

Maryland State Department of Education  
**Division of Rehabilitation Services**  
**Adapted Driving & Vehicle Modification Services Fact Sheet**

This Fact Sheet is a “snapshot” of the driving rehabilitation, licensing and vehicle modification process. There are multiple steps and tasks that occur and need to be completed. The adaptive driving and vehicle modification process can take from one to three years to complete, depending on individual needs. However, there is no set time frame for these steps to occur, because there are too many variables. Your DORS counselor and the Workforce & Technology Center (WTC) Rehabilitation Technology Services (RTS) Driving Program Supervisor will keep you informed.

DORS may provide a range of adapted driving and vehicle modification services to eligible individuals with significant disabilities for employment purposes. There are a minimum of eight steps in the process and they are summarized below. **YOU SHOULD NOT PURCHASE A VEHICLE** until the very end of this process. You must be contacted by the WTC RTS Driving Program Supervisor before purchasing a vehicle.

### **STEP ONE: Clinical and Behind-the-Wheel (BTW) Adapted Driving Assessment**

You and your DORS Counselor will meet to complete the *Driving Assessment Determination and Justification (RS-6x)* form to determine the appropriate type of driving assessment. Once approval has been obtained, a referral will be made to WTC or to a DORS-approved Driver Rehabilitation Specialist (DRS) or Certified Driver Rehabilitation Specialist (CDRS).

### **STEP TWO: MVA/DWS/MAB Approval Process**

If you have one or more [Motor Vehicle Administration \(MVA\) Reportable Conditions](#), you will need to disclose those conditions to the MVA's Driver Wellness and Safety Division (DWS) with the assistance of the DRS/CDRS. Once DWS approves you to proceed with adapted equipment training, you will need to obtain a Learner's Permit with the appropriate restrictions as well as approval from DWS to proceed with adapted driving training.

### **STEP THREE: Driver's Education and Learner's Permit**

Driver's education includes 30 hours in the classroom, plus six hours of Behind-The-Wheel (BTW) training. The 30-hour classroom training can be taken at any MVA-certified driving school. If you need vehicle adaptations, the driver's education six-hour BTW training must be completed with a DRS/CDRS in an adapted vehicle. You will need a Learner's Permit before the adapted equipment training and the six-hour BTW training. For novice drivers, the MVA also requires 60 hours of BTW practice with a mentor to take the Driver's Skills Test to earn a driver's license.

### **STEP FOUR: Adapted Driving Equipment Training**

Once you have received your letter with DWS approval to start adapted driving equipment training, your DORS counselor will need to get DORS' approval before referring you back to your DRS/CDRS. Your DORS Individual Plan for Employment (IPE) must then be changed to include this service and be signed by you and your counselor. You will then complete your adapted driving equipment training. When you have completed your training the DRS/CDRS will submit their report to DWS for final MVA approval.

## **STEP FIVE: MVA's DWS Final Approval Process**

DWS will review the report, in addition to other relevant medical documentation, to determine your fitness to drive. If you are approved, they will send you a letter with a deadline for taking your Driver's Skills Test. So, you must immediately contact your DRS/CDRS to schedule a time to take the test before the MVA-assigned expiration date.

## **STEP SIX: Vehicle Equipment Adaptation Prescription and Agreement (VEAPA)**

All novice and experienced drivers must have a Maryland Driver's License, with the appropriate restrictions, prior to DORS consideration of funding for vehicle modifications. DORS administrative approval is required to proceed with having the DRS/CDRS write the vehicle modification prescription (VEAPA). The VEAPA provides specifications for the Maryland State Procurement process. If you are funding your own modifications, the mobility dealer/installer will also require this prescription.

## **STEP SEVEN: Vehicle Modification Procurement**

### **DORS does not purchase vehicles.**

If you are seeking funding from DORS, approval is required to proceed with modifying your vehicle. You will meet with your DORS counselor to amend your IPE to include modifications to your vehicle, as well as the fittings and post-modification training. You may be required to contribute financially toward modifications approved and funded by DORS, according to the DORS Financial Need Policy. Please discuss specific arrangements for payment of any required financial participation with the DORS Program Income Office before your vehicle is modified.

The WTC RTS Driving Program Supervisor will contact you to discuss the purchase of a vehicle. Only then may you purchase a vehicle. You are encouraged to obtain, at your own expense, Replaceable Value Insurance on the adapted equipment specified in the VEAPA. If taking out a vehicle loan, purchasing Gap Insurance is also advised.

Once you have purchased your vehicle, and DORS has received a copy of the title, registration, and vehicle specifications, the DORS Procurement Office will solicit for bids. This solicitation is left open for a minimum of 45 business days. Vehicle modifications estimated to cost over \$50,000 must be approved by the Maryland State Department of Budget and Management. Single bids on projects over \$50,000 require approval by the Maryland Board of Public Works.

## **STEP EIGHT: Vehicle Modification**

A legal contract between DORS and the mobility dealer/installer is prepared for the vehicle modification. The mobility dealer will contact you when they are ready to schedule your vehicle for modification. You will be contacted at various times during the modification to meet the DRS/CDRS at the mobility dealer's shop for fittings. DORS requires, at a minimum, a final fitting and post-modification training prior to you taking possession of your vehicle. It is highly recommended you purchase Replaceable Value Insurance for the adapted equipment installed in your vehicle.