



Paratransit Skills Assessment: Test Score Sheet

Applicant Name: _____

Date: _____

Administered by: _____

RUTGERS

Center for Advanced Infrastructure
and Transportation

Skills Assessment

Scoring Guidelines

Special care should be taken to avoid errors in scoring. The PaSA is not cumulative. All tasks have either two or three criteria. The tasks with two scoring criteria, a 1 or 0, essentially are a meets requirements (pass) and does not meet minimum requirements (fail). The tasks with three scoring criteria, 2, 1, or 0, are for exceeds minimal requirements (pass), meets minimum requirements (pass) and does not meet minimum requirements (fail).

Scoring:

2	Passes and exceeds requirements
1	Passes and meets minimum requirements
0	Fails to meet minimum requirements

Testing Guidelines

It is important to help the individual feel comfortable throughout the assessment. All of the test material should be ready and available prior to the actual assessment so as not to be disruptive to the individual. The tester should also be familiar with the PaSA script and test materials prior to an assessment.

The assessment should be conducted in a pleasant and relaxed atmosphere without too much visual or auditory stimulus that may affect the individual's ability to process the test materials.

Encouragement and reinforcement can be offered throughout the test to help the individual stay interested and invested in the materials. Redirection may be necessary if the individual becomes distracted or restless. This behavior and other behaviors exhibited during the test should be noted since they may affect the individual's ability to use the paratransit services.

The tester should record the applicant's responses and behaviors at the end of each task. Accurate recording of the individual's responses and behaviors during the assessment are essential for accurate scoring.

Test scores should be reviewed after the first and second sections. The individual should not proceed with the testing until the tasks in each subsequent section are mastered. All of the tasks are required cumulatively, meaning that the first 6 skills are required for all independent travel, and mastering of the first 16 tasks are required for independent A.D.A. complementary paratransit services.

Paratransit Skills Assessment

Applicant Name: _____

Date: _____

Tested By: _____

Testing Behavior Checklist:

Easily Agitated	Y	N	Frequent Redirection	Y	N
Unresponsive	Y	N	Easily Distracted	Y	N
Nonverbal	Y	N	Interrupts repeatedly	Y	N
Inappropriate Touching	Y	N	Inappropriate Vocalization	Y	N
Difficulty with Transition	Y	N	Difficulties with Changes to Routine	Y	N
Stereotypical Behaviors	Y	N	Stereotypical Vocalization	Y	N
Unintelligible Speech	Y	N			

Other _____

Basic Skills Required for All Paratransit Services, Including Minimal Requirements for Hand-to-Hand Paratransit Services

Task #	Task	Scoring Criteria	Score	Min Score	Comments
1	Respond to Greetings	1 = Verbal Response to greeting such as “Hi,” “Good,” or “OK” or non-verbal responses such as waving, nodding, or smiling; 0 = No Response or inappropriate verbal or non-verbal response	1 0	1	If individual scores 0 STOP TEST and train task
2	Follows Instructions	2 = Follows directions after 1 verbal request with cue / prompt; 1 = Follows directions after repeated requests and redirections; 0 = Requires physical prompts or no response	2 1 0	1	If individual scores 0 STOP TEST and train task
3	Sits Appropriately	2 = Spontaneously sits appropriately in the chair; 1 = Sits appropriately in the chair after prompts; 0 = Unable to sit appropriately in the chair	2 1 0	1	
4	Identify Self or be Able to Provide Proper Identification	2 = Provides complete information intelligibly, without cueing, information can be provided either verbally or non-verbally, by writing or producing an ID card; 1 = Partial information is given such as first name, partially correct phone number, street name but not number; 0 = If information had to be obtained from another source	2 1 0	1	
5	Provide Identification to Bus Driver, Police Officer or Other First Responder	2 = Spontaneously communicates the information that both a police officer and a bus driver would need to assist the individual, or if the individual can provide any of the above, or given a similar response correctly to the police officer and/or bus driver only after general probes such as “Can I help you?” or “What’s the problem?”; 1 = Can provide appropriate response to the “Can you tell me your name and address?” or “Can you show me something with your name and address?”; 0 = No meaningful response, inappropriate response or no response	N 2 1 0	1	
6	Know and Exhibit Appropriate Bus Behavior	2 = Correct photo is chose for every picture set without and cues; 1 = Correct photo is chosen for every picture with cues; 0 = Wrong photo chosen for any picture or no response	2 1 0	1	

Intermediate Skills Required for Some Paratransit Services, Including Minimal Requirements for Door-to-Door and Door-through-Door Paratransit Services

Task #	Task	Scoring Criteria	Score	Min Score	Comments
7	± Prepare to Depart in Time Window with Things	2 = Spontaneously reports when the posted time is reached; 1 = Spontaneously monitors the time, but is within 3 minutes off in either direction, or does not spontaneously monitor time, but responds to both probes correctly; 0 = Does not spontaneously monitor and misses probes	2 1 0	1	
8	± Dress Appropriately for Weather and Trip	2 = Selects best clothing for all weather conditions; 1 = Adequate clothing for weather for majority of weather conditions; 0 = Chooses worst clothing for the weather or no response	2 1 0	1	
9	± Get Out of Door on Time with All Required Things	2 = Collects items for trip including fare spontaneously; 1 = Collects items for trip including fare after retraining; 0 = Does not spontaneously collect items for trip after retraining or no response to request	2 1 0	1	
10	± Be Ready, Wait Appropriately and Pay Attention to your Environment	2 = Able to wait independently for 1 minute and respond spontaneously to the alarm; 1 = Requires cues or prompts to wait for alarm; 0 = Does not wait or does not respond to alarm	2 1 0	1	
11	± Board Vehicle, Pay Fare, Show Driver Bus Pass, or Provide Ticket, if required	2 = Shows pass or gives money to driver slide on first trial; 1 = Shows pass or gives money to driver after retraining; 0 = Does not show pass or give money even after retraining	2 1 0	1	
12	± ONLY IF APPLICABLE: Communicate any Special Needs to Driver	N = Not applicable; 2 = Spontaneously communicates special needs to driver; 1 = Communicates special needs to driver after retrain without or with probe; 0 = Does not provide special needs to driver or no response	N 2 1 0	1	
13	± Select a Seat	2 = Identifies empty row in both picture sets; 1 = Chooses empty bench and seat next to passenger; 0 = Unable to identify where to sit or no response	2 1 0	1	

14	±	Secure Seatbelt or Allow Driver/ Caregiver to Secure	2 = Secures seatbelt independently or allows securing with assistance; 1 = Needs prompts to secure seatbelt independently or needs retraining for allowing seatbelt to be secured; 0 = Cannot secure seatbelt and does not allow seat belt to be secured after retraining	2 1 0	1
15	±	Disembark: Recognize when Near Destination and Exit Vehicle Appropriately	2 = picks destination pictures spontaneously or allows driver to help with disembarking; 1 = leaves when prompted or allows driver to help with disembarking after retraining; 0 = does not respond to driver prompt, responds inappropriately or prevents driver from assisting with disembarking after retraining	2 1 0	1
16	*	Respond to Emergency: Know what to do if Vehicle Does Not Arrive in Pick-up Window	2 = able to use phone or computer to alert paratransit provider agency that vehicle did not arrive 20 minutes after pick-up time; 1 = able to communicate to caretaker or responsible adult that vehicle did not arrive 20 minutes after pick-up time; 0 = unable to communicate that vehicle did not arrive or no response	2 1 0	1

* Indicates tasks that could be completed by a caretaker – i.e. not the rider or the transit provider
± Indicates tasks that could be completed by a caretaker – i.e. not the rider or the transit provider for Hand to Hand Services Only.

STOP. Review Minimum Scores for Part 2 Before Proceeding. If Any Tasks Fall Below Minimum Score Discontinue Administration of Test — Train Skills and Retest Later.

Advanced Skills Required for Some Paratransit Services, Including Minimal Requirement for Curb-to-Curb and most A.D.A. Complementary Paratransit Services

Task #	Task	Scoring Criteria	Score	Min Score	Comments
17	Identify Correct Pick-up Spot	<p>2 = Chooses target pick-up spot on first trial; 1 = Chooses target pick-up spot after retraining; 0 = Does not choose target spot after retraining or no response</p>	<p>2 1 0</p>	1	
18	Stand or Sit Alert at Pick-up Spot in a Visible and Appropriate Place	<p>1 = Selects the correct picture in every scenario; 0 = Selects the wrong picture even ONCE in any picture set or does not respond</p>	<p>1 0</p>	1	
19	Identify Correct Vehicle	<p>2 = Chooses correct vehicle on target picture on first trial; 1 = Chooses correct vehicle on target pictures after retraining; 0 = Wrong photo chosen after retraining or no response</p>	<p>2 1 0</p>	1	
20	# Identify and Safely Navigate to the Correct Vehicle (Parking Lot/Sidewalk Safety)	<p>1 = Chooses correct location to wait for bus; 0 = Wrong photo chosen or no response</p>	<p>1 0</p>	1	
21	Respond to Emergency: Interaction with Strangers	<p>2 = Would not leave with stranger; 1 = After cue would not leave with stranger; 0 = Unclear response, no response, or would leave with stranger</p>	<p>2 1 0</p>	1	
22	Respond to Emergency: Lost on the Vehicle, Driver at Wrong Drop-off Spot	<p>2 = Individual spontaneously identifies the driver as a source of help and communicates something similar to the following answers to 22B: Shaking his/her head and pointing to the driver or saying “This is not where I am going.” or “I don’t know.” or “I don’t know where that is.” or “I would tell the driver that I want to get off at the store.” or “I’d ask the driver to call the office since this is not the right store.”; 1 = After a cue, indicates that the driver is a source for help, does not leave the vehicle, and communicates that they are not where they are supposed to be; 0 = No response or unable to communicate effectively to driver that they are at incorrect destination</p>	<p>2 1 0</p>	1	

23		Respond to Emergency: Lost Off the Vehicle	1 = Spontaneous responses might include: "I would call ____ on my cell phone." or "I would go into the closest store" or "I would look for a police officer"; 0 = No response, or the response cannot be interpreted meaningfully	1 0	1	
24	§	Identify and Navigate to Return Pick-up Spot	2 = Able to navigate independently to waiting room; 1 = Requires only 1 prompt to return to waiting room; 0 = Requires more than 1 prompt to return to waiting room	2 1 0	1	

Indicates same task is required for pre-vehicle and post-vehicle boarding

§ Indicates that the Task is required for Curb to Curb type of travel but must be the last Task Conducted

Trip Planning and Trip Scheduling Skills

Task #	Task	Scoring Criteria	Score	Min Score	Comments
25	* Ability to Use Phone	2 = Selects a number from the list, makes local call, and requests or gives information without prompts; 1 = Selects a number from a list, makes local call, and requests or gives information with prompts and/or training; 0 = Unable to select a number from a list, unable to make local call, unable to provide request with prompts and retraining	2 1 0	1	
25 Alt	* Ability to Uses Computer System (Alternate)	2 = Accesses website and makes trip reservation unprompted; 1 = A accesses website and makes trip reservation with prompts and/or training; 0 = Unable to access website or make reservation with prompts and retraining	2 1 0	1	
26	* Communicate personal identification information	1 = Communicates personal identification information by phone or computer; 0 = Unable to communicate personal identification by phone or computer or no response	1 0	1	
27	* Communicates Pick-up Address (Cross Streets)	1 = Communicates pick-up address and town; 0 = Unable to communicate pick-up address or no response	1 0	1	
28	* Communicates Destination Address (Cross Streets)	1 = Communicates destination address and town; 0 = Unable to communicate destination address or no response	1 0	1	
29	* Communicates Destination Phone Number	1 = Communicates destination phone number; 0 = Unable to communicate destination phone number or no response	1 0	1	
30	* Communicates Date and Day of Trip	1 = Communicates date and day of trip; 0 = Unable to communicate date and day of trip or no response	1 0	1	

31		Communicates Departure and Arrival Times	1 = Communicates departure and arrival times; 0 = Unable to communicate departure and arrival times or no response	1 0	1
		Communicate Return Trip Information, If Applicable	1 = Communicates return trip information; 0 = Unable to communicate return trip information or no response	1 0	1
33	*	Communicates Special Instructions, Examples: Requests Vehicle Operator Announce Presence	1 = Communicates special instruction for pick-up; 0 = Unable to communicate special instruction for pick-up or no response	1 0	1
34	*	Communicates Cell Phone if applicable (Keeps Cell Phone Charged and On, If Applicable)	1 = Communicates cell phone or home phone number; 0 = Unable to communicate cell phone or home phone number or no response	1 0	1
35	*	Communicates travelling companion information, if applicable	1 = Communicates traveling companion info; 0 = Unable to communicate traveling companion info or no response	1 0	1
36	*	Advises Responsible Adult or Caregiver/Service Provider Trip Info	2 = Spontaneously communicates trip information to caretaker or responsible adult; 1 = Communicates trip information to caretaker or responsible adult after probe; 0 = Unable to communicate trip information or no response	2 1 0	1
37	*	Cancels Trip if Necessary (Prior to required operator policy to prevent “No Show” status)	2 = Uses phone or computer to communicate trip cancellation to service provider; 1 = Communicates trip cancellation to caretaker or responsible adult 90 minutes prior to trip; 0 = Unable to communicate trip cancellation or no response	2 1 0	1

* Indicates tasks that could be completed by a caretaker – i.e. not the rider or the transit provider

When complete with PaSA review section scores with the PaSA Scoring Results Section of the Test Protocol for Understanding and Using Paratransit Services book to determine appropriate type of paratransit for current skills.

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