

Carroll County Board Of Mental Retardation And Developmental Disabilities

TRANSPORTATION POLICY

- A. The Board shall provide transportation services pursuant to all relevant laws and regulations including, but not limited to, the requirement of Rule 3301-51-10 and Rules 3301-83-03 to 3301-83-22 of the Ohio Administrative Code. The Board shall ensure, in accordance with section 5126.04 of the Ohio Revised Code, that an array of transportation services is available to all individuals enrolled in board-operated programs. Transportation services may be available through collaborative arrangements with other entities. The Board will cooperate with other local entities, where possible, that provide transportation to persons who are elderly or who have disabilities and other types of transportation service providers. Any transportation options provided through contracted entities shall comply with all relevant laws and regulations and the Board shall ensure development of transportation policies and have written procedures for the general supervision and operation of specialized transportation. This shall include, but not be limited to, the Department of MR/DD transportation rules.

- B. The nature and extent of transportation services provided to each individual served shall be determined through the individual's and/or families planning process and shall be made available for all individuals enrolled in the Board and, as appropriate, their families. Transportation personnel shall be consulted in the preparation of the individual's plan when transportation is a related service and when the individual's needs are such that information to ensure safe transportation and well being of an individual is necessary to provide such transportation. Individuals shall not travel in a vehicle on a regularly scheduled route for more than ninety (90) minutes one way on any day. Policies pertaining to the nature and extent of transportation shall be available to individuals enrolled in Board programs and their families.

- C. The Board will provide for individual needs for special physical adaptation and behavior management programs to the extent that such adaptations and behavior management programs are effective in providing for the safety of all passengers and the driver. All mechanical or physical restraints must be listed on the individual plan. Any individual who requires a mechanical or physical restraint, or the presence of a bus aide to assist in the management of his or her behavior on the bus, must have a behavior support plan that specifies restraint to be used and any action to be taken by the driver.

- D. Passenger safety is a primary concern. Drivers must be at least 21 years of age and have 5 consecutive years of licensed driving experience and hold a valid Ohio Driver's license (CDL, Class B with school bus endorsement for all bus drivers) and maintain stature of insurability. Vehicle drivers shall use procedures to ensure that wheelchairs are secured, seating capacity limitations are followed, and as appropriate, car seats, restraints, seat belts and quick release mechanisms are utilized. If an individual's needs for transportation assistance cannot be met safely by the Board's traditional transportation services, alternate means of transportation may be utilized. The Superintendent must approve all requests for alternate forms of transportation and may provide reimbursement for transportation by parents/guardians or other transportation systems.

- E. When it is determined through the planning process that transportation other than that provided by the Board is an integral part of the education or habilitation of the individual, the Board shall provide reimbursement for transportation to that individual, the parent or guardian. Under these

circumstances, a written agreement between the Board and the individual or parent of a minor or guardian shall be obtained prior to the provision of such transportation services.

- F. Upon prior written notification to the Board an individual may elect to walk, ride public transportation, or use other means to reach the program site *or* home. Under these circumstances the Board does not provide reimbursement for transportation services or assume any responsibility or liability for the health and safety of the individual while they are providing their own transportation
- G. The Board shall have insurance including but not limited to bodily injury, bodily liability and property damage liability for all transportation services operated by the Board. All Board vehicles shall successfully complete all annual vehicle inspections. The transportation department shall ensure maintenance of all required records and reports. The Board may provide separate liability insurance for its drivers. The Board shall adhere to any restrictions placed upon the Board by a vehicle insurance carrier.
- H. All providers of transportation services, including Board and providers of transportation services under contract with the Board, that provides transportation services funded under Medicaid shall comply with all federal and state regulations governing Medicaid.

AUTHORIZED USE OF BOARD VEHICLES:

Vehicles owned or operated by the Board will be used to provide transportation to and from Board programs. These activities may include regular transportation routes, field trips; Board approved special events requiring transportation of individuals.

-employees are prohibited from using the Board vehicles for personal business.

Authorization to ride Board vehicles is limited to individuals enrolled or being considered for enrollment in Board programs, individuals enrolled in programs operated by other agencies who utilize space in Board operated facilities, students enrolled in educational programs operated by school districts, staff and volunteers. Family members involved in Board programs, family members, caregivers, chaperones, or others involved in the educational/therapeutic/habilitation needs of programs participants shall also be authorized to ride on Board vehicles with approval of the appropriate program director.

Collaborative arrangements with other entities, and/or individuals to utilize Board vehicles may be made with proof of insurability, valid driver's license, appropriate training for the vehicle being used and approval from the Superintendent or designee.

The Board authorizes the Superintendent to develop/implement procedures as may be necessary.

Board Adopted:

ADOPTED/REVISED/REVIEWED BY THE
CARROLL COUNTY BOARD OF
MENTAL RETARDATION & DEVELOPMENTAL DISABILITIES

DATE: 07-17-2017 7-Ub

SIGNATURE OF BOARD OFFICIAL: *Gtr 1*