



## ***Probation Service Definition***

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

<b>SERVICE NAME</b>	<b>Transportation</b> <span style="float: right;"><input type="checkbox"/> Adult <input checked="" type="checkbox"/> Juvenile</span>
<b>Category</b>	Non-Treatment
<b>Setting</b>	This service occurs in a vehicle that meets the safety guidelines of the Nebraska Public Service Commission. The driver or employee may need to wait with the youth and family at the identified transportation location to supervise the time between a round trip transports as authorized by the probation/problem solving court officer.
<b>Facility License</b>	Agencies authorization, oversight, and insurance coverage approved by the Nebraska Public Service Commission for the provision of this service.
<b>Service Description</b>	<ul style="list-style-type: none"> <li>• Secure transportation-the company shall utilize a vehicle equipped to perform this type of transport, caged vehicle with safety locks. The company must also have drivers that are trained in mechanical restraints to include leg shackles, waist chains and handcuffs. The company shall be authorized to provide this type of transportation by the Public Service Commission.</li> <li>• Community-based transportation (non-secure) - This type of transportation does not require a vehicle with special equipment or mechanical restraints. Community-based transportation shall be utilized for youth in community settings or when a youth is leaving a secure facility to a least restrictive environment.</li> </ul>
<b>Service Expectations</b>	<p>1) Safety Safety of the youth is paramount. It is expected that transportation agency must:</p> <ol style="list-style-type: none"> <li>a) Maintain safe, reliable vehicles</li> <li>b) Retain adequate insurance</li> <li>c) Ensure safe and responsible drivers</li> <li>d) Ensure consistent and prompt schedules               <ol style="list-style-type: none"> <li>i) Enables youth to be picked up as scheduled and arrive on time to their destination</li> <li>ii) Common pick-up locations, such as a school, must be in a safe area and easy for the youth to access</li> </ol> </li> <li>e) If providing secure transportation, drivers must be trained and demonstrate skill in mechanical restraints</li> <li>f) Ensure youth does not have access to belongings, specifically medication</li> <li>g) Ensure line-of-site supervision when possible. If restroom stops are needed, preference will be given to police stations, probation offices and rest areas over gas stations and stores.</li> <li>h) Ensure youth is transported to a destination where there is responsible staff to meet them.</li> </ol> <p>2) Referrals</p>

	<p>a) Once availability has been confirmed, all referral information and scheduling will be facilitated electronically through the Registered Service Provider’s (RSP) site</p> <p>i) Utilization of the RSP’s site will follow the RSP manual, found within the RSP’s site Toolbox.</p> <p>b) For active, on-going transportation requests, a new referral / authorization will be available in the RSP’s site each month</p> <p>3) Communication Open and collaborative communication between probation/problem solving court personnel and the transportation provider is necessary for effective service delivery.</p> <p>a) The transportation agency/driver will notify probation/problem solving personnel immediately if:</p> <p>i) Concerning issues arising from a scheduled transport</p> <p>ii) Changes to transportation availability</p> <p>iii) Miscellaneous issues concerning probation/problem solving court processes</p> <p>4) Response to Missed Scheduled Transportation (“No Show”)</p> <p>a) Upon arrival at the pick-up location, the transportation agency/driver will:</p> <p>i) Notify the youth that transportation has arrived including:</p> <p>(1) Honk and call youth’s contact number</p> <p>ii) If no response is received, wait a minimum 5 minutes beyond the original pick-up time to give the youth an opportunity to acknowledge the transportation</p> <p>(1) Notify the probation/problem solving court officer of a missed scheduled transport within 24 hours via the registered service provider site</p>
<b>Service Frequency</b>	Varies based on the need of the youth and family as approved by probation/problem solving court officer and court order.
<b>Length of Stay</b>	N/A
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Preferred that youth are transported individually in the vehicle, however, if there is an identified need by the company to have multiple youth in a vehicle, the probation/problem solving court officer that have arranged the transports shall be notified so that appropriate information (i.e. gender differences, history related to aggression (verbal, physical) etc.) is provided to the transport company to increase the opportunity for a safe transport to occur.</li> <li>• Drivers must have passed a defensive driving course.</li> <li>• If providing secure transportation, drivers must demonstrate skill in the proper use of mechanical restraints.</li> </ul>
<b>Staff to Client Ratio</b>	Varies based off of information received by the company from the probation/problem solving court officer to make sure the transport is performed safely.

<b>Hours of Operation</b>	The transportation companies will have the ability to conduct a transport 24 hours a day, 7 days a week with 24 hour notice. The transportation company will provide after-hours contact to the probation system to have the ability to arrange transportation on emergency basis that do not allow for a 24 hour notice.
<b>Service Desired Outcomes</b>	Identified youth is safely transported to the location identified by the probation/problem solving court officer
<b>Unit and Rate</b>	Per mile; see rate sheet

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Service Interpretive Guideline]