

Stark County Board of Developmental Disabilities

Transportation Procedure 032 Student/Individual Call Offs	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

Student/Individual Call Offs

When an individual calls off in SE-E to their supervisor, that supervisor must contact the individual's Stark DD Van driver when applicable. If the individual is transported by the specialist that is being called, the van attendance sheet should be filled out in accordance to procedure 034. If the individual is transported by another provider it is the individual's responsibility to cancel their own transportation. In all circumstances the SE Transportation Specialist should be made aware of changes.