

**Cottonwood, Incorporated
Policies and Procedures**

SECTION: Employment Services/JobLink

POLICY NO: 40-015

SUBJECT: Transportation

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EFFECTIVE DATE: October 2003

Policy:

Cottonwood, Incorporated purchases public para-transit, passes or punch cards for resale to the people we serve.

The public para-transit provider allows Cottonwood consumers to charge rides to Cottonwood when they have no pass, punch card, or cash. Cottonwood may cancel a consumer's charging privileges if unpaid bills reach certain levels.

For consumers admitted to Cottonwood/JobLink licensed service, JobLink will maintain a database for scheduling para-transit, on-demand rides for community employment needs.

Procedures:

1. Cottonwood's Financial Department will purchase and maintain a supply of transportation passes and punch cards. People served by Cottonwood, Incorporated or their representatives may contact front office personnel in order to purchase these passes or punch cards. Para-transit passes will be resold at face value. A Transportation Log will be used to record all purchases of passes and punch cards. Data is input monthly into a database and originals are maintained by the Financial Department. Checks and cash are turned in to Cottonwood's Finance Manager.
2. When Cottonwood consumers receive a para-transit ride for which they have no means to pay, the transportation providers bill Cottonwood for the ride. The Financial Department will review a monthly invoice and indicate any unusual use to JobLink's Director for follow-up. Finance will then pay the transportation provider and invoice each consumer for their charged rides. Cottonwood will call transportation providers and cancel charging privileges for consumers who accumulate more than \$20.00 in unpaid para-transit charges. Charging privileges may be reinstated when bills are paid in full.