

Licking County Board of Developmental Disabilities
Administrative Policy Manual

Policy: Transportation

Board Approved: 8/95
Revised: 10/89, 6/93, 8/01, 11/03, 12/03, 4/05
10/11, 4/18
Reviewed: 8/14

Section: 3.9

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Policy:

Licking County Board of Developmental Disabilities, hereinafter referred to as the Board, will make specialized transportation services available to eligible adults. The nature and extent of specialized transportation services and related supports will be determined based on the resources available to the Board. Adjustments in the Board's transportation services will be addressed in the annual action planning process described in OAC 5123:2-1-02. The Board reserves the right to arrange for or provide these services in the safest, most cost effective manner available as determined by Board staff after assessment of individual circumstances.

The type and frequency of transportation services arranged for or provided for each individual will be noted in the Individual Support Plan.

Transportation services and supports are available through the following:

1. Available public transportation for which the person and/or family may receive financial support from the Board;
2. Providers of specialized transportation services under contract with the Board;
3. Providers of specialized transportation who have entered into a Medicaid provider agreement with the Ohio Department of Medicaid; and;
4. Individually negotiated agreements to reimburse family or others selected by a person for transportation services at a per mile reimbursement rate.

Specialized transportation provided by any provider with a current Medicaid Provider Agreement will comply with Ohio Administrative Code 5123:2-1-03 and Ohio Administrative Code 5123:2-9-18 in addition to other applicable requirements.

Contracts for transportation services shall specify the terms and conditions for the delivery of services and be in compliance with applicable law. The Board is responsible for assuring that contractor(s) meet these requirements and that any contracting entities are trained in and have access to applicable rules and Board policies. The Board, and any contractors of specialized transportation services, will comply with all federal and state regulations when the transportation services are funded in part by Medicaid.

Contractors providing transportation to persons served by the Board will maintain adequate insurance coverage consistent with the nature of their operation and any specific contractual obligations. The Board will acquire and maintain fleet insurance for all Board owned vehicles.

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Contractors will develop and maintain written procedures that detail the general supervision and operation of specialized transportation services. These procedures will contain information required by OAC 5123:2-1-03, and will be periodically updated and disseminated to interested parties as needed. These procedures will include emergency dismissal and notification procedures.

Safety:

1. Board staff who provide transportation to a person served either in a Board owned vehicle, or their own vehicle will assure that passengers wear safety belts.
2. Board owned vehicles are inspected annually. Pre and post trip inspections are conducted and documented by staff using Board owned vehicles.
3. Persons served with a medical condition that affects body control, especially upper body control, that makes travel without sufficient support unsafe, may use a safety vest if the following conditions are met:
 - a. A written order from a physician, occupational, or physical therapist for the use of a safety vest is acquired and updated annually.
 - b. The Individual Support Plan includes the use of the safety vest and any specific instructions for its use as a support consideration.
4. The use of any mechanical restraint or aversive procedure with a person receiving specialized transportation requires approval of the Human Rights Committee.