

# TR Transportation Services

Date Rcvd: \_\_\_\_\_

Date to begin: \_\_\_\_\_

Date to end: \_\_\_\_\_

Initials: \_\_\_\_\_

## Information about person needing transportation:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Emergency Contact other than home within in 30 miles: \_\_\_\_\_

Name

Phone Number

## Special Handling – Check all that apply:

Wheelchair       Physical Disability       Behavior       Visually Impaired

Harness       Hearing Impaired       Seizures      Other \_\_\_\_\_

## Transportation Schedule Information: Please allow a minimum of 3 days for processing:

Requested start date for transportation: \_\_\_\_\_

Month

Day

Year

Requested end date for transportation: \_\_\_\_\_

Days requested for transportation (please circle):    Monday    Tuesday    Wednesday    Thursday    Friday

Is there a specific time that you need to be picked up by? Please specify \_\_\_\_\_ AM or PM

## Transportation Schedule:

Do you need transportation from home to RecPlex?      YES      or      NO

Pick up time at home: \_\_\_\_\_ AM or PM

Do you need transportation from RecPlex to home?      YES      or      NO

Pick up time at RecPlex: \_\_\_\_\_ AM or PM

Please also read and sign on the back for agreement of services.

# TR Transportation Services

## Transportation Policies

1. Pick up and drop off times are approximate. Drivers may come 10-15 minutes early or late depending on other riders.
2. Schedule changes of ½ hour or more will be called to families with riders on the bus.
3. Weather is a factor. If road conditions are poor, it may take longer to get everyone to their location safely. Or transportation will be canceled for the day. This includes both AM and PM routes. Notice of the cancelation will be posted on our Facebook page or you can call the main line at 262-947-0437.
4. Riders must be picked up or dropped off at the same location each day. We are unable to change pick up or drop off locations.
5. Clients must be dropped off to a responsible adult over the age of 18.
6. If your student is going to be absent, please notify our office at least 24 hours in advance or once you know your student is not attending. That number is 262-947-3660.
7. Repeated failure to notify that a student is not being transported can result in termination of services. A one week notice of termination of service will be given to arrange alternate transportation arrangements.
8. Riders must wear safety belts at all times.

Our rules and guidelines are in place for the safety of our drivers and all our riders. We reserve the right to remove a rider if they are deemed a risk to self or others or there is repeated transportation concerns. By signing below I acknowledge that I have read and understood the policies for transportation of my student.

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Parent/Guardian Signature

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Date