

1 Department of Transportation

2

3 Adopted Rules Governing Individual Eligibility for Special
4 Transportation Service for the Metropolitan Area of Minneapolis
5 and St. Paul

6

7 Rules as Adopted

8 14 MCAR S 1.7025 Definitions.

9 A. Scope. Definitions of terms in 14 MCAR S 1.7025 apply to
10 14 MCAR SS 1.7025-1.7037.

11 B. Appeal. "Appeal" means a request for additional review
12 of an application under 14 MCAR S 1.7037 after the initial
13 application has been denied.

14 C. Commissioner. "Commissioner" means the commissioner of
15 transportation.

16 D. Disability. "Disability" means physical or mental
17 impairment.

18 E. Handicapped. "Handicapped" means having a physical or
19 mental impairment which limits one or more major life activities.

20 F. Mainline bus service. "Mainline bus service" means bus
21 transportation that operates on fixed routes and schedules and
22 is designed to serve the general public.

23 G. Major life activities. "Major life activities" means
24 functions such as performing manual tasks, walking, seeing,
25 hearing, speaking, breathing, learning, working, and caring for
26 oneself.

27 H. Metro Mobility. "Metro Mobility" means the project for
28 coordination of special transportation service in the Twin
29 Cities metropolitan area established under Minnesota Statutes,
30 section 174.31, subdivision 1.

31 I. Motor vehicle. "Motor vehicle" has the meaning given to
32 it in Minnesota Statutes, section 169.01, subdivision 3.

33 J. Physical or mental impairment. "Physical or mental
34 impairment" means any physiological disorder or condition; any
35 anatomical loss; any mental or psychological disorder; and
36 specific learning disabilities. The term includes such

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1 describes all diseases and-conditions-as that relate to
2 orthopedic, visual, speech, and hearing impairments, and mental
3 disorders, such as cerebral palsy; epilepsy; muscular dystrophy;
4 multiple sclerosis; cancer; heart disease; mental retardation;
5 emotional illness; drug addiction; and alcoholism; autism;
6 arthritis; and diabetes.

7 K. Special transportation service. "Special transportation
8 service" means motor vehicle transportation provided on a
9 regular basis by a public or private person, designed to serve
10 only handicapped persons, elderly persons, and others with
11 special transportation needs who are unable to use mainline bus
12 service.

13 L. Temporary disability. "Temporary disability" means a
14 disability expected to last for less than one year.

15 M. Trained. "Trained" is a term applied to a person who has
16 acquired the skills to use mainline bus service and is not
17 prevented from doing so by a mental impairment or learning
18 disability.

19 14 MCAR S 1.7026 Authority, purpose, and scope of rules.

20 A. Authority. Rules 14 MCAR SS 1.7025-1.7037 are adopted
21 pursuant to the requirements of Minnesota Statutes, section
22 174.31, subdivision 3, clause (g).

23 B. Purpose. The purpose of 14 MCAR SS 1.7025-1.7037 is to
24 establish criteria to determine who is eligible for Metro
25 Mobility special transportation services.

26 C. Scope. Rules 14 MCAR SS 1.7025-1.7037 apply to persons
27 in the Twin Cities area who request transportation services from
28 the Metro Mobility special transportation project.

29 14 MCAR S 1.7027 Eligibility criteria.

30 A person who requests Metro Mobility service is eligible
31 for the service if the person is unable to walk ~~or wheel~~
32 one-fourth mile or more; or unable to walk up and down the steps
33 of a mainline bus; or unable to wait outdoors for ten minutes or
34 more; or unable to use or learn to use mainline bus service
35 because of a mental impairment or learning disability.

1 A person with temporary disabilities is not eligible for
2 Metro Mobility service. A person having the double limitations
3 of blindness and deafness is automatically eligible.

4 14 MCAR S 1.7028 Individual certification number.

5 An individual certification number shall be issued to an
6 applicant found eligible under the criteria set forth in 14 MCAR
7 S 1.7027. No person may use Metro Mobility service without a
8 current certification number.

9 14 MCAR S 1.7029 Applications for certification numbers.

10 Applicants shall request a certification number on forms
11 provided by the commissioner. Application forms may be obtained
12 from the Metro Mobility Transportation Center. All completed
13 applications shall be delivered or mailed to the Metro Mobility
14 Transportation Center. A determination of eligibility shall be
15 made within 30 calendar days of the receipt of the application
16 and all verification information.

17 14 MCAR S 1.7030 Application forms.

18 A. Information. Applicants shall submit at-least the
19 following information on the application form:

20 1. applicant's signature, certifying that all statements
21 on the application form are true, and the date of signature;

22 2. applicant's name, address, telephone number, and any
23 medical assistance number;

24 3. applicant's weight, date of birth, current Metro
25 Mobility certification number, if any;

26 4. name and telephone number of person to notify in case
27 of emergency;

28 5. applicant's disability and how it prohibits use of
29 mainline bus service;

30 6. applicant's current mode of transportation, other than
31 Metro Mobility; and

32 7. equipment the applicant uses when traveling outdoors,
33 such as wheelchair, braces, orthopedic cane, walker, crutches,
34 artificial limb, or white cane.

35 B. Answers. Applicants shall answer at-least the following

1 questions on the application form, explaining any negative
2 responses to questions 7., 8., or 9.:

3 1. Is the applicant blind, deaf, or mentally
4 handicapped? If so, has applicant received training in the use
5 of mainline bus service? If applicant has not received
6 training, why not? Would applicant agree to be trained in the
7 use of mainline bus service? If not, why not? If applicant has
8 received training, is applicant able to use mainline bus
9 service? If not, why not?

10 2. Does the applicant need an attendant or escort when
11 traveling? Explain.

12 3. Is the applicant's mobility limitation permanent?

13 4. Does the applicant need Metro Mobility service for all
14 or only part of the year?

15 5. Does the applicant require a vehicle with a lift or
16 ramp?

17 6. Does the applicant use a wheelchair? If so, can the
18 applicant use an automobile or taxi?

19 7. Can the applicant walk ~~or wheel~~ for one-fourth mile in
20 snow and in clear weather?

21 8. Can the applicant wait outdoors for ten minutes, both
22 in temperatures above 32 degrees Fahrenheit and in temperatures
23 below 32 degrees Fahrenheit?

24 9. Is the applicant able to walk up and down steps of a
25 mainline bus?

26 14 MCAR S 1.7031 Mental disability form.

27 A. Answers. An additional mental disability form must be
28 submitted for a person with a mental disability that prohibits
29 use of mainline bus service. Applicants must answer ~~at least~~
30 the following additional questions:

31 1. Does the applicant become overly anxious in unusual
32 travel situations?

33 2. Is the applicant able to compare information cards
34 with such things as signs, bus line numbers, and landmarks?

35 3. Is the applicant able to ask for and understand
36 assistance if lost?

1 4. Is the applicant able to follow directions and
2 maintain attention to traveling?

3 5. Is the applicant able to cross streets in heavy
4 traffic?

5 B. Names and date. The mental disability form must include
6 the name of the applicant, name and relationship to applicant of
7 person completing form, and date of completion.

8 14 MCAR S 1.7032 Medical verification form.

9 A. Submitting. It is the applicant's responsibility to
10 obtain a medical verification form and send it to the physician,
11 certified physical therapist, or licensed psychologist most
12 knowledgeable regarding applicant's disability. The appropriate
13 physician, certified physical therapist, or licensed
14 psychologist shall complete the form, describing applicant's
15 mobility limitation and explaining how the disability interferes
16 with use of mainline bus service or the ability to learn to use
17 mainline bus service, and submit it to the Metro Mobility
18 Transportation Center.

19 B. Exemptions. A medical verification form is not required
20 for persons confined to wheelchairs, or for persons who
21 otherwise because of their disability require lift or ramp
22 service.

23 14 MCAR S 1.7033 False information.

24 Persons who provide false information on the certification
25 form, mental disability form, or verification form shall not be
26 issued an individual certification number for use of Metro
27 Mobility special transportation service. If it is found that
28 certification has been granted on the basis of false information
29 given, individual certification shall be revoked.

30 14 MCAR S 1.7034 Winter season certification.

31 Persons who require special transportation service during
32 the winter months only are eligible to receive Metro Mobility
33 service from November 1 through April 15. Persons who request
34 winter season certification must submit regular Metro Mobility
35 certification application forms. An applicant found eligible

1 for seasonal certification shall be issued an individual
2 certification number that shows seasonal certification status.

3 14 MCAR S 1.7035 Conditional certification.

4 Persons who need temporary special transportation service
5 until trained to use mainline bus service are eligible to
6 receive Metro Mobility service for up to 18 months while
7 receiving training. This conditional certification is dependent
8 upon the applicant's agreement to complete training.

9 Conditional certifications must be reviewed individually at
10 six-month intervals.

11 Persons who request conditional certification must submit
12 regular Metro Mobility certification application forms. An
13 applicant found eligible for conditional certification shall be
14 issued an individual certification number that shows conditional
15 certification status.

16 14 MCAR S 1.7036 Certification appeals board.

17 The commissioner shall establish a Metro Mobility
18 Certification Appeals Board. The commissioner shall select
19 board members and appoint a chairperson. Duties of members are
20 as described in 14 MCAR S 1.7037. Board members may not alter
21 eligibility criteria.

22 14 MCAR S 1.7037 Appeal process.

23 Persons determined to be ineligible for special
24 transportation service by Metro Mobility staff may appeal this
25 initial decision through the following procedure:

26 A. The applicant shall submit to the manager of the Metro
27 Mobility Transportation Center additional information and
28 explanation regarding the applicant's inability to use mainline
29 bus service. The applicant shall have 30 calendar days from
30 receipt of ineligibility notice to appeal to the Metro Mobility
31 manager.

32 B. The manager shall review the additional documentation,
33 make the decision, and prepare a written statement of reasons
34 for the decision. Notice of the decision and a copy of the
35 statement must be mailed to the applicant within 30 calendar

1 days of receipt of the appeal.

2 C. If the applicant is dissatisfied with the manager's
3 decision, the applicant may then appeal to the Metro Mobility
4 Certification Appeals Board within a maximum time period of 30
5 days. The applicant shall mail a letter to the commissioner
6 requesting a review by the appeals board. The appeals board
7 shall have no more than 30 calendar days to make its decision.
8 The decision of the appeals board is the final agency decision.

9 D. If the manager of the Metro Mobility Center or the
10 certification appeals board fails to act by the given deadline,
11 then the applicant shall be automatically certified. If the
12 applicant fails to meet his or her deadline in the appeal
13 process, the finding of ineligibility shall stand.