**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 14-06**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  May 15, 2014

**SUBJECT:** Transportation of Non-State Employees in a State Owned Vehicle

The purpose of this transmittal is to inform staff that when transporting or requesting to transport a non-state employee in a state owned vehicle, the FM-6 Authorization to Transport Non-State Employee Passengers in a Commonwealth Owned Vehicle form must be completed and signed by all appropriate members of management listed on the document. The following SOP sections have been updated to reflect these revisions:

* [1.3 Safety and Transportation](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/13%20Safety.aspx) (new name) and
* [4.54 Transportation and Out of State Travel with a Child in the Custody of the Cabinet](https://manuals.sp.chfs.ky.gov/chapter4/15/Pages/454TransportationandOutofStateTravelwithaChildintheCustodyoftheCabinet.aspx).

If you have any questions regarding this transmittal, please contact via e-mail, tina.hagenbuch@ky.gov, or by telephone at (502) 564-6852, ext. 3577.