*Below is the wording for the email to send to CASA Case Supervisor, CASA Program Director and CPS Case Supervisor/Case Worker for initial one-time approval to transport a specific child.* Once approved by these three parties, Advocates will need approval (by email) for any subsequent request to transport the child from their CASA Case Supervisor only.

**General Request for Transportation Approval by CPS/CASA**

**CASA Advocate, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, requests permission from CPS and the CASA Program Director to transport the below named child.**

**Child:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The goals of transporting children are:

* To develop and enhance the trust and bond between the Advocate and the child;
* To foster open and more effective communication; and
* To give the child a sense of a “normal life” experience.

**It is not the goal of CASA to provide routine transportation for which CPS or the caretaker should be responsible.**

In accordance with the CASA Child Advocates of Montgomery County Transportation Policy, the Advocate:

* has been on the case for at least 90 days;
* has completed CASA’s Transporting Children training;
* has provided all the required documents including copies of current driver’s license, TX DMV driving record, proof of insurance and vehicle safety inspection;
* will obtain written approval in advance for each specific instance of transport using the Volunteer Transportation Contract/Request Form;
* will notify CPS, RTC, Foster Parent or Primary Caregiver that the child(ren) will be driven to an identified location and returned after the outing; and
* will keep a log of all CASA Transports and submit to CASA with the mandatory monthly time and mileage report.

Please respond to this email stating your Approval or Denial of this request. Thank you.