# Policy Brief

**Volunteers Transporting Children**

**Promoting Volunteer Advocacy for Alaska’s Foster Youth.**

<Company Name>

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This Policy Brief outlines the policies and procedures governing <COMPANY> volunteers who opt to be approved to transport <COMPANY> children in their personal vehicle. The policy and procedures here are included in a Memorandum of Agreement (MOA) between the Office of Public Advocacy and the Office of Children’s Services.

**Policy:**

Transportation of clients to appointments, court, school, or meetings is the primary responsibility of the client or of the Office of Children’s Services. Each <COMPANY> volunteer shall determine his or her own willingness to transport a <COMPANY> child in each individual case. *A <COMPANY> volunteer shall never be required to transport a <COMPANY> child*.

A <COMPANY> volunteer may transport a <COMPANY> child who is a client of the Office of Public Advocacy in his/her personal automobile in the course of his/her duties. The State of Alaska Division of Risk Management will protect the volunteer providing volunteer guardian ad litem services as it would a regular state employee. This means that the state will respond to liability claims asserted against a volunteer that arise out of reasonable and prudent conduct in performance of the duties assigned to them. However, the state will deny liability protection for gross or intentional misconduct by employees or volunteers. This coverage and limitation apply during the activity of transportation of <COMPANY> children in a volunteer’s or employee's automobile. The state does not provide collision or comprehensive insurance coverage for the volunteer’s auto. The assigned GAL and OCS representative or parent shall be notified by the <COMPANY> program whenever a <COMPANY> volunteer will be transporting children.

**Procedure:**

Local program coordinators complete the following procedures for vetting and either approving or denying active CASA volunteers who request approval to transport their assigned children/youth.

1. Volunteers seeking approval to transport CASA children must give permission for OPA to submit a *Request for Driving Record* to the DMV.
2. Local program coordinators submit the signed permission to the designated OPA support staffer for submission to the DMV.
3. Local program coordinators review the Driving Record received back from the DMV.
   1. Volunteers who have received two (2) or more traffic citations (moving or non-moving) in the last three (3) months or who have been involved in one (1) or more vehicular accidents in the last twelve (12) months are prohibited from transporting CASA children.
   2. Volunteers who have been convicted of DWI or DUI (Driving While Intoxicated or Driving Under the Influence) within the last five (5) years may not transport a CASA child.
   3. After reviewing their driving record, the program coordinator notifies the volunteer whether s/he is approved to transport CASA children.
4. CASA staff obtain the following documentation annually to place in the volunteer’s personnel file prior to allowing transportation of CASA children:
   1. Copy of the volunteer’s DMV Driving Record
   2. Copy of the volunteer’s valid State drivers’ license
   3. Copy of the volunteer’s current automobile insurance that meets minimum state requirement
5. CASA staff must notify the assigned GAL and OCS representative or parent prior to allowing the volunteer to transport CASA children.
6. To notify the OCS representative, CASA program staff email a list of all duly screened, trained and sworn CASA volunteers approved by the local program to transport children.