

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 9.0 (BPM)

TRANSPORTATION SERVICES

Purpose:

This policy outlines the Board's role and responsibilities when providing or arranging for transportation to individuals enrolled in Trumbull County Board of Developmental Disabilities' (TCBDD) programs.

Policy:

The Trumbull County Board of Developmental Disabilities is responsible for providing or arranging for the provision of transportation services for all individuals actively enrolled in a Board program or receiving adult day array services regardless of funding source.

All transportation services shall comply with all laws, rules and regulations of the Ohio Department of Developmental Disabilities and/or the Ohio Department of Education irrespective of who is providing the service.

Each transportation provider shall develop a written plan that outlines procedures to follow in the event of an emergency, including emergency evacuation drills. The plan and procedures shall be reviewed at least annually. Each transportation provider shall also ensure the development and provision of appropriate annual safety instruction to all individuals or family member, caregiver, or guardian utilizing transportation services.

TCBDD will develop a written transportation manual for the services provided by the Board directly. This manual shall be provided to all vehicle drivers, aides, and substitutes and shall be reviewed and updated at least annually

The nature and extent of transportation services to be provided shall be determined through the Individual Service Plan (ISP) or Individualized Education Program (IEP) process. Any specific transportation supports required by the individual will be included in their plan and reviewed no less than annually.

When required by the individualized plan, specialized service and door to door transportation will be provided based upon the unique needs of the individual. When the service involves a school aged child (3-22), the local school district may be requested to assist in the provision of this specialized service.

Children and adults may be transported in vehicles other than a yellow school bus as long as use of the alternative vehicle has been approved prior to use.

Board-owned vehicles may be used for other authorized purposes, including but not limited to field trips, community experiences, and any other purpose allowed by rule or law.

The Trumbull County Board of Developmental Disabilities may elect to reimburse the enrolled individual or the parent/caregiver/guardian of an enrolled child or individual for

providing transportation of that child or individual to a Trumbull County Board of Developmental Disabilities program or service. The Board shall enter into a written agreement with the provider of said transportation for that service. Under that agreement, reimbursement shall be at the mileage rate in effect under IRS rules for that year. No reimbursement shall be provided without the signed agreement.

The maximum travel time one way shall not exceed ninety (90) minutes. Travel time is defined as beginning at the time of pick-up and ending at the time of arrival at the final destination.

All individuals regularly transported by Trumbull County Board of Developmental Disabilities as part of the individual plan shall have current medical information on file with the appropriate building Nurse. Information that may impact the individual's ability to be transported (i.e. use of wheelchair, special health concerns, etc.) shall be provided to the transportation department prior to the provision of transportation services.

An individual who elects to walk, ride public transportation or reach program sites by any means other than those arranged for or provided by the Trumbull County Board of Developmental Disabilities transportation service shall notify the Board of that decision in writing. No reimbursement shall be made to the individual who makes this choice.

All requests for transportation services available under this policy shall be processed, and arrangements completed, as soon as possible from the receipt of the request. Any delay in arranging transportation will be communicated to the parent/guardian/caregiver of the child or adult for whom transportation has been requested.


Board President


Superintendent

Adopted: 06/27/85

Applicability: Board Policy Manual

Revised: 04/28/93
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07/23/18

References: OAC 3301-83-21
ORC 3327.02
OAC 5123:2-1-03