



## DRIVING POLICY

Select Human Services, a Division of New Hope Community, Inc. (SHS) does not allow employees to drive individuals they support within/throughout the local community or communities at large. Transport of individuals may only occur during times of service through mass transportation, cab service, or as passengers within a family-owned vehicle driven by a licensed family member. Para-transit may also be available and should be explored.

Families and staff are encouraged to carefully arrange schedules to provide for service hours that coincide with the availability of family members (i.e. weekday evening hours and/or weekends) to optimize opportunities for family transport.

As we understand that community habilitation (CH) consistently speaks to optimal community integration, we have instituted the following:

- **SHS will reimburse CH staff a maximum \$30 per bi-weekly period (following the payroll schedule to offset actual travel expenses incurred). This is to cover CH staff travel expenses due to the use of a bus, train, or cab to transport the individual they support to a location and/or activity that directly supports a valued outcome as noted on the individual's staff action plan. *It is important to make special note that Medicaid does not allow this transportation reimbursement to be used for the costs incurred by the individual served. Employees must complete the agency transport allowance form and submit this with all necessary receipts attached.***

**NOTE:** Families/individuals may choose to name their community habilitation staff on their auto policy (would need to speak with the insurance agent for all details). The staff named on the policy would then be allowed to drive the families'/individual's vehicle once this process is completed. It is important to note this is the only exception allowed for the agency driving policy.

All families are informed of this policy through email, direct mail or by phone as needed. SHS managers and directors will ensure policy compliance.

Effective: 11/16/2015

Updated: 08/21/2017

Updated: 04/27/2022

Updated: 01/24/2023