

CASA for Lancaster County

Policy on Transporting Children:

CASA Volunteers and Staff are not expected to transport the children that are assigned to our program, but there may be occasions when they choose to do so. This should only occur when the following conditions are met:

- a) The CASA volunteer and staff shall only transport a child(ren) for purposes related to his or her role in the CASA Program.
- b) The CASA volunteer and staff shall have been assigned to work with the child(ren) for a minimum of four (4) months and is confident that the child(ren) will behave in a safe and controllable manner while with the CASA volunteer or staff.
- c) The CASA volunteer and staff must provide CASA for Lancaster County Program with a valid driver's license and proof of financial responsibility on the motor vehicle being used to transport the child(ren). The CASA for Lancaster County program will maintain on file a copy of the volunteer's and staff's license and proof of insurance. It will be the volunteer's or staff person's responsibility to provide insurance information annually, and to ensure that the CASA for Lancaster County Staff has on file up to date copies of such information. Insurance must meet or exceed the minimum required by the State of Nebraska as proof of financial responsibility.
- d) The CASA volunteer and staff must notify (in writing or by email) the CASA for Lancaster County director, the child's(ren's) caregiver(s), the legal guardian and the case manager of his or her intention to transport the child, where the child is being transported to, and how the volunteer or staff person can be contacted. If for any reason, any of the aforesaid do not give permission for the child to be transported by the volunteer or staff, the individual is prohibited from transporting the child.
- e) The CASA volunteer or staff must have the appropriate child car seats, booster seats, seat belts, and any other necessary devices properly installed in his or her car, and shall require the child(ren) to use them for the duration of the ride. Children twelve (12) years of age or under must ride in a back seat. A child over twelve (12) years of age may ride in the front seat and must use the seat belts and/or child restraint appropriate for his or her weight and size and must sit against the back of the vehicle seat. If the vehicle has an airbag, the vehicle seat must be moved as far back from the air bag as is practical.
- f) The volunteer or staff choosing to transport the child must understand he or she is personally liable and accept responsibility for the child, as well as the liability for transporting the child.

CASA Volunteers and Staff should at all times be aware of their role as officers of the court and the importance of being seen to do the right thing. They need to protect themselves from unwarranted allegations of wrong-doing. This means being vigilant and careful and not creating opportunities for such allegations to arise.

I have read and understand the CASA for Lancaster County Transportation Policy and agree to abide by the guidelines stated above. Furthermore, I understand the potential personal risk associated with transporting a child and accept the responsibility.

CASA Volunteer or Staff _____ **Date** _____



CASA for Lancaster County

1141 H Street, Suite C

Lincoln, NE 68508

402 474.5161

402 474.5188 (fax)

CASA Transportation Release- Legal Guardian/Case Worker

I _____ agree to allow _____ to
(Legal Guardian) (CASA Volunteer or Staff)

transport _____.
(Name of Children)

Signed _____

Date _____

*If CASA Volunteer or Staff is unable to obtain the signed form; an email from the case worker/legal guardian containing the same information as above is also acceptable. This release (or an email release) will be kept in the case file either as a paper copy or an electronic copy.



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CASA Transportation Release- Parent/ Foster Parent

I _____ agree to allow _____ to
(Parent/ Foster Parent) (CASA Volunteer or Staff)

transport _____.
(Name of Children)

Signed _____

Date _____

*If CASA Volunteer or Staff is unable to obtain the signed form; an email from the parent or foster parent containing the same information as above is also acceptable. This release (or an email release) will be kept in the case file either as a paper copy or an electronic copy.



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CASA Volunteer or Staff Child Transportation Checklist

The following items will need to be documented prior to any transporting of children currently served by the CASA program:

- Request to CASA Program office (Executive Director).
- Have read, understand and signed the CASA Transportation Policy

After pre-approval of the request by the CASA Program, the following items are required:

- Current proof of auto insurance/copy of insurance card
- Updated DMV record check is recommended
- Permission from Case Manager or Legal Guardian
- Permission/acknowledgement by current placement provider
(Parent/Foster Parent)
- Completion of an in-service training on transporting children is suggested.
- Copy of driver's license
- Car Seats, if applicable