

**NC DIVISION OF SERVICES FOR THE BLIND POLICIES AND PROCEDURES  
VOCATIONAL REHABILITATION**

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| <b>Section:</b>                | <b>T</b>                                  |
| <b>Title:</b>                  | <b>Transportation Services</b>            |
| <b>Current Effective Date:</b> | <b>01/26</b>                              |
| <b>Revision History</b>        | <b>Revised 04/98; 02/08; 09/09; 03/18</b> |

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Transportation means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a Vocational Rehabilitation (VR) Service. Transportation is not a stand-alone service and must be tied to the provision of other services identified in the Individual Plan for Employment (IPE) (On-Line DSB-4005b-VR Individual Plan for Employment with instructions).

Transportation services are subject to the Agency's Financial Responsibilities/Economic Needs Requirement (On-Line DSB-4040-VR Economic Needs Survey with instructions) needs test except in one of the following three circumstances: (1) transportation service is required in order for the individual to participate in an Assessment; (2) the individual is participating in training at the DSB Career and Training Center; (3) the individual is participating in a division sponsored youth training or mini center; or (4) the individual is participating in either Business Enterprises (BE) Training at the RCB or Business Enterprises (BE) (On-the-Job Training as part of the licensing process for Business Enterprises operators).

Transportation services consist of both arranging and providing transportation. Both public and private transportation services may be provided. Various factors, such as individual circumstances, availability of transportation systems, and fiscal restraints must be assessed in providing transportation.

Comparable benefits should be sought and utilized to the maximum extent possible. When providing transportation services, the most cost-effective mode of transportation should be used.

**Payment:** When utilizing bus, train, or plane as the mode of transportation, the acceptable rate will be the value of the ticket. When using taxicab for local transportation, particularly if multiple trips are required, efforts should be made to identify the most cost-effective provider. Comparisons between companies and negotiations with providers should be pursued. When using a taxicab in a distant location and if an actual cost cannot be obtained, the best estimate should be made. In such cases it is preferable to reimburse the individual based on receipts provided after the trip; however, based on the individual's available financial resources, it will sometimes be necessary to provide funds to cover the cost of travel in advance of the trip. When utilizing a private vehicle and paying mileage, the rate should not exceed the prevailing State approved mileage rate for employees. Mileage reimbursement is measured from the point of departure to point of destination. Round trip reimbursement for an eligible individual trip where the eligible individual is in the vehicle only one way may be provided when the driver must travel round trip to facilitate the eligible individual's ability to reach the intended destination.

**Out-of-state Transportation:** All requests for out-of-state transportation services must be approved in advance of the service by the Chief, Rehabilitation Field Services. A copy of the request should be submitted to the Chief, Rehabilitation Field Services and the approval or denial with any contingencies must be provided back to the Vocational Rehabilitation Counselor for the case file. If a private vehicle is used, the mileage rate will be no more than the prevailing rate for State employees. If public transportation is used, payment will be made based on the value of the ticket. The most cost-effective option should be used, and trips should be limited to only the period of time required to complete the business. Except for situations in which individuals are participating in training

programs, the stay should be three days or less with an explanation provided for stays in more than three days.

**Transportation for Job Interviews:** Transportation for employment interviews, both in-state and out-of-state, may be approved when documentation is available that a vacancy exists for which the individual is qualified and a formal interview has been scheduled. Personal Assistance Services (PAS) such as guide or Reader Services (reader service) may be provided in unusual circumstances if advance approval is obtained from the Chief, Rehabilitation Field Services.

**Out-of-Country Travel:** Any requests for travel outside the forty-eight contiguous states for any purpose should be forwarded with back-up supporting documentation to the Assistant Director for Programs and Facilities for review and written response after consultation with the Agency Director.