



SFF RULES OF THE ROAD **EXPECTATIONS FOR PARTICIPANTS AND PARENTS/CAREGIVERS**

Please review and initial the following sections:

A. Contacting Second Family Foundation

The forwarding contact number to reach all staff at Second Family Foundation (SFF) is **(919) 589-7331 [PLEASE SAVE TO YOUR CONTACTS]**. Parents/caregivers and participants are expected to save this phone number. Participants will also be given all SFF staff's personal cell phone numbers and are expected to save these contacts.

Participant: _____ Parent/Caregiver: _____

B. Parental Consent & Location and Schedule Changes

Whenever a change needs to be made to a participant's pick-up or drop-off locations or times, contact SFF staff as soon as possible. We will try our best to accommodate changes. ***Stay in touch with us!***

In order to provide safe transportation for participants, we require parents/caregivers to authorize any changes in their participant's pick-up and drop-off locations or schedules.

- If a change is *temporary*, the parent/caregiver shall provide *verbal authorization* to SFF.
- If the change is *permanent/ongoing* then the parent/caregiver shall provide *written authorization* in the form of a letter in full detail about the change to be made to SFF.

Participant: _____ Parent/Caregiver: _____

A parent/caregiver may allow participant to make their own transportation decisions
(Including changes in pick-up or drop-off locations) by notifying Holly Kunkel Ainsley in writing or through email.
We only recommend this for older participants with more work experience.

C. Transportation Hours & Length

SFF will transport as early as an 8am shift start time and as late as a 9pm shift end time. Participants who have shifts that begin or end outside of those times will need to provide their own transportation. Transportation provided by SFF will remain available to SFWorks active participants until a participant turns 18 and/or finishes high school. SFF transportation is only for SFWorks participants to and from work or other sanctioned SFF transportation destinations.

Participant: _____ Parent/Caregiver: _____

D. Non-SFF Employer Partner Employment

Participants may obtain employment outside of the SFF employer partner network. Getting a job takes effort and we commend those who seek it out! However, SFF cannot guarantee transportation to non-SFF partner employers. Before participants accept a position with an employer who is not one of the SFF partners, they should check with SFF about the possibility of transportation and/or be aware of the transportation need.

Participant: _____ Parent/Caregiver: _____



E. Shift Notifications

SFF requires participant's work schedule every Friday (or sooner). SFF employer partners typically set up regular weekly work schedules to help SFF maintain regular driving for all SFWorks participants. If participant's employer does not provide a regular weekly schedule, participant should notify SFF **EVERY FRIDAY** so that we are able to determine the driving schedule for *all* SFWorks participants. Without the notice, we may not be able to transport participant to their job shift.

Example: If your weekly schedule is provided on Sunday at 5pm, you must notify SFF of your schedule by Monday at 5pm. If your schedule (received on Sunday at 5pm) has you scheduled to work on Monday at 4pm (less than 24-hours), SFF may not be able to provide transportation. It's important to communicate your work schedule ASAP. We want to help you get to your job but need notice to plan for it!

Participant: _____ Parent/Caregiver: _____

F. Changes in Transportation

We understand that sometimes plans change. However, we are not always able to accommodate driving changes. Changes in pick-ups must be confirmed at the beginning of a participant's shift. We ask both participants and employers NOT to end shifts early if at all possible. This affects our driving schedule, and if we cannot accommodate the change, it may result in participants waiting an extended time for pick-up. Use the SFF number: **(919) 589-7331** ASAP to let SFF staff know if a shift will end early.

Participant: _____ Parent/Caregiver: _____

G. Picking up an Extra Shift

Similar to Shift Notifications (section E.), participants must communicate with SFF ahead of time before committing to an extra shift to make sure that we have room in our driving schedule. At least 24 hours is required so that we can determine if transportation can be added to the schedule. If we are unable to transport, participants will need to arrange for an alternative mode of transportation with parental/caregiver consent.

Participant: _____ Parent/Caregiver: _____

H. Ride Readiness

The SFF Technician transporting each shift will remind participant via text/email of pick-up and an estimated time of arrival. The participant should reply to confirm and be ready to meet SFF Technician upon estimated arrival time. Tardiness can interfere with transporting other participants and lead to disciplinary action from employers, SFF, etc.

Participant: _____ Parent/Caregiver: _____

I. County Holidays

When Orange County is closed for holidays (see Orange County website for accurate dates), we are not able to provide transportation. SFF will let participants (and employers) know ahead of time when we are not able to drive because of an Orange County or SFF holiday, and participants should try to find alternative transportation.

Participant: _____ Parent/Caregiver: _____

J. Weather & Emergencies

Due to our partnership with Orange County, SFF cannot drive participants in inclement weather or during a county-wide emergency. If there is an issue or emergency that impacts transportation, SFF will notify participants and employers. Participants are responsible for ensuring that the appropriate individuals (SFF Staff) are aware of any weather-related shift changes/cancellations made by their employer. Participants should discuss the situation with their employer or



other personnel to make arrangements for re-scheduling or securing alternative transportation.

Participant: _____ Parent/Caregiver: _____

K. COVID-19 Addendum

Due to our partnership with Orange County, SFF is required to comply with any Orange County COVID-19 requirements as they arise (i.e., mask wearing).

Participant: _____ Parent/Caregiver: _____

L. Personal Items

Book bags, work uniforms, and any other personal items should be kept with participants at all times and not left in the vehicles. Participants are not to possess any illegal substances/materials at any time in the vehicles, which are Orange County-owned and operated.

Participant: _____ Parent/Caregiver: _____

SIGNED AGREEMENT

We or I, (1) the participant of Second Family Foundation and (2) the parent/caregiver of the participant (if under 18 years of age), agree to the "SFF Rules of the Road." We have initialed each section to show that we understand the "SFF Rules of the Road" policies, which are subject to change. We or I, (1) the participant of Second Family Foundation and (2) the parent/caregiver of the participant (if under 18 years of age), also acknowledge that violation of the "SFF Rules of the Road" could result in a break from SFF transportation and services, up to termination for the program.

(1) Participant Signature: _____

Date: _____

(2) Parent/Guardian Signature: _____

Date: _____

SFF Phone/Text Number to Reach ALL STAFF 24/7: #919-589-7331

Holly Kunkel Ainsley, SFF Executive Director: #919-597-8884, hkunkel@secondfamilyfoundation.org

Vickie Feaster Fornville, Lead SFF/OCDSS Technician: #919-602-6292, VFFatSFF@gmail.com

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