



Title: Emergency Transportation Services

Purpose: To define procedures and create a policy for the distribution of the NJ Transit single bus passes purchased by the GCWDB for work activities.

Background:

It has come to the attention of the AJC Operator and the WDB Executive Director that on occasion AJC customers are stranded at the AJC because the customers are unable, because of economic reasons, purchase bus passes to either return home or continue receiving services.

General Provisions:

- Bus Passes may only be provided to AJC customers who are participating in individualized/comprehensive career services at the AJC of Gloucester County and are unable to obtain the bus passes through other entities that provide the bus passes.
- Bus passes may only be provided after it has been determined such are necessary to enable the AJC customer to participate in the WIOA activities and/or unable to return home after said activities.
- The distribution of the bus pass to the individual must be recorded in AOSOS and the referring agent at Social Services must be alerted, via email, of the allocation of the bus pass.
- AJC staff must report need, immediately, to the supervisor/manager and be given bus pass form, "Single Bus Pass for AJC Activities," to be filled out, record in the Single Bus Pass log. and returned to the manager/supervisor.
- Manager/Supervisor will alert the One-Stop Operator via email as soon as the incident occurs.
- Bus Passes, which are kept in a safe and secured area can only be distributed by WIOA Partners' staff to include the Employment Specialist Supervisor, Senior Employment Specialist, Social Services Technician, ES Manager, ES Bi-Lingual Employment Counselor, and ES Senior Interviewer.
- The maximum occurrence of five single bus passes to an individual.