**Policy Statement:**

As legal guardian for an individual, the Department for Aging and Independent Living (DAIL) may assist with arranging transportation to needed services as long as the individual has funds or benefits to cover the transportation costs. Guardianship staff shall not transport an individual in their personal vehicle, use of the state vehicles shall be limited to conducting official state business, and only state employees shall ride in a state vehicle.

**Legal Authority:** By authority of the Commissioner of the Department for Aging and Independent Living to ensure the safety of staff.

**Procedure:**

1. The Guardianship Social Services Worker (GSSW) or designee will be notified of the need for an individual to be transported. The GSSW will evaluate the following options:
	1. The individual resides in a facility or with a residential provider that is required to provide transportation;
	2. The individual has benefits such as Medicaid that is required to provide transportation for medical appointments;
	3. If CHFS is conservator, assess if the individual has the funds to pay for private transportation;
	4. The individual has family or friends that can assist with transportation.
2. If the individual resides in a facility that is regulated to provide 24/7 supervision and transportation, it will be the responsibility of that entity to ensure the individuals’s transportation is arranged as needed.
3. Individuals that receive Kentucky Medicaid are eligible for medically necessary transportation, which can be provided to and from a Medicaid covered service. Medicaid non-emergency medical transportation is available through the Human Service Transportation Delivery (HSTD) Program. A listing of brokers can be found at :

<http://transportation.ky.gov/Transportation-Delivery/Pages/Human-Service-Transportation-Delivery-Brokers.aspx>

1. GSSW may arrange appropriate transportation for individuals that are private pay with resources available to pay for non-covered transportation.
2. GSSW may request assistance from the individual’s family, friends, or community partners when no other option is available for transportation.