

4300 SUPPORT SERVICES

4304 Transportation

4304.4 Vehicle Purchase. Vehicle purchase is limited to clients who have a job or assurance of a job. Vehicle purchase will not be approved for clients who are in a training program. If a client requires a modified vehicle, refer also to Section 3700.

A. Requirements. The following requirements shall apply whenever the Division purchases a vehicle to meet the client's transportation needs:

1. The Division may purchase a personal vehicle for eligible clients when it has been determined there is a lack of transportation resources; and
2. The purchase of a vehicle is necessary for the client to be successful in obtaining and retaining suitable employment in the competitive labor market.
3. The approved Individualized Plan for Employment (IPE) includes transportation as an Intermediate Objective necessary for an employment outcome; and,
4. The client has a valid Driving License; and
5. The client lacks the availability of public transportation and/or use of alternate transportation, (e.g., family vehicle); and,
6. The client has proof of insurability in accordance with provisions of the Motor Vehicle Code of the client's state of residence; and,
7. The client has the financial resources to assume responsibility for meeting all operating costs of the vehicle, such as fuel, maintenance, repairs, insurance, personal property tax, etc.; and,
8. The client is not involved in legal action or restrictions that will result in loss of a valid Driving License; and,
9. The counselor and client have identified type and size of vehicle required to meet the client's *minimum basic need* for employment outcome.

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B. Approval Process. Approval by the Assistant Director, Field Services through supervisory channels is required **prior** to beginning a specific vehicle search.

1. WVDRS Vehicle Purchase Approval Form and Good News Mountaineer Garage Referral form will be completed by the Counselor prior to beginning the vehicle search and submitted together for approval to the Assistant Director, Field Services through supervisory channels.

2. The client has agreed with and signed the Vehicle Policy Agreement.

C. Documentation. The case record will include:

1. Documentation of the counselor's efforts to investigate and research the client's transportation needs and alternatives; and

2. Documentation of the Requirements in A. and the Approval Process in B. as identified above in A. and B; and

3. Documentation that approval has been received from the Assistant Director, Field Services.

D. Exceptions. Exceptions to A. and B. will be submitted to the Assistant Director, Field Services through supervisory channels and documented in the case record.

E. Vehicle Providers. The Division will purchase a vehicle through the Good News Mountaineer Garage (GNMG) or from a licensed automobile dealer.

1. Good News Mountaineer Garage. Good News Mountaineer Garage (GNMG) will be the first choice for vehicle selection.

a. In consultation with the Counselor and the client, GNMG will assess the client's transportation requirements, and recommend an appropriate vehicle meeting the minimum basic needs for employment.

b. If GNMG cannot provide a suitable vehicle within thirty 30 days, the counselor and client can extend the GNMG search or go to a licensed dealer, based on the client's needs.

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c. If the counselor and client accept GNMG recommendations, then GNMG will sell the vehicle directly to the client for a minimum sum (one dollar) and convey title to the client. In no instance will the title be conveyed to the Division.

d. The counselor has the final approval to accept the GNMG vehicle or reject the vehicle based on unacceptable vehicle conditions.

e. The total cost of the vehicle will not exceed reasonable market value as referenced by Edmunds or Kelley Blue Book.

f. A Special Fee Request form will be submitted for the total cost of the vehicle to be purchased by the Division.

2. Licensed Dealer. Purchases from a licensed dealer may be utilized if the GNMG program cannot provide a suitable vehicle. The Division will only purchase vehicles from licensed dealers; vehicles are not purchased from persons or entities which are not so licensed.

a. The Counselor and client will consult with a licensed dealer to identify a vehicle to meet the client's minimum basic need for employment outcome.

b. The licensed dealer will provide a written statement describing the vehicle (i.e., vehicle identification number, make, model), itemizing all charges (i.e., vehicle cost, license fees, title transfer), and showing the total amount to be paid.

c. The Counselor will acquire and document two (2) additional bids for comparable vehicles from local dealers. The dealership with the lowest bid will be selected and awarded the purchase.

d. The selected licensed dealer will provide a written statement describing the applicable warranty. (Note that, in West Virginia, it is not lawful for a licensed dealer to offer a vehicle "as is"; whether the vehicle is new or used, an implied warranty of merchantability always applies and cannot be waived by the customer or disclaimed by the dealer).

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e. The total cost of the vehicle will not exceed reasonable market value as referenced by Edmunds or Kelley Blue Book.

f. A Special Fee Request Form will be submitted for the total cost of the vehicle to be purchased by the Division.

g. The licensed dealer will convey the title to the client, not the Division. In no instance will the title be conveyed to the Division. The client cannot assume any loan for the purchase of the vehicle; therefore, the title must be issued clear and free to the client.

3. Requests for Exceptions. Requests for exceptions will be submitted for approval to the Assistant Director, Field Services, through supervisory channels.

4304.5 Vehicle Rental. Requests for vehicle rentals, including time extensions, will require prior approval by the Assistant Director, Field Services, through supervisory channels.

A. Short-Term Rental. The Division may authorize a short term rental vehicle, for eligible clients under an approved IPE when it has been determined the client is in jeopardy of losing their job or unable to accept the promise of employment as a result of transportation. The term of the rental will not exceed thirty (30) days. The case record will show:

1. The client's personal vehicle is being repaired and the employment is in jeopardy; or,

2. The client has been approved for a vehicle purchase and the Division is in the vehicle purchase process.

B. Vendors. All vehicle rentals will be through approved vendors and purchased by only by authorization (not P-Card).

C. Rentals Not Reimbursable by Client Maintenance. Reimbursement of vehicle rental through client maintenance payments will **not** be permitted.

D. Exceptions. Exceptions will require approval by the Assistant Director, Field Services, through supervisory channels.