

Endless Options Policy for Transportation of Clients

There are times that a technician's work will call for transporting a client in your car to locations in the client's community. The following information outlines those times:

1. Before you can transport

- a. Endless Options Human Resource Manager requires an up to date copy of the *technician driver's license* and *proof of current car insurance*. This must be obtained before the technician can transport the client and must be kept up to date at all times.
- b. When providing IISS or Respite services, a technician must work with the client in their home for at least 3 to 4 sessions before transporting into community.
- c. Before any transporting occurs the parent and technician must complete and sign the form **Parental Permission for Technician**.

2. Transporting

- a. The client's IISS treatment plan dictates goals for community that require transportation and identify venues where the goals can be implemented. For technicians providing Respite services that require community, the parents and Family Consultant will identify where transportation is needed.
- b. The technician can only transport into community for the above reasons. No other transportation services are covered through Endless Options and the Autism Waiver.
- c. Conduct of a technician while transporting a client should be as follows:
 - The technician must adhere to all State of Maryland traffic laws
 - The technician can only transport the client in their car to activities outlined in the client's IISS Treatment Plan or approved by the family and your supervisor as a respite activity.
 - The technician should request that the client sit in the back seat of the vehicle unless the parent has requested otherwise. In addition, the technician must ensure that the client is securely buckled in a seat belt before moving the vehicle, that the child safety latches are set in the on position, and automatic window movement is off.
 - The technician cannot transport any friends or family members while the client is in the car.
 - The technician may not run personal errands with the client.

*****Emergency Protocol information for an automobile accident is located in the Emergency Policies section of this manual*****