Chapter 8:

Transportation

Vermont Division for the Blind and Visually Impaired  
Policy and Procedures Manual

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# Section I. Definitions

* 1. "Transportation" means travel and related expenses necessary to enable an applicant or eligible individual to participate in the vocational rehabilitation process. Transportation services may include, but are not limited to, public and private transportation, travel reimbursement, vehicle rental and other costs such as insurance and registration.

# Section II. General Policy

A Transportation services may be provided to enable individuals to participate in the application process, in the evaluation of rehabilitation potential, and to accomplish specific objectives of the IPE including post-employment services. They must be supportive of other services and will be provided only when comparable services and benefits are not available or must be supplemented. The least expensive method will always be chosen unless contraindicated by the disability or time constraints.

Transportation services may include:

1. Mileage reimbursement for transportation needed to participate in the vocational rehabilitation process, including up to three months of support getting to and from work. A driver’s time may also be reimbursed at the State’s minimum wage rate.
2. Public transportation (i.e. bus, train, carpooling) and private transportation (i.e. taxi, airplane, ride sharing service such as Uber) including training in the use of public and private transportation.
3. Other expenses such as parking fees, tolls, and rental vehicles while traveling.

# Section III. Spending and Related Guidelines

1. Mileage reimbursement shall not exceed that established for State employees.
2. DBVI may pay a driver at the State minimum wage. Time and mileage may be calculated to/from the driver’s residence.
3. Private means of transportation such as by air or taxi may be provided at the customary rates if justified in the case record as being the best alternative to meet the individual’s needs.
4. Additional expenses – meals for the individual and a driver may be reimbursed at rates not to exceed those established for State employees. If lodging is needed, see Chapter 7, Maintenance, for the spending guidelines.
5. A vehicle may be rented at customary rates if determined to be the best transportation alternative.
6. Vehicle registration and insurance for up to a year may be provided; vehicle maintenance/repair up to $1,000 for life of case may be provided if determined to be the most cost-effective alternative given the individual’s living situation and vocational rehabilitation needs.
7. DBVI will not normally participate in the purchase of automobiles, trucks or vans, but may provide adaptations to vehicles which are required by disability(ies) in accordance with rules established by the State Division of Purchasing.