

2004.00 TRANSPORTATION – Provider Guidelines
(CSPM 494.0.00)

2004.01 Description of Service

Transportation service provides the means necessary to enable an applicant or eligible client to participate in a vocational rehabilitation service.

Transportation may be an essential part of assisting the client in obtaining a continuum of services that may lead to an employment outcome.

2004.02 Provider Information

The focus on providing transportation services is to assure that all eligible individuals have the opportunity and means for participation in a rehabilitation program. These provider guidelines apply only to private companies and nonprofit organizations to include community facilities, under contract or service agreement.

2004.03 Provider Qualifications

Providers must meet the following qualifications:

- Must be registered with the Department of Public Safety and it must be verified under their website below. If they do not show as registered they must then register which potential vendor can be directed to their website listed below.

<http://www.gamccd.net/HB225/Main.aspx>

This policy with the Department of Public Safety can be verified under the policy link below under Title 40:

<https://advance.lexis.com/container/?pdmfid=1000516&crd=3b51c7e2-272b-41ff-ad2b-405cdad8b90a&func=LN.Advance.ContentView.getFullToc&nodeid=ABO&typeofentry=Breadcrumb&config=00JAAzZDgzNzU2ZC05MDA0LTRmMDItYjkzMS0xOGY3MjE3OWNIODIKAFBvZENhdGFsb2fcIFfJnJ2IC8XZi1AYM4Ne&action=publictoc&pddocfullpath=%2fshared%2fdocument%2fstatutes-legislation%2furn%3acontentItem%3a5NYG-GFM0-004D-843M-00008-00&pdtocfullpath=%2fshared%2ftableofcontents%2furn%3acontentItem%3a7YJ8-39M0-Y905-D000-00008-00&ecomp=v5rtkkk&prid=22f7329b-f04c-4c99-9483-e0edf990ae0e>

Non-Medical Emergency Transportation:

For any Non-Medical Emergency Transportation Carrier that uses vehicles with a passenger capacity of **10 or less** are **not** required to register their vehicles with or obtain operating authority with the Department.

Any carriers that have a seating capacity of **11 passengers or more**-(including the driver), must do the following:

- Apply for a Passenger Permit or Class “B” Passenger Certificate, with the Georgia Department of Public Safety’s Regulatory Compliance Section to obtain operating authority in Georgia.
- Applications can be found here: <http://gamccd.net/FormsManuals.aspx>
- Obtain a DOT Number issued by FMCSA: www.fmsca.dot.gov
- Register their vehicles with the Georgia Department of Public Safety’s Georgia Intrastate Motor Carrier (**GIMC**) Unit: <http://gamccd.net/UCR/UCRGa.aspx>
- A list of all **permitted and certificated Passenger Carriers** can be found on our website: <http://gamccd.net/LPCBusCarriers.aspx>.

Any for hire carrier of passengers that are not listed and are required to obtain a permit and/or certificate, will be considered an illegal carrier. Illegal carriers are subjected to civil and/or criminal penalties.

More information about of the Department of Public Safety’s regulatory programs can be found on our regulatory website: www.gamccd.net

- **Documentation of Insurance Requirements**

Note: Qualifying Documentation – Providers will submit documentation to determine if they meet the standards for potential suppliers.

The Provider Relations Specialist is responsible for determining whether providers meet qualifications.

2004.04 Process for Outsourcing

It is the VRP staff’s responsibility to determine when transportation service should be purchased.

2004.05 General and Specific Standards

A. Timeliness

Transportation services must be provided in accordance with the times designated by the VRP staff.

B. Liability

The provider must present a certificate of insurance as defined in the contract or service agreement as required by the Georgia Vocational Rehabilitation Agency.

C. Criminal Record Investigation

Providers will be required to show evidence that a criminal record investigation has been requested in accordance with DHS/GVRA policy on all staff that provides direct services to VRP clients.

D. General Requirements

Mobility - Consideration should be given to the client's needs in determining an appropriate vehicle. Available Materials – A vehicle maintained in safe operating conditions.

E. Report

Transportation providers should maintain vehicle trip report to include the client's name and the dates and times of pick up and drop off.

F. Fee

Compensation for services will be negotiated and attached to the contract or service agreement