

## DAILY TRANSPORTATION PAYMENT (DTP)

### A. General Description:

Daily Transportation Payment (DTP) provides mile reimbursement for transportation provided to Persons. The transportation service is to enable Persons to gain access to Wavier and other community services, activities and resources. Whenever possible, family, neighbors, friends, or community agencies that can provide this service without charge shall be utilized.

### B. Population Served:

Persons with Intellectual Disabilities, Related Conditions (ID, RC) and/or adults age 18 and older with Acquired Brain Injury (ABI) as defined in Utah Administrative Code, Rule R539-1 and are receiving Department of Human Services, Division of Services for People with Disabilities (DHS/DSPD) Self Administer Services (SAS).

### C. Direct Service Requirements:

1. All General SAS service Requirements shall be implemented
2. Track transportation mileage on a trip log, which shall include a minimum of the following:
  - a. Driver's name
  - b. Name of Person or the Person's Personal Identification Number (PID)
  - c. Date of travel
  - d. Purpose of the trip
  - e. Beginning and ending physical locations including address
  - f. Amount of miles travel, beginning and ending mileage from the odometer
3. The employee shall have:
  - a. A current and valid driver's license
  - b. Current vehicle registration
  - c. Current automobile insurance

Employee shall ensure:

- d. Persons are not left unattended in the vehicle
- e. Persons use lap/shoulder belts and remain seated while the vehicle is in motion
- f. Keys are removed from the vehicle at all time when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift
- g. All persons in wheelchairs use both the available lap belt and wheel locks on the Person's wheelchair and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel seat belts, or locking mechanisms to immobilize wheelchairs during travel
- h. Persons are transported in safety restraint seats when required by Utah State law
- i. Vehicles used for transporting Persons have working door locks. Doors are locked at all times while the vehicle is moving
- j. Persons arrive safely at the scheduled time and arranged destination, that no Person is left alone along the way to or from day supports even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transport

D. Limitations:

DTP shall not:

- 1. Be reimbursed for medical transportation, transportation that is available at no charge, or as part of administrative expenditures
- 2. Be used when payment for transportation is included in a service code and established in the rate for that service code, without prior approval from DHS/DSPD

E. Employee Qualifications:

The Employee shall meet all General SAS qualifications

F. Specific Training Requirements:

The Employee shall meet all General SAS Staff Qualification

G. Rate:

DTP is a mileage rate