**Coordinated Ride Provisions and Practices between Adams and Juneau Counties**

**Last Date Revised:** 6-18-2021 **Revision:** 4 **Pages:** 1 of 2

**Preamble**

This Provision and Practices covers the understanding between Adams and Juneau Counties as to the practices and methods used to coordinate rides between the counties when

transportation of a resident of one county is undertaken by a driver and/or vehicle of a second county.

* Further it is understood circumstances may occur which are not covered in these provisions. In those cases, best choices will be left with the both counties to mutually resolve those issues to reach the most satisfactory conclusion.
* These provisions may be revised or amended at any time with agreement of both Counties.

**Normal Practice Steps Taken:** (No Exceptions, No Unusual Situations)

(Counties X or Y described below could be either Adams or Juneau County)

1. Request comes to County X from resident of that County who qualifies for transport
2. However, no driver/vehicle is available in County X
3. County X Transportation Coordinator contacts the Transportation County Y Coordinator
4. County Y Transportation Coordinator is able to assign a driver/vehicle.
5. County X and County Y Transportation Coordinators confirm all details and communicate the details of the request to both resident and driver
6. On day of the request Driver from County Y communicates to resident from County X directly to ensure completion of the ride request.
7. County Y invoices County X for services of Driver.
* Services include mileage
* Services **may include paid time** of driver
* Services **may include cost of use** of vehicle
* Services may include co-payment or additional expenses
1. County X pays invoice amount to County Y
2. County X has the option of submitting request of re-payment from ICAM

**For Page 2 Scroll Down**

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**Priorities and Conditions**

**Requests-Guidelines** (Below applies to Inter-County Transportation Only)

1. Proposed practice for Requests will be taken on **F**irst **C**all **F**irst **P**riority basis (FCFP)
2. A time limit of 48 hours will be the guide to “freeze” a request when inter-County transportation has been assigned. (Example: Request made on Monday morning, once arranged and assigned, cannot be changed after Wednesday morning)
3. If prior to the “freeze” period, a resident of the County Y (where the Driver/vehicle was being offered) requests same day/time as other County X resident request-The County Y supplying the Driver will notify the County X (FCFP)

**Outcomes of Above**

* Cancelation of County X (FCFP) request to County Y (Driver)
* Both Counties Transportation Coordinators negotiate for change in appointment Day/Time
1. If prior to the “freeze” period, a driver/vehicle for County X (FCFP) becomes available- The County X (FCFP) will contact County Y (Driver) and cancel the assignment
2. If **during** the “freeze” period a driver/vehicle for County X (FCFP) becomes available

County X (FCFP) Transportation Coordinator will contact County Y (Driver) Transportation Coordinator and they will decide on best course of action.

Notes:

FCFP- First Call First Priority- can be defined as either an actual call on a day and time or a repeat scheduled request which is ongoing.

All requests are considered to be medical requests with the same “weight or impact” to the resident making the request as to other resident’s requests.