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## MEMORANDUM

To: Accountability Court Grantees

From: The Council of Accountability Court Judges  
Criminal Justice Coordinating Council

Date: April 15, 2021

Re: New Rideshare/Public Transportation policy

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The purpose of this policy is to be consistent in the guidance provided to courts regarding the procurement of public transportation and/or rideshare services and thus to manage costs and ensure compliance with state rules. Courts have a responsibility to use grant funds prudently in support of their services and furtherance to CACJ's mission. Due to the number of courts relying on Uber, Lyft other ridesharing services, as well as public transportation for participants and to establish uniformity related to reimbursement for these services, a new policy will become effective beginning July 1, 2021.

### **Rideshare Services**

To be reimbursed for ride share transportation courts should set-up business accounts to ensure that rides are being used specifically for participants transportation to/from court, to/from drug testing, to/from treatment, or any court mandated event. When seeking reimbursement, a report of all rides should be included.

### **Public Transportation**

To be reimbursed for public transportation courts should demonstrate that the number of tickets/passes bought in a quarter correlates to the number of active participants. Tickets/passes should be purchased on a quarterly basis and provided to participants during that period. Bulk tickets/passes should not be purchased far in advance and held for an upcoming period.