**Phoenix Transportation and Holiday Planning Policy**

1.  The Phoenix van may be scheduled for travel to and from local events for non-program-related activities only when there is no conflict with van use for program-related activities. If the van has been signed out for planned activities, then it will not be available for personal use.

2.  There is no charge for program-related activities, medical appointments, or trips to work or school due to staffing issues that result in the individual missing his/her ride.

3.  Individuals who wish to use the van for longer trips outside the metro area must seek approval of the Program Director. Trips that are approved will be at the expense of the individual requesting transportation assistance; fuel replacement costs for the trip must be paid.

4.  Trips outside the metro area that will require the vehicle be unavailable for use by other individuals in the home for an extended period of time will not be approved.

5.  Phoenix staff will partner with individuals and/or his/her family members with coordination, connecting with resources, and/or assistance with special event transportation. Phoenix cannot not guarantee a vehicle or staff will be available to assist with these activities. Staff are shared and everyone residing in the home relies on the staffing ratio allocated within the home.

6.  Phoenix understands that holidays are a great opportunity for individuals to spend time with their families. Holiday transportation requires a great deal of coordination and staff resources to assist individuals in getting to where they would like to go. **Phoenix must be provided at least 30 days advance notice to consider holiday transportation needs.** Without the necessary staff supports and vehicles, we cannot guarantee rides during high utilization periods. We will make every effort to partner with individuals and their families to coordinate transportation to local family gatherings. *Please Note:* Staff will not be available to stay at the gathering as staffing is shared and many individuals we support don’t have family gatherings to attend and will need care within the home.

7.  All individuals will be encouraged to sign up for Metro Mobility Transportation services so that this can be used as a transportation resource.

8. **Family members interested in volunteering, please contact Volunteer Coordinator Tanya Bailey at 651-227-7955 for more information.** The application process to become a volunteer is simple and training will be provided in accordance with the tasks the person is interested in assisting with. If the family member is willing to serve as a volunteer for others in addition to their loved one, a background check will be required.