



Transportation

POLICY #CS207	Page 1 of 2
Effective Date: 11/16/23 Prior Version Date(s): 04/01/14, 10/24/19 Other Review Date(s): 10/24/19, 11/16/23	Originated: 04/01/14 Approved By: Aileen Fink, PhD, Division Director Signature on file

1. Policy Purpose

Division of Prevention and Behavioral Health Services (DPBHS) staff may provide transportation to a youth and/or family receiving DPBHS services. This policy establishes expectations to promote safe transportation and minimize risk.

2. Scope

This policy applies to all DPBHS staff who provide transportation for a youth or family.

3. Policy / Procedures

DPBHS has a commitment to assisting youth and families in accessing resources and services, which may include directly providing transportation.

Supervisor approval is required when a parent or guardian will not be accompanying the staff and youth during transport or when the transport exceeds 100 miles. Documentation of supervisor approval must be maintained in the youth's record.

If a parent or guardian will not be accompanying the youth during the transport, a parent or guardian must provide written or verbal consent and this consent must be documented in the youth's record.

If a parent or guardian or another adult designated by the parent or guardian will not be accompanying the youth during the transport, two DPBHS staff will provide the transportation unless otherwise approved by the supervisor. Documentation of the approved request must be maintained in the youth's record.

Transportation provided by car must be done in a State-owned vehicle; transportation in a personal vehicle is prohibited.

When DPBHS staff intend to transport a youth or family, they shall discuss safety with the youth and parent or guardian. Such discussions may include the current provider or facility. In the circumstances below, DPBHS staff must create a formal safety plan that documents the discussion regarding safety and the safety strategies developed and the plan must be maintained in the youth's record:

- a) if the youth has a history of significant self-harm or aggression toward others
- b) if the youth has a history of running away
- c) if transporting youth or family by plane
- d) if transportation will exceed 100 miles
- e) if transporting youth without parent or guardian or their designee

Written documentation in FOCUS or the program area's documentation system, must be made following the transport. This documentation shall include why DPBHS staff were transporting the youth, where they went, and the outcome of that transportation, as well as any important information about events that occurred during the encounter.

4. Training

Individual operating units will identify and implement any necessary training related to this policy.

5. Legal Authority/Associated Regulations/Requirements

All fleet service information can be found at: <https://gss.omb.delaware.gov/fleet/index.shtml>. Fleet service policies and procedures can be found from that main page and using this web address: <https://gss.omb.delaware.gov/fleet/policies.shtml>.

6. Associated Forms

Staff can make fleet reservations through the fleet services website, <https://gss.omb.delaware.gov/fleet/index.shtml>.

7. Responsibility for this Policy

DPBHS leadership team and the division policy committee are responsible for this policy.