**Iowa Commission for the Blind**

**Policy Items for Consideration**

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# Driving for Clients

**Current Language-**

Drivers for IDB clients are contracted by IDB. This means that arrangements and payment are handled by the department. Arrangements are generally made by the employee authorizing the client service.

In order to drive for IDB clients, except in cases where the client has chosen to have a family member drive for him/her, drivers must first be approved to drive for IDB employees. At this time the driver must complete a W–9 and return it to the accounting department before driving for anyone. Drivers will first be utilized by employees to familiarize them with State of Iowa driving procedures, assess their interactions with blind persons, and provide any training required. Upon the recommendation of IDB employees of potential client drivers to the IDB Education and Training Director, drivers will be asked to complete a background check paid for by the department. Drivers will not be allowed to drive clients until they have passed the background check.

Driver time and mileage begins either at the driver’s domicile, the IDB building, or Fleet Services as appropriate. For drivers living in the Des Moines metro area, which includes Polk, Dallas, Warren and Madison counties, their official domicile is the Iowa Department for the blind building at 524 4th St. For drivers not located in the Des Moines metro area, their official domicile is their home address.

For drivers utilizing a State of Iowa Fleet services vehicle where their driving time begins prior to 6:30 AM Monday, prior to 7 AM Tuesday through Friday, or any time Saturday, Sunday and official State of Iowa holidays, drivers may charge up to one half hour to pick up the keys the previous working day. In these cases, keys should be picked up between 4 and 4:30 PM.

While driving clients, drivers are not to stop for anything other than emergencies, fuel and restroom breaks unless prior arrangements have been made. Drivers should not stop for clients to purchase snacks and other food without prior approval by the arranging IDB employee.

IDB employees write authorizations for client driving based on the mileage between the locations involved and the time anticipated to travel between those locations and pick up and drop off clients. Delays greater than fifteen minutes as a result of clients not being ready, traffic, hazardous road conditions or other issues must be reported to the authorizing employee or their designee as soon as possible.

Upon completion of a driving trip, drivers are expected to submit an invoice to the IDB accounting department. Invoices must include the clients driven, times and miles covered. Invoices are expected to be received within one week of the provision of service. The invoice must include the driver’s original signature. IDB will make all efforts to process the invoice and provide payment within thirty days of receipt of invoice.

**Proposed Language-**

Drivers for IDB clients are contracted by IDB. This means that arrangements and payment are handled by the department. Arrangements are generally made by the employee authorizing the client service.

In order to drive for IDB clients, except in cases where the client has chosen to have a family member drive for them, the driver must complete a W–9 and return it to the accounting department. Drivers will be asked to complete a background check paid for by the department. They will then complete a training assignment to familiarize themselves with blindness etiquette and behavior expectations. Drivers will not be allowed to drive clients or staff until they have passed the background check and completed the training assignment.

Driver time and mileage begins either at the driver’s domicile, the IDB building, or Fleet Services as appropriate. For drivers living in the Des Moines metro area, which includes Polk, Dallas, Warren and Madison counties, their official domicile is the Iowa Department for the blind building at 524 4th St. For drivers not located in the Des Moines metro area, their official domicile is their home address.

For drivers utilizing a State of Iowa Fleet services vehicle where their driving time begins prior to 6:30 AM Monday, prior to 7 AM Tuesday through Friday, or any time Saturday, Sunday and official State of Iowa holidays, drivers may charge up to one half hour to pick up the keys the previous working day. In these cases, keys should be picked up between 4 and 4:30 PM.

While driving clients, drivers are not to stop for anything other than emergencies, fuel and restroom breaks unless prior arrangements have been made. Drivers may stop for clients to purchase snacks and other food for trips over 2 hours in length; for shorter trips, prior approval is required by the arranging IDB employee.

IDB employees write authorizations for client driving based on the mileage between the locations involved and the time anticipated to travel between those locations and pick up and drop off clients. Delays greater than fifteen minutes as a result of clients not being ready, traffic, hazardous road conditions or other issues must be reported to the authorizing employee or their designee as soon as possible.

Upon completion of a driving trip, drivers are expected to submit an invoice to the IDB accounting department. Invoices must include the clients driven, times and miles covered. Invoices are expected to be received within one week of the provision of service. The invoice must include the driver’s original signature. IDB will make all efforts to process the invoice and provide payment within thirty days of receipt of invoice.

**What’s Changed?**

1. Background checks should be conducted before a person drives for either clients or staff, not just clients. (This is required in order for employees’ drivers to invoice the agency directly.)
2. Instead of drivers first being utilized by staff to provide training in blindness etiquette, potential drivers will complete a training module prepared by IDB to familiarize them with blindness etiquette.
3. Drivers can stop for clients to pick up snacks if the ride is 2 hours or more. We sometimes have drivers picking up or bringing home multiple clients, so rides can be 4 or 5 hours long, especially for youth traveling to youth retreats.

# Driving for Employees

**Current Language**

Drivers for IDB employees are contractors with that specific employee. This means that all arrangements and payment are handled by the employee. IDB will reimburse employees for hourly driver time and private mileage at the rate set forth in the Driver Procedures document.as outlined below.

In order to drive for an IDB employee, a driver must submit their driver’s license to the accounting department for a state driving record check. If the driver does not pass the driving record check, information will be sent to the driver and the recommending staff person. If the driver passes the driving record check, the driver will be informed of this and the driver’s name will be added to the approved driver list.

Driving time and mileage for purposes of payment begins and ends at the employee’s official domicile (the employee’s official work address) or DAS Fleet Services. Fleet Services is usually the start and end point when a State of Iowa vehicle is used. The employee domicile is the start and end point when a personal vehicle is used. For single-day trips, paid driver time includes all time between these points, regardless of employee lunch breaks. For overnight trips, driving time ends upon arrival at the hotel and begins upon leaving the hotel the next day.

Driver meals are only reimbursed for overnight trips. For day trips, employees and drivers are encouraged to discuss plans for bringing or purchasing food to meet everyone’s preference. Overnight meal and lodging reimbursement is governed by the same State of Iowa policies for employee reimbursement.

**Proposed Language**

Drivers for IDB employees are contracted by IDB. This means that arrangements and payment are handled by the department. Arrangements are generally made by the employee needing the transportation.

In order to drive for IDB employees, the driver must complete a W–9 and return it to the accounting department. Drivers will be asked to complete a background check paid for by the department. They will then complete a training assignment to familiarize themselves with blindness etiquette and behavior expectations. Drivers will not be allowed to drive clients or staff until they have passed the background check and completed the training assignment.

In order to drive for an IDB employee, a driver must submit their driver’s license to the accounting department for a state driving record check. If the driver does not pass the driving record check, information will be sent to the driver and the recommending staff person. If the driver passes the driving record check, the driver will be informed of this and the driver’s name will be added to the approved driver list.

Driving time and mileage for purposes of payment begins and ends at the employee’s official domicile (the employee’s official work address) or DAS Fleet Services. Fleet Services is usually, but not always, the start and end point when a State of Iowa vehicle is used. When a personal vehicle is used, the employee domicile is the start and end point. For single-day trips, paid driver time includes all time between these points, regardless of employee lunch breaks. For overnight trips, driving time ends upon arrival at the hotel and begins upon leaving the hotel the next day.

Driver meals are only reimbursed for overnight trips. For day trips, employees and drivers are encouraged to discuss plans for bringing or purchasing food to meet everyone’s preferences. Overnight meal and lodging reimbursement for staff drivers is governed by the same State of Iowa policies as for employee reimbursement.

**What’s Changed?**

Instead of requiring IDB staff to pay for drivers out-of-pocket and get reimbursed by DAS, staff drivers will now invoice the agency, as client drivers already do.

# Pre-Employment Transition Services

S ee attached document.

# Training Center Authorization for IL Clients

**Proposed Language**

Section 3: Requests Not Requiring Commission Approval

* 1. Requests by Independent Living (IL) clients for training for up to one month at the Iowa Department for the Blind’s orientation training center will be authorized by the case manager and reviewed and approved by the IL Program Administrator through the case management system.

**What’s Changed?**

IL clients currently have no funding mechanism to receive center training. This would allow case managers to authorize up to one month of training for IL clients and submit it for review and approval by the IL Program Administrator. This is the same process as is used for IL clients to receive equipment and support services in Section 3.04 of the Gifts and Bequests policy. This would currently cost $4854 a month, but could be less if the client lives at home.

# Training Center Student Handbook

See attached.