

# ***Transportation Policy***

**The following is an example for CASA/GAL programs that allow transportation\*:**

Transportation of children or other persons by volunteers in personal vehicles during the course of performing your duties and responsibilities is **not** mandatory. However, should you choose to transport children you are working with, it is extremely important to consider their safety as well as your own safety and liability. The following guidelines must be adhered to when transporting children or their family members:

## **DRIVERS:**

- Only volunteers with a valid state driver's license and who have passed a motor vehicles division record check are allowed to transport children.
- All CASA/GAL volunteers must maintain current proof of insurance for their vehicle, and a copy of the insurance must be kept in the volunteer personnel file in the CASA/GAL program office.
- CASA/GAL volunteers who have received two or more traffic citations (moving or non-moving) in the last three months or who have been involved in two or more vehicular accidents in the last twelve months are prohibited from transporting children.
- Volunteers who have been convicted of DWI or DUI (Driving While Intoxicated or Driving Under the Influence) within the last ten years shall not be permitted to transport a child.
- Volunteers transporting a child shall not exceed the posted speed limit.
- Every CASA/GAL volunteer must complete and sign a CASA/GAL Volunteer Driver's Record Form in order to be authorized to transport a child.
- CASA/GAL volunteers transporting children must complete and submit the CASA/GAL Volunteer Permission-to-Transport Form, which secures permission of the volunteer coordinator as well as the child's guardian or custodian agency.
- CASA/GAL volunteers are responsible for the passengers in their vehicle. The driver should not begin to transport anyone until he/she has complied with the safety guidelines for passengers detailed in the next section.

## **PASSENGERS:**

- All adult passengers (over the age of 18) must wear seat belts.
- All children between the age of 5 and 18 must wear their own seat belts and must not sit on an adult's lap.
- All children ranging in age from birth to 2 years old must be securely fastened into a child-safety car seat. Be sure that the child is securely fastened in the seat and the seat is securely fastened in the vehicle.
- Children ranging in age from 2 to 4 years old must ride in a child-safety seat unless the child's head extends above the safety seat or the child is otherwise too big to fit in the safety seat. Children who do not fit in the child-safety seat must wear their own seat belts.
- It is each volunteer's responsibility to safely transport children and their family members. If you have more than one child who requires a child-safety seat, do not transport the additional child or children unless you can borrow or provide a child-safety seat for each child.

**\*Note:** For CASA/GAL programs that prohibit transportation of children by volunteers, the transportation policy may be as simple as clearly and explicitly stating the prohibition.