

TRANSPORTATION

Transportation means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a vocational rehabilitation service, including expenses for training in the use of public transportation.

Transportation assistance may be provided according to the following guidelines:

- Transportation may be provided for individuals when it is necessary to support and derive the full benefit of other Department services being provided. It shall not be provided as the sole service.
- Generally the maximum cost should not exceed the established reimbursement rate for state employees (actual toll cost may be paid). Counselors may negotiate a lesser amount. Exceptions above the maximums may be considered for essential transportation in vehicles with special adaptive equipment, etc.
- Transportation, other than for diagnostic purposes, is subject to economic need. The cost of transportation will not exceed the cost of maintenance to stay in the area to which the individual is transported. Transportation for training is limited to actual time in attendance.
- When social services agencies, hospitals, community rehabilitation programs, or similar organizations are used to provide financial disbursement to an individual for transportation, the individual must sign a receipt acknowledging that funds were received and that it was used for transportation

Procedures for Providing Transportation

- Public transportation, paratransit, other regulated carriers – the counselor may pay the standard fee charged to the general public or negotiate a lower rate.
- Individual, family member, or third party vehicles – the counselor may pay:
 - a) the prevailing state rate per mile **or**
 - b) \$7.00 per hour **or**
 - c) total miles to be driven divided by the approximate miles per gallon and multiplied by the average cost per gallon.

The rate of payment applies regardless of who owns the vehicle or how many individuals are transported. The third party may be compensated at the established per diem rate for state employees when it is necessary to be away overnight in order to provide transportation.

Department Operated Vehicles - Department owned and operated vehicles should be used when circumstances are advantageous to the Department and the consumer. Arrangements for transportation can be made by contacting the Transportation Branch at the Carl D. Perkins Comprehensive Rehabilitation Center.