

**FLORIDA DEPARTMENT OF EDUCATION  
DIVISION OF VOCATIONAL REHABILITATION  
VEHICLE REPAIR CHECKLIST**

<b>Does the service record show...</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. That transportation services are required for the individual to participate in the rehabilitation program			
2. That comparable services and benefits for transportation services have been explored			
3. That every other transportation option has been explored, and it has been determined that vehicle repair is the most cost efficient and appropriate approach			
4. That <b>prior to</b> vehicle repairs, a valid driver's license was presented by the consumer and a copy was made to maintain in the case record <b>or</b> if the consumer is not the driver, documentation of consumer's plan to utilize family members, personal care attendants or others as drivers in support of the IPE			
5. That a current vehicle registration document for the vehicle was presented and a copy was made to maintain in the case record <b>prior to</b> authorization of repairs			
6. If the consumer is not the owner of the vehicle, that a signed statement from the vehicle owner (with current registration) is provided to the counselor <b>prior to</b> vehicle repairs that the vehicle is provided to the individual for use during his/her rehabilitation program			
7. That the cost of repairs is documented on a Used Vehicle Inspection Sheet completed by an ASE Certified Mechanic <b>prior to</b> vehicle repairs			
8. That the trade-in value has been obtained from kbb.com (Kelly Blue Book) <b>prior to</b> vehicle repairs			
9. That <b>prior to</b> vehicle repairs the maximum amount allowable for vehicle repairs was calculated (1.5 x value of car)			
10. That " <b>Transportation</b> " is included in the IPE as a service type for authorization of Vehicle Repair Services			

**\*\*All questions must be answered "YES" to proceed with this service.**