**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 3rd 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/Supervisor 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 in the program logbook. Additional documentation is noted in the van logbook and includes the name or initials of driver, date and time, mileage, number of passengers, purpose of travel, and location.

 In the event that a 3rd party cannot be obtained for transport, the following criteria are to be considered for single transports.

* Approved drivers are agency staff documented as having a valid FL driver’s license and are covered under company insurance policy that are approved by administrative personnel to drive client(s) in agency or approved private vehicle.
* 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, history, and length of employment indicates no inappropriate behavior is likely to occur.
* A trip plan must be documented and include the destination and approximate mileage.
* 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.