

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 809.00	<u>PAGES:</u> 3
<u>CHAPTER:</u> Youth Reporting Services	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code §§49-2-903 & 49-2-912		
<u>SUBJECT:</u> Transportation of YRC Participants			
<u>DATE:</u> July 1, 2016			

PURPOSE

It is the policy of the Division of Juvenile Services to provide transportation for those youth who participate in the Youth Reporting Services program that cannot obtain transportation.

CANCELLATION

This policy has been revised and supersedes Policy 809.00 dated April 1, 2009.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' Youth Reporting Centers.

PROCEDURES

1. All Youth Reporting Center staff will follow the established guidelines as set forth by the Office of Fleet Management and Division of Juvenile Services Policy 319.00 – Vehicle Operation and Maintenance.
2. For transportation purposes, staff will ensure the following:
 - a. A vehicle safety check is performed and documented prior to use.
 - b. A vehicle search for contraband is conducted before and after each transport.
 - c. Staff will not make telephone calls/take photos while driving, stop to shop, visit, or do other irrelevant, distracting activities.
 - d. Music, if listened to, will be at a volume that does not impede the staff's ability to complete their task.
 - e. Staff will also ensure all participants have seatbelts engaged before beginning their transport.

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- f. Staff will not go outside of the assigned YRC county without approval from the YRC Program Director.
3. The program ensures that daily transportation is coordinated with participants and family at intake.
4. At orientation, all participants will be informed of the rules and expected conduct in all state owned and operated vehicles.
5. The following is the transportation protocol for the Youth Reporting Centers:
 - a. Staff will utilize the transportation logs before and after each transport.
 - b. Staff will be responsible for securing any and all fuel cards used to purchase gasoline and procure services for each vehicle.
 - c. Transporting participants of the opposite sex by staff must be approved by the Program Director of the Youth Reporting Center.
 - d. Each reporting center will have an established seating chart as per the discretion of the Program Director of the Youth Reporting Center.
6. If participants display inappropriate or dangerous behavior while in a state owned vehicle, the Youth Reporting Staff will:
 - a. Implement the least restrictive intervention available to them in the vehicle, to include: verbal de-escalation of the situation or separation of aggressive participants in close proximity of one another.
 - b. Notify the Youth Reporting Center Program Director after the situation has been resolved.
 - c. Complete an incident report in OIS upon return to the Youth Reporting Center.
7. The following is the protocol to be utilized in the event that emergencies occur:
 - a. If possible, staff will remove the vehicle from potentially hazardous situations.
 - b. In instances where health and/or safety of the participant is at risk staff will contact 911.
 - c. Staff will maintain safety of participants in the vehicle while awaiting assistance.
 - d. Staff will notify the Program Director of the Youth Reporting Center.

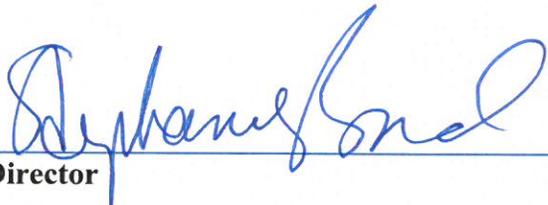
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8. If a participant exits the vehicle without permission and refuses to return, staff will not pursue. Staff must contact the Program Director or designee. Program Director or designee will then contact the parent/guardian, the DHHR caseworker and the probation officer.
9. This policy will be adopted in its entirety and no operational procedure will be developed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director **7/1/16**
Date