I. **Purpose:** This policy establishes expectations around transporting clients.

II. **Applicability:** This policy applies to any DPBHS staff or Providers who may provide transportation to a client.

III. **Policy Statement:** DPBHS promotes the safety of clients and staff. It is the goal of DPBHS to minimize risk and liability whenever possible. In the event that a staff member feels the benefits of the outing would outweigh the risks associated with travel the following steps need to occur:

a) The staff needs the approval of their supervisor
   i. The request for approval needs to clearly identify how the activity is related to the client's treatment/service plan
   ii. An approved request needs to be maintained in the client's record
b) Permission must be granted by a parent or guardian in writing
c) Sufficient adult supervision is provided based on the clinical needs of the child
d) A safety and contingency plan needs to be created which includes but is not limited to:
   i. What to do in the event of a mechanical malfunction
   ii. What to do in the event the client becomes emotionally, behaviorally or medically unstable
   iii. Emergency/Crisis service contact information for the state in which the event will be occurring
e) Following the activity a progress note about the outing needs to be maintained in the client's record.