



## ***Probation Service Definition***

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

SERVICE NAME	<div style="text-align: center;"><b>Transportation</b></div> <div style="text-align: right;"> <input checked="" type="checkbox"/> Adult    <input type="checkbox"/> Juvenile         </div>
<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
<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>	Community-based transportation does not require a vehicle with special equipment or mechanical restraints. Community-based transportation shall be utilized for individuals in community settings.
<b>Service Expectations</b>	<p>1) Safety Safety of the individual is paramount. It is expected that the transportation agency must:</p> <ul 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               <ul style="list-style-type: none"> <li>i) Enables individuals to be picked up as scheduled and arrive on time at their destination</li> <li>ii) Common pick-up locations, such as reporting centers, treatment facilities and correctional facilities, must be in a safe area and easy for the individual to access</li> </ul> </li> </ul> <p>2) Referrals a) Once availability has been confirmed, all referral information and scheduling will be facilitated electronically through the Registered Service Provider's (RSP) site</p> <ul style="list-style-type: none"> <li>i) Utilization of the RSP's site will follow the RSP manual, found within the RSP's site Toolbox.</li> </ul>

	<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> <ul style="list-style-type: none"> <li>i) Concerning issues arising from scheduled transport</li> <li>ii) Changes to transportation availability</li> <li>iii) Miscellaneous issues concerning probation/problem solving court client</li> </ul> <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> <ul style="list-style-type: none"> <li>i) Notify the individual that transportation has arrived including: <ul style="list-style-type: none"> <li>(1) Honk and call the individual's contact number</li> </ul> </li> <li>ii) If no response is received, wait a minimum of 5 minutes beyond the original pick-up time to give the individual an opportunity to acknowledge the transportation <ul style="list-style-type: none"> <li>(1) Notify the probation/problem solving court officer of a missed scheduled transport within 24 hours via the registered service provider site</li> </ul> </li> </ul> <p>Program plan required    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<b>Service Frequency</b>	Varies based on the need of the individual as approved by probation/problem solving court officer and court order.
<b>Length of Service</b>	N/A
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• If there is an identified need by the company to have multiple individuals in a vehicle, the probation/problem solving court officer that has arranged the transport shall be notified. The probation staff will review the multiple individuals 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 safe transport to occur.</li> <li>• Drivers must have passed a defensive driving course.</li> </ul> <p>This service requires Criminogenic Continuing Education Hours    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<b>Staff to Client Ratio</b>	The ratio will be one to one unless the probation/problem solving court officer has agreed to multiple individuals in the vehicle.

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