

 <p>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</p>	<p>REFERENCES: 1-JDTP-3D-01, 21</p>
<p>CHAPTER: Day Treatment Services</p>	<p>AUTHORITY: KRS 15A.0652</p>
<p>SUBJECT: Transportation of Students</p>	
<p>POLICY NUMBER: DJJ 1031</p>	
<p>TOTAL PAGES: 3</p>	
<p>EFFECTIVE DATE: 4/05/2019</p>	
<p>APPROVAL: Carey D. Cockerell , COMMISSIONER</p>	

I. POLICY

The Department of Juvenile Justice (DJJ) shall maintain the necessary supervision and security to ensure the safety of students enrolled in the program, DJJ staff, and the public during transport.

II. APPLICABILITY

This policy shall apply to DJJ operated day treatment programs.

III. DEFINITIONS

Refer to Chapter 1000.

IV. PROCEDURES

- A. All travel arrangements for a students, who is under the supervision of DJJ, shall adhere to the security level required to ensure students, staff, and public safety.
- B. No student, parent, or caregiver shall be transported in a staff's personal vehicle.
- C. The Superintendent or designee shall be primarily responsible for coordinating transportation arrangements. Transportation types may include:
 - 1. Local or routine;
 - 2. Medical or mental health services outside the facility;
 - 3. Medical Emergencies:
 - a. When a life threatening emergency exits, the following shall occur:
 - i. Staff shall call Emergency Medical Services (EMS) by the most direct access, 911 in areas having this service;

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- ii. When a student is transported for emergency care, the Superintendent and parent or caregiver shall be contacted as soon as possible;
 - iii. Staff shall accompany or follow the student during transport, unless the student is released to parent or caregiver prior to the student leaving with EMS responders; and
 - iv. If staff accompanies the student to the medical facility, the staff shall remain with the student until the parent or caregiver arrives.
 - b. When a non-life threatening emergency exists, staff shall contact the Superintendent or designee to determine the mode of transportation; and
 - 4. Field trips and other educational based activities approved by the Superintendent.
- D. Safety and Security
1. Transportation planning shall take into consideration:
 - a. The student's history of crimes committed, violence risk, absent without leave (AWOL) risk, and the current behavior and demeanor of the student at the time of transport;
 - b. The purpose of the transport, for example: to home, wrap-around services, or medical reasons;
 - c. The adequacy of staff, equipment, and vehicles to be used in each transport; and
 - d. Any unusual condition or considerations involved in the movement.
 2. The number of staff required to transport a student shall be sufficient to minimize the risk of accident or injury to the student and others.
 3. Staff transporting a student shall observe the same gender requirements of KRS 605.080(3).
 4. Staff transporting students shall not carry or use a firearm, knife, other deadly weapon, chemical agent, or dangerous instrument.
 5. Staff shall ensure that all occupants are properly secured in seat belts.
 6. Staff shall follow the usual or designated route at all times unless extraordinary or emergency conditions arise.
 7. Staff shall contact their supervisor when there is a thirty (30) minute or more delay or significant route change. A personal cell phone may be carried by staff during transport if a facility cell phone is not available.
 8. Emergency contact phone numbers shall be kept in each vehicle to use in situations such as accidents, breakdowns, a student escapes, or other situations where the transporter may need assistance.
 9. If a committed or probated student is absent without leave (AWOL), staff shall notify the juvenile service worker (JSW) or group home

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Superintendent. Reference DJJPP Chapter 3 (Escape and Absent Without Leave).

10. If a non-committed or non-probated student is unexpectedly AWOL, notification shall be made and documented within two (2) hours to the parent or caregiver.
 11. If a problem is indicated by a student or noticed by staff during transportation, staff shall go to a safe location and call for assistance, if necessary.
 12. The transporter shall ensure the following:
 - a. The student and vehicle are free of contraband;
 - b. The vehicle is clean and free of debris;
 - c. The vehicle is in a safe operational condition;
 - d. The student's property and medication are adequately accounted for, inventoried, and secured during transport, if applicable;
 - e. The vehicle is refueled after use;
 - f. Receipts for gas or other car necessities shall be kept in an assigned place; and
 - g. The mileage sheet is completed for the trip.
- E. Court ordered transportation shall be the responsibility of the sheriff or jailer of the county of the court order.

V. MONITORING MECHANISM

The Superintendent shall ensure that transporting staff, for the facility, have received initial training and annual reviews.