

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-10	Policy # 10.22
Applicability: { } All DJJ Staff {x} Administration (Transportation Unit) { } Community Services { } Secure Facilities	Related Standards & References: DJJ 8.22, 11.30	
Chapter 10: TRANSPORTATION UNIT	Effective Date: 4/15/12 Scheduled Review Date: 4/15/14	
Subject: TRANSPORTATION UNIT VEHICLES	APPROVED: 	
Attachments: None.	_____ L. Gale Buckner, Commissioner	

I. POLICY:

The Department of Juvenile Justice Transportation Unit shall operate vehicles for transporting youth. Transportation Unit vehicles shall be utilized to ensure the economical and cost-effective performance of state business. Transportation Unit vehicles shall be operated in compliance with all applicable laws, regulations, and ordinances.

II. DEFINITIONS:

Secure Transport: For the purposes of this policy, the movement of mechanically restrained youth from one secure facility to another, or from a secure facility to a location specifically approved the Transportation Unit administrative staff.

III. PROCEDURES:

A. Vehicle Operation and Maintenance:

1. Transportation Unit vehicles will be used only for conducting official business of the Department and the State of Georgia.
2. Staff will operate DJJ vehicles in compliance with all applicable local, state, and federal laws, rule, regulations and ordinances.
3. Transportation Officers must possess a valid Drivers License issued by the state of their permanent residence. Officers assigned to operate large commercial vehicles must have a valid Class B Commercial Drivers License with a passenger endorsement issued by the state of their permanent residence.
4. Transportation Officers and youth will wear seat belts at all times while in a state vehicle.
5. Use of all tobacco products will be strictly prohibited in Transportation Unit vehicles.
6. All Transportation Unit vehicles must be parked and secured in the Transportation Hub parking lot when not being used for official departmental business. Only staff authorized by the Transportation Captain will drive state

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vehicles to their residence or other location.

7. Prior to all transports, Transportation Officers will search vehicles for contraband and will inspect for safety. All findings will be documented in the daily logbook and contraband will be handled accordance with DJJ 8.22, Searches and Contraband Control.
8. Transportation Officers will not stop in public places while youth are in the van except to fuel the vehicle. When stopping is necessary, the Transportation Officer will make every attempt to stop at a law enforcement location. When youth are not in the van, Transportation Officers can stop in a public place with prior approval from the Lieutenant or Captain.
9. Transportation Officers will submit mileage reports at the end of each month, and the original copies will be forwarded as soon as possible. The Transportation Officer will staple all receipts with the vehicle number written on the top of each receipt.
10. Vehicles will be serviced according to the schedule established by the Georgia Department of Administrative Services and state vehicle maintenance contract. Transportation Officers will schedule all service and maintenance with vendors and will not approve services outside of the routine maintenance schedule without approval from the Office of Financial Services and the vehicle maintenance contract vendor.
11. When a Transportation Unit vehicle will be out of service for maintenance, the officers assigned, Lieutenant, Captain, and Administrative Operations Coordinator will be notified prior to the vehicle being placed out of service.
12. All fluid levels and belts will be visually checked daily and findings recorded in the daily logbook.
13. Each supervisor will inspect and inventory all assigned vehicles at least quarterly. The inspection will be documented and forwarded to the Transportation Captain for review, with a copy forwarded to the Administrative Operations Coordinator.

B. Equipment:

1. Transportation Officers will check and inspect emergency equipment and blue lights at the beginning of each tour of duty and will record findings in the daily logbook. Transportation Officers will notify their supervisor of any missing, damaged or malfunctioning equipment.
2. Transportation vehicles will be equipped with infection control equipment in accordance with DJJ 11.30, Infection Control.
3. Transportation Officers will disinfect vehicles and restraints in accordance with DJJ 11.30, Infection Control.

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4. The following equipment will be stored in the lock boxes inside each vehicle:
 - Belly chains (10 sets);
 - Leg irons (10 sets);
 - Cut-away scissors (1 pair); and
 - Roadside safety kit.

5. The following equipment will be stored in the vehicle at all times in the glove box or the side pocket:
 - Petroleum credit card;
 - ARI and department accident kit;
 - Insurance card; and
 - ARI coupon book.

6. Transportation Unit vehicles will be designated as emergency vehicles. They will be marked on three sides with the Departmental seal and the word “Transportation” in black four-inch letters.

7. Every vehicle equipped with “blue lights” must have a valid “blue light” permit issued by the Georgia Department of Public Safety affixed to the lower left area of the windshield.
 - a. The blue light system will only be used in Departmental emergencies.
 - b. If the blue lights are being used for an emergency, the emergency flashers will also be used. No employee of the Transportation Unit will use the blue lights without prior approval from a Transportation Lieutenant, or a higher authority in the chain of command, unless the vehicle is being escorted by law enforcement in approved medical or emergency situations. Blue lights may be operated during a convoy when escorted by law enforcement.
 - c. If the Transportation Unit is conducting an emergency evacuation, the blue lights may be used in a convoy so that the public is aware of the mass movement.
 - d. Transportation Unit vehicles shall not be used for pursuit purposes. The duties of Transportation Officers are limited to enforcing those laws that are directly related to the safety and security of the youth and in accordance with DJJ policy and procedure. Transportation Officers are not responsible for general law enforcement or the enforcement of criminal law beyond the areas of their direct control.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO