



New Beginnings for Tomorrow Transportation Policies and Procedures

Vehicles:

All New Beginnings for Tomorrow (NB4T) vehicles are in compliance with all applicable safety and licensing regulations of the State of New Jersey Motor Vehicle Commission regulations. All vehicles will be maintained in safe operating condition and contain seating that does not exceed maximum capacity as determined by the number of available seatbelts and wheelchair securing devices. All vehicles will be wheelchair accessible by design and contain the following: 10:BC dry chemical fire extinguisher, First Aid kit, 3 portable reflector warning devices and all weather tires.

Pick up/drop off process:

All clients within the catchment area will be transported to and from NB4T. Pick up times will be arranged based on the number of stops on the route and parents or guardians of the clients will be notified of those times in advance. All clients are expected to be ready to be transported at the arranged time. Drivers transporting the clients will be advised to wait up to 3 minutes, provide multiple honks of the horn and attempt via phone call to make contact with a pick up before abandoning and moving on to the next location. Any clients that are outside of the designated catchment area, (10 mile radius of NB4T), are still eligible to receive transportation but an additional charge based on the fee-for-service rate will be charged. Our transportation rate will be .74 cents per mile outside of the 10 mile radius of the program. The caregiver/guardian can also choose to arrange alternate transportation (family vehicle, Access Link, etc.).

Supervision:

All transportation personnel will provide supervision of clients to and from NB4T. Should emergencies arise on the route to or from the program that may impact safe transportation, drivers will immediately pull over the vehicle, assess the danger and in some cases call for assistance (local police department).

Emergency/accident procedures:

All drivers for New Beginnings for Tomorrow will follow all New Jersey laws regarding accident reporting. Phone calls by the drivers will be placed to both the location of NB4T and to the parents or guardians of the clients should an accident take place on the route.