



Transportation Plan: Perimeters and Guidelines

1. Purpose & Scope

To ensure the safe, reliable, and respectful transportation of participants to and from CAI while supporting individual needs and promoting independence.

These perimeters apply to all transportation services provided by or arranged through CAI including:

- Daily pick-up and drop-off
 - Community outings and field trips
 - Special transportation accommodations
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2. Eligibility

- Transportation is provided to individuals **enrolled in CAI** who live outside Aurora, and need to utilize one of our bus stops to assist with timely transportation.
 - Participants, families, or guardians must complete a **Transportation Agreement Form** before services begin.
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3. Service Parameters

- **Operating Hours:** Transportation will be provided Monday–Friday at 8:30 am for pick-up and 2:30 pm for drop-off
 - **Service Area:** Bus stops are at the following locations:
 - **Naperville:** Community Christian Church, 1635 Emerson Lane, Naperville
 - **Batavia:** Les Arends Forest Preserve, 2S731 State Rte 31, Batavia
 - **Oswego:** Jewel-Osco Foods, 3795 Orchard Rd, Oswego
 - **Cancellations:** Riders must notify the program at least 1 hour before scheduled pick-up to cancel service for the day. Refunds will not be given for cancellations.
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4. Safety Requirements

- All vehicles must meet **state licensing, inspection, and insurance** requirements.
- Drivers must hold a valid **driver's license appropriate for the vehicle class**, complete **background checks, CPR/First Aid, and defensive driving training**.
- Seat belts and wheelchair tie-downs must be used at all times.
- A **Passenger Safety Checklist** will be completed before departure and upon arrival.
- Riders must remain seated while the vehicle is in motion.



- Emergency evacuation drills will be conducted **twice annually**.
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5. Staffing and Supervision

- Vehicles transporting participants must maintain appropriate **staff-to-passenger ratios** based on individual needs.
 - Staff will assist individuals in boarding and exiting safely, with dignity and respect for personal boundaries.
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6. Communication Protocols

- The Executive Director will maintain a **daily roster** with addresses, emergency contacts, and medical alerts.
 - Drivers and aides must carry a **phone** for emergencies.
 - Any **accidents, delays, or behavioral incidents** must be reported immediately to the Executive Director and documented within 24 hours.
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7. Behavior and Conduct

- All participants are expected to follow all safety procedures and directions given by driver
 - Repeated unsafe or disruptive behavior will result in a **behavior review** and possible **temporary or permanent suspension of service**.
 - Staff are prohibited from using restraint, coercion, or punitive measures.
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8. Medical and Emergency Procedures

- Drivers must be aware of participants with **medical or mobility needs**, including seizure plans, allergies, or assistive devices.
 - In case of emergency:
 - Pull over safely
 - Contact 911 (if needed)
 - Notify the Executive Director
 - Complete an **Incident Report**
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9. Documentation and Recordkeeping

- Maintain daily logs of:
 - Pick-up/drop-off times



- o Attendance verification
 - o Any incidents, absences, or changes in route
 - All transportation records are retained per **state licensing and funding requirements** (e.g., 3–5 years).
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10. Maintenance and Inspections

- Vehicles must undergo **daily pre-trip inspections** (brakes, tires, lights, lift, fuel).
 - Maintenance logs will be kept and reviewed monthly by the transportation coordinator.
 - Vehicles must remain clean, safe, and accessible at all times.
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11. Review and Evaluation

- The transportation plan will be reviewed **annually** or after any major incident.
 - Participant and family feedback will be collected to improve safety, comfort, and reliability.
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12. Acknowledgment of Receipt and Understanding

I have read, understand, and agree to follow the Transportation Policy and Procedures as outlined above.

Participant Name (Print):

Participant/Guardian Signature:

Date: _____

Staff Representative Name (Print):

Staff Signature:

Date: _____



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Transportation Fee Schedule

Circle Bus Stop Needed and Days of Attendance

Naperville	M	T	W	R	F
Batavia	M	T	W	R	F
Oswego	M	T	W	R	F

Circle one:

AM only

PM only

Both AM and PM

Fees and Rules:

- \$10 per bus route, one way (\$20/day round trip.)
- Must be arranged at least one week in advance.
- Must be cancelled with at least a 24-hour notice.
- Refunds will not be given for cancelled routes.
- Bus pick-up time: 8:30 am
- Bus drop-off time: 2:30 pm
- Bus can only wait five minutes past arranged time. For drop-offs, if authorized person is not at the bus stop on time, participant will be brought back to CAI and will need to be picked up from the center. He/she will also be charged the afternoon drop-in fee of \$15/day.
- Once transportation is arranged, CAI will continue to charge the appropriate fees until notified otherwise, in writing, at least 24 hours before next pick-up.

Applicant Information

Applicant's Name: _____

Parent/Guardian's Name: _____

Daytime Contact Phone: _____ (Where parent can be reached at time of transport.)