It is clearly preferred that in most circumstances Nutrition Education Assistants do not transport program enrollees using their private cars. In situations where the EFNEP supervising faculty deems it necessary to do so because the client would not otherwise be able to participate in a valued educational activity, that supervisor may authorize such transport by assistants. Supervisors should exercise their judgement to limit the number of times this is done to the minimum necessary.

To authorize transport of clients, supervising faculty must have:

- Proof that the assistant is insured as required by law.
- A log with written record of the request and approval for each one.

The assistant will report to the Supervisor and enter in the log:

- Who was transported for what reason.
- Date, time and location of pick up.
- Date, time and location of drop off.

No assistant should be made to feel (directly or indirectly) that he or she is expected to provide transportation. It should not be viewed as the norm, but as a special circumstance for all assistants. Assistants have the right to refuse client or employer requests to transport clients in personally owned or operated vehicles.