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

Effective Date: January 1, 1995
Revised: January 23, 2023

Number: D-0307

Transportation of Clients

Purpose	To provide guidelines for staff transporting clients receiving child welfare services.
Approved	This policy was approved by Christine Snapper, CFS Director. <i>Signature on file.</i>
Most Recent Revision	<p>This revision of the Policy and Procedure (P&P) clarifies guidelines for:</p> <ul style="list-style-type: none">• Transporting children/Non-Minor Dependents (NMDs) in county vehicles• Checking out a County vehicle at Eckhoff• Transporting clients in personal vehicles• The name of the policy has been changed from “Transportation of Children” to “Transportation of Clients”
Background	<p>CFS staff are encouraged to use their personal vehicles for short trips instead of utilizing county vehicles. Refer to SSA P&P Mileage Reimbursement (F 12).</p> <p>Children and Family Services (CFS) social work staff may 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

This policy will be used in conjunction with Social Services Agency (SSA) P&P [Use of County Vehicles \(E 4\)](#), CFS P&P [Car Seat Usage \(D-0301\)](#).

Definitions

For the purpose of this P&P, the following definition applies:

Clients: Children and Non-Minor Dependent (NMD)s and their parents who are receiving child welfare services.

POLICY

Authority to Transport

CFS staff are authorized to transport children and NMDs receiving child welfare services under the following circumstances:

- 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 §§ 340(b) or 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)
- When an adult is a Non-Minor Dependent (NMD) pursuant to WIC § 303
- When a child or parent is receiving family preservation or family reunification support services pursuant to WIC §16500.5

Refer to policy section 'Transporting Parents' for guidance regarding transporting a parent.

Family Preservation Services (Non-Court):

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. The authorization will be filed in the child's permanent record.

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
- and-
- Document the authorization in a case contact

Child Confidentiality

Staff will not provide transportation when a child requests transportation to a location the child 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. Children may be transported or be provided with their own resources for transportation, as appropriate for their age, physical & emotional development.

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.

CFS staff and passengers will utilize seat belts. Staff will properly secure each child transported using a child restraint system which is appropriate for the age, physical, and special needs of the child. Refer to CFS P&P [Car Seat Usage \(D-0301\)](#).

Transporting Parents

In general, parents are provided their own resources for transportation (i.e., bus passes, etc.) pursuant to WIC § 16500.5.

It is not recommended parents be transported by CFS staff. However, there may be rare situations when staff may transport parents, both with and without their children, for the purpose of service delivery.

CFS staff may consider transporting parents in their personal vehicles on a very limited basis, only with supervisor/Program Manager (PM) consultation and approval.

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, substance abuse treatment, or mental health day treatment.
- D. Medical appointments, Child and Family Team (CFT) 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 Personal Vehicle

It is recommended that CFS staff use a County vehicle, as available, when transporting clients. However, CFS staff may use their personal vehicle in performance of their regular job duties for County business, as outlined in SSA Administrative P&P [Employee Eligibility to Drive Vehicle on County Business \(C 31\)](#). CFS staff must maintain public liability and property damage insurance or have shown alternate financial responsibility in accordance with the California Vehicle Code.

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

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

Note: When transporting clients in their personal vehicle, the employee is the sole responsible party and their insurance is primary as to coverage if there is an accident. It is the responsibility of CFS staff to inform their personal vehicle insurance carrier if they drive their personal vehicle for business purposes.

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

- The employee's personal insurance policy limits must meet the minimum standard set out in the California Vehicle Code
- The County mileage reimbursement rate includes partial reimbursement for employee's insurance cost

Using County Vehicle

County vehicles are available for use by staff when transporting clients.

Vehicles will be returned to the same facility from which they were checked out.

Vehicle keys will be returned immediately upon return to the office.

Vehicles checked out from the Eckhoff facility only are available for half day.

Exception: If available, and with Program Manager (PM) approval vehicles may be used for longer than half day duration.

Vehicles needed for longer than half day duration may be obtained through the County garage, on a limited basis.

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 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
- 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 to the Vehicle Control facility from which the vehicle was checked out from.

Staff will refer to the vehicle handbook located in every County vehicle which provides the rules and regulations for the operation of county vehicles and instructions in the event of a breakdown or traffic accident.

Staff using County vehicles will maintain the interior of the vehicle in a clean, 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 et. seq.

Any accident and/or injury 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 County Garage](#)

Hyperlinks

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

- CFS P&P [Car Seat Usage \(D-0301\)](#)
- 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 Claim Reimbursement \(C 41\)](#)
- SSA P&P [Mileage Reimbursement \(F 12\)](#)

Other Sources

Other online references include the following:

- [California Department of Motor Vehicles \(DMV\) Insurance Requirements for Vehicle Registration](#)

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 Expense Claim Form	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

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

[Welfare and Institutions Code \(WIC\) § 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 § 340\(b\)](#) a protective custody warrant may be issued without the filing of a Section 300 petition if the court finds probable cause that the child is a person described by Section 300, there is substantial danger to the safety or to the physical or emotional health of the child, and there are no reasonable means to protect the child's safety or physical health without removal.

[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.

REVISION HISTORY

Since the Effective Date of this P&P, and prior to the Current Revision Date, the following revisions were published:

June 12, 2008

May 10, 2013