

Transportation		
<b>Manual:</b> RSB Policy & Procedures	<b>Document Number:</b> 400	<b>Section:</b> Services in Support of Rehabilitation
<b>IMPACT Review:</b> 4/02/25	<b>SRC Review:</b> 4/22/25	<b>Finalized Date:</b> 5/6/25

## 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)).

## SCOPE OF SERVICES

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.

Transportation is considered an ancillary service and is only included on the [individualized plan for employment \(IPE\)](#) and authorized in support of primary rehabilitation services. The service is added to the IPE at the time it is needed and agreed to by the VR counselor.

## AGENCY EXPECTATIONS

The costs of transportation shall not exceed the amount of increased expenses the rehabilitation causes for the individual or the family. This service is provided when the travel is not the usual and customary travel, but rather is necessary as part of the rehabilitation program.

- a. 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, must be considered.
- c. Bus passes may be purchased for job candidates when needed to participate in rehabilitation services. If job candidates are unable to meet in the IVRS office to receive services, IVRS staff should make every attempt to meet job candidates in a location within their community or utilize virtual options. Only when these options do not work for the job candidate should bus passes be considered.
- d. When a private vehicle is used to participate in rehabilitation services, 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](#).
- e. Travel costs of an individual providing personal assistance services may be authorized, even if the personal assistance services are funded by another entity.

- f. 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.
- g. Insurance, maintenance, and repair of a vehicle is the responsibility of the owner of the vehicle.
- h. IVRS staff must include documentation in the file or in IRSS for transportation authorizations.
- i. **Additional Considerations for Post-Secondary Training:**  
If a student's post-secondary training program is supported by IVRS and within their domicile, IVRS can consider transportation costs if there is an unmet need. If a student's post-secondary training program is supported by IVRS and outside of their domicile (35 miles or more away from their current permanent residence), there is not an equivalent public program within their domicile and the job candidate chooses to commute, IVRS compares the cost of room and board to the cost of commuting and may assist with the lesser of the two costs.

Assessing mileage for post-secondary training consists of reviewing the student's class schedule, related academic activities on campus (e.g., computer lab usage, meeting with instructors or tutors, etc.), and an online mapping service.

- j. **Additional Considerations for Permanent Relocation:**  
Transportation for permanent relocation (e.g., airfare, movers, rental vehicle, gas, etc.) for a job candidate or a job candidate and his/her family may be provided when the move is necessary for the job candidate to engage in competitive integrated employment. The job candidate must have an offer of employment with a specific starting date. Relocation costs for maintenance of job candidate, family and necessary belongings are authorized under the [Maintenance](#) policy.

#### EXCEPTIONS

- Exceeding the mileage rate set by the Iowa Department of Administrative Services.
- Vehicle rental when it is necessary to participate in services listed on the [IPE](#).
- Providing insurance, maintenance, or repair costs to a vehicle when it is necessary to participate in services listed on the [IPE](#).
- Paying transportation costs beyond the limits included in this policy.

#### APPLICABLE FORMS, DOCUMENTS, LINKS

- [Comparable Services and Benefits Policy](#)
- [Financial Inventory \(R-406\)](#)
- [In-State Summary of Travel Reimbursement Guidelines](#)
- [Maintenance Policy](#)
- [Purchase Principles Policy](#)
- [Request for Exception to Policy](#)