

1.3 Transportation (by Land)

Introduction

This U.S. Immigration and Customs Enforcement (ICE) Family Residential Standard prevents harm to the general public, residents, and staff by ensuring that vehicles used for transporting residents are equipped, maintained, and operated properly and that residents are transported in a secure, safe, and humane manner, under the supervision of trained and experienced staff.

Various terms used in this standard may be defined in the ICE Family Residential Standard on *Definitions*.

Program Philosophy

The requirements of this standard must be implemented in accordance with the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes*.

A. Language Access and Disability Requirements

Centers will adhere to the language access and disability laws, regulations, responsibilities, requirements, and laws cited in the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes* and the ICE Family Residential Standard on *Disability Identification, Assessment, and Accommodation*. These requirements must be promulgated in all Center policies, practices, and operations and its themes must be fully incorporated into every Center activity. This is of critical importance and will directly impact resident life, health, and safety.

Expected Outcomes

The expected outcomes of this standard are as follows (specific requirements are defined in the Expected Practices section in this standard):

1. The general public, residents, and staff will be protected from harm when residents are transported.
2. Vehicles used for transporting residents will be equipped, maintained, and operated properly. This includes equipment appropriate and necessary to transport residents with disabilities and special needs, as well as minors requiring child safety seats.
3. Residents will be transported in a safe and humane manner, under the supervision of trained and experienced staff.
4. Except in emergency situations, one staff person may not transport a single resident of the opposite gender.

1.3 Transportation (by Land)

5. Reasonable accommodations will be made for residents with physical disabilities and/or special needs in accordance with security and safety needs and all applicable laws and regulations.

Standards Affected

This standard replaces the ICE Family Residential Standard on *Transportation (by Land)* dated 12/21/2007.

Expected Practices

A. Written Policy and Procedures Required

The Center Administrator will develop and implement written policy, procedures, and guidelines for the transportation of residents, including, at a minimum:

- General policy and procedures governing safety, security, operations, communications, and equipment;
- Staff supervision of residents during transports;
- Vehicle inspections and repair;
- Vehicle occupancy;
- Resident vehicle seating arrangements;
- Transportation of minors to include State and Federal requirements that relate to transporting minors, including car seats, etc.; and
- Procedures and necessary equipment in the event of:
 - Vehicle failure;
 - Traffic accident;
 - Severe weather or natural disaster;
 - An emergency situation (as specified in the Emergency Situations section in this standard);
 - Transport of women; and
 - Transport of residents whose physical or mental conditions preclude prolonged travel.

B. Vehicle Inspection

All vehicles used for transporting ICE/Enforcement and Removal Operations (ERO) residents will comply with annual safety inspections requirements in accordance with applicable federal, state, and local requirements/laws. Vehicles will be in serviceable and safe working order and will not be used for resident transportation if any safety repairs are needed. Vehicles equipped with

1.3 Transportation (by Land)

specialized gear for the transportation of residents with physical disabilities also must undergo appropriate inspections and maintenance to ensure the equipment remains in good order.

C. Transportation Planning and Scheduling

The Field Office Director (FOD) has overall responsibility for all aspects of vehicle operations.

The Center Administrator (or designee) will approve all resident transportation plans, including setting schedules and monitoring vehicular maintenance, making logistical arrangements to transport residents, supervising and instructing personnel, and protecting resident security. Before departure, the plans will be revised as necessary, based on weather and road conditions and any other relevant considerations.

D. Transporting Staff Responsibilities

1. Training Required

To be assigned to drive a bus transporting residents, staff must have completed all required ICE/ERO training in accordance with the ICE Family Residential Standard on *Staff Training* and met all local State requirements for a commercial driver's license (CDL). In addition, the driver must have the appropriate State-issued CDL.

Bus driver trainees may operate the vehicle during any segment of a run when residents are not on board, but only under the direct supervision of a certified bus instructor licensed by the state in which they reside.

2. Forms and Files

For each vehicle operator and other employees assigned to bus transportation duties, supervisors will maintain at the official duty station a file containing:

- Certificate of completion from a bus training program, as applicable; and
- Copy of the CDL.

Every motor vehicle operator will complete the following forms (or equivalents) for his/her official personnel folder (OPF): SF-47, G-392, and G-294. Every motor vehicle operator also is responsible for renewing these documents as necessary, and for providing to the OPF copies of all renewals and other changes/updates.

3. Vehicle Operations

The driver will operate the vehicle in accordance with the CDL manual or the highest prevailing standard and must maintain complete control of the vehicle at all times.

Driving under the influence of drugs or alcohol is prohibited. In addition to any other random testing as part of a drug-free workplace program, all staff assigned to transportation are subject to the U.S. Department of Transportation (DOT) Drug & Alcohol Testing Program.

The transporting staff will comply with all State and Federal motor vehicle regulations (including DOT, Interstate Commerce Commission, and Environmental Protection Agency), including, but not limited to:

1.3 Transportation (by Land)

- Wearing a seat belt when the vehicle is moving;
- Holding a valid, current driver's license from the state where domiciled and appropriate to the vehicle being driven (i.e., holding a valid state-issued CDL);
- Inspecting the vehicle prior to use, using a checklist, and noting any defect that may render the vehicle unsafe or inoperable;
- Transporting residents in a safe and humane manner;
- Driving defensively, taking care to protect the vehicle and occupants, obeying traffic laws, and reporting damage or accidents immediately;
- Verifying individual identities and checking documentation when transferring or receiving residents;
- Re-inspecting the vehicle after each trip and completing a vehicle inspection report, including an odometer reading at the beginning and end of each trip;
- Notifying a supervisor when limitations arise that affect their ability to safely operate the vehicle. These limitations may include driving skills, personal distractions, use of medications, or environmental conditions;
- Reading instructions and clearly understanding the purpose of the transportation;
- Discussing emergency and alternate plans with a supervisor;
- Not transporting any personal items other than those needed to carry out assigned duties during a trip;
- Returning the vehicle keys to the office or supervisor, according to Center procedures;
- Recording authorized expenses (e.g., fuel, emergency services, oil) on Form G-205 (or equivalent), specifying the exact amount and the date, and keeping all receipts and submitting them along with the appropriate form at the end of each month; and
- Safeguarding credit cards assigned to the vehicle.

4. Driving Hours and Number of Operators

All staff must recognize the limitations imposed by his/her own driving skills, personal distractions, and environmental conditions, and must modify his/her driving accordingly. The following rules apply to all transportation staff, whether driving or not, and it is the staff person's responsibility to inform a transportation supervisor if he/she is unable to make a trip because of these rules:

- CDL is required for each staff member assigned to bus operations;
- While operating a vehicle requiring a CDL, drivers must comply with all rules and regulations pertaining to CDL operations;
- Drivers must be off-duty for the eight hours immediately before any trip or trip segment;
- Maximum driving time (i.e., time on the road) is governed by DOT;

1.3 Transportation (by Land)

- In an emergency or under unforeseen and adverse driving conditions only, the transportation staff may drive as long as necessary to reach a safe and secure stopping area; and
- When vehicles without residents travel in tandem, a single staff member may be assigned to each; unaccompanied staff also may drive empty vehicles for certain purposes, such as maintenance trips.

5. Vehicle Security

Staff will lock a vehicle before leaving it unattended, including removing keys from the ignition immediately upon parking the vehicle.

Staff will avoid parking in a spot where the vehicle may attract undue attention or be vulnerable to vandalism. If staff cannot locate a parking area with adequate security, then they will contact the local law enforcement agency for advice or permission to use one of its parking places.

E. Transportation Staff Uniform and Equipment

Transporting staff will wear attire in accordance with established procedures. Certain transportation details may require wearing street or business attire; the Center Administrator will establish a dress code for such occasions.

F. Pre-departure Vehicle and Security Check

Prior to a trip's departure, transportation staff will complete a thorough vehicle and security inspection, which includes:

- Inspecting the vehicle for mechanical and electrical problems;
- Taking any necessary special precautionary measures for transporting a resident identified as a special-handling case (e.g., for reasons of security, medical, physical, psychological problems, and/or transporting minors) while the search is in progress;
- Testing the emergency exits and testing the key for every lock located in or on the vehicle. A complete set of these keys will travel with the vehicle at all times, in a secure place known to every transporting staff member;
- Searching the vehicle and staging area for contraband before every trip, including the driver's compartment and glove compartment, the resident seating area, and the cargo compartment; and
- Inspecting special equipment for transporting residents with disabilities to ensure proper functioning.

G. Required Documents

1. Transport Documentation

No resident may be transported to/from any Center, including Field Office areas, unless a Form G-391, I-216, or I-203 (or equivalents), is furnished, authorizing the discharge. These forms (or equivalents) must be properly signed and will clearly indicate the name of the resident(s), the place

1.3 Transportation (by Land)

or places to be escorted, the purpose of the trip, and other information necessary to carry out the trip efficiently.

All completed G-391 forms (or equivalents) will be filed in order by month, with the previous month's forms readily available for review, and will be retained for a minimum of three years.

2. Documents That Accompany the Resident

The ICE Family Residential Standard on *Resident Transfers* explains the files and documents that must be prepared and organized in preparation for a resident's transfer. ICE/ERO staff of the sending Center is required to complete a Resident Transfer Checklist to ensure all procedures are completed and place a copy in the resident's alien file (A-file) or work folder.

The ICE Family Residential Standard on *Health Care* lists the required documents and procedures to follow when a resident is transferred within the ICE Health Services Corps system.

Transportation staff may not transport a resident without the documents as required by the ICE Family Residential Standard on *Resident Transfers*. Staff is responsible for delivering all required medical documents and the transfer summary to personnel at the receiving Center.

To ensure that the receiving Center also receives the resident's files and other required documentation:

- Transportation staff may not accept a resident without the required documents;
- The receiving Center may refuse to accept a resident without the required documents; and
- The receiving Center must report any exceptions to the Field Office and the Deputy Assistant Director of the Detention Management Division.

H. Departure Scheduling and Security

The transportation staff will organize driving time so residents arrive at the designated meeting area on schedule.

Before transferring residents from one Center to another, a designated staff member will inform the receiving Center of:

- The estimated times of departure and arrival (ETD/ETA);
- The number of residents in each of the following categories:
 - New arrivals (remaining at the Center);
 - Drop-offs; and
 - Overnighters.
- The total number of residents;
- Any special-handling cases, with details about the special requirements (e.g., medications, restraints, special equipment); and
- Any actual or estimated delays in departure, and the accordingly revised ETA(s).

1.3 Transportation (by Land)

I. Transfer of Funds, Valuables, and Personal Property

In accordance with the ICE Family Residential Standard on *Admission and Release* and the ICE Family Residential Standard on *Funds and Personal Property*, Center staff will inspect and inventory the personal property of residents transferring from one Center to another.

In addition, at the originating Center:

- Staff will ask each resident whether he/she has in his/her possession all funds, valuables, and other personal property listed on the “Property Inventory” form or its equivalent:
 - If a resident answers “yes,” then he/she may board the vehicle; or
 - If a resident claims missing funds, valuables, or personal property, then the resident will remain at the Center until required paperwork is completed. Photocopies of completed forms are sufficient documentation for the transfer to proceed.
- Staff will include, in the “checked baggage” section on each I-216, the I-77 numbers to be verified by receiving Center staff; and
- The lead driver will check the manifest against the number of packages by resident name and alien number (A-number) before signing the I-216 or placing the baggage on the bus.

In addition to the requirements of ICE Family Residential Standard on *Funds and Personal Property*:

- Staff will complete a separate I-77 for each piece of baggage, and will record the resident’s name on the top, middle, and bottom portions; and
- Staff will enact the following procedure for each piece of baggage and corresponding I-77 form (or equivalent), and:
 - Attach the string on the top of the I-77 to the corresponding piece of baggage, and secure the resident’s signature on the back of the form;
 - Attach the middle section to the copy of the I-385 that will accompany the resident to the final destination; and
 - Provide the bottom portion to the resident as a receipt.

J. Vehicle Loading

1. Security and Occupancy

Staff will supervise residents as they enter or exit a vehicle. The Center Administrator will ensure that all vehicles are assigned an occupancy rating in compliance with DOT. The number of residents transported may not exceed the established occupancy level.

The escorting staff/assistant driver will instruct the residents about rules of conduct during the trip in a language or manner that they understand.

All residents, particularly minors and residents with special needs, will be transported safely in accordance with State vehicular laws, (i.e., car seats, seat belts, etc.).

1.3 Transportation (by Land)

2. Items Residents May Keep in Their Possession

Ordinarily, residents in transport may keep the following in their possession: jewelry (wedding rings and approved religious items), eyeglasses, and receipts for property and money (G-589, I-77). However, if the transporting staff determines that any of these items may compromise staff or resident safety, then the items will be removed from the resident's possession and placed in an appropriate storage area, and returned to the resident at the conclusion of the trip.

In some instances, the transportation staff will safeguard and dispense prescription medicines as prescribed, noting the resident's name, A-number, date and time(s) dispensed, and by whom. Such notes will be attached to the resident's medical record or A-file.

3. Count, Identification, and Seating

Prior to boarding, the transportation staff will make a positive identification of the residents they are transporting:

- Staff will compare each name with a trip-specific roster;
- Staff will conduct a visual count once all passengers are seated on board, and, every time the vehicle makes a scheduled or unscheduled stop, will conduct another visual count before resuming the trip;
- To transport disabled residents safely and securely, transportation staff will make reasonable accommodations for them, in so far as is practicable;
- Staff will assist residents with disabilities and special needs to their designated seat and ensure women and minors are seated according to the directives specified in the Transporting Women and Minors section in this standard; and
- Staff will ensure that minors are seated using proper safety devices.

K. Responsibilities En Route

1. Point of Contact

The next receiving Center on the vehicle route serves as the contact point and is responsible for monitoring the vehicle's schedule.

Upon making contact with an arriving vehicle, the receiving staff will take custody of the specified residents by signing the accompanying Form I-216 (or equivalent).

Each Center will develop and post written guidelines for tracing procedures to locate an overdue vehicle. If the vehicle does not arrive within range of the ETA, then the contact point will set the tracing procedures in motion.

2. Safety and Security

For safety purposes, all occupants will remain seated while the vehicle is in motion.

Staff must maintain a clear view of the entire vehicle compartment and remain alert for behavior that could jeopardize safety and security.

1.3 Transportation (by Land)

Residents will not have access to any personal baggage or packages while in transit (except as specified in the Items Residents May Keep in Their Possession section in this standard).

A complete set of keys for every lock located in or on the vehicle will travel with the vehicle at all times, in a secure place known to every transporting staff person, and staff will keep bolt cutters in the forward compartment with the outer equipment for use in an emergency.

Armed staff may not enter the secure area of the vehicle.

3. Stops During Transit

During stops, which the transportation staff will keep to a minimum, residents will not leave the vehicle until the transporting staff has secured the area. When residents disembark, staff will keep them under constant observation to prevent external contact(s) and/or contraband smuggling or exchange. The transportation staff will not leave residents unaccompanied in a vehicle.

L. Meals

The transportation staff will provide meals and snacks during all transports. Special considerations will be given to minors, pregnant residents, and residents who have medical conditions.

Meal times, the number of meals, and the types of meals provided will be recorded. Staff also will record and document the identifying information of any resident who refuses a meal.

The requirements specified in the ICE Family Residential Standard on *Food Service* apply equally to food served in transit and in Centers.

Transporting staff will observe safe food handling procedures at all times.

In transit, staff will store and serve food at the required temperatures. The crew will maintain a constant supply of drinking water and ice in the water container(s), along with paper cups. A small number of disposable garbage receptacles (i.e., plastic bags) will be kept in the driver's compartment, with the remainder stored in the equipment box located in the forward baggage compartment.

The Food Service Administrator will monitor the condition and routine cleansing and sterilizing of drinking-water containers, basins, latrines, etc. as appropriate, in vehicles to ensure compliance with the ICE Family Residential Standard on *Food Service*.

In an emergency, the transporting staff may purchase meals from a commercial source, obtaining receipts for later reimbursement.

M. Vehicle Communication

Every vehicle will be equipped with a functioning two-way radio. Staff also will carry at least one portable radio, so that staff can maintain contact if one or more must leave the vehicle. The vehicle's communications system also will include a cellular phone for use when radio communications are degraded (e.g., in dead zones, on different frequencies) and to enable them to communicate with the Center and local law enforcement.

1.3 Transportation (by Land)

N. Vehicle Sanitation

Vehicles must be kept clean and sanitary at all times. The Center Administrator will establish the procedures and schedule for sanitizing Center vehicles. Transportation staff responsibilities include, but are not limited to:

- Dumping septic tank contents at the locations specified; and
- Maintaining an adequate supply of water and chemicals in the toilet at all times, including monitoring the inventory of chemical supplies stored in the forward baggage compartment.

O. Staff Conduct

Recognizing the effect of personal appearance, speech, conduct, and demeanor in communicating the appropriate sense of authority, assigned transportation staff will dress, speak, and act with the utmost professionalism. Assigned transportation staff will conduct themselves in a manner that reflects positively on ICE/ERO.

Transportation staff falls under the responsibility of the FOD with jurisdiction at each Center en route, whether during an intermediate stop or at final destination. This responsibility remains in effect until the vehicle's departure, and applies only to the current trip. If problems arise, then the lead driver must contact the FOD or designee.

Transportation staff will comply with all rules and procedures governing the use of government vehicles. They will not transport any personal items other than those needed to carry out their assigned duties during the trip. The possession or use of alcoholic beverages, tobacco products, and illegal drugs is strictly prohibited.

Using common sense, transportation staff will handle any crises that may arise. While treating all persons with courtesy and respect, they will not compromise security or safety.

P. Firearms Storage

When Centers allow weapons on the premises, every Center Administrator will ensure that the onsite supply of gun lockers can accommodate the non-resident transportation staff during stops at the Center. When Centers do not allow weapons on their premises, transportation staff will make alternative arrangements for storing weapons.

Q. Vehicle Equipment

The Center will provide all vehicles with the following equipment:

- Communication devices as appropriate;
- Cellular phone (back-up communication system);
- In the forward baggage compartment of buses, two equipment boxes containing:
 - In box #1, large bolt cutters, fuses, fan belts, jack, small hand tools, flashlight and appropriate batteries, lantern, rags, disposable trash bags, broom, ground cloth, two

1.3 Transportation (by Land)

sets of coveralls, and work gloves (fleet staff/Shop Supervisor maintains inventory and checks written inventory quarterly);

- In box #2, transmission fluid, water for radiator, oil, toilet disinfectant, extra fire extinguisher(s), road flares, and reflectors (transporting staff record amount and date used and by whom on inventory sheets kept in box #2, likewise maintaining material data safety sheets as necessary); and
 - Other equipment to be added as necessary (transporting staff will provide supervisors with written notification of inventory needs, including items that need replenishing or replacing).
- First-aid equipment bag (disaster kit), auxiliary to the first-aid kit in the driver's compartment (staff will document each emergency requiring first-aid treatment, including whether and how quickly the injured individual(s) received proper medical care);
 - Emergency blankets equal to the rated capacity of the vehicle;
 - Boarding bag containing extra forms, a camera that produces instant photographs, film, batteries, and emergency telephone numbers for ICE/ERO offices, local police, State police, etc.;
 - Spare tire and snow chains (if applicable); and
 - A copy of the appropriate emergency plan, including the listing of emergency telephone numbers for the respective Field Office, local police, State police, etc.

If applicable, all restraining equipment must be equal to the rated capacity of the vehicle, be of high quality, be maintained in good operating condition, and be kept in the forward baggage compartment with the other supplies.

The transportation staff will determine which safety and security equipment to use in an emergency. The staff will maintain restraints and other equipment in good working order.

R. Use of Restraints

Generally, restraints will not be used when transporting family units in accordance with this standard and the ICE Family Residential Standard on *Use of Physical Control Measures and Restraints*.

S. Emergency Situations

If an emergency occurs within a reasonable distance of an ICE/ERO Center, then assigned transportation staff will make every effort to reach that Center before taking extraordinary measures. However, if moving seems ill-advised or impossible, then assigned transportation staff will contact the Center, stating their location and the nature of the problem, to ensure provisions for secure and immediate assistance.

1.3 Transportation (by Land)

If the situation is life-threatening, then the transportation staff will take immediate action and not wait for help from an ICE/ERO Center. Staff then will notify the Center, which will contact the respective Field Office to coordinate an ICE response if possible or necessary.

The Center Administrator will establish written procedures for transportation staff to follow during an en route emergency. The written procedures will cover the following scenarios.

1. Attacks

If attacked, the transportation staff must request assistance from the nearest law enforcement agency, continuing to drive until the vehicle becomes incapacitated. The transportation staff will do everything possible to protect the safety of everyone in the vehicle.

2. Residents Who Abscond

If a resident absconds, then the assigned transportation staff will not jeopardize the security of the remaining residents by chasing the resident. Instead, transportation staff will notify the nearest ICE/ERO Field Office, providing the resident's name, A-number, height, weight, description of clothing, and the direction of flight (if known). The Field Office will relay this information directly to local law enforcement agencies.

Transportation staff will remain in place and wait for assistance. Under no circumstances will staff use the vehicle to pursue.

The transportation staff will prepare a fully documented written report of the incident and/or attempted incident.

3. Hostages

If a hostage situation occurs while in transit, then at least one assigned transportation staff member will secure the vehicle perimeter while another notifies the closest ICE/ERO Center of the situation. The assigned transportation staff will make every effort to determine who is involved and whether they are armed, relaying this information to the ICE/ERO Center and local law enforcement agencies. Under no circumstances will assigned transportation staff attempt to remedy a hostage situation, or take orders from the hostage takers, regardless of the status or rank of the hostages.

The transportation staff will hold all residents on board until help arrives, in the event that the hostage takers allow non-participants to disembark. Regardless of demands, the transportation staff will not allow any hostage-taker(s) off the bus, with or without the hostages. Transportation staff will follow instructions of the law enforcement agency managing the situation.

Because of the need to interview witnesses, examine the crime scene, etc., a hostage situation will effectively end a transportation assignment. Once the hostage situation is resolved, assigned transportation staff will receive instructions regarding how and where to proceed.

After the situation has been resolved, transportation staff will complete an incident report that will include information regarding participants, witnesses, and action taken.

4. Illnesses

If a resident or staff member becomes ill while in transit, then the assigned transportation staff will take appropriate action and alert the receiving Center in order to prepare to handle the situation.

1.3 Transportation (by Land)

If a resident or staff member becomes ill while in transit and the illness requires immediate medical treatment (e.g., in event of a heart attack), then assigned transportation staff will request assistance from the nearest medical center, local law enforcement agencies, and emergency services. The transportation staff will initiate life-saving procedures as appropriate, proceeding if security permits. The closest ICE/ERO Center will prepare procurement paperwork and make arrangements for hospitalization, security, etc.

For non-emergency illness, transportation staff will contact a supervisor for further instructions.

5. Death

If a resident dies while in transit, then assigned transportation staff will notify the originating or receiving Center as soon as possible and will follow procedures specified in the ICE Family Residential Standard on *Terminal Illness, Advance Directives, and Death*.

The closest ICE/ERO office will coordinate with other agencies, including the coroner, who is required to be on the scene when the body is removed from the vehicle. The removal must take place in the State where death occurred. The ICE Family Residential Standard on *Terminal Illness, Advance Directives, and Death* specifies the procedures with which assigned transportation staff must comply.

6. Fires

In case of fire in or on the vehicle, the driver will stop the vehicle immediately. The transportation staff will fight the fire with the on-board equipment. If necessary, assigned transportation staff will request assistance from the local fire department and law enforcement agency. If the fire forces evacuation of the vehicle, then the crew is responsible for maintaining accountability and security while removing residents in an orderly fashion.

7. Disturbance/Fights/Riots

If a riot, fight, or any disturbance occurs on the vehicle, then the assistant driver will order the residents to cease and the driver will attempt to move the vehicle to the side of the road. If necessary, the staff will request assistance from the local law enforcement agency. Efforts will be made to determine the instigators, number of residents involved, and their names and A-numbers.

When sufficient assistance is available, the assigned transportation staff will attempt to regain control, using only as much force (e.g., with restraints or pepper spray) as necessary. Assigned transportation staff may not enter the passenger area while armed.

8. Traffic Accident

The Center Administrator will establish written procedures for transportation staff involved in traffic accidents.

After an accident, assigned transportation staff will secure the area, request assistance from a local law enforcement agency, and obtain medical assistance for anyone injured. Regardless of the severity of the accident, the assigned transportation staff must report the accident to the local law enforcement agency and the nearest ICE/ERO office. They also must obtain a police report for the record, in case of future allegations or lawsuits against ICE/ERO or individual staff. The driver must record witnesses' names, addresses, and telephone numbers on Form SF-94 (or equivalent).

1.3 Transportation (by Land)

The assigned transportation staff will discuss the issue of responsibility for the accident only with their chain of command. Upon arriving at the receiving Center, the assigned transportation staff will report the accident to the FOD or designee and prepare the required forms.

9. Vehicle Failure

The Center Administrator will develop written procedures for assigned transportation staff to follow when the vehicle develops mechanical problems en route.

Staff in an ICE/ERO-owned vehicle that develops mechanical problems en route will attempt to isolate the problem, and then will contact the nearest ICE/ERO office.

Unless the vehicle constitutes a traffic hazard in its current location, the transportation staff will not move it until instructed to do so. If the assigned transportation staff fails to connect with the ICE/ERO office, then they will try to reach a local law enforcement agency.

10. Natural Disasters

The Center Administrator will develop written procedures for transportation staff to follow in the event of severe weather or a natural disaster.

In a flood, dust storm, ice storm, tornado, or other natural disaster, the transportation staff will contact state authorities to assess road conditions along the planned route.

If driving conditions are unlikely to improve, then the transportation staff will look for a safe area to park the vehicle and request further instructions from the receiving Center.

Should it become necessary to exit the vehicle, the residents must be directed to a safe area. In such a case, staff must maintain a heightened alertness for the duration of the emergency. When the emergency has passed, the assigned transportation staff will return all residents to the vehicle and conduct an accurate count.

T. Transporting Women and Minors

The Center Administrator will develop written procedures for transporting women and minors.

Except for emergent or extraordinary circumstances as approved by the FOD and the Juvenile and Family Residential Management Unit, women may not be transported by bus for more than 10 hours; minors may be transported by bus for up to 6 hours. When the trip exceeds 6 hours, transportation by car or van will be required, with frequent breaks. Transportation will occur during normal, waking hours unless otherwise deemed necessary.

Minors not under direct supervision of their parents/guardians will be separated from unrelated adults at all times during transport and seated in an area of the vehicle near staff and under their close supervision.

When transporting residents of the opposite gender, assigned transportation staff will report their time of departure and odometer reading, and subsequent destination arrival time and odometer reading. This procedure also will be followed for the return leg of the trip.

Centers will record this information in a designated Center log.

1.3 Transportation (by Land)

Except in emergency situations, a single transportation staff member may not transport a single resident of the opposite gender.

If there is an expectation that a search will occur during transport, then staff will document all resident searches, including the reasoning and authorization, in a search log and in the resident's residential file. Staff will conduct all searches in accordance with the procedures outlined in the ICE Family Residential Standard on *Searches and Inspections*.

U. Transporting Special Needs Residents

Centers will establish written plans for transporting residents with special needs to ensure that these needs are appropriately met.

References

- ICE Family Residential Standard on Admission and Release
- ICE Family Residential Standard on Definitions
- ICE Family Residential Standard on Food Service
- ICE Family Residential Standard on Funds and Personal Property
- ICE Family Residential Standard on HealthCare
- ICE Family Residential Standard on Program Philosophy, Goals, and Expected Outcomes
- ICE Family Residential Standard on Resident Transfers
- ICE Family Residential Standard on Searches and Inspections
- ICE Family Residential Standard on Staff Training
- ICE Family Residential Standard on Terminal Illness, Advance Directives, and Death
- ICE Family Residential Standard on Use of Physical Control Measures and Restraints
- Memorandum dated 7/14/2006 on "Escape Reporting" from the ICE/ERO Director, which specifies requirements for the reporting, tracking, and investigating of the escape of an ICE/ERO resident
- U.S. Department of Transportation regulations