

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 5.05 NON-WAIVER TRANSPORTATION SERVICES

A. Purpose

This policy establishes standards and procedures for the provision of locally-funded transportation services to individuals eligible for Scioto County DD services.

B. Applicability

1. The provisions of this policy shall apply to:
 - a. The agency in its capacity as a provider of specialized transportation.
 - b. Providers of specialized transportation under contract with the Board which shall provide services in accordance with their contracts. Each contract shall specify the terms and conditions for the delivery of training, services, and supports to individuals served and shall be in compliance with applicable law. The Board will ensure that the contract meets such requirements and that contracting entities are trained in, and have access to, applicable rules in the Ohio Administrative Code and to applicable policies and procedures of the Board.
2. The provisions of this policy do not apply to transportation services provided under a home and community-based services Medicaid waiver component administered by the Ohio Department of Developmental Disabilities which shall be provided in accordance with Chapter 5123:2-9 of the Administrative Code.

C. Definitions

1. "County board" means the Scioto County Board of Developmental Disabilities.
2. "Department" means the Ohio Department of Developmental Disabilities.
3. "Home and community-based services Medicaid waiver component" or HCBS has the same meaning as in section 5166.01 of the Ohio Revised Code.
4. "Individual" means a person with a developmental disability.

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

5. "Individual service plan" or ISP means the written description of services, supports, and activities to be provided to an individual.
6. "Individualized Education Program" or IEP has the same meaning as in Rule 3301-51-01 of the Administrative Code.
7. "Non-specialized transportation" means a transportation service available to the general public including, but not limited to, transportation provided by a public transit agency organized under Chapter 306. of the Revised Code and transportation provided by a participating agency under the Ohio Department of Transportation Ohio Coordination Program.
8. "Specialized transportation" means a transportation service designed and operated to serve primarily DD service recipients.

D. Transportation Services - General Provisions

1. The County Board in accordance with section 5126.04 of the Revised Code shall ensure that an array of transportation services is available for individuals enrolled in the Board's programs.
2. The County Board may provide transportation services through collaborative arrangements with other local entities that provide transportation to persons who are elderly or who have disabilities and other types of transportation service providers.
3. The County Board shall provide transportation services in accordance with the IEP or ISP, as applicable, and shall incorporate within the ISP or IEP any specific transportation supports (e.g., travel training and safety issues).
4. To meet an individual's transportation needs, the County Board may provide specialized transportation or assist the individual in accessing non-specialized transportation.
5. The County Board shall ensure the development and provision of appropriate annual safety instruction to all individuals who use specialized transportation and/or annually communicate safety information to appropriate family members, as applicable, and caregivers.
6. No one will be permitted to transport service recipients to any activity sponsored by the Board without the appropriate driver's license or with more than six points against the license. No one will be

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

permitted to transport service recipients or operate any board associated vehicle with a driver's license that is under suspension.

7. All employees for whom driving is an integral part of their job description is required to report any moving violations to management within 48 hours of the occurrence on the next working day, whichever is sooner.
8. Any employee for whom driving is an integral part of this/her job duties whose driving license is expended for more than 120 days may have his/her employment terminated.
9. All vehicles used for the transportation of service recipients must be insured to at least the minimum amount required in state law.

E. Specialized Transportation

1. Specialized transportation shall be provided in compliance with applicable law including, but not limited to, the requirements of Rule 5123:2-1-03, Rule 3301-51-10, and Chapter 3301-83 of the Administrative Code.
2. All providers of specialized transportation shall complete the following vehicle inspections:
 - a. Annual vehicle safety inspection;
 - b. Systematic preventative maintenance program inspections;
 - c. Daily pre-trip safety inspection; and
 - d. Daily post-trip inspection for remaining passengers and belongings.
3. Notwithstanding the previous two paragraphs (E 1 and 2), the County Board may establish alternative safety requirements and procedures for staff-owned personal vehicles used to transport individuals.
4. Individuals eligible for a county board program shall not travel in a vehicle on a regularly scheduled route more than ninety minutes one way on any day.
5. The County Board shall develop a written transportation procedure manual.

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

6. The County Board administration shall develop and implement written procedures for the general supervision and operation of specialized transportation which shall address, but are not limited to:
 - a. The requirements of applicable sections of the OAC.
 - b. Transportation during inclement weather.
 - c. Emergency situations and evacuation drills.
 - d. Qualifications of vehicle drivers, assistants, and substitutes that shall, at a minimum, address:
 - i. Age requirements;
 - ii. Driving experience;
 - iii. Licensure requirements, including commercial driver's license and Ohio Department of Education qualifications, as applicable;
 - iv. Driving record;
 - v. Insurance coverage to be provided;
 - vi. Drug and alcohol testing;
 - vii. Background investigations for employment in accordance with Rule 5123:2-2-02 of the Ohio Administrative Code;
 - viii. Training in the rights of individuals set forth in sections 5123.62 to 5123.64 of the Ohio Revised Code;
 - ix. Training in the requirements of Rule 5123:2-17-02 of the Administrative Code including a review of health and welfare alerts issued by the department; and
 - x. Annual in-service requirements.
 - xii. The minimum amount of weight to be lifted and considered fit for duty

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

- xiii. A minimum number of years of consecutive driving experience
 - e. Training for vehicle drivers, assistants, and substitutes prior to their assignment to a vehicle with passengers on board that shall, at a minimum, address:
 - i. Review and distribution of appropriate content of the transportation procedure manual developed in accordance with paragraphs E. 5. And 6. of this policy;
 - ii. Familiarization with vehicle operation;
 - iii. Familiarization with proper use, operation, and safety inspection of adaptive equipment and securement systems such as wheelchairs, vests, and car seats; and
 - iv. Familiarization with the safe operation of wheelchair lift-systems and the safe loading and unloading of individuals.
- 7. Vehicle drivers, assistants, and substitutes shall have access to appropriate information about individuals to the degree that such information might affect safe transportation and medical well-being while being transported. This information shall be available in the vehicle or readily accessible in the transportation provider's office, or county board's transportation office. If the information is not carried in the vehicle, drivers, assistants, and substitutes shall be instructed on how to access the information in the event of an emergency. This information shall be maintained in a confidential manner and at a minimum include:
 - a. The identity of all authorized passengers, which in addition to the individuals being transported, may include family members, caregivers, and volunteers (See policy on Authorized Passengers).
 - b. Individual-specific needs and interventions (such as medical concerns, special safety considerations, and behavioral support strategies) to be addressed during transportation.

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

8. Records and Reports:

All providers of specialized transportation are expected to generate and maintain, as well as provide access to designated County Board employees and outside auditors, the following records and reports:

- a. Maintenance and repair.
- b. An accounting system for fuel consumption and costs for routine and non-routine uses of school buses and annual operating costs by vehicle and by fleet.
- c. An accounting system that details the assigned bus, the bus stop, program attended, address and telephone number of each authorized passenger.
- d. A record of routine and non-routine daily and annual miles driven by vehicles and by fleet.
- e. A record of the numbers of regular and substitute school bus drivers, supervisors and driver aides.
- f. A file of medical examinations reports for all drivers
- g. A record showing the annual review of each driver's official Bureau of Motor Vehicles' abstract; and
- h. A file of reports for recording each accident involving drivers and associated vehicles transporting service recipients.