

CASA OF SAN LUIS OBISPO COUNTY

Volunteer Transportation Procedure

Transportation by volunteers of children or other persons in their personal vehicles during the course of performing their duties and responsibilities is NOT mandatory. However, should you choose to transport CASA children, it is extremely important to consider their safety as well as your own safety and liability. In most states volunteers are somewhat protected by immunity clauses in state law. However, you can still be personally responsible if someone is harmed as the result of your willful failure to follow program rules, abuse of a child, misuse of an automobile, negligence, or exercise of poor judgment.

The following guidelines must be adhered to when transporting CASA children or their family members:

- Only volunteers with valid state driver's licenses are allowed to transport CASA children.
- CASA volunteers who have received three or more traffic citations (moving or non-moving) in the last three months or who have been involved in three or more vehicular accidents in the last twelve months are prohibited from transporting CASA children.
- Volunteers who have been convicted of DWI or DUI (Driving While intoxicated or driving under the influence) within the last three years may not transport a CASA child.
- CASA volunteers transporting a CASA child shall adhere to all posted speed limits and all other vehicle laws/codes.
- Every CASA volunteer must complete and sign the "Transportation Policy" in order to be authorized to transport a CASA child.
- CASA volunteers are responsible for the passengers in their vehicles. The driver should not begin to transport any person(s) until such person(s) have complied with the safety guidelines (A-G) detailed below for passengers:

Passengers:

- A. All adult passengers over the age of 18 must wear seatbelts.

- B. All children between the ages of seven and eighteen must wear their own seatbelts and must not sit on adult's lap.

- C. Children under the age of 8 must be properly buckled into a car seat or booster in the back seat.

- D. Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat. (law effective January 2012)

Children age 8 or older, or who are 4'9" or taller, must use the vehicle seat belt if it fits properly with the belt low on the hips, touching the upper thighs, and the shoulder belt crossing the center of the chest.

- E. If the child is in a car seat or booster seat, they must ride in the back seat of the car.

- F. It is illegal to leave a child six years of age or younger unattended in a motor vehicle if there are conditions that present a significant risk to the child's health or safety. Examples: Leaving child in the car on a hot day, vehicle engine is running, or keys in the ignition.

- G. It is each volunteer's responsibility to safely transport CASA children. If you have more than one child that requires a child safety seat, do not transport the additional child or children unless you can borrow or provide a child safety seat for each additional child. You may ask the caregiver to borrow the child's safety seat.

Proof of Insurance:

All CASA volunteers must maintain current proof of insurance for their vehicles and a valid California driver's license. Copies of their insurance showing current coverage and driver's license must be kept in the volunteer's personnel files in the CASA office. CASA volunteers must get a DMV printout once per year. The printout will be kept in the volunteer's personnel file.

CASA of San Luis Obispo County
Transportation Policy Agreement

I, _____ have read
CASA's Name

and understand the CASA of San Luis Obispo County Transportation Policy. This form will be in effect for the duration that the CASA is assigned to the child's case.

CASA Volunteer

Date

CASA Advocate Supervisor

Date

Permission to Transport

CASA _____ has permission to transport
Name

_____ for the
Child's Name *JV#*

duration that the CASA is assigned to the child's case.

Guardian or Custodial Agency

Date