Standard Operating Procedure (SOP)

Transportation Arrangements and Supervision Ratios

Purpose: This SOP details **transportation arrangements and supervision ratios**, encompassing the planning and coordination of safe transport methods, allocation of appropriate supervision levels for different age groups or risk categories, scheduling and route management, compliance with safety regulations, communication protocols during transit, and emergency response plans. The objective is to ensure the safety, efficiency, and accountability of all transportation activities within the organization.

1. Scope

This procedure applies to all organizational activities involving the transportation of participants, staff, and equipment.

2. Responsibilities

- **Transport Coordinator:** Plans, schedules, and oversees transport operations.
- **Supervisors/Chaperones:** Maintain supervision ratios, conduct headcounts, and ensure compliance with safety protocols during transit.
- **Drivers:** Operate vehicles safely and in accordance with traffic and organizational regulations.

3. Transportation Arrangements

- Select transported method(s) (e.g., bus, van, car) based on participant needs, route, and number of passengers.
- Ensure all vehicles are licensed, roadworthy, clean, and equipped with safety features (seat belts, emergency kits, etc.).
- Obtain parental/guardian permission for minors, where required.

4. Supervision Ratios

Group / Risk Category	Recommended Supervision Ratio
Children (under 8)	1 adult : 6 children
Youth (8â€"17)	1 adult : 10 youths
Adults (low risk)	Self-supervised or 1 staff : 20 participants
High-risk/Escalated Needs	1 adult : 2â€"4 participants (based on risk assessment)

Adjust ratios based on individual risk, group mix, duration, and route complexity.

5. Scheduling and Route Management

- Create detailed itineraries including pickup/drop-off times, rest stops, and emergency meeting points.
- Distribute schedules to all supervisors, drivers, and participants (or guardians).
- Pre-assess routes for safety, traffic, weather, and accessibility concerns.

6. Compliance with Safety Regulations

- Ensure all legal requirements (including licensing, insurance, and capacity limits) are met.
- Conduct regular vehicle safety inspections and keep documentation up to date.
- All participants must use seatbelts and follow organizational conduct standards during transport.

7. Communication Protocols

- Maintain a manifest of all passengers and assign seat allocation where necessary.
- Supervisors must carry a communication device (e.g. mobile phone, radio) for direct contact with organizational leads and emergency services.
- Provide emergency contact details to all supervisors and participants prior to departure.

8. Emergency Response Plans

- Supervisors and drivers must be trained in emergency procedures, including medical emergencies, breakdowns, and evacuation protocols.
- Emergency kits must be present in all vehicles (first aid supplies, blankets, etc.).
- Incident reporting forms must be available and completed as required.

9. Records and Documentation

- Retain copies of permissions, manifests, safety checks, and incident reports for each trip.
- Archive all SOP review dates and training records for relevant staff.

10. Review and Continuous Improvement

- This SOP is to be reviewed annually or after any incident to ensure effectiveness and regulatory compliance.
- Gather feedback from supervisors, drivers, and participants post-journey for improvements.

Approval Date: _____

Approved by: _____