



<b>Central Florida HIV Planning Council</b>	
Bylaws Reference: Not Applicable	
Scope: N/A Part A and B	
Program procedure: CFHPC-POLICY-	
Title:	<b><u>Transportation</u></b>
	Effective: 2/28/2018 Revised: 6/27/218, 3/21/19, 3/27/19

**Purpose:**

To support strong PLWH participation as members and as a part of the public.

**Policy:**

Ryan White funds will be used to cover transportation expenses for eligible Ryan White HIV/AIDS Program (RWHAP) consumers who are Planning Council members to attend Planning Council official activities, business and committee meetings, ad hoc meetings, and eligible RWHAP consumers who are not Planning Council Members to attend the PLWH Community Meeting.

**Definitions:**

**PLWH:** People Living With the Human Immunodeficiency Virus (HIV)

**Consumers:** Individuals “receiving HIV-related services” from RWHAP sub-recipients and include PLWH receiving services themselves and the parents and caregivers of minor children who are receiving such services.

**Business Meeting:** Planning Council business meetings are meetings held once a month to review, address and make decisions based on recommended topics from the monthly Executive Committee meetings. This includes the annual Data Presentation, Priority Setting, and Resource Allocation meetings,

**Committee Meetings:** Committee Meetings are the meetings of the established committees for the Central Florida HIV Planning Council which are Membership Committee, Service Systems and Quality, Public Relations (PR) and Marketing, Needs Assessment and Planning, the Ryan White Community Meeting, and Executive Committee. This includes special meetings and ad hoc meetings.

**Official Activities:** are defined as events led by the Central Florida HIV Planning Council such as World AIDS Day and other activities for member recruitment, member training and new member orientation.



Procedure:

1. Transportation shall be provided:
  - a. To consumer members of the Planning Council to facilitate their attendance at required meetings.
  - b. To consumers who wish to attend the PLWH Community Meeting.  
To consumer members who wish to participate in official activities that have been approved by the membership committee.
  
2. At the time of appointment to the Planning Council, if the appointee indicated on their application that assistance with transportation would be required to attend meetings, Planning Council Support shall determine the most cost-effective mode of transportation based on the guidelines specified below in item # 3 and 4.
  
3. PLWH members may use personal vehicles or Ride-share providers (Lyft and/or Uber) to attend meetings and request reimbursement.
  
4. Mileage reimbursement shall be provided to consumers with their own mode of transportation (see the Expense Reimbursement Policy).
  
5. Consumers eligible for transportation through Uber or Lyft shall not order rides from pick-up locations farther than their place of residence or workplace in order to ensure affordable transportation options. PCS may make exceptions for extenuating circumstances, or on a case by case basis.
  
6. Consumers eligible for transportation through Uber or Lyft shall initiate the process by:
  - a. Contacting the Planning Council Support (PCS) Manager or designee at least three (3) business days prior to the meeting by calling or emailing.
  - b. Working with PCS, the consumer shall schedule individual trips for going to or leaving the meeting.
  - c. The consumer shall provide PCS the following information:
    - 1) Name
    - 2) Contact information
    - 3) Time and date of meeting
    - 4) Location to pick up the consumer (physical address)
    - 5) Location of meeting
    - 6) Special needs
  
7. Planning Council Support Manager or designee shall:
  - a. Create a transportation order through Uber and/or Lyft.
  - b. Be responsible for managing cancellations and changes in time or



pick-up locations.

8. The transportation vendor (Uber or Lyft) shall:
  - a. Call/text the consumer and confirm the ride
  - b. Pick up the consumer at the appointed location and time.
  - c. Drop off the consumer at the appointed location and time.
  
9. The transportation vendor shall submit the following documentation to the Planning Council Support Manager no later than the 5th working day of the month.
  - a. Ride order confirmation
  - b. A route to verify mileage
  - c. Final invoice for reimbursement
  
10. A copy of the final invoice shall be sent to the Health Services Fiscal Office for reimbursement.
  
11. The consumer is responsible for:
  - a. Ensuring that their RWHAP eligibility is current
  - b. Ensuring that the address and phone number given to Planning Council Support (PCS) are correct and notifying PCS when their home address or phone number changes.
  - c. Contacting Planning Council Support should the ride need to be cancelled or pick up or drop off location needs be changed.