

# The County of San Bernardino Department of Behavioral Health

## Bus Pass Program Policy

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**Effective** 03/18/10  
**Approved** 03/18/10



Allan Rawland, Director

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**Policy** It is the Policy of the Department of Behavioral Health (DBH) to facilitate client recovery through the prudent use of awarded funding, including issuing bus passes, in compliance with applicable regulations, policies and procedures.

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**Purpose** To provide guidance to DBH programs for creating program-specific procedures to issue bus passes.

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**Bus Pass Issuance Guidelines** Bus passes will be issued with the focus of assisting clients to reach recovery goals, ultimately leading to independence, as follows:

- Bus passes will be issued to clients who:
    - Are Indigent
    - Have limited or no income
    - Have no other means of transportation, such as a personal vehicle or friend/family who can transport
    - Are disabled
  
  - Note:** For disabled clients, letters may be issued to obtain a disabled bus pass in lieu of issuing a bus pass as addressed in this document.
  
  - The purpose for the travel destination will be related to recovery treatment and/or activities linked to other crucial services. Destinations may include, but are not restricted to:
    - Reaching treatment locations
    - Seeking employment
    - Attending school
    - Keeping medical/clinic appointments
    - Attending mandatory meetings such as for legal or incarceration issues
    - Obtaining necessary identification (ID) such as CA ID, birth certificate
    - Attending entitlement appointments, such as for SSI/SSDI, general relief, food stamps, MIA eligibility
    - Housing program appointments
    - Crisis support such as shelter/food bank referrals, ER visits, and other linkages
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## Bus Pass Program Policy, Continued

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### Bus Pass Issuance Guidelines (continued)

- Daily or multiple-use bus passes may be issued, based on:
  - Level of professional confidence the pass will be used as planned
  - Frequency of need
  - Economic feasibility
- A flexible end date of issuance will be negotiated with each client

Bus passes may be issued when there is a clinical need for clients to be accompanied. This will include, but not be limited to:

- Parents, particularly when clients are too young to travel unaccompanied
- Family members
- Guardians
- Custodians
- Caretakers
- Neighbors, particularly when clients require physical assistance to board or de-board the bus

**Note:** Under limited staff conditions, bus passes may be issued to release staff for other duties.

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### Bus Pass Monitoring

DBH programs and clinics issuing bus passes must:

- Designate a bus pass Fund Custodian
  - Maintain records for bus pass issuances in accordance with County and DBH fiscal policy and procedure
  - Provide a secure location to store bus passes, with limited access
  - Obtain confirmation bus passes were used as planned
  - Monitor month end budget reports, comparing actual use against budget allocation
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### Related Policy or Procedure

DBH Standard Practice Manual BOP3030: [Prepaid Cards Policy](#)  
DBH Standard Practice Manual BOP 3030-1: [Prepaid Cards Procedure](#)

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