

## **Resident Life Services - Transportation**

### **Policy**

Interfaith House attempts to provide wheelchair accessible transportation for those residents not able to use public transportation. The Interfaith House bus drops off and picks up residents at medical and social services appointments. Residents are limited to one drop-off and pick-up each day. Transit cards are provided for residents that are able to self-transport.

### **Procedure**

1. Each evening (Sun.-Thurs), Resident Life Services staff announces the last call for appointment listing, at which time all residents with appointments the following day should come to Central Desk to write their appointment on the sheet. Residents approved for use of Interfaith House transportation services should be ready by 8:15 a.m. to depart with the Transportation Coordinator.
2. All residents able to transport themselves using public transportation should obtain fare cards on the day of their appointment at 7:30am from the transportation coordinator. No residents will be given fare cards without written documentation of an appointment.
3. Each morning the Transportation Coordinator reviews the *Transportation List* and sets a drop-off plan.
4. Residents are dropped off at their appointments and must call Interfaith House to be picked up. Central Desk calls the driver to make the pick-up.
5. Transportation is available for emergency situations if 911 is not required.

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Jennifer Seals, Executive Director      Date