



Practice Alert

Use of the Transportation Contract

The purpose of this Practice Alert is to remind staff of the required procedures for utilizing the services of our contracted transportation providers.

The transportation contract was put in place to ensure that transportation resources would be available to the Children's Division at times when more readily accessible transportation arrangements are not available. Contracted transportation services should be utilized when transportation considerations with managed care providers, resource providers or staff have proven to be unsuccessful. Once these options have been explored and a determination has been made that the transportation need cannot be met, policy requires that staff utilize a contracted transportation provider.

If a contracted provider is not available, is unable to provide transportation for this particular client, or refuses to provide the transportation as requested, staff may seek approval from the Circuit Manager or Regional Director for the use of a non-contracted provider. Documentation that transportation services cannot be provided by a contracted provider and subsequent approval to utilize a non-contracted provider must be submitted with the non-contracted provider's invoice before payment will be made.

Please take a few minutes to review memorandum [CD06-72](#) for further explanation of the requirements involving utilization of the transportation contract.

A list of the transportation contractors currently available for use is also attached for your convenience. [Transportation Contract List](#)

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