Guidelines for Creating a Transportation Resource Guide

Tips for creating a community resource guide, including steps to take, what it should contain, identifying the players, who can maintain it, script for collecting information, etc.

	Step	**Tips, Hints & Guidelines**
1	Identify your target community.	Are you targeting a specific city, town, or community or several towns in a geographic region?
2	Find out who the area agency on aging (AAA) is in your community and how to contact them.	Call the eldercare locator at 800–677–1116 or visit www.eldercare.gov.
3	Review the *Transportation Options for Older Adults—Choices for Mobility Independence* brochure.	Go to: www.eldercare.gov/eldercare.net/public/resources/resources.aspx#xport and scroll down until you find *Transportation Options for Older Adults—Choices for Mobility Independence*. You will have the option of downloading an electronic version of the brochure in PDF or Word format or to request printed copies. This brochure provides easy to understand information that defines the different types of transportation services available to seniors and key considerations. Being familiar with this information will help you as you proceed with the following steps.
4	Determine if a transportation resource guide already exists for your targeted community.	Contact the Area Agency on Aging (AAA) for your targeted community. If you are targeting multiple towns, they may not all be served by the same area agency. You may also need to contact the Council on Aging (COA) in the specific towns you are interested. Find out the following: 1. Does a transportation resource guide exist for your targeted community? 2. Who maintains it? 3. How often is it updated? 4. Does it include all types of transportation options? Use the information you learned in Step 3 to guide your questions. 5. How can you get a copy of the guide? 6. How can older drivers and/or their families/loved ones get a copy of the guide?
5	If no transportation resource guide exists, create one.	1. Download and review the *Senior Transportation Options Template* and supportive material from: www.easterseals.com/transportation and click on Senior Transportation Options Template for Communities 2. Things to consider about printing and maintaining/revising the guide?

		• How many copies will you need? Where will the copies be distributed? • Who will print the guide and who will pay for printing? Can you partner with another organization to cover printing costs? • How will information be updated? Who will be responsible for collecting updated information in the future? How often will this be done?
6A	If you are targeting multiple communities in a geographic region and each community maintains its own transportation resource information, then collect all of the information needed to compile a comprehensive transportation resource guide.	1. Access each council on aging (COA)'s Web site or call the COA to request a copy of their transportation. 2. When calling a COA: • Introduce yourself and explain why you are calling. • Ask if the COA has a booklet, brochure, pamphlet or handout describing the transportation options for seniors. • Does the booklet contain information about medical transportation, shopping, transportation to/from the senior center, rides to/from places of employment or volunteer work, and rides to/from religious services? • Does the booklet contain information about supplemental transportation services not provided directly by the COA such as volunteer programs, paratransit, escort services, taxi service, and voucher programs? • If the COA does not compile all of the different types of transportation, where else can you go for more information? • Request a copy of the booklet. • The phone calls to the COAs is a great opportunity to let them know about your driver rehabilitation program and to offer to speak to seniors in their community about older driver safety.
6B	Create introductory material for the guide.	1. Information should include how to use the guide, general information about senior transportation, considerations for choosing transportation options, and resources for seniors. 2. Start by downloading the Senior Transportation Options Template for Communities (see Step 5). Select the information from the template you want to use and modify it as appropriate. 3. The *True/False Quiz, Senior Transportation Is…,*

		Transportation Facts, and Caregiver Considerations sections can be used in the introduction with minimal, if any, modification. 4. Refer to Attachment 2.B for a sample *Resources for Seniors* page that was modified from information found in the Senior Transportation Options Template. 5. Consider including the *Getting There Worksheet* from the We Need to Talk booklet/Web site (www.thehartford.com/talkwitholderdrivers/worksheets/gettingthere2.pdf).
6C	Gather additional information that spans the towns/communities in your geographic region.	Examples: 1. Information and application for paratransit services that span the geographic region. 2. Information/resources about senior services such as in-home services and other assistance.
6D	Compile your Transportation Resource Guide.	1. Use a 3-ring binder. 2. Include the Introductory material created in Step 6B. 3. Create a tabbed section for each town/community in your targeted geographic region and include the booklet/pamphlet/handout you acquired in Step 6A. 4. Include the material gathered in Step 6C. 5. It is helpful to put each page in clear page protector sheet.
6E	Copy and distribute the Resource Guide.	1. Determine where you would like to distribute the resource guide (e.g. the waiting areas of local hospitals and doctor's offices) and how many copies you need. 2. Keep a copy within your program so that you can share the information with your clients if you advise them to stop driving. 3. Determine how often you will update the guide and who will be responsible for collecting the updated information.