
CHAPTER 8: TRANSPORTATION

Chapter 8

TRANSPORTATION

	Page
Section 1: Definition	2
Section 2: General Guidance	2
Section 3: Spending and Related Guidelines	2 – 3

2014

SECTION 1: DEFINITION

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 transportation, travel reimbursement, vehicle rental and other costs such as insurance and registration.

SECTION 2: GENERAL GUIDANCE

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. 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. A driver's time may also be reimbursed at the State's minimum wage rate.
- 2) Public transportation (e.g., bus, train, and plane) includes training in the use of public transportation vehicles and systems.
- 3) Other expenses such as parking fees, tolls and rental vehicles while traveling.

SECTION 3: SPENDING AND RELATED GUIDELINES

- 1) Mileage reimbursement shall not exceed that established for State employees.
- 2) DBVI may pay for a driver at the State's minimum wage. Time and mileage may be calculated to/from the driver's residence.
- 3) Other 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 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 Division of Purchasing.

The spending guidelines in this chapter will be reviewed by DBVI every three years with input of the State Rehabilitation Council.