



## Volunteer Transportation Policy

**CASA:** CASA of McHenry County

**Advocate:** Court Appointed Special Advocate assigned to a case by the court

**Youth:** Child or young adult between the ages 8-21 years old involved in the case the Advocate has been assigned.

### **Advocate Eligibility for Transportation Program**

*Advocates are eligible to drive Youth on their case who are 8 years and older who have been deemed eligible by the Advocate Manager and CASA's Program Director, and IF the Advocate meets the following criteria:*

- Only Advocates with a valid driver's license are eligible to transport a CASA Youth.
- Every eligible Advocate will have the option to drive their CASA Youth. No Advocate will be forced to drive, even if they previously agreed.
- Advocate must sign the *Volunteer Transportation Policy* form annually, signifying they understand the policy and will participate in driving the Youth on their case. An Advocate can revoke their willingness to drive the Youth at any time. Their Advocate Manager and CASA's Program Director will sign the form in agreement and can revoke permission at any time.
- Advocates who have received two or more moving violations 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 CASA Youth.
- Advocates who have been convicted of a DUI, DWI, or Driving on a Suspended or Revoked License within the last seven years shall not be permitted to transport Youth.
- Advocate must:
  - a) submit to annual DMV background checks
  - b) provide a copy of their current driver's license
  - c) provide current car insurance information every 6 months (or upon renewal)
  - d) cooperate with requests for any additional information from CASA program.
- CASA staff has the right to do random checks on licenses, insurance, and DMV background checks and require compliance/cooperation from the Advocate.

- Advocate must complete the CASA-led Transportation Program Training prior to being approved to drive Youth.
- Advocate Manager must see evidence of consistent and timely Contact Logs from the Advocate. Optima must have documentation of all contacts, visits, etc., in order to allow driving to take place.
- Approved Advocates may only drive the Youth after a minimum of 4 visits have occurred to build a trusting relationship.
- Advocate is encouraged to receive CPR/First Aid training and trauma-informed training.

### **Child/Youth Eligibility for Transportation Program**

- Youth 8 years and older are eligible for CASA transportation.
- CASA must obtain written permission from the Youth's caregiver on the *Guardian/Caregiver Transportation Acknowledgment Waiver* form, signifying they give permission for the Youth's Advocate to drive them. Alternatively, CASA must obtain written permission from the Youth on the *Youth (18+) Transportation Waiver* form. This can be changed anytime at the caregiver's request.
- CASA must obtain a completed *Emergency Contact Form* for each Youth they are transporting.
- A copy of the *Guardian/Caregiver Transportation Acknowledgment Waiver* form (or the *Youth (18+) Transportation Waiver* form) and the *Emergency Contact Form* will be kept on file in CASA's office. A second copy of each form must also be in the Advocate's vehicle each time the Advocate drives the Youth.
- The CASA program will only allow driving on a case-by-case basis. Some Youth may not be eligible for transportation due to behaviors, such as eloping tendencies.

### **Safety Rules and Procedures**

- Advocate may only transport the Youth on their assigned case.
- Advocates may NOT transport foster siblings (those living in the same home, but not included in the Advocate's case), friends, or any youth not involved in the case they are assigned to by the court.
- Advocates may NOT transport any child under the age of 8 years (even if included in Advocate's case).
- Advocates are permitted to transport family members (21 years or older) directly associated with the case, i.e., foster parent or natural parent.

- Advocates are restricted from driving personal family members, including their own children, spouses, or friends when CASA youth is present.
- If an allegation of misconduct is made against an Advocate, visits with the Advocate will be suspended until an investigation occurs.
- Advocates are NOT allowed, under any circumstances, to take the Youth to the Advocate's own home.
- Advocates must keep a copy of the signed *Emergency Contact Form* and *Caregiver Transportation Acknowledgment Waiver* form (or the *Youth (18+) Transportation Waiver* form) for each Youth in the car every time they transport the Youth.
- The Advocate and the Youth must all be properly and securely buckled in with a proper seat belt and/or booster seat throughout the entire drive. Advocates are responsible for the passengers in their vehicle.
- No weapons may be present in the vehicle or on the Advocate's person while transporting Youth.
- Moving violations or speeding infractions while Youth is in car may lead to temporary or permanent revocation of driving the Youth.
- Advocate shall not transport a Youth if Advocate has been drinking any alcoholic beverage or taking any medication that may impair their ability to drive.
- No drugs/substances (legal or illegal, including THC, prescription drugs, etc.) are ever allowed to be in the presence of the Youth (even if the Youth is unaware of its presence).
- Advocate must notify their Advocate Manager in writing (text or email) prior to transporting any youth.

### **Liability Policies**

- In case of an accident, Advocate is the primary insurance holder and CASA is the secondary insurance holder.
- If an accident occurs, Advocate must notify 911 (if necessary), Caseworker, Caregiver, and Advocate Manager RIGHT AWAY. Advocate must complete and submit *CASA of McHenry County Accident Report* within 24 hours.
- If the Youth resists being driven by the Advocate, the Youth will not be forced to get in the car and protocol will be followed.

- Immediately report concerns or uncomfortable situations to Advocate Manager and document them in Optima.
- Advocates may transport Youth to a supervised parent visit, but Advocates may **not** be the supervisor for parent visits. If this happens, Advocate will call Caseworker and Advocate Manager right away and end the visit.
- If the Advocate expresses discomfort with driving the Youth or alleges inappropriate behavior by the Youth, transporting that Youth will be suspended until it can be determined if this Youth is still eligible to be driven.

Failure to comply with the policies outlined above may result in immediate suspension or termination of service. Advocate Managers and the Program Director reserve the right to suspend a volunteer’s privilege to transport youth for reasons other than those listed above.

I understand the risks associated with transporting Youth and Family. I have completed the required Transportation Training and I agree to comply with the above listed requirements. A current copy of my driver’s license, proof of insurance, and driving record are on file with CASA of McHenry County.

The signing of this policy supersedes the signed statement in *Volunteer Personnel Policy, 4.9. Transportation of Parties.*

\_\_\_\_\_  
 Advocate’ s Name (Printed)

\_\_\_\_\_  
 Court Appointed Special Advocate

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advocate Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Program Director

\_\_\_\_\_  
 Date