a Rainbow trip given that it increases the risk of leaving a girl unaccounted for after departure.

- The exception to this rule is if the group, as a whole, decides to participate in an "auto lotto/musical cars." During the course of an auto lotto, the entire group of girls from one car, switches to another car at a rendezvous point pre-determined by the adult chaperones included in the caravan.
4. If reimbursement for a Volunteer's gas expense during an Assembly Function is pre-authorized by the assembly's Advisory Board and/or the Assembly participants, reimbursement to the Volunteer will be done by the Assembly Treasurer, by check, upon presentation of paid gas receipts by the Volunteer drivers at the next Assembly meeting following travel.