

P-2375 Case Management (continued)

P-2375B Transporting Reach Up Participants (B21-08)

Use of Personal Vehicles to Transport Participants

Case Managers are not required to transport participants, and are encouraged to utilize other forms of transportation including Ready to Go, transportation authorizations, and mileage reimbursement as appropriate.

Case Managers who choose to transport participants in their personal vehicle must have appropriate insurance of at least 100/300 for liability. Transporting clients is restricted to conducting State business and when the transport of the individual is related to business activities of the Department, i.e. pursuing a goal on the individual's Family Development Plan.

Use of Fleet Vehicles to Transport Participants

Case Managers who choose not to transport participants in their personal vehicles are allowed to request the use of a Fleet Vehicle by using the Fleet Management Services Reservation Request:

http://bgs.vermont.gov/business_services/fleet/forms/reservations.

Vehicles owned by the State used to conduct official State business would allow for the transport of clients related to those business activities, again pursuing a goal on the individual's Family Development Plan.

Transporting Participants' Children

Children may be transported in a case manager's personal vehicle or a fleet vehicle, pursuant to the above guidelines, if the child is in a child safety restraint system that meets the following criteria of 23 V.S.A. §1258(a):

- All children under the age of one, and all children weighing less than 20 pounds, regardless of age, shall be restrained in a rear-facing position, properly secured in a federally approved child passenger restraining system, which shall not be installed in front of an active air bag.
- A child weighing more than 20 pounds, and who is one year of age or older and under the age of eight years, shall be restrained in a child passenger restraining system.
- A child eight through 17 years of age shall be restrained in a safety belt system or a child passenger restraining system.