



SFF RULES OF THE ROAD **TRANSPORTATION PROGRAM**

SFF Technicians/Job Coaches, who are employees of Orange County, provide transportation to active youth participants to access employment, SFF group events, and other SFF-sponsored events. The primary goals of the transportation program are to ensure timely and safe arrivals to and from a participant's place of employment, as well as provide job coaching moments before and after a work shift. Please note that transportation may include more than one participant in the vehicle at a time, depending on the SFF driving schedule. It is also important to note that time in the vehicles with Technicians/Job Coaches is considered active SFF program time (not an "uber/uber eats" ride). A copy of this document will be provided for your reference/records.

Please review and initial all the following sections:

A. Contacting Second Family Foundation

Participants will be given all SFF/Tech staff's cell phone numbers (located at the end of this document) and are expected to save and be added as contacts. Contact with participants and parent/caregiver will be made by SFF to confirm pick-up times/locations for each work shift. **Responses are required by all participants.** (Ex. "Thank you," "Ok," "Got it," or "👍.")

Participant: _____ Parent/Caregiver: _____

B. Ride Readiness

The SFF Technician transporting each shift will remind a participant via call, text, or email of pick-up and estimated time of arrival. Participants' cell phones should not be on standby, sleep, or other "modes" that prevent SFF staff notifications. Tardiness can interfere with transporting other participants and lead to corrective actions from employers, SFF, etc.

Participant: _____ Parent/Caregiver: _____

C. Location & Schedule Changes

Transportation pick-up and drop-off default locations are presumed to be from school/home to work, unless otherwise notified by parent/caregiver. All participants are expected to stay at their place of pick-up (home, school, employment) and should stay inside their work location until picked up by SFF. Outside of emergencies, SFF is not able to wait with a participant when transporting them to home or work.

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! Outside of emergencies, SFF **requires 24 hours' notice** to determine if a change will fit into the driving schedule. If sudden/last minute change requests occur more than 3 times, the participant and parent/caregiver should give consideration to their need/use of SFF transportation. For a participant's safety, SFF requires parent/caregiver authorization of 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 detailed *written authorization* in the form of a letter or email to SFF.

SFF asks both participants and employers NOT to end shifts early if possible. If SFF cannot accommodate the early release, it may result in participants waiting an extended time for pick-up. Let SFF staff know immediately if a shift will end early.

SFF will try our best to accommodate changes. Stay in touch with us!

Participant: _____ Parent/Caregiver: _____

Exception: **For older participants with more work experience**, a parent/caregiver may allow a participant to make their own transportation decisions (including changes in pick-up or drop-off locations) by notifying Holly Kunkel Ainsley in writing or email.



D. Transportation Hours & Duration

SFF will transport as early as an 8am shift start time and as late as a 9pm shift end time, Sunday – Saturday. Participants who have shifts that begin or end outside of those times will need to provide their own transportation. Be mindful that a pick-up time will be earlier than a shift start time. If/when other participants are transported in the same vehicle, SFF transportation times may reflect even earlier times (and often more engaging program time during the trip). Transportation provided by SFF will remain available to participants until the participant turns 18 and/or finishes high school. SFF transportation is only available to SFWorks participants and only for SFF transportation programming.

Participant: _____ Parent/Caregiver: _____

E. Shift Notifications

SFF requires participants to provide their work schedule EVERY FRIDAY (or sooner) and at least 24 hours ahead of any shift changes. Without this notice, SFF may not be able to transport a participant to their job shift. SFF employer partners typically set up regular occurring work schedules to help SFF maintain consistent driving for all SFWorks participants.

Example: If a participant's weekly schedule is provided on Sunday at 5pm, the participant must notify SFF of their schedule by 5pm the next day (Monday). If the participant's schedule (received on Sunday at 5pm) shows a shift the next day on Monday at 4pm (less than 24 hours), SFF may not be able to provide transportation.

Participant: _____ Parent/Caregiver: _____

F. Adding Work Shifts

A participant must communicate with SFF at least 24 hours in advance (as Section C & E) before requesting transportation for adding an extra work shift to their schedule. This advanced notice allows SFF to try to make room in the driving schedule. If SFF is unable to accommodate the extra shift transportation, the participant will need to arrange alternative transportation (with parental/ caregiver consent). **Proof of schedule is required** to request extra transportation for an extra shift. If an extra shift's transportation is canceled, youth may lose future extra shift SFF transportation services.

Participant: _____ Parent/Caregiver: _____

G. Job Coaching Meetings & Other Driving

SFF provides Job Coaching meetings to participants, outside of the program time in the vehicles. These meetings must be requested by SFF/Techs or participants using the [SFF Contact Request Form](#) by Fridays at 5p to determine the next available date/opportunity. Other transportation support may be provided at the discretion of SFF for SFF sanctioned events.

Participant: _____ Parent/Caregiver: _____

H. Non-SFF Employer Partner Employment

Participants may obtain employment outside of the SFF employer partner network. However, SFF cannot guarantee transportation to non-SFF partner employers. Before participants accept a position with an employer who is not one of the [SFWorks partners](#), they should check with SFF about the possibility of transportation and/or be aware of their transportation needs.

Participant: _____ Parent/Caregiver: _____

I. Personal Items

Book bags, work uniforms, and any other personal items should be kept with the participant at all times. Items are not to be left in vehicles during work shifts. Participants are not to possess any weapons, illegal substances or materials at any time in the vehicles, which are Orange County-owned and operated, and subject to Orange County motor vehicle policies.

Participant: _____ Parent/Caregiver: _____



J. Orange County Holidays

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

Participant: _____ Parent/Caregiver: _____

K. 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: _____

L. Notice of Break from SFF Transportation & Violations

If a participant is placed on a “break” from SFF (up to 60-day period), transportation services will not be provided during this break, and participants will need to find alternative transportation. However, participants will receive an initial two-week notice period before transportation ends for the break. Violations of the SFF Rules of the Road can occur in “3 strikes,” and may include loss of transportation services for a temporary period, up to termination of SFF transportation.

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/I have initialed each section to show that we understand the “SFF Rules of the Road” policies, which are subject to change. We/I also acknowledge that violation of the “SFF Rules of the Road” might result in a disruption of SFF transportation and services, to include termination from the program.

(1) Youth Participant Signature: _____ Date: _____

(2) Parent/Guardian Signature: _____ Date: _____

SFF Cell Phone/Text Numbers – [please save/add to contacts!](#)

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

Shiala Baldwin, SFF/OCDSS Technician: 919-971-8977, ShialaBatSFF@gmail.com

SFF Office, 919-967-9823 (land line)