



H.O.P.E. Group L.L.C.

Dedicated to Honoring and Optimizing the Potential in Everyone

Transportation Service

H.O.P.E. Group will not typically provide transportation services unless essential for the implementation of the habilitation program. Any transportation services provided will need to be approved by H.O.P.E. Group before any transportation services are provided. Approved transportation services that are necessary and are part of the habilitation service provided, shall be conducted in accordance with the following conditions:

1. The vehicle in which transportation is provided must have valid license plates and, at a minimum, liability limits of \$100,000, \$300,000 (bodily injury) and \$50,000 (property damage).
2. The vehicle must be maintained in a safe working order.
3. The vehicle shall be constructed for the transportation of individuals. All seats shall be fastened to the body of the vehicle and individual(s) properly seated when the vehicle is in operation. The vehicle must have operational seat belts installed and be operational for safe passenger utilization. When transporting, individual(s) must be fastened securely in age and weight appropriate restraints, as required by State Law.
4. Persons providing transportation must be a minimum of eighteen (18) years of age, and possess and maintain a valid driver's license.
5. Employee must provide copy of the following information:
 - **Copy of Employee insurance policy—Declarations page (showing limits)**
 - **Valid driver's license**
 - **Copy of current vehicle registration**
 - **Written consent from both the parent/guardian of the client and the provider. H.O.P.E. Group will send out these forms once transportation authorization is requested by either parent/guardian or provider.**

It is the employee's responsibility to provide current evidence of the above as they are updated. If you do not abide by the above stated regulations, we will not be able to authorize you and H.O.P.E. Group will not be held liable or accountable.

Also, employees must fill out a monthly transportation log for each client they bill for that they are authorized to transport, regardless of whether or not they transported them that month. Please submit your logs with the first timesheet due date (typically the 4th) following hours worked through the end of the month (15th – month end). Ex. – transportation logs will be due on June 4th for hours worked in month of May.

4530 E. Muirwood Dr. Ste 103, Phoenix, AZ 85048 * (480) 610-6981 * Fax (480) 898-7419*
www.hopegroupaz.com