

Transportation Agreement Form Frequently Asked Questions

How do I complete my Employee Transportation Agreement Form?

Completing Transportation Agreement Form in SpokeChoice

Employee must sign into [SpokeChoice](#)

From the [SpokeChoice](#) home screen, provider will click on the Document Vault icon and follow the steps:

1. Click on green “New Document” button at top right of screen.
 - Type – Provider Document – Employee Transportation Agreement
 - Add one or more users with the role – Provider – Employee Name
 - Effective date – Today’s date
 - Create
2. When filling out the Employee Transportation Agreement
 - Enter Members name
 - Enter HCBS Employee name – provider name
 - Choose from **ONE** of the following options:
 1. Option 1 (Driver)
 - Select Accept in Option 1
 - Select N/A in Option 2
 2. Option 2 (Non-Driver)
 - Select N/A in Option 1
 - Select Accept in Option 2
 - Print Employee Name
 - Choose today’s date
 - Employee Signature
3. Save

How do I submit my Employee Transportation Agreement Form?

Please submit the Employee Transportation Agreement Form using the above instructions via [SpokeChoice](#). Paper forms are available upon request. See below for instructions.

Completing NEW Transportation Agreement Form via PDF fillable form

Employees must email their Area Manager to request the Transportation Agreement Form and fill the form out completely. Completed forms can be returned to their Area Manager.

How do I complete a Parent / Guardian / Parent Provider Transportation Agreement Form?

Completing Transportation Agreement Form in SpokeChoice

Parent/Guardian/Parent Provider must sign into [SpokeChoice](#)

From the [SpokeChoice](#) home screen, parent/guardian/parent provider will click on the Document Vault icon and follow the steps:

1. Click on green “New Document” button at top right of screen
 - Type – Parent/Guardian or Parent Provider Transportation Agreement
 - Add two users – Guardian – guardian/parent provider name and Client – members name
 - Effective date: today’s date
 - Create
2. When filling out the Parent/Guardian Transportation Permission and Auto Safety Release Form
 - Enter member’s name
 - Choose from **ONE** of the following options
 1. Option 1 – Driver
 - Select accept in Option 1 dropdown
 - Enter the Absolute HCBS Employee – provider name
 - Fill in vehicle year/make/model for employee
 - Perform the safety checklist by inspecting and checking off all vehicle information (select yes if item is working)
 2. Option 2 – Non-driver
 - Select N/A in Option 1 dropdown
 - N/A in Provider’s Name
 - N/A in vehicle year/make/model
 - N/A for all items in the safety checklist
 - Select N/A in the Option 2 dropdown
 - Print Parent/Guardian Name

- Choose today's date
 - Parent/Guardian Signature
3. Save

How do I submit a Parent / Guardian / Parent Provider Transportation Agreement Form?

Please submit the Parent / Guardian / Parent Provider Transportation Agreement Form using the above instructions via [SpokeChoice](#). Paper forms are available upon request. See below for instructions.

Completing NEW Transportation Agreement Form via PDF fillable form

Parents/Guardians/Parent Providers must email their Area Manager to request the Transportation Agreement Form and fill the form out completely. Completed forms can be returned to their Area Manager.