

# **Guidelines for CVAC Youth Corps Membership**

## **Eligibility & Application**

1. Any person who is a high school sophomore or junior residing in CVAC's service territory may submit an application for membership as a Youth Corps Member. Youth Corps Members must be at least 16 years old to ride on ambulance calls but may apply prior to turning 16. Youth members should be 16 by June 30 of the year they apply.
2. A completed application must be signed and approved by one parent or legal guardian of the applicant.
3. The application must include one letter of reference from a coach, teacher, guidance counselor, employer, or family friend (not a relative) who can tell us about the applicant's level of responsibility, ability to make and keep commitments, sense of teamwork, etc.
4. Youth Corps Members are a part of the emergency medical service CVAC provides. Since these positions require learned skills, the number of Youth Corps Members is limited to a number that the adult membership can effectively train and manage.

## **Selection**

1. All prospective Youth Corps Members and a parent or legal guardian are encouraged to attend the Youth Corps Open House to understand the roles and responsibilities of Youth Corps Members as well as the level of commitment required.
2. All complete applications that are submitted will be reviewed and evaluated. A group including the current Youth Adviser and two or three other CVAC members will interview candidates.
3. Youth Corps Members will be selected based on their applications, references, interviews and ability to meet the time commitment. Interviews will take place in February.

## **Probationary Youth Membership**

All youth members will be considered probationary members until they have:

- Attended CPR training and obtained CPR certification
- Attended a First Aid class
- Attended at least eight rig check meetings (held on Tuesdays 7:00 pm)
- Completed CVAC training and passed the Rig Test
- Reviewed and completed CVAC's HIPAA (Health Insurance Portability and Accountability Act) Compliance Notice and Certificate

CVAC provides training for all of the above beginning in early March. Several training sessions occur on Saturdays; Youth Corps Members attendance at all training sessions is mandatory.

Upon completion of all of the above, Youth Corps Members will be activated as a crew member and they are permitted to ride in the ambulance in response to a call.

## **Term**

All Youth Corps Members are accepted into the Youth Corps for a period of one year. If they are members in good standing at the end of the year and they are juniors, they may be asked to return for a second year.

## **Rights & Responsibilities**

Youth Corps Members shall be governed by all the rules and regulations that govern adult members. In addition:

1. All Youth Corps Members will be available for duty on a regular basis unless excused with permission of the Captain or Youth Adviser.
2. Youth Corps Members are required to ride a minimum of (3) four-hour shifts per month, and 40 shifts per year. Youth shifts are:
  - a. 3-7pm and 7-11pm on school days
  - b. 7-11am, 11am-3pm, 3-7pm, and 7-11pm on weekends and holidays
3. Youth Corps Members must attend at least (3) Tuesday night Rig Check meetings per month.
4. Youth Corps Members are not permitted to ride overnight shifts. Exception: If a Youth Corps Member's parent is a riding member of CVAC, then the Youth Corps Member may accompany their CVAC parent on the parent's shift. An overnight shift counts as one shift.
5. CVAC is present at a number of community events throughout the year. Youth Corps Members must attend at least (3) community events per year
6. Youth Corps Members must wear a CVAC uniform during their shifts and during rig check meetings. When in CVAC uniform, Youth Corps Members must behave in a manner appropriate for all CVAC members. The CVAC uniform includes:
  - a. A shirt or jacket with CVAC logo
  - b. CVAC ID and name tag
  - c. Long dark pants - dark jeans are acceptable if they are not too tight but leggings are not acceptable
  - d. Sturdy shoes or sneakers
  - e. Long hair should be tied back

7. Youth Corps Members will not respond to calls at the high school, police department, or calls involving an emotionally disturbed person (EDP). Crew Chiefs will determine whether it is appropriate for a Youth Corps Member to respond to a call, depending on the situation. Youth Corps Members must adhere to all instructions from Crew Chiefs or Drivers during a call.
8. For driving safety, Youth Corps Members must be at CVAC for the entirety of their shifts. Crew chiefs are instructed not to wait for Youth Corps Members if they are not at the building when a call comes in. Exception: If a Youth Corps Member is on the same shift with their parent CVAC member, then the Youth Corps Member may respond from home along with their parent.
9. No Youth Corps Member shall drive the ambulance.
10. No Youth Corps member will be left solely responsible for the direct care of a patient.
11. No Youth Corps Member shall substitute for a Driver or EMT.

### **Suspension or Removal**

1. If a Youth Corps Member does not serve the required minimum number of shifts and/or attend the minimum number of rig check meetings (see Rights & Responsibilities), the Youth Corps Member will be asked to make up the missed shifts or rig check meetings and the Youth Corps Member will be given a warning. If this happens twice in a year, or if he or she does not make up shifts in response to a warning, the Member may be asked to resign.
2. If a Youth Corps Member is going to miss a scheduled shift or a rig check meeting, they must notify the crew chief and Youth Advisor. If they fail to give notification, they will be warned. If the Youth Corps Member is warned three times within a year, they will be asked to resign.
3. If a Youth Corps Member acts in a manner which, in the judgment of the Youth Advisor and the Officers of CVAC, is not consistent with the best interest of our patients, CVAC or the community, then the Youth Corps Member will be asked to resign or dropped from the membership rolls.