

Macon County CASA allows transportation of clients (children) by Court Appointed Special Advocates and employees of Macon County CASA in personal vehicles in the course of performance of their duties as child advocates under certain circumstances.

I. Any such volunteer or employee desiring to transport clients (children) must:

- a) Possess a valid Illinois Driver License.
- b) Maintain valid Automobile Liability Insurance that meets or exceeds the minimum levels required by Illinois Law.
- c) Obtain written permission from the child's legal guardian or custodial agency.
- d) Obtain written permission from their Advocate Supervisor and the Executive Director of Macon County CASA.
- e) Acknowledge in writing the potential risks of liability and that he or she accepts the risks associated with transporting clients (children) in their personal vehicle.
- f) Obey all traffic laws while transporting clients (children).
- g) Properly restrain all child passengers in either an appropriate child restraint system or seat safety belt as required by Illinois Law.
 - 1) All passengers under age eight must be restrained by an appropriate child restraint system which meets the standards of the United States Department of Transportation.
 - 2) A child under age eight who weighs more than forty (40) pounds may be transported in the back seat of a vehicle and must be restrained by a combination lap and shoulder belt, or, if a combination lap and shoulder belt is not available, by a lap belt only.
- h) Inform their Advocate Supervisor and the Executive Director of Macon County CASA immediately:
 - 1) Of any change of Drivers License status.
 - 2) Of any change of Automobile Liability Insurance status.
 - 3) Of any and all traffic citations received or criminal charges filed.
 - 4) Of the outcome or disposition of any such citations or charges.
 - 5) Of any and all allegations of misbehavior or inappropriate conduct by the driver occurring during transportation of clients (children).
- i) Sign any releases or other necessary documents to allow Macon County CASA to obtain a Driving Abstract from the Illinois Secretary of State.

II. Macon County CASA shall maintain, in the file of each Volunteer Advocate or employee seeking permission to transport clients:

- a) A copy of the individual's drivers license.
- b) A copy of the individual's proof of automobile liability insurance.
- c) A copy of the individual's Driving Abstract obtained from the Illinois Secretary of State.
- d) Memoranda showing information received, when and from whom it was obtained, concerning any
- e) Any other relevant documents relating to qualifying and disqualifying factors relating to transportation of clients (children).

III. A CASA Advocate Supervisor and the Macon County CASA Executive Director shall not grant permission to transport clients (children) and shall withdraw permission to transport previously granted if the driver:

- a) Has been convicted or placed on court supervision for Driving Under the Influence within the last five (5) years.
- b) Has been charged with or convicted of any offense or offenses that will result in suspension or revocation of driving privileges.
- c) Does not possess a valid Drivers License.
- d) Does not maintain valid Automobile Liability Insurance meeting or exceeding the minimum levels required by Illinois Law.
- e) Is shown by credible evidence to have violated a traffic law or engaged in material misbehavior or inappropriate conduct while transporting a client (child)2.17

ADOPTED BY BOARD OF DIRECTORS – DECEMBER 2015