
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: January 1, 1995
Revised: June 12, 2008
Revised: May 10, 2013

Number: D-0307

Transportation of Children

Purpose	To provide guidelines for transportation of children and parents receiving child welfare services.
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Approved	This policy was approved by Gary Taylor, CFS Director, on May 10, 2013. <i>Signature on file.</i>
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Most Recent Revision	This revision of the Policy and Procedure (P&P) clarifies guidelines for transporting children or when taking into protective custody.
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Background	<p>Children and Family Services (CFS) social work staff may need to provide transportation for children and families receiving child welfare services. The purpose for assisting with transportation needs includes but is not limited to:</p> <ul style="list-style-type: none">• Ensuring child safety• Facilitating provision of services• Facilitating visitation
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Definitions	None.
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POLICY

Authority to Transport Children	CFS staff are authorized to transport children under the following circumstances:
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- When law enforcement is placing a child into protective custody pursuant to WIC 306(a)(1)
- When CFS is placing a child into protective custody pursuant to WIC 306(a)(2)
- When Court has made detention orders (i.e., Court detained) pursuant to Rules of Court 5.678(d)
- When the child has been declared a dependent pursuant to WIC 361.2(e)

Note: Children or adults not receiving CFS services will not be transported.

Voluntary Services:

Pursuant to WIC 16500.5.(c)(1), a child may be transported by CFS staff when the parents have legal and physical custody. Per CFS policy, when transporting a child without a parent, a parent or responsible adult relative will sign *Authorization to Transport Child (F063-25-230)* prior to transportation. The transporter will carry a copy of the signed form during the transport and file in the child's case.

Per CFS policy, when a parent or responsible adult relative is not available to sign *Authorization to Transport Child (F063-25-230)*, staff may:

- Obtain verbal authorization from the parent or responsible adult relative in the presence of a third party witness
- Document the authorization in a case contact

Child Confidentiality

Staff will not provide transportation when a child requests transportation to a location the child's wishes to be kept confidential.

Exception: In accordance with California Family Code § 6925, et seq., children have the legal right to consent for specific medical treatment without parental permission or knowledge.

General Considerations

Pursuant to best practice, staff may consider and anticipate potential issues that could arise during transportation, including but not limited to:

- Ratio of children to staff in the vehicle
- Degree of potential volatility of the children
- Existing special needs

- Gender differences between staff and children
- Child's emotional/mental status

If safety or risk concerns are identified, staff may consult with a supervisor prior to transportation.

Transporting Parents

In general, parents are provided their own resources for transportation (i.e., bus passes, contracted transportation services, etc.). However, there are situations when staff may transport parents, both with and without their children, for the purpose of service delivery. Examples may include, but are not limited to, transporting a parent to:

- A. Court-ordered case plan activities, including ICWA activities.
- B. Court appointments for restraining orders, custody, or divorce matters.
- C. A domestic violence shelter.
- D. Medical appointments, Team Decision Making (TDM) meetings, or other needs when there are time constraints due to school or work schedules.

When staff identify a need to transport parents, it is best practice to use the General Considerations listed above.

Using Employee's Vehicle

CFS staff who transport clients may use their personal vehicle for County business, as outlined in SSA Administrative P&P [Employee Eligibility to Drive Vehicle on County Business \(C 31\)](#).

Pursuant to SSA Administrative P&P [Personal Property Claims \(C 41\)](#), the County:

- Does not cover damage to the employee's own vehicle under any circumstance
- Does repair or replace personal property (i.e., eye glasses, hearing aids, etc.) through the County's self-insurance program

Pursuant to SSA Administrative P&P [Mileage Reimbursement \(F 12\)](#):

- The employee's personal insurance policy limits must at least meet the minimum standard set out in the California Vehicle Code
- The County partially reimburses employees for the cost of their insurance through the mileage reimbursement rate

Using County Vehicle

County vehicles are available for use by staff when transporting children and families. Vehicles will be returned to the same facility from which they were checked out.

Due to the limited number of vehicles, those checked out from the Eckhoff facility are available for half day duration.

Vehicles needed for longer than half day duration may be obtain through the County garage.

Follow program protocols and the guidelines below for checking out County vehicles:

- [Attachment 1—Checking Out a Vehicle from Eckhoff Facility](#)
- [Attachment 2—Checking Out a Vehicle from the County Garage](#)

Staff located at Orangewood Children and Family Center (OCFC) and Manchester Office Building (MOB) will follow program protocols to check out vehicles.

Pursuant to SSA Administrative P&P [Use of County Vehicles \(E 4\)](#), County vehicles will not be used for personal business. Examples of personal business include, but are not limited to:

- Transportation of the employee's children, family members, or friends
- Running personal errands or outings that are not for a work-related purpose

County Vehicle Maintenance

Any malfunction, damage, or breakdown of a County vehicle will be reported as soon as possible.

Staff using County vehicles will maintain the interior of the vehicle in a clean, uncluttered condition and remove all personal items upon return of the vehicle.

Injuries

Injuries to the employee while performing County business are covered by the Worker's Compensation Program, pursuant to California Labor Code 3700.

Any accident and/or injuries sustained while transporting children and families must be reported to the assigned supervisor immediately, followed by completion of a *Special Incident Report (SIR)* (F063-03-48). Refer to SSA Administrative P&P [Special Incident Report \(F 13\)](#) for direction on completing SIRs.

REFERENCES

Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- [Attachment 1—Checking Out a Vehicle from Eckhoff Facility](#)
 - [Attachment 2—Checking Out a Vehicle from the County Garage](#)
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Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- SSA P&P [Use of County Vehicles \(E 4\)](#)
 - SSA P&P [Employee Eligibility to Drive Vehicle on County Business \(C 31\)](#)
 - SSA P&P [Special Incident Report \(F 13\)](#)
 - SSA P&P [Personal Property Claims \(C 41\)](#)
 - SSA P&P [Mileage Reimbursement \(F 12\)](#)
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Other Sources

Other printed references include the following:

None.

FORMS

Online Forms

Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
Mileage and Other Expenses Claim	F003-Mileage/Other
Special Incident Report	F063-03-48

Hard Copy Forms

Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. **For reference purposes only**, links are provided to view these hard copy forms, where available.

Form Name	Form Number
Authorization to Transport Child	F063-25-230
Authorization to Transport Child (Spanish)	F063-25-230Sp
Authorization to Transport Child (Vietnamese)	F063-25-230V

CWS/CMS Forms

Forms that may **only** be obtained in CWS/CMS are listed below. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
None.	

Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

LEGAL MANDATES

[WIC 306\(a\)\(1\)](#) authorizes temporary custody of a child by a County social worker when delivered by law enforcement.

[WIC 306\(a\)\(2\)](#) authorizes temporary custody of a child by a County social worker when there is reasonable cause to believe the child is described in subdivision (b) or (g) of Section 300; the child has an immediate need for medical care or is in immediate danger of physical or sexual abuse or the physical environment poses an immediate threat to the child’s health or safety.

[WIC 361](#) describes a child who is a dependent child of the Court.

[WIC 361.2\(e\)](#) provides care for a child who is declared a dependent under the supervision of the social worker.

[WIC 16500.5\(c\)\(1\)](#) identifies services, including transportation, as part of family preservation services.

[California Rules of Court 5.678\(d\)](#) requires the Court to order temporary care and custody of a child be vested with the county welfare department if the child was ordered detained.

[California Labor Code 3700](#) requires employers to have worker's compensation insurance.

[California Family Code § 6925](#), et seq. provides for the consent and confidentiality for children to obtain specified medical treatment (pregnancy/contraception/abortion, etc.) without parental notification in certain circumstances.