



## **Waiver Home Transportation Policy**

Date of Origin: 8/2019

Modification Date(s): 8/2021

Date of Last Review: 11/12/24

### **I. Purpose**

To provide access to transportation so the program members have full access to the community at all times.

### **II. Policy**

UCP of Maine will provide transportation services or ensure access to transportation services are available twenty-four hours per day to members of the Section 21 Group Home settings. Services will include handicapped accessible vans, employee vehicles, and community transportation options such as Lynx, taxi, bus, and app based services. UCP will ensure there are no barriers to transportation needs within the program.

### **III. Procedure**

UCP of Maine will maintain handicapped accessible vehicles at the settings. The agency has extra vans at other locations that can be used as a backup. Oversight and maintenance of the vans will be shared between Program Manager and Facilities Manager to make sure vans are clean, reliable, and meet all regulatory requirements. The company provides van training to new employees of the program during orientation and after as determined necessary.

Employees may use their personal vehicle for transporting members (Refer to UCP Acceptable Driving Policy and UCP Employee Manual). Driving record background checks will be maintained by agency as well as proof of insurance and registration on employee vehicles used to transport members.

The setting will maintain a list of local transportation options with contact information and pictures where appropriate. Staff will be instructed to continuously share this information with members. Staff will support members to receive outside transportation services including helping them contact, schedule, and reserve services. The agency will provide a communication device like a tablet at the setting that can be used for App based services.

In the event of inclement or severe weather and for the safety of employees, the agency may choose to delay use of company or employee vehicles until road conditions are

deemed safe. Examples would be if the Governor mandated State offices to be closed, or if local schools and colleges closed, the setting may choose not to travel. In the event agency transportation is delayed due to weather, the member will still have access to the community through use of outside transportation resources. Staff will support member to attain alternative transportation options.

Agency transportation for long trips will be available upon request with a forty-eight hour notice. An example would be in excess of forty miles one way. Transportation for long trips may be available without forty-eight hour notice if it is available. The program will make every reasonable attempt to accommodate.

  
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Scott Tash, CEO

  
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