3.

4.

5.

Review Date

Annual Review: A new form must be completed a minimum of every five years. In the interim, this form needs to be

reviewed by the IDT annually. If there are no changes, complete the information below. If there are changes a new form

must be completed and signed.

Signature of IDT Representative

1.

2.

•

If numbers two or three above are checked and no one is home when the vehicle arrives, the vehicle will continue on

its usual route and bring the individual back to the day service site or an authorized location. The home representative

is then responsible to transport the individual back home on this day.

•

Day service participants are responsible for being ready to board the vehicle when it arrives at their home in the

morning. The waiting period for picking up an individual is three (3) minutes. If there is no response from within the

home during that time, the vehicle shall continue on its route and will not return that day. It is then the responsibility of

the home representative to transport the individual to the program site.

•

If there are repeated problems with pick up or drop off of the individual, transportation may be suspended until a

corrective plan of action is implemented.

•

Transportation is provided on a curb to curb basis. Transportation staff are not responsible for escorting individuals to

and from the home. The day service and/or transportation provider’s responsibility for the individual ceases when they

step off the vehicle.

*I have read, understand and agree to follow the transportation standards.*

Transportation Sign-Off Form

Name of Individual:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please check the applicable box, read, sign and return this form to your adult day service program as soon as possible.*

Drop Off Guidelines- for the above named individual:

1.

Can be dropped off from the vehicle and go into the home even if no one is there to receive him/her.

2.

Does not require an escort to and from the vehicle but cannot be dropped off at home unless there is a visual

contact between a home representative and the transportation staff.

3.

Needs to be escorted to and from the vehicle by the home representative.

Transportation Standards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of individual or guardian where applicable Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of home representative (if different than above) Date

Form #2

