

6.6 STUDENT TRANSPORTATION

PURPOSE

- P1. To establish a system to provide students with economical and expedient transportation while enrolled in the program.

REQUIREMENTS

R1. Government-Furnished Transportation

Centers shall provide Job Corps students with government-furnished transportation in accordance with procedures issued by the Regional Office, under the conditions and circumstances shown on Exhibit 6-3 (Student Transportation).

R2. Travel Costs

Centers shall develop a system to provide economical transportation to students while enrolled which includes the following features:

- a. Use of federal credit cards, or other means as prescribed by the Regional Office to assure students arrive at their scheduled destinations using the safest, most economical mode of travel.
- b. Provide students with meal money in the amount of \$5 for each 6 hours of expected travel status, or fraction thereof. Reimbursement shall be requested in accordance with procedures issued by the Regional Office.

R3. Unused Ticket Recovery

Centers shall develop a system to promptly identify and report any unused, lost, or stolen travel tickets in accordance with Regional Office direction. Such tickets shall be returned to the issuing agency for credit to the government-travel account. When tickets are not returned or used, the center shall document the amount of the ticket that is to be deducted from the student's allowance.

R4. Local Transportation

Centers shall:

- a. Provide transportation to and from the center daily for nonresidential students.
- b. Provide transportation to and from the center's designated arrival point for students using government-paid transportation.

- c. Provide transportation for students to and from off-center training, work-based learning, and off-center activities.

R5. Staff Travel

Centers shall ensure that staff travel expenses for escorts and other purposes are paid from center operating funds.

R6. Transportation for Dependent Children

Centers shall provide government-paid transportation to and from home to children who participate in Job Corps Residential Parent/Child programs. Such transportation shall be authorized to the same extent as it is allowed for their parents.

R7. Student Vehicles

Centers shall not permit residential students to keep personal vehicles at Job Corps centers.

QUALITY INDICATOR(S)

- Q1. Unused student travel tickets are recovered and credited to the government account.
- Q2. Travel arrangements do not require students to travel in unsafe situations.