

2008.00 DRIVER TRAINING – Provider Guidelines
(CSPM 000.0.00)

2008.01 Description of Service

There are three levels of Driver Training for Vocational Rehabilitation clients:

- A. The basic level provides an individual with the necessary knowledge and skills to safely operate a motor vehicle. Services include training of State of Georgia Laws and preparation to pass the driving examination to obtain a drivers license. It may include classroom training of the law and licensing requirement; and simulator training. Behind-the-wheel training must be included. This level would not include any special vehicle modifications.**
- B. The second level would include the basic services but would be for a vehicle modification with hand controls; and**
- C. The third level would include the basic services but would be for a vehicle modification with hi-tech driving systems**

2008.02 Provider Information

The Provider is required to provide services on an individualized basis as appropriate for the specific needs of the client.

Driver Training for vehicles equipped with hand-controls or hi-tech driving systems should be provided only after the individual's vehicle modifications have been completed and delivered.

2008.03 Provider Qualifications

- A. For individuals who do not require training with modified vehicles and/or adaptive equipment, Driver Training instructors must possess the following:**
 - State of Georgia, Department of Motor Vehicle Safety Instructor's License
- B. For individuals who require training with modified vehicles and with hand-controls, driver training instructors must possess the following:**
 - Certification as a Driver Rehabilitation Specialist (CDRS) as awarded by the Association of Driver Rehabilitation Specialists (ADED)
- C. For individuals who require training with modified vehicles with hi-tech driving systems, driver training instructors must possess the following:**

- Certification as a Driver Rehabilitation Specialist (CDRS) as awarded by the Association of Driver Rehabilitation Specialists (ADED) and a minimum of five (5) years experience with evaluation and training with hi-tech driving systems

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

The Provider Relations Specialist, in cooperation with the AWT Engineer, is responsible for determining whether providers meet qualifications.

2008.04 Process for Outsourcing

The Vocational Rehabilitation Counselor (VRC) is responsible for determining when driver training should be purchased, based upon a recommendation from the AWT Engineer.

2008.05 General and Specific Standards

A. Timeliness

The Provider must notify the VRC within five (5) business days regarding whether or not they will accept the client referral.

B. Liability

A Certified Driver Rehabilitation Specialist and State Driving Instructor must provide proof of \$2,000,000 professional liability insurance.

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. Report

A written report will be required monthly documenting progress and skill attainment. If service lasts less than a month a report must be submitted within ten (10) days following service completion.

E. Fee

Compensation for services is set by Current Procedural Terminology (CPT) Coding System; the length of time needed to complete the services will be negotiated and attached to the contract or service agreement.