


MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES (DYS) Subgrants Unit	
Subject: Transportation of Youth	Policy Number: SG-TP-01
Number of Pages: 5	Effective Date: March 1, 2016
Attachments: A. Agency Policy Form 260-SIR B. SIR- Log Form C. Incident Report Form D. Incident Log Form	Approved:  <hr/> James Maccarone, Director Division of Youth Services

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that all youth under its auspices will be transported safely this policy also applies to youth under the auspices of programs funded/authorized by the division. The transportation of youth is limited to authorized personnel.

II. DEFINITIONS

- A. Transportation – Any movement of restrained or un-restrained youth in a motorized vehicle (i.e. truck, van, car, cart, bus, etc.)
- B. Authorized Personnel – Individuals, who are properly licensed, trained and approved to use a motorized vehicle for the purpose of transporting youth.
- C. Contraband – Any item(s) introduced or found in the facility, other than those that are provided for youth by the program and/or listed on the approved youth property list.
- D. Frisk or Pat Down- A search of a person for something (as a concealed weapon) by running the hand rapidly over the clothing and through the pockets. The person being searched is not required to undress.

III. PROCEDURE

The purpose of this policy is to establish requirements, procedures and guidelines for employees who transport youth. The following procedure shall be followed to minimize the danger to youth, staff and the public. The transport of youth shall be carried out by at least two staff members of the program. The program will make every attempt to have a male and female staff member available when transporting a youth of the opposite sex.

A. Responsibilities for Transportation of Youth

1. All subgrant providers shall designate staff that will be able to transport children/youth as the need arises.
2. Any employee trained in search techniques may be required to transport delinquent youth.
3. Employees who are required to transport youth will maintain a valid driver's license and provide adequate automobile insurance coverage and vehicle registration when transporting in their personal vehicles as required by law.
4. Use of personal vehicles in the performance of an employee's job duties is authorized, if approved by the Program Coordinator.
5. Employees who are responsible for transporting in a state or personal vehicle will adhere to all child restraint and seat belt laws.
6. At least one staff member will be strategically placed on the transporting vehicle to monitor the actions of youth being transported.
7. The transporting vehicle will be inspected daily to ensure that all devices are working properly.
8. Youth shall be visibly screened for contraband upon entry and exiting of the vehicle.
9. Employees are prohibited from leaving a youth **unattended** in a vehicle.

B. Staff to Student Ratio for Travel in Private/Personal vehicle

1. Every effort is made to provide and use state vehicles to transport youth. If a state vehicle is not available, employees may be required to transport in their personal vehicle if transport cannot be delayed until a state vehicle is available.
2. Employees who are responsible for transporting in a state or personal vehicle will adhere to all child restraint and seat belt laws.
3. The transporting of youth in the rear of a truck is strictly prohibited.
4. A maximum of two (2) youth may be transported in one vehicle with a single same gender employee driver when additional staff is not available and this shall be at the discretion of the Program Coordinator/Designee and documented with the agency.
5. For transport of three (3) or more youth, the driver shall be accompanied by an additional employee. Transportation of three (3) or more youth without an additional employee will be permitted at the discretion/approval of the Program Coordinator.
6. The applicable Program Coordinator/designee will approve the transporting of youth out-of-state of an excess of 50 miles (one-way). Requests and prior approvals shall be documented with the agency.
7. Transportation of a youth (12 years or older) will be accompanied by same gender employee. When a same gender employee is not available to transport, an additional employee may be required to assist with the transportation at the discretion of the Program Coordinator. Waivers to this requirement must be documented in the case file/ provider file.
8. Transportation of a youth (12 years or older) will be accompanied by a second employee in the vehicle under the following circumstances:
 - a) When the child presents a safety risk to themselves or others;
 - b) When the child poses an imminent risk of running away;
 - c) When the child has a history of false reporting;
 - d) When the child's mental health is unstable and is at risk of or history of disruptive behaviors, self-harm, suicidal or homicidal ideations; and
 - e) When it is in the best interest of the child for safety reasons. Employees will notify their Program Coordinator/designee that the child being transported meets the above criteria and will request a second employee.
9. The Program Coordinator/designee may waive the requirement for a second employee on a on a case-by-case basis.

C. Search or "Pat Down" of Youth

1. Searches of youth shall be limited to a "Frisk or pat down" search prior to transport and/or prior to youth entering Program site.
2. An additional employee will be present while the search is conducted, by staff.
3. Same gender employees will conduct searches on same gender youth.
4. Search of personal property is conducted in the presence of another employee by opening and inspecting the contents of any package or other containers in their possession.
5. If items are confiscated during a search the employee must make a list of all items and will have youth verify the list by dating and signing the form.
6. If youth refuses to sign the form, the additional employee shall witness the refusal and both staff members shall sign and date the list.
7. Items that are considered contraband shall not be returned.
8. A body cavity search or request for you to remove clothing is **prohibited.**
9. Employees will conduct all searches in a manner that will maintain dignity and respect of the youth and their property at all times.
10. If the youth refuses to submit to a search and there is a perceived threat or danger, law enforcement shall be contacted for assistance.
11. Any refusal of searches and contrabands found shall be documented in the file on the Agency Policy Form 260-SIR or DYS Subgrant for Incident Report (IR) form and logged. Documentation shall include but not be limited to:
 - a) Employees involved
 - b) Reasons for search
 - c) Location of the search
 - d) Problems encountered
 - e) Items confiscated

D. Emergency Situations during Transporting

1. If during transportation a child attempts to run away, the safe operation of the vehicle takes precedence over preventing a run away.
2. If youth runs away, the driver shall immediately notify the Program Coordinator, parent/guardian, Youth Services Counselor, and the DYS Subgrant Director. The incident will be reported on the Agency Policy Form 260-SIR.
3. If youth becomes seriously ill or injured in an accident, the employee will dial 911 for assistance so that he/she will be transported to the nearest hospital. The driver shall contact his supervisor and the youth's parent/guardian as soon as possible. The incident shall be reported on the Agency Policy Form 260-SIR.
4. If the vehicle malfunctions and this interrupts the transportation of youth, the driver shall notify the Program Coordinator to obtain assistance. This shall be documented on the DYS Subgrant for Incident Report (IR) Form and/or Agency Policy Form 260-SIR form depending on the level of severity.