

Section 4(c) – Transportation Services

Guidance

One of the goals of the vocational rehabilitation program is to increase the self-sufficiency of its consumers. Therefore, arrangements for transportation should be designed to maximize the consumer's independence and in conjunction with a long-term plan to meet the consumer's transportation needs independent of BRS, while also ensuring the least cost to the Bureau.

Legal Requirements

- A. Transportation service may be provided only:
 - 1. in connection with the provision of another vocational rehabilitation service, when needed by the individual to achieve an *employment outcome**; or
 - 2. to enable the consumer to participate in the informal review or administrative hearing procedures.

- B. Transportation services may include:
 - 1. fares or travel costs associated with the use of public or private conveyances, including parking fees and tolls;
 - 2. subsistence during travel;
 - 3. relocation and moving expenses necessary for the consumer to achieve an *employment outcome** identified in the Employment Plan; or
 - 4. other expenses related to travel.

- C. Rates of payment will be determined by BRS, in consultation with the consumer. BRS will base the rates on the following, as applicable:
 - 1. published rates for public transportation;
 - 2. maintenance costs related to travel, up to the amount allowed to BRS management personnel; or
 - 3. mileage costs, up to the rate paid for mileage reimbursement to BRS management employees using personally owned automobiles.

- D. Selection of a mode of transportation will be made on the basis of the circumstances and special needs of the consumer and at the least cost.

E. Personal assistants.

The use of a *personal assistant** or escort by a consumer in transit will be limited to individuals with significant disabilities and payment for this service will be based on the state minimum wage. Payment to a family member acting as a *personal assistant** will be limited to costs of travel and subsistence during travel. In no case will the Bureau assume the role as employer of the assistant.

This section applies to persons acting as a *personal assistant** or escort, but does not apply to drivers.

F. Transportation in support of placement services may be provided to a consumer who has been placed in employment until s/he has received his/her first pay.

G. Transportation services may be provided to a consumer who has been closed as rehabilitated to enable him/her to benefit from a post-employment service in an Employment Plan.

H. The Bureau will not provide financial assistance in the purchase of a vehicle.

I. Exceptions to these policies may be made at the discretion of the Bureau Director or his/her designee.