**Transportation of Youth**

**Purpose:** It is the intent of this policy is to ensure that best practice is considered in all situations where youth are transported by staff.

**Policy:** CDS staff transporting youth should avoid situations that put youth or staff in danger of real or perceived harm, or allegations of inappropriate conduct by either staff or youth. Having a 3rd, party presence in the vehicle is best practice for prevention of any of these events.

**Procedure and/or Process:**

A third party presence may be another direct care staff if available but can also be provided by any of the following:

• Volunteers

• Interns

• Clinical or Administrative staff

• Other youth

The Program Director must be aware of, or notified prior, to the practice of single transport by direct care staff of a participant.

Approval is documented prior to the client transport on the Transportation Exceptions Approval Log (F-PR-1331).

The following criteria will be utilized to determine approval for single transports and applies to same sex and opposite sex youth and staff.

In the event that a third party cannot be obtained for transport, the following criteria are to be considered.

• The client’s evaluations, history, personality, recent behavior and length of stay in the program indicate no inappropriate behavior is likely to occur.

• The transporting employee’s work performance and history, length of employment indicates no inappropriate behavior is likely to occur.

• A trip plan must be documented and include the destination, approximate mileage and anticipated time of arrival.

• The transporting employee shall check-in by phone at agreed upon intervals with the senior program leader, or designee upon arrival and departure. Employee check-ins must be documented by manager or designee receiving the call.

• A driver with concerns regarding safety can call any agency personnel and maintain an open phone line to act as an audio witness in the vehicle.