

Transportation of Children in Custody by Caregivers

SUMMIT COUNTY CHILDREN SERVICES

<p>ORC: 2151.86, 5103.02, 5103.03, 4511.19, 4509.51; 4511.81</p> <p>OAC: DCY 5180:2-5-09, 5180:2-5-13, 5180:2-7-14, 5180: 2-7-15 (formerly, in order: ODJFS 5101:2-5-09, 5101:2-5-13, 5101:2-7-14, 5101: 2-7-15)</p> <p>USC: N/A</p> <p>CFR: N/A</p> <p>Other Supporting Authority: N/A</p> <p>BOT Resolution #: N/A</p>	<p>ORIGINAL: 11/27/2017</p> <p>REVISION/REVIEW: 2/7/2025; 3/6/2026</p> <p>NEXT REVIEW: 3/6/2031</p> <p>RELATED FORM(S): Mileage Reimbursement for Foster Parents Form</p> <p>RELATED PROCEDURE/POLICY(IES): N/A</p>
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| <input type="checkbox"/> Administrative
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Human Resources
<input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal
<input type="checkbox"/> Safety & Security
<input checked="" type="checkbox"/> Social Services - All Departments
<input type="checkbox"/> Social Services - Foster & Adoption |
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All Staff Bargaining Unit Non-Bargaining Management

POLICY:

Summit County Children Services (SCCS) expects caregivers to transport children in custody safely and in accordance with the law. SCCS foster parents, licensed kinship foster caregivers, approved kinship caregivers, and alternative caregivers may be reimbursed for transportation that is related to children's special needs and circumstances.

PROCEDURE:

A. Driving License Validation

Traditional Foster, Kinship Foster Parents, and Alternative Caregivers who transport children in the custody of SCCS must hold a current, valid driver's license and have accumulated less than six (6) penalty points (as reported by the Bureau of Motor Vehicles).

A caregiver's driver's license is checked annually to assure they comply. Copies of respective driver's records, along with copies of valid driver's licenses are placed in

the caregiver's record.

Caregivers who do not possess a valid driver's license, or who have accumulated six (6) or more penalty points on their driver's license, are not permitted to transport children in the custody of SCCS and must make other arrangements to provide transportation for the children.

At such time that the caregiver's driver's license is reinstated and/or holds less than six (6) points, the caregiver should notify their SCCS coordinator or caseworker to update the record and permit them to transport children again.

Access to the Bureau of Motor Vehicles can be found by clicking the link below. Log into the platform as a guest, and perform the search.

<https://bmvonline.dps.ohio.gov/auth/login?returnURL=%2Fbmvonline%2Fdl%2Fdlabstract%2Funofficialdrivingrecord%2F&loginOptions=License&loginOptions=Name&loginOptions=OHID>

B. Insurance

Anyone who transports children in the custody of SCCS must carry liability insurance that meets or exceed requirements of current state laws.

If a caregiver does not have the required insurance, the caregiver must immediately notify their SCCS coordinator or caseworker. In turn, the SCCS coordinator or caseworker provides written notice to the caregiver that they may not transport children in the custody of SCCS. Until such time as the caregiver submits to their SCCS coordinator or caseworker proof of renewed insurance, the caregiver must make other arrangements to provide transportation for the children.

A current copy of the caregiver's proof of insurance is placed in the caregiver's record.

C. Traffic Violations

Caregivers shall notify their SCCS coordinator or caseworker within twenty-four (24) hours after receiving a moving traffic citation.

Caregivers shall immediately notify their SCCS coordinator or caseworker if they accumulate six (6) or more penalty points.

D. Child Safety

Caregivers must utilize child safety seat restraints according to state law (4511.81 Ohio Revised Code).

Transportation by motorcycles or other similar types of vehicles is prohibited for children in the custody of SCCS.

All children aged twelve (12) and under shall ride in the backseat of a motor vehicle unless the vehicle does not have a backseat. If the child must ride in the front seat the caregiver must disable the passenger side airbag if the vehicle is so equipped.

The seat belt, child restraint system and booster seat requirements do not apply if the caregiver has a signed affidavit by a licensed physician in Ohio or a licensed chiropractor in Ohio. The affidavit must state that the child who otherwise would be required to be restrained, has a physical impairment that makes use of a child restraint system, booster seat or an occupant restraining device impossible or impractical, provided that the person operating the vehicle has safely and appropriately restrained the child in accordance with any recommendation of the physician or chiropractor as noted on the affidavit.

Caregivers shall ensure the recall and safety information issued by the Consumer Product Safety Commission (CPSC) related to child safety seats or booster seats are reviewed. Any safety recommendations made by the CPSC regarding child safety seats or booster seats shall be implemented by the caregiver.

E. Mileage Reimbursement

SCCS foster parents, kinship foster parents, approved kinship caregivers, and approved alternative caregivers may be reimbursed at the IRS Standard Mileage Rate for transporting children placed in their home for trips related to the child's special needs or circumstances. Caregivers who are licensed foster parents with children on adoptive status may be reimbursed for mileage until adoption finalization. Caregivers who are only approved for adoption with placement of children on adoptive placement status may not request mileage.

Caregivers must submit legible, completed, and signed mileage forms to their foster home coordinator or caseworker by the tenth (10th) of each month for previous month's mileage. Mileage must be submitted no later than sixty (60) days from the date the trip occurred. Any mileage submitted beyond 60 days requires approval from the Department Director of Placement Services or designee to submit for reimbursement.

Any mileage submitted with missing or inaccurate information will not be paid. Unpaid trips may be resubmitted with the correct information within fourteen (14) days of it being returned for corrections, and is to be accompanied by a copy of the initial corrected mileage sheet.

Mileage must be submitted to the SCCS fiscal department within fourteen (14) days of receipt from the caregiver. Submission outside of these time frames requires approval from the Department Director of Placement Services or designee.

Caregivers must complete and submit a W-9 form in order to receive reimbursement. Reimbursement is issued to the caregiver approximately 30 days after their mileage form is processed for payment.