

# DRIVING & VEHICLE SERVICES POLICY DEFINITIONS

## OVR Guidance Document 23-400.03

(Month) 2023

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\*\*Attachment to OVR Numbered Memo 23-200.02, Driving & Vehicle Services

### 1. **Association for Driver Rehabilitation Specialists (ADED)**

ADED promotes the development of those identifying with the driver rehabilitation professional (DRP) designation and is the only organization in North America to offer the Certified Driver Rehabilitation Specialist (CDRS) credential. The organization has established guiding documents for best practice:

- a. [Code of Ethics](#)
- b. [Best Practice Guidelines for the Delivery of Driver Rehabilitation Services](#)

### 2. **Bid**

An offer by a provider to do a job at a certain price, with the awarding of the job usually going to the provider who has the lowest price. For further information, please refer to OVR Numbered Memo 11.100.02, Competitive Bids - Procedures & Documentation.

### 3. **Certified Driver Rehabilitation Specialist (CDRS®)**

An experienced practitioner in the field of driver rehabilitation who, through successful completion of a [formal certification examination](#), has proven their capacity to provide services within the full [spectrum of driver rehabilitation services](#). The CDRS® is considered by ADED to be the gold-standard in terms of driver rehabilitation service provision. A CDRS® is obligated to follow ADED's Best Practice Guidelines to keep driver evaluations standardized, formalized and objective, and attests they will adhere to the ADED's [Code of Ethics](#).

### 4. **Chassis**

The supporting frame of a vehicle to which all components are attached; also called the vehicle frame.

### 5. **Conversion**

The adaptation of a vehicle specifically engineered to make it accessible for wheelchair users. The conversion process involves removing the interior, lowering the floor and/or raising the roof and adding a ramp or lift. The technicians then replace the seats, floor, etc. and the exterior of the vehicle is repainted.

### 6. **Driver Rehabilitation Professional (DRP)**

A professional who plans, develops, coordinates, and implements driving services for individuals with disabilities. These professionals are typically allied health personnel, driving instructors and others who have specialized in this area and receive continuing education in the field, but who have not obtained the CDRS certification offered by ADED. DRPs are equipped to provide service within basic

and low-tech programs, but require the supervision of a CDRS for high-tech programs.

## **7. Dual Control Permit**

Allows an individual who otherwise may have been medically disqualified from driving the chance to earn their license. There may be situations where a customer passes their knowledge test (learner's permit exam), but their physician identifies medical concerns that could impact behind-the-wheel driving. In these situations, the customer may be issued a dual control learner's permit. The dual control restriction allows the individual to operate a vehicle only when the vehicle is equipped with dual controls, and they are with a licensed driving instructor. The individual must be pre-registered with a driving school and the school must send a letter to the Department of Transportation informing them of the individual's enrollment. The driving school holds the learner's permit and must return the permit if training ceases.

## **8. High Technology (High-Tech) Devices**

Those that meet the following conditions:

- a. Devices capable of controlling vehicle functions or driving controls; **\*\*and\*\***
- b. Operate with a designed logic system, or interface/integrate with an electronic system of the vehicle. Examples include:
  - i. Primary driving controls: powered gas/brake systems; power park brake integrated with a powered gas/brake system; reduced effort steering systems; horizontal steering system; reduced-effort brake systems; backups for primary controls.
  - ii. Secondary driving controls: remote panel or switch array interfacing with OEM electronics; wiring extension for OEM electronics; powered transmission shifter.

## **9. Installation of Modifications**

Adding or removing a component or changing the function of a component in a vehicle after its purchase, based on documentation from a CDRS. Must be completed by a qualified mobility equipment dealer and follow NMEDA guidelines.

## **10. Installer**

The person that installs mobility equipment that is not considered "Structural" or "High-Tech" into a vehicle (e.g., trunk lifts for wheelchairs and scooters, portable ramps, wheelchair tie-downs, non-driver devices, manual hand controls, steering devices, left foot accelerators, pedal extensions, roof-top carriers, driver and passenger transfer seats [power and manual], wheelchair lifts, secondary driving aids [non-electrical], driver trainer brakes, power seat bases, etc.).

## **11. Insurance**

As defined in 40 P.S. § 991.2001, a policy delivered or issued for delivery in the Commonwealth insuring a person as named insured or one or more related

individuals resident of the same household and under which the insured vehicles therein designated are of the following types only:

- a. a motor vehicle of the private passenger or station wagon type that is not used as a public or livery conveyance for passengers and is not rented to others; or
- b. any other four-wheel motor vehicle with a gross weight not exceeding 9,000 pounds which is not principally used in the occupation, profession or business of the insured other than farming.

**12. Learner's Permit Test (also known as the Knowledge Test)**

To qualify to sit for the knowledge test, individuals must be 16 years old or older and complete PennDOT's Learner's Permit Application, which includes a section that must be completed by the individual's health care provider.

**13. Licensed Driving Instructor (LDI)**

A professional who is licensed by Pennsylvania Department of Education to conduct non-adaptive driver's training.

**14. Lien**

A legal claim on a vehicle as security for modifications paid for by OVR, so that OVR may recoup costs for the first five years after the modification, based on a straight-line depreciated schedule.

**15. Low Technology (Low-Tech)**

All other devices or modifications that do not meet the definition of High Technology devices or modifications. Examples include:

- a. Primary driving controls: manual gas/brake hand control; left foot accelerator pedal; park brake lever or stand-alone powered park brake; steering terminal device; driver training brake.
- b. Secondary driving controls: remote horn button (grounding system); turn signal crossover lever; switch extension on OEM controls; transmission shifter lever; transfer seat base.

**16. Manufacturer**

The producer of equipment and components to be installed in a vehicle or an entity that produces complete vehicles or alters vehicles.

**17. Medical Referral Form (also referred to as a "Physician Referral")**

Provided to an OVR customer to be completed by their medical provider and returned to the driving evaluator and/or OTR/L. The form provides the evaluator and/or OTR/L with a snapshot of a person's medical condition(s). Each provider has their own form with required information from PennDOT's physical and mental reporting criteria. Depending upon the circumstances, this form may be provided to the customer by OVR, the driving evaluator, or, less commonly, the referring physician.

**18. Mobility Equipment Dealer**

Any individual or business that installs, sells, and services equipment or modifies vehicles for use by people with disabilities as a driver and/or passenger (NMEDA 2019 QAP Guidelines, Appendix C, pg. 92).

**19. National Mobility Equipment Dealer Association (NMEDA)**

Non-profit trade association serving the auto mobility industry in US and Canada. NMEDA is the certifying body for the nationally recognized [Quality Assurance Program \(QAP\)](#) accreditation used for vehicle modifications.

**20. New Vehicle**

A vehicle that has not been previously owned by someone after the initial dealer sale. Mobility dealerships may have an inventory of vehicles that are a year or two old but are considered new, because the vehicles were not previously owned.

**21. Non-essential Modification**

A modification that is not essential for an individual with a disability to drive a vehicle (e.g., in-floor ramp versus a fold-out ramp for aesthetic purposes, a rubber floor for easier clean-up, etc.).

**22. Occupational Therapist Registered/Licensed (OTR/L)**

Responsible for all aspects of occupational therapy service delivery and is accountable for the safety and effectiveness of the occupational therapy service delivery process. The Pennsylvania State Board of Occupational Therapy Education & Licensure under 49 Pa. Code § 42.22(a) recognizes that it is the duty of the OTR/L to perform the evaluation, re-evaluate client status and update goals as necessary. The OTR/L must adhere to the documentation policy/procedures established through their state licensing board.

**23. Pennsylvania Department of Education (PDE)**

The Commonwealth department that oversees driver's education programs as well as public school districts, public charter schools, public cyber charter schools, career and technology centers/vocational technical schools, public intermediate units, the education of youth in State Juvenile Correctional Institutions, Head Starts and publicly funded preschools and community colleges.

**24. Pennsylvania Department of Transportation (PennDOT)**

The Commonwealth department that oversees transportation issues. PennDOT is responsible for motor vehicle titles and registration, along with issuing driver licenses through Driver & Vehicle Services.

**25. PennDOT Medical Reporting Requirements**

According to 1518(b) of the Pennsylvania Vehicle Code, all physicians and other persons authorized to diagnose or treat disorders and disabilities must report to PennDOT any patient 15 years of age or older, who has been diagnosed as having

a condition that could impair his/her ability to safely operate a motor vehicle. For more information refer to: [PennDOT's Medical Reporting Page](#).

**26. Provider**

An approved vendor of services to OVR customers. In order to be an approved provider in CWDS, the vendor must complete the enrollment and approval process within the Commonwealth and OVR. For further information on Providers and the process of becoming a Provider, please refer to OVR Numbered Memo 19-100.01, OVR Fiscal Procedures & Documentation.

**27. Rental Vehicle**

A vehicle that is not owned or being leased by an individual but is rented on a temporary basis. OVR may assist with renting a modified vehicle on a case-by-case basis as outlined in this memo.

**28. Statewide Transportation Services Specialist (Statewide TSS)**

The OVR Central Office VR Specialist assigned to:

- a. Maintain lists of approved vehicle modifiers and driving programs;
- b. Update the Driving & Vehicle Services numbered memo and related documents;
- c. Files, tracks and removes vehicle liens; and
- d. Organizes TSC conference calls and trainings.

**29. Third-Party Inspection**

An independent and impartial inspection that is required when purchasing a used vehicle.

**30. Transportation Services Coordinator (TSC)**

The OVR staff person that is consulted and/or facilitates adapted driving services for customers in a District Office. Each District Office has a designated TSC.

**31. Transporter Vehicle**

A vehicle that is modified to transport an individual with a disability as a passenger. This vehicle will typically include a wheelchair ramp or lift and straps for securing the wheelchair on board.

**32. Used Vehicle**

A vehicle that has been previously owned by someone after the initial dealer sale.

**33. Vehicle Fitting**

An appointment during the vehicle modification process when the modifier and customer meet at the modifier's shop to assure proper placement of prescribed equipment in the vehicle, based on the customer's individual needs. Fittings can include positioning of driving controls, modifications and positioning of secondary controls such as blinkers, wipers, parking brake and gear shift, placement of lockdown system and extensions for window and mirror adjustments.

### **34. Vehicle Modification**

Adaptive equipment and structural or non-structural alterations to a vehicle needed for the individual to either drive and/or be a passenger in a vehicle. Vehicle modifications are divided into two classes (high-tech and low-tech). These classes are dependent upon the level of structural modifications required as well as the technical knowledge needed to complete the modifications.

### **35. Waiver**

Driving and vehicle service waivers may be considered for a variety of exceptional circumstances. All waivers must be approved by the District Administrator (DA) or Statewide TSS, depending upon the circumstance.

- a. If there is an exceptional circumstance where a clinical driving assessment or driving evaluation is required for eligibility determination purposes and prior to the development of an IPE, the service can be provided with an approved waiver by the DA.
- b. In order to sponsor new vehicle modifications on used vehicles, an exceptional circumstance waiver must be approved by the DA.
- c. In order to waive the five-year lien on a vehicle for the cost of modification(s), expected employment must be less than five years, and the Statewide TSS must approve the waiver.
- d. In order for OVR to contribute to the established cost of the modification equipment in a van that has already been modified for someone else, an exceptional circumstances waiver must be approved by the TSS.
- e. If there is an exceptional circumstance where the customer requires a repeat modification sooner than the ten years/100,000 miles outlined in this policy, a waiver must be approved by the DA. For a waiver to be considered, the vehicle must be inspected by a qualified inspector to determine if the vehicle is within 12 months of or has reached the end of its lifespan.
- f. A waiver may be approved by a DA if a customer or those claiming the customer as a dependent document a current financial hardship. The hardship must be documented within an OVR-110, Financial Hardship Worksheet. A financial hardship refers to a change in the customer's current financial circumstances that:
  - a) are beyond his/her control, or those claiming the customer as a dependent;
  - b) negatively impacts the customer's ability or those claiming him/her as a dependent to provide for basic needs, including but not limited to, food, clothing, shelter, personal care products and services, medical treatment, and transportation, and;
  - c) is the result of a hardship(s) that includes, but is not limited to, the loss of a job, significant cut in hours or pay, divorce or death of a

spouse, medical illness or injury, loss of housing and divorce or death of a family member.