

DRIVING SERVICES & VEHICLE MODIFICATION PROVIDER REQUIREMENTS

OVR Guidance Document 23-400.01

(Month) 2023

OVR requires providers to retain applicable credentials and/or licensure to ensure quality services and supports to individuals with disabilities in the Commonwealth. No provider is allowed to work outside of the areas in which they are certified or licensed. OVR will limit authorization of payment for services through this policy to providers who possess the required certifications and licenses to address the needs of OVR customers. OVR will consult with the PA Department of Education (PDE), Association for Driver Rehabilitation Specialists (ADED), National Mobility Equipment Dealer Association (NMEDA), and American Occupational Therapy Association (AOTA) regarding applicable credentials and/or licenses.

All certifications and licenses are expected to be active at the time of application. Current and subsequent renewals of certifications will be retained in the provider's business folder in the Commonwealth Workforce Development System (CWDS).

Service providers agree to the provision of services in a manner that supports the customer's communication style and needs, and shall meet, at a minimum, what is required under the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq. OVR reserves the right to monitor providers as needed and inspect the property for adequate accessibility for customers. ADA inspections will be done prior to approval as a provider.

All providers of driving services including Learner's Permit Tutors, Occupational Therapists (OTR/L), Driver Rehabilitation Professionals (DRP), Certified Driver Rehabilitation Specialists (CDRS), and Licensed Driving Instructors (LDI) must:

- Be approved by PDE annually.
- Maintain clean driving record.
- Maintain clearances (PA Child Abuse History, PA State Police Criminal Record Check, Federal Criminal History Background Check).
- Maintain insurance for each vehicle.
- Begin services after receipt of an OVR purchase order.
- Submit reports with an OVR invoice in a timely manner.

Learner's Permit Tutors are responsible for:

- Being a PA certified teacher with certification in Driver & Safety Education or licensed private driver training teacher.

OTR/Ls are responsible for:

- Maintaining adequate professional liability insurance coverage.
- Renewing licensure every two years.
- Assessing the cognitive, visual, perceptual, behavioral, and physical limitations that may impact driving performance.
- Providing individualized clinical assessment of function and specific recommendations for services and supports.

DRPs under supervision of a CDRS, and CDRSs are responsible for:

- Following ADED's Best Practice Guidelines for the Delivery of Driver Rehabilitation Services and ADED's Code of Ethics to keep driver evaluations standardized, formalized and objective.
- Assessing the cognitive, visual, perceptual, behavioral, and physical limitations that may impact driving performance.
- Conducting a clinical assessment and behind-the-wheel evaluation.
- Providing training that supports safe driving performance.
- Providing service in high-tech programs.

DRPs are responsible for:

- Renewing and complying with certification requirements as defined by ADED.
- Submitting renewal certification to OVR District Office Transportation Services Coordinator (TSC) at a minimum of once every two years.
- Providing service within basic and low-tech programs.

CDRSs are responsible for:

- Renewing and complying with certification requirements as defined by ADED.
- Submitting renewal certification to OVR District Office Transportation Services Coordinator (TSC) at a minimum of once every three years.
- Providing individualized evaluations and recommendations concerning essential driving accommodations.
- Prescribing equipment deemed essential for safe operation of a motor vehicle as required by state and federal regulations.
- Collaborating with the approved Mobility Equipment Dealer for fitting and training ****AFTER**** the bid has been procured and awarded.

LDIs are responsible for:

- Providing non-adaptive driver's training only.

Mobility Equipment Dealers are responsible for:

- Maintaining adequate insurance minimums for Products-Completed Operations

Liability Coverage, Garage keeper's coverage, Workers' Compensation coverage, with insurance companies having a Secure Rating in Bests Insurance Reports, Property-Casualty edition.

- Being an authorized dealer/installer for all modification items used in a modification.
- Being registered with the National Highway Traffic Safety Administration (NHTSA) in accordance with 49 CFR Part 595 – Exemption from the Make Inoperative Prohibition.

****NOTE**:** These requirements are subject to legislative changes.

- Adhering to NMEDA Quality Assurance Program (QAP) Guidelines for Vehicle Modifications. Providers of high-tech and/or low-tech modifications to vans or other specialty vehicles that accommodate a wheelchair must be NMEDA QAP accredited.
- Making sure that all parts and labor are warranted for one year or in accordance with the manufacturer(s) standard warranty, whichever is greater. The adaptive equipment installer is responsible for fulfillment of the warranty.
- Beginning modifications/equipment installation after receipt of an OVR purchase order.
- Providing written warranty information on all equipment installed and submitting this to OVR with the invoice.
- Paying for the customer's transportation to and from fittings, but not for room and board.
- Conducting a road test of the vehicle's modified system after system has been modified.
- Providing the service as specified on OVR's bid or quote. Services/equipment not specified on the bid as awarded must be approved in advance by the TSC.
- Billing OVR upon completion of final checkout with submission of an OVR-231, OVR Vehicle Checkout/Acceptance Form.