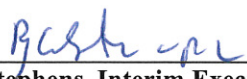




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

<b>Policy # 3903</b>	<b>Transportation Drop-Off Procedures</b>
<b>Origination Date: July 2004</b>	
<b>Revision Date: September 2004; November 2006; May 30, 2007; May 14, 2008; April 10, 2009; June 29, 2009, June 29, 2010; June 6, 2012</b>	
<b>Reviewed Date: June 2005; March 8 2006, April 17, 2013, October 15, 2014; June 14, 2016</b>	
<b>Approved:</b>	
 <hr/> <b>Bryan G. Stephens, Interim Executive Director</b>	

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that clients participating in all agency programs will be transported and dropped off at a designated point in a timely and efficient manner with the safety and the well-being of the client considered at all times.

**PROCEDURE:**

The CDCCSB Unified Transportation Services department will establish and maintain guidelines and procedures for client drop-off, including driver training as related to drop-off procedures.

- All Programs – Clients will be transported and dropped at their residence or at another Agency approved designated drop point per instructions issued within the client’s Transportation Service Order Request. Vehicle Operators will provide assistance to the participants in entering and/or exiting the vehicle.
- DD Program – Clients will be transported and dropped at their residence or at the designated agency approved drop off point issued within the client’s Transportation Service Order Request. Vehicle Operator will ensure client is received at the drop off point by a parent, guardian or designee. Staff working with a Participant/Co-Employer will provide assistance to the participant in entering and/or exiting the vehicle. DD clients will not be left unattended unless otherwise specified within the Transportation Service Order Request.
- C & A Program – Client’s parent or guardian will provide written instructions to the CSB program’s management as to whether or not the client can be dropped at home without a parent or guardian present to receive the client at the time of drop-off. The Department of Family and Children Services guidelines for leaving children at home alone will be followed. Children under the age of 8 will not be left at home alone. Children age 9 and over may be left at home alone based on maturity level.
  - A. If permission is given to drop-off without a parent or guardian present, the client will be transported and dropped as directed.
  - B. If permission is not given to drop-off without a parent or guardian present and there is not a parent or guardian present to receive the client, the following standard operating procedures will be enacted:

1. UTS vehicle operator will notify the driver supervisor, the UTS office and the C & A program manager that no one was available to receive the client.
2. UTS management, driver supervisor and C & A program manager will attempt to notify the parent, guardian or the designated “Emergency Contact” to advise them of the situation and to make arrangements to take custody of the client.
3. UTS management will document the incident to inform caseworkers and program managers of the incident.
4. If all efforts fail to contact the parent, guardian or the “Emergency Contact”, the driver will notify the appropriate police department and will transport to the nearest precinct.