

**POLICY 1100  
TRANSPORTATION**

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**1100.01 OVERVIEW**

The Clermont County Board of Developmental Disabilities provides an array of transportation services pursuant to Section 5126.05 of the Ohio Revised Code and 5123 of the Administrative Code for all individuals receiving services from the County Board Program. Transportation to and from the school age program is provided by the public schools. As a partner in the community, the Board shall participate in coordinated transportation with other entities within the community whenever possible. To meet the individual needs of an individual, the Board may assist in accessing non-specialized transportation.

**1100.02 ISP COMPLIANCE**

The Clermont County Board of Developmental Disabilities shall provide transportation services for all eligible individuals through options that ensure availability, safety and identification of transportation needs. The nature and extent of transportation services to be provided to each individual served is determined through the IEP or ISP process. The determination shall be reviewed annually.

During the development of the Individual Service Plan (ISP) for each individual, the following shall be considered:

1. The eligible individual shall have access to needed services/appropriate programs.
2. The steps necessary to ensure the safety of the individual are addressed.
3. The least restrictive, most normalized mode of transportation is considered.
4. Special needs of the individual will be addressed.
5. Mobility/travel training will be provided for individuals using alternate modes of transportation.

**1100.03 CONTRACTED TRANSPORTATION [(5123:2-1-03 (B) (1)(b))]**

Transportation provided under a contractual agreement shall comply with Sections 4511.76 and 5126.05 of the Ohio Revised Code and Administrative Rule 5123: 2-1-03. Such contracted services may be approved for reimbursement in accordance with the rules of the Department.

**1100.04 INSURANCE**

The Clermont County Board of Developmental Disabilities shall have insurance including, but not limited to, bodily injury, liability and property damage, for all transportation services operated by the Clermont County Board of Developmental Disabilities. The Board may provide separate liability insurance for its drivers. Employees who transport or may transport individuals in their personal vehicle may be required to submit proof of insurance.

**1100.05 TRAVEL TIME LIMITATION [5123: 2-1-03 (E 4)]**

Individuals enrolled in a Clermont County Board of Developmental Disabilities program shall not travel on a vehicle on a regularly scheduled route for more than ninety (90) minutes one way on any day.

**1100.06 PERSONNEL QUALIFICATIONS**

A. Qualifications of agency truck driver who must meet CDL requirements:

1. Drivers must be 21 years of age with a minimum of five (5) consecutive years of licensed driving experience;
2. Complete an annual signed Employee Driving Affidavit.
3. A current valid Ohio license as a driver in accordance with CDL licensure requirements. Personnel driving Board owned vehicles must meet licensure requirements appropriate to the vehicle driven. When more than nine (9) individuals are transported, a driver shall hold a valid CDL with endorsement to transport passengers.
4. Drivers must be of good moral character and must meet minimum medical standards as established by federal (49 CFR 391) and state (4506.10 ORC) rules and regulations.
5. Drivers are subject to random drug/alcohol testing and an annual BCII Check.
6. A person will not be permitted to drive an agency vehicle if this person;
  - a. has accumulated more than six points and/or any six-point convictions on his/her driving record during the past two years

- b. has been responsible for two (or more) serious traffic violations, as defined in divisions (D)(D)(1) through (D)(D)(7) of section 4506 of the Revised Code during the past two years;
- c. has been determined through the disciplinary procedure to have been careless or incompetent in the operation of an agency vehicle.
- d. has had their license suspended or revoked. This must be immediately reported, in writing, to their Supervisor.
- e. has not completed the annual in-service requirements of Bloodborne Pathogens, MUI training, and transportation procedures.

B. Qualifications of school van drivers (who must meet ODE requirements but are not required to hold a CDL):

- 1. Drivers must be 21 years of age with a minimum of two (2) consecutive years of licensed driving experience;
- 2. Satisfactory background BCII check (current within 6 years)
- 3. Completion of semi-annual driver record checks through the Ohio Department of Education portal for which records shall be maintained by the employer for a minimum of six years.
- 4. No conviction of driving while under the influence of alcohol and/or a controlled substance during the past ten years;
- 5. No railroad crossing violations during the past year.
- 6. Personnel driving Board owned vehicles, other than school bus/vehicles, must meet licensure requirements appropriate to the vehicle driven. A person whose position description specifies the driving of alternative transportation vehicles shall hold a valid Ohio driver's license and shall transport no more than nine (9) individuals.
- 7. A current and valid First Aid certificate and Cardio-Pulmonary Resuscitation certificate issued by a recognized agency such as American Red Cross, The American Heart Association or Northern Kentucky Emergency Medical Services;
- 8. Drivers must be physically qualified (as determined by rule 3301-83-07 OAC) for the position.

9. Drivers are subject to drug/alcohol testing. All new van drivers must have an FBI background check in addition to the state BCII check. A new report shall be required every six years and the standard for evaluation of this report shall be as provided for in rule 3301-23-01 of the Administrative Code.
10. A person will not be permitted to drive an agency vehicle if this person;
  - a. has accumulated more than six points and/or any six-point convictions on his/her driving record during the preceding 24-month period.
  - b. has two (or more) serious traffic violations, as defined in divisions (D)(D)(1) through (D)(D)(7) of section 4506 of the Revised Code during the past two years;
  - c. has been determined through the disciplinary procedure to have been careless or incompetent in the operation of an agency vehicle.
  - d. has had their license suspended or revoked. This must be immediately reported, in writing, to their Supervisor.
  - e. has not completed the annual in-service requirements of Bloodborne Pathogens, MUI training, and transportation procedures.
11. Evidence of completion of a 4-hour minimum Ohio pre-service driver curriculum and a certificate of acknowledgement of van driver training as issued by the Ohio Preservice program.

\*\*The Ohio Revised Code [3327.10](#) requires that Ohio school transportation vehicle drivers obtain the appropriate certification to operate a school transportation vehicle. Ohio Administrative Code [3301-83-10](#) requires new school bus drivers attend a minimum of fifteen (15) hours of classroom instruction, and drivers completing a six-year recertification are required to attend nine (9) hours of classroom instruction, prior to operating a school transportation vehicle. Alternatively, a driver may complete the Ohio Department of Education on-line Preservice school bus driver training course.

<https://education.ohio.gov/Topics/Finance-and-Funding/School-Transportation/Driver-Training/Bus-Drivers/Preservice-Classes-and-Regional-Instructors>

12. Completion of two hours of annual in-service training on safety as approved by the Superintendent for transportation personnel.
- C. Qualifications of other personnel who may transport individuals in either agency vehicles or their personal vehicle and who are not required to meet CDL or ODE licensure requirements:
1. Drivers must be 18 years of age with a minimum of two (2) consecutive years of driving experience
  2. Complete an annual signed Employee Driving Affidavit.
  3. A current valid Ohio license as a driver in accordance with Ohio licensure requirements. Personnel driving Board owned vehicles must meet licensure requirements appropriate to the vehicle driven. A person whose position description specifies the driving of alternative transportation vehicles shall hold a valid Ohio driver's license when transporting no more than nine (9) individuals.
  4. A current and valid First Aid certificate and Cardio-Pulmonary Resuscitation certificate issued by a recognized agency such as American Red Cross, The American Heart Association or Northern Kentucky Emergency Medical Services;
  5. Drivers must qualify physically and otherwise for the position.
  6. Drivers are subject to drug/alcohol testing and an annual BCII Check.
  7. No conviction of driving while under the influence of alcohol and/or a controlled substance during the past ten years;
  8. No railroad crossing violation during the past year.
  9. A person will not be permitted to drive an agency vehicle if this person;
    - a. has accumulated more than six points on his/her driving record during the preceding 24-month period.
    - b. has two (or more) serious traffic violations, as defined in divisions (D)(D)(1) through (D)(D)(7) of section 4506 of the Revised Code

- during the past two years;
- c. has been determined through the disciplinary procedure to have been careless or incompetent in the operation of an agency vehicle.
  - d. has had their license suspended or revoked. This must be immediately reported, in writing, to their Supervisor.
  - e. has not completed the annual in-service requirements of Bloodborne Pathogens, MUI training, and transportation procedures.

**1100.07 TRANSPORTATION PROCEDURES MANUAL**

Vehicle drivers, assistants, and substitutes shall have access to a written Transportation Procedures Manual which includes but is not limited to:

- Duties of drivers and assistants;
- Emergency procedures;
- Laws and regulations under which vehicles are to be operated;
- Information on the specific needs of the individuals to be transported

**1100.08 TRAINING**

All new drivers, assistants, and substitutes shall attend, prior to their assignment to a bus/vehicle with passengers on board, training which includes the following:

- Review of the transportation procedure manual
- overview of the characteristics and needs of individuals to be transported;
- familiarization with vehicle operations;
- training on the use of seat belts, vests and restraints;
- training on pre-trip/post trip safety inspections;
- familiarization with the safe operation of wheelchair lift systems and safe loading/unloading of individuals
- training of and evaluated on the operation of the bus/vehicle or van
- training on incidents adversely affecting the health and safety of individuals
- training on Universal Precautions
- training on the Rights of individuals served by the Board
- CPR and First Aid Training

When an Individual Behavior Support Plan is present for a passenger and the driver is responsible for implementation of the plan, the driver will be trained on the components of the plan prior to transporting the individual

**1100.09 ANNUAL TRAINING**

Annual training will be provided to all transportation personnel and personnel who transport or may transport individuals on the following subjects:

- Universal precautions
- Abuse and Neglect
- Rights
- CPR and First Aid
- Review of the Transportation Procedure Manual

Drivers will be evaluated annually on the operation of Board owned vehicles. Documentation of all training shall be kept on file in the Human Resources Office.

**1100.10 ACCESS TO PASSENGER INFORMATION**

Personnel shall have access to appropriate information about individuals to the degree that such information might affect safe transportation and medical well-being while being transported. This information shall be available in the vehicle or readily accessible in the transportation provider office, or county board office. If the information is not carried on the vehicle, personnel shall be instructed on how to access the information in the event of an emergency. This information shall be in a confidential manner and, at a minimum, include the following:

- Identification of all authorized passengers, which in addition to the individuals being transported may include family members, caregivers and volunteers.
- ISP interventions, including behavior support plans that apply to the individual being transported. This information shall include specifics concerning how relevant restraints should properly be used during transportation as well as non-violent crisis intervention strategies in the ISP/Behavior Support Plan.



**1100.11 PASSENGER SAFETY TRAINING**

Appropriate safety instruction shall be given and documented annually to all passengers and safety information will be communicated annually to appropriate family members, as applicable, and caregivers. Safety rules for community trips shall be furnished by administration for distribution to appropriate employees and enrollees.

**1100.12 INCLEMENT WEATHER**

During inclement weather when road conditions may be hazardous because of ice or snow, the Superintendent's Designee will gather information concerning road conditions and will make a recommendation as to program closing to the Superintendent. If it is determined overnight that the agency or any part of the program is to be closed, notification of staff and individuals will be made through the One Call System, as well as the medium of local radio and television stations. If the agency is in session and is to be closed early, personnel from the appropriate program will notify caregivers by telephone. Training in regard to driving in inclement weather will be provided as part of vehicle safety training.

**1100.13 AUTHORIZED PASSENGERS**

No unauthorized passengers will be transported on any vehicle owned by or under contract to Clermont County Board of Developmental Disabilities unless specifically approved in writing by the CCDD Superintendent/Designee.

Authorized passengers are defined as those enrollees assigned to the vehicle and employees assigned to the route or trip by CCDD. Relatives or others associated with passengers, drivers, or aides, including CCDD staff/volunteer, may not be transported unless specifically assigned by the CCDD Superintendent/Designee.

**1100.14 VEHICLE INSPECTION 5123: 2-1-03-(E)**

Annual Inspection - All vehicles owned and/or operated by the Clermont County Board of Developmental Disabilities shall have an annual vehicle inspection in accordance with Ohio Administrative Code 5123:2-1-03 (E)(2)(a)

**1100.15 VEHICLE RECORDS, REPORTS AND MAINTENANCE**

The Clermont County Board of Developmental Disabilities shall maintain the following records for the management and reporting of the transportation program:

1. Records by vehicle to document that the correction of mechanical deficiencies discovered during annual inspections have occurred; and
2. Records by vehicle that document reporting of the problem, routine maintenance and repair for each bus/vehicle, van and truck. A driver shall make a daily inspection to determine if the vehicle is in safe operating condition.
3. Current route maps, emergency medical information and authorization, and lists of individuals to be transported and their addresses shall be established and maintained in the appropriate designated office of the Clermont County Board of Developmental Disabilities and on each vehicle.

The agency shall maintain and file by vehicle accident report for each accident including reports to appropriate law enforcement agencies and the agency's insurance carrier.

The Clermont County Board of Developmental Disabilities shall ensure that all vehicles are maintained in a safe operating condition.

**1100.16 EMERGENCY PROCEDURES**

The Clermont County Board of Developmental Disabilities has a written Transportation Procedure Manual that outlines procedures to follow in the event of an emergency on a bus/vehicle during regularly scheduled trips and during non-routine use.

The plan outlines the procedures to follow in the event of:

1. An accident: The procedures describe how to:
  - a. Evacuate and assist individuals;
  - b. Evaluate the need for medical assistance;
  - c. Protect the accident scene;
  - d. Notify the responsible law enforcement agency, County Board officials, emergency services, and parents or caregivers; and
  - e. Collect and record data essential to the preparation of required

- reports.
2. The disability of a driver.
  3. A vehicle failure: The procedures describe how to:
    - a. Secure the vehicle;
    - b. Maintain safety of and account for all passengers;
    - c. Notify program officials;
    - d. Secure alternate transportation equipment; and
    - e. Ensure the repair and recovery of the vehicle.
  4. A tornado: The procedures describe the appropriate action to be taken in the event of tornado sightings and warnings.
  5. Other conditions that would require the evacuation of passengers.
- B. Programs shall organize, conduct and document emergency exit drills at least annually for all individuals who ride vehicles, including staff.

**1100.17 TRAFFIC LAWS [ORC 4511]**

Personnel shall comply with all traffic laws in effect while driving agency vehicles and/or transporting individuals.

**1100.18 INDIVIDUAL PAYMENTS FOR TRANSPORTATION**

When it is determined through the IEP or IP process that transportation cannot be provided by the Clermont County Board of Developmental Disabilities for health and/or safety reasons the Board shall provide reimbursement for transportation to that individual or guardian. Under these circumstances, written agreement between the Board and the individual or guardian shall be obtained prior to the provision of such transportation services. Documentation of this agreement shall be kept on file.

Upon prior written notification to the Clermont County Board of Developmental Disabilities, an individual may elect to walk, ride public transportation, or in other ways reach the program site. Under these circumstances, reimbursement for such transportation is not required to be provided by the Clermont County Board of Developmental Disabilities.

Procedure for transportation of individuals on waivers will follow the waiver rule.

**1100.19 WAIVER PROVIDERS AND SUPPORTED LIVING PROVIDERS**

Providers who transport individuals are subject to Clermont County DD Board policies 1900 and 2100. Waiver Providers and Supported Living Providers delivering transportation services shall adhere to all rules applicable to those systems. Evaluation and upon request for verification by the County Board.

The provisions of Policy 1100 do not apply to transportation services provided under a Medicaid waiver administered by the department which shall be provided in accordance with Chapter 5123:2-9 of the Administrative Code.

**1100.20 STUDENT TRANSPORTATION**

Transportation to and from the school age program is provided for each student by their school district of residence.

Students may be transported in CCDD vans for community trips during the school day in a van assigned to the school, built to transport no more than nine passengers including the driver, and equipped for that purpose.

Staff may not transport students in personal vehicles without advance approval by the principal in accordance with the Superintendent's guidelines.

**1100.21 EARLY CHILDHOOD TRANSPORTATION**

The Clermont County Board of Developmental Disabilities Early Childhood staff may:

A. Transport eligible children with a disability and their families to:

- Dr. visits
- Help Me Grow family events
- Other necessary appointments

This may or may not occur during regular business hours

B. Assist families access transportation such as CTC, taxi, the Cars Program

C. Early Childhood staff drive their own cars daily for business. They drive to home-visits, meetings etc. They carry valid Ohio driver's licenses and private insurance for their vehicles.

**1100.22 COMMUNITY EMPLOYMENT TRANSPORTATION**

The Clermont County Board of DD Community Employment staff may:

A. Transport eligible individuals to:

- Community Employment interviews and job-related activities

This may or may not occur during regular business hours.

B. Assist individuals to access transportation such as CTC, taxi

C. Staff may drive their own car for business and may transport individuals in their personal vehicles. They may drive to home-visits, meetings etc. They must carry valid Ohio driver's licenses and maintain private insurance for their vehicles. Employees transporting individuals in their personal vehicles will carry agency-provided first aid kits and applicable emergency contact information for the individual.

D. Employees transporting individuals in their personal vehicles will comply with all traffic laws.