



Policy No. 400	Subject: Transportation
Section: Services in Support of Rehabilitation	Revised: 09/2019
Signature: Brandy McOmber, Resource Manager	Version: FINAL

1. DEFINITIONS

“Transportation means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a vocational rehabilitation service, including expenses for training in the use of public transportation vehicles and systems.” (34 CFR 361.5(c) (56)).

2. SCOPE OF SERVICES

Transportation is a supportive service which contributes to the individual’s ability to participate in or receive the benefits of other vocational rehabilitation services. The travel is not the usual and customary travel but rather is necessary as part of the rehabilitation program.

Transportation services may include the use of private or commercial conveyances, such as private automobile or van, public taxi, bus, ambulance, train, or plane. The use of public transportation and coordination with the regional transit agency in each office is a comparable service that is explored.

3. AGENCY EXPECTATIONS

- a. Costs to the agency for all transportation services, other than for the purpose of assessments for determining eligibility and vocational rehabilitation needs, requires completion of the R-406 Financial Inventory.
- b. Comparable services and benefits, including having the family transport the job candidate, should be considered anytime services with costs are being considered.
- c. When a private vehicle is used, payment may be authorized at the mileage rate set by the Iowa Department of Administrative Services, listed in the [In-State Summary of Travel Reimbursement Guidelines](#).



- d. Travel costs of an individual providing personal assistance services may be furnished, even if the services of the individual are obtained at no cost to the agency.
- e. The purchase or lease of automobiles, vans, trucks, semi-tractors and trailers will only be considered when this purchase is the most reasonable cost to the agency and necessitated by the IPE. Final approval by the RSB Bureau Chief is required.
- f. IVRS staff must include documentation in the file or in IRSS for transportation authorizations.

4. EXCEPTIONS

- a. Exceeding the mileage rate set by the Iowa Department of Administrative Services.
- b. Vehicle rental for the achievement of the [Individualized Plan for Employment \(IPE\)](#).
- c. Providing maintenance or repair costs for a vehicle if it is necessary for the job candidate to start a new job. Maintenance or repair is the responsibility of the owner of the vehicle.
- d. Authorizing an automobile insurance premium for a job candidate starting a new job.
- e. Any rare or unusual transportation request not covered under this policy should be discussed and approved by the supervisor and next higher level of authority.

5. APPLICABLE FORMS

- a. [Financial Inventory \(R-406\)](#)
- b. [Request for Exception to Policy](#)
- c. [In-State Summary of Travel Reimbursement Guidelines](#)
- d. [Purchase Principles Policy](#)

6. TRAINING

- a. [Transportation Policy Training](#)