

## ***What is the Community Transportation Options Directory?***

The options directory identifies all the transportation options that are available to people in the typical community. It provides a framework from which to inventory and assess existing transportation options, gaps and needs.

## ***Why is it Valuable?***

The options directory will result in a community awareness tool that describes the “who, what, where, when and how” of existing transportation options in any given community. The resulting information will be useful to people in your community for transportation planning and to family and professional caregivers who can assist in mobility decisions.

## ***Who can use the Guide?***

The transportation options guide can be used by any community as a template to identify existing options and to organize them into a customized directory that can be made available in print and/or electronic form. The template uses a standardized format for collecting and profiling information about available transportation services.

## ***How is the Template Customized?***

This template (a formatted electronic file) is user-friendly and designed to allow information to easily be input by almost anyone. A comprehensive listing of options is included. The template can be customized. There is built-in flexibility in this template to allow services to be added or deleted. In addition, supportive materials are contained on the CD for providing additional information for the community. All materials can be modified, enhanced or changed.

## ***What is Included on the CD?***

The CD documents include instructions for using the template in Microsoft Word format. Documents formatted in Word are noted below:

**Drop-in-the-Facts Guide** – for creating a transportation options directory customizable for any community. The following tailorable documents are included in the template:

- Preface
- The Right Option for Me
- Categorized and Customizable Community Transportation Options Directory
- Transportation Facts
- Links

## **Supportive Materials**

- Instructions (for developing your customized directory)
- Transportation Information Sources
- Program Profile Survey (to gather data from local programs)
- Optional Directory Preface
- Partner Logos (for professional printing of directory)