

Update 10/2021



Public Transit

Nebraska Public Transit Policy Compilation

This compilation is a result from the first discussion of the Monthly Manager Meetup held via Zoom. It will be continuously updated as new policy discussions arise.

The recorded sessions of each Meetup can be viewed on the [Nebraska Transit YouTube Channel](#).

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Service Animal/Emotional Support Animal Policy

RYDE Transit:

allows service animals to accompany owners as per the Americans with Disabilities Act (ADA) of 1990. Service animals are individually trained to perform tasks for people with disabilities. The transit driver may ask if an animal is a service animal and what task(s) the animal has been trained to perform. The driver cannot ask for a demonstration of the animal performing the task or ask about the person's disability.

Under the ADA, "comfort," "therapy" or "emotional support animals" do not meet the definition of a service animal.

Animals other than service animals as described above are allowed to ride the transit vehicle only in a secured pet travel carrier.

Lancaster County Public Rural Transit

Service Animals & Transporting Non Service Animals: LCPRT allows designated service animals to travel with owners per the Americans with Disabilities Act (ADA) of 1990. ADA's regulations define a "service animal" as a dog that is individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability. Under ADA guidelines, animals designated as comfort, therapy, or emotional support, do not meet the definition of a service animal. Miniature horses can also be designated as service animals in certain conditions. Please refer to the ADA's website for further information regarding service animals. Pets are not allowed to be transported on LCPRT vehicles.

Tri-City Roadrunner

Service Animals are welcome

SENCA/Richardson Co:

TRANSPORTING SERVICE ANIMALS & ACCOMODATION OF OTHER ANIMALS Richardson County Transit allows service animals to accompany owners as per the Americans with Disabilities Act (ADA) of 1990. ADA's revised regulations define a "service animal" as a dog that is individually trained to do work or perform tasks for an individual with a disability. Where reasonable, miniature horses are also allowed as service animals.

The task(s) performed by the service animal must be directly related to the person's disability. Under the ADA, "comfort," "therapy" or "emotional support animals" do not meet the definition of a service animal.

For more information about the rules and regulations regarding service animals, go to ADA's website. Animals other than service animals as described above are allowed to ride the transit vehicle on a case by case basis. Passengers need to check with the transit driver in advance to find out if the animal will be allowed.

Garden Co:

Garden County Transportation allows service animals to accompany owners as per the Americans with Disabilities Act (ADA) of 1990. ADA's revised regulations define a "service animal" as a dog that is individually trained to do work or perform tasks for an individual with a disability. Where reasonable, miniature horses are also allowed as service animals.

The task(s) performed by the service animal must be directly related to the person's disability. Under the ADA, "comfort," "therapy" or "emotional support animals" do not meet the definition of a service animal.

For more information about the rules and regulations regarding service animals, go to ADA's website www.ada.gov.

Animals other than service animals as described above are allowed to ride the transit vehicle only in a secured pet travel carrier.

City of Plainview:

Service dogs are allowed and miniature horses where reasonable.

Neligh Dial-A-Ride:

We don't have a policy as the US Dept of Justice - ADA guidelines already state what is allowed.

York Co.:

YCPT requires all animals to be secured in a pet travel carrier with the exception of service animals. Passengers who have a service animal need to let the dispatcher know when scheduling their appointment.

Service animals are to accompany their owner without restraint; however, they must be properly leashed and/or controlled by their owner to prevent potential injuries to other passengers and driver.

Butler Co:

Butler County Senior Services Program allows service animals to accompany owners as per the Americans with Disabilities Act (ADA) of 1990. ADA's revised regulations define a "service animal" as a dog that is individually trained to do work or perform tasks for an individual with a disability. Where reasonable, miniature horses are also allowed as service animals.

The task(s) performed by the service animal must be directly related to the person's disability. Under the ADA, "comfort," "therapy" or "emotional support animals" do not meet the definition of a service animal.

For more information about the rules and regulations regarding service animals, go to ADA's website [here](#).

Animals other than service animals as described above are allowed to ride the transit vehicle only in a secured pet travel carrier.

Blue Rivers AAA:

TRANSPORTING SERVICE ANIMALS & ACCOMODATION OF OTHER ANIMALS

Blue Rivers Area Agency on Aging allows service animals to accompany owners as per the Americans with Disabilities Act (ADA) of 1990. Service animals are individually trained to perform tasks for people with disabilities. The transit driver may ask if an animal is a service animal and what task(s) the animal has been trained to perform. The driver cannot ask for a demonstration of the animal performing the task or ask about the person's disability.

Under the Americans with Disabilities Act (ADA) of 1990, "comfort," "therapy" or "emotional support animals" do not meet the definition of a service animal.

Animals other than service animals as described above may be allowed to ride the bus on a case by case basis under physical control which may include leash and collar or a carrying cage. Animals who are dangerous, noisy, dirty, or have odor issues will not be allowed on the bus. Contact the bus office nearest to your location with questions.

Chase Co:

Chase County Transit allows service animals to accompany owners as per the Americans with Disabilities Act (ADA) of 1990. ADA's revised regulations define a "service animal" as a dog that is individually trained to do work or perform tasks for an individual with a disability. Where reasonable, miniature horses are also allowed as service animals.

The task(s) performed by the service animal must be directly related to the person's disability. Under the ADA, "comfort," "therapy" or "emotional support animals" do not meet the definition of a service animal. https://www.ada.gov/service_animals_2010.htm

For more information about the rules and regulations regarding service animals, go to ADA's website. Animals other than service animals as described above are allowed to ride the transit vehicle only in a secured pet travel carrier.

"No Show" Policy

RYDE Transit:

A no show is defined as any instance in which a passenger does not keep their scheduled ride and fails to notify RYDE Transit at least 1 hour prior to scheduled pick-up time. Upon arrival at the scheduled pick-up point, the transit driver will wait for the passenger for five minutes. After five minutes, the driver will continue on his/her route and the ride will be marked as a "no show".

It is the goal of RYDE Transit to provide timely service to our passengers. "No shows" pose a unique problem for our service. It is vital that each rider make their arrangements in a timely manner. Abuse of the system, such as scheduling rides and repeatedly not taking them, will be dealt with on a case-by-case basis.

Three (3) "no shows" within a 30 day timeframe results in a – 30 day suspension from the RYDE Transit Transportation Program. **RYDE Transit will notify the client by telephone ONLY of their suspension and the date the suspension will be lifted.** All "No Shows" are documented through computerized dispatch software.

For those clients whom have consistent "no shows" the following suspension will apply.

1 st offense	30 days suspension from transportation services
2 nd offense	60 days suspension from transportation services
3 rd offense	90 days suspension from transportation services
4 th offense	Denial and indefinite suspension of transportation services

Garden Co:

Passengers are encouraged to cancel scheduled pick-ups in a timely manner. Cancellations can be made by contacting the transit office at 308-778-7649 between 8:00 am and 4:30 pm, Monday thru Friday.

Cancellations should be made 24 hours in advance or as early as possible. Cancellations will be accepted up to two hours prior to scheduled pick-up times without penalty. Any cancellation received later than two hours prior to the scheduled pick-up will be considered a late cancellation and will be noted as such by the dispatcher in the passenger's record. Three or more late cancellations in a 90-day period will be considered excessive, and the passenger will receive written notification of such via the U.S. Postal Service. Passengers having additional late cancellations during the next 90-day period will be assessed a \$5.00 late cancellation fee, payable at the next boarding call.

A no show is defined as any instance in which a passenger does not keep their scheduled ride and fails to notify the Garden County Transportation at least 2 hours prior to scheduled pick-up time. Upon arrival at the scheduled pick-up point, the transit driver will wait for the passenger

for five minutes. After five minutes, the driver will continue on his/her route and the ride will be marked as a no show.

CANCELLATIONS AND NO SHOWS

Passengers unable to keep scheduled pickup and dropoff appointments must call 24-hours prior to the designated pick up time. Cancellations will be accepted up to one hour prior to scheduled pick-up times, within the Scottsbluff/Gering area. Failure to take a scheduled trip or cancel that trip within the cancellation policy guidelines will result in a "No-Show." A pattern of successive no-shows may result in

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service suspension. No-show suspension guidelines are as follows.

- **First No-Show:** After the first no-show the passenger will receive a verbal warning to call in cancellations in advance per the cancellation guidelines along with a verbal reminder of No Show consequences.
- **Second No-Show:** After the second no-show the passenger will receive a second verbal warning to call in cancellations in advance per the cancellation guidelines along with an additional verbal reminder of No Show consequences.
- **Third No-Show:** After the third no-show the passenger will be placed on a thirty (30) day suspension from the date the third no-show occurred.
- All no-shows following the third no-show suspension will be treated as a third no-show resulting in a thirty (30) day suspension.
- No-show violations will expire at the end of each year, ending on December 31st.

A no go charge will be assessed and payable when booking their next reservation. The rate will be double the one-way trip fare. As an example, it would a \$4.00 charge in Scottsbluff/Gering, \$8.00 in Mitchell, etc.

Tri-City Roadrunner:

SENCA/Richardson Co:

Passengers are encouraged to cancel scheduled pick-ups in a timely manner. Cancellations can be made by contacting the transit office at 402-245-3664 between 8:30 am and 3:00 pm, Monday thru Friday. Cancellations should be made 24 hours in advance or as early as possible. Cancellations will be accepted up to 30 minutes prior to scheduled pick-up times without penalty. Any cancellation received later than 30 minutes prior to the scheduled pick-up will be considered a late cancellation and will be noted as such by the dispatcher in the passenger's record. Three or more late cancellations in a 90-day period will be considered excessive and the passenger will receive written notification of such via the U.S. Postal Service. Passengers having additional late cancellations during the next 90-day period will be assessed a \$5.00 late cancellation fee, payable at the next boarding call.

A no show is defined as any instance in which a passenger does not keep their scheduled ride and fails to notify the Richardson County Transit at least 2 hours prior to scheduled pick-up time. Upon arrival at the scheduled pick-up point, the transit driver will wait for the passenger for five minutes. After five minutes, the driver will continue on his/her route and the ride will be marked as a no show.

City of Plainview:

No show defined any instance passenger does not keep scheduled ride and fails to notify Plainview HandiVan at least 2 hours prior. Upon arrival at scheduled pick-up point driver will wait for five minutes. After five minutes driver continues on and will be marked as a no show.

Neligh Dial-A-Ride:

No show's are still charged a ride against their pass.

York Co.:

A no-show is defined as any instance in which a passenger is not present for their scheduled ride and/or fails to notify the YCPT office in a timely manner of the need to cancel a ride.

Repeated “no-shows” may result in a suspension (see Suspension Section).

Butler Co:

Passengers are encouraged to cancel scheduled pick-ups in a timely manner. Cancellations can be made by contacting the transit office between 8:00 am and 4:30 pm, Monday thru Friday.

Cancellations should be made 24 hours in advance or as early as possible. Cancellations will be accepted up to one hour prior to scheduled pick-up times without penalty. Any cancellation received later than one hour prior to the scheduled pick-up will be considered a late cancellation and will be noted as such by the dispatcher in the passenger's record. Three or more late cancellations in a 90-day period will be considered excessive and the passenger will receive written notification of such via the U.S. Postal Service. Passengers having additional late cancellations during the next 90-day period will be assessed a \$5.00 late cancellation fee, payable at the next boarding call.

A no show is defined as any instance in which a passenger does not keep their scheduled ride and fails to notify the **Butler County Senior Services Program** at least 2 hours prior to scheduled pick-up time. Upon arrival at the scheduled pick-up point, the transit driver will wait for the passenger for five minutes. After five minutes, the driver will continue on his/her route and the ride will be marked as a no show.

Blue Rivers AAA:

CANCELLATION OF RIDES AND NO-SHOWS

Passengers are encouraged to cancel scheduled pick-ups in a timely manner. Cancellations can be made by contacting the scheduler during office hours Monday through Friday. Cancellations should be made 24 hours in advance or as early as possible.

A “no-show” is defined as any instance in which a passenger does not keep his/her scheduled ride and fails to notify the scheduler at least 1 hour prior to scheduled pick-up time. Upon arrival at the scheduled pick-up point, the driver will wait for the passenger for five minutes. After five minutes, the driver will continue on his/her route and the ride will be marked as a no-show.

Chase Co:

Passengers are encouraged to cancel scheduled pick-ups in a timely manner. Cancellations can be made by contacting the DRIVER YOU ARE SCHEDULED WITH OR THE TRANSIT OFFICE between 8:00 am and 3:30 pm, Monday thru Friday.

Cancellations should be made 24 hours in advance or as early as possible. Cancellations will be accepted up to one hour prior to scheduled pick-up times without penalty. Any cancellation received later than one hour prior to the scheduled pick-up will be considered a late cancellation and will be noted as such by the dispatcher in the passenger's record. Three or more late cancellations in a 90 day period will be considered excessive and the passenger will receive written notification of such via the U.S. Postal Service. Passengers having additional late cancellations during the next 90 day period will be assessed a \$5.00 late cancellation fee, payable at the next boarding call.

A no show is defined as any instance in which a passenger does not keep their scheduled ride and fails to notify the CHASE COUNTY TRANSIT SYSTEM at least 2 hours prior to scheduled pick-up time. Upon arrival at the scheduled pick-up point, the transit driver will wait for the passenger for FIVE MINUTES. After five minutes, the driver will continue on his/her route and the ride will be marked as a no show.

School-Age Behavior Policy (and/or passenger behavior in general)

RYDE Transit:

reserves the right to refuse service to any passenger who displays the following behaviors:

- ❑ Intoxication
- ❑ Disruptive
- ❑ Belligerent/rude
- ❑ Poses a safety or health threat to themselves or others
- ❑ Offensive personal hygiene

RYDE Transit has zero tolerance towards violence. Any overt act of violence or threat of violence will result in termination of passenger rides. All threatening acts of violence toward any transit employee or transit passenger will be reported to law enforcement.

RYDE Transit has a NO firearms, guns or concealed weapons policy on all transit buses and transit property, in accordance with the Firearms Information Policy of Community Action Partnership of Mid-Nebraska.

RYDE Transit has set a policy for normal and standard behaviors when using the system. If these behaviors cannot be followed by the passenger, the following steps may be taken:

Behaviors:

- 1) Remaining seated while the bus is in motion.
- 2) Keeping hands and personal objects to yourself.
- 3) No foul language to any other rider.
- 4) No screaming or yelling on the bus. Normal volume levels when speaking.

Behavior penalties:

First offense – A warning letter will be sent.

Second offense – A second letter will be sent and rides will be discontinued for one week.

Third offense – A third and **final** letter will be sent, and rides will be discontinued indefinitely.

RYDE Transit reserves the right to terminate services to any passenger immediately.

City of Plainview:

All children must follow transit rules, regulations and policies. No child under 4 can ride alone on the HandiVan. All children under age of 6 must wear an approved safety restraint. Parent/guardian responsible for providing approved safety restraint. If parent/guardian cannot provide safety restraint, Plainview HandiVan will make every effort to provide one.

Neligh Dial-A-Ride:

Any child under age 3 must be accompanied by any adult - unless parent signs information page prior to first pickup (for preschool needs) with parent / caregiver's telephone numbers, pickup-drop off locations and times.

All Children must be secured in an approved restraint system.

There is no charge for children under 2 if they are accompanied by an adult.

York Co:

The general rules listed below are not intended to be all-inclusive but are considered a guideline for proper passenger behavior. The driver may use his/her discretion and ask passengers to comply if other passengers are being affected by their behavior. This is considered a verbal warning.

- Keep voices at a low level.
- Wear headphones with electronic devices.
- Shirts and shoes are required.
- Pick up after themselves and keep their area clean.
- All drinks must have lids to prevent spills.
- Out of respect for others, please practice good hygiene.
- Use of tobacco products is strictly prohibited, including chewing tobacco.
- Passengers under the influence of alcohol and/or illegal substances will be refused service.
- NO firearms, guns or concealed weapons are allowed.
- Violence/harassment of any type (verbal or physical) or foul/offensive language will not be tolerated and may result in the immediate and/or permanent suspension of services.

The driver has the authority to reasonably interpret and enforce this policy and may deny a ride for passengers not complying.

Suspensions/Terminations:

Failure to follow the rules outlined in this handbook, may result in refusal of passenger service as well as suspension or termination of service. The transit director shall determine all suspensions.

Generally, a verbal warning will be given first. If the driver indicates that a problem continues, a warning letter would be issued next. Finally, a suspension letter would be sent.

When contemplating a suspension for no-shows, patterns of occurrence would be taken into consideration.

Riding privileges will generally be suspended for one week for the 1st suspension. Repeat suspensions will increase in duration.

When the severity of an offense warrants, YCPT reserves the right to skip the procedures above and immediately suspend or terminate services.

Butler Co:

GENERAL PASSENGER RULES

The general rules listed below are not intended to be all-inclusive but are considered a guideline for proper passenger behavior.

1. Riders shall wait until the transit vehicle has come to a complete stop before attempting to board or disembark. All riders shall stay seated until the vehicle stops.
2. No roller skates, roller blades, ice skates, etc., are to be worn in the bus.
3. All passengers are to be clothed and wearing some form of protective footwear.
4. While waiting for the transit vehicle at the designated pick-up point, riders shall stay off the traveled roadway at all times. Riders shall not walk along the side, directly in front of or behind the bus for any reason.
5. All passengers will remain seated while the vehicle is in motion and for the duration of their ride.
6. Riders shall be considerate of others at all times. Threats, hitting, tripping, shoving, kicking, spitting, foul language, horseplay, teasing or any other improper or disruptive behavior towards anyone or themselves will not be tolerated.
7. Devices such as radios or I-Pods can only be used with headphones.
8. Passengers carrying or using alcoholic beverages and/or illegal substances will not be permitted in the transit vehicle.
9. Riders shall keep hand(s), head or any other body part inside the bus and within their seated area at all times.
10. Riders shall obey the driver willingly and report any problems to the bus driver or dispatcher promptly.
11. Riders shall assist in keeping the transit vehicle clean by using sanitary practices. Any offensive odors to others or any type of unsanitary practices are to be avoided.
12. Eating or drinking beverages in the vehicle is not permitted.
13. Use of tobacco products is strictly prohibited.
14. Lighting matches, lighters, or any other type of flammable material is not permitted on the vehicle.
15. Any items that the driver assumes may be explosive or any type of weapon is not permitted on the vehicle.

CHILD RIDER POLICY

Butler County Senior Services Program has established rules, roles and responsibilities in the transportation of children under the age of 16. Therefore, the following policies will be followed:

1. All children must follow the transit rules, regulations, and policies. Violations of these rules by either the child or parent may lead to service suspension.
2. No child under the age of four (4) is permitted to ride alone on **Butler County Senior Services Program**.
3. All children under the age of six (6) must wear an approved safety restraint. Parent or guardians are responsible for providing an approved safety restraint. If the parent or guardian does not have an approved safety restraint device, **Butler County Senior Services Program** transit will make every effort to provide one. This provision will be made on a first come, first served basis.
4. Children under the age of sixteen (16) must be accompanied by an adult. Exceptions to this policy for children over the age of four (4) include:
 - a. Agency to agency transportation, such as from the Y.M.C.A. to a Public School.
 - b. Transportation where the parent or guardian provides supervision for the child at both the pick-up and destination of the child's trip.
5. Children under sixteen (16) will be transported only to the destination scheduled by the parent or guardian. Children are not allowed to change scheduled rides.
6. Due to safety considerations, children under sixteen (16) will be transported within the city limits of their trip origin, unless accompanied by an adult.
7. Parent or guardians must notify **Butler County Senior Services Program** at the time of trip scheduling the child's age.
8. If no adult is at the destination location to accept the child (under 16 years of age), the child will NOT be left at the drop off location. Drivers will be instructed to deliver the child to the local police station, and parents will be notified.

Blue Rivers AAA:

CHILD RIDERS

Blue Rivers Area Agency on Aging has established rules, roles, and responsibilities for the transportation of children:

1. All children must follow the transit rules, regulations, and policies. Violations of these rules by either the child or parent may lead to service suspension.
2. No child under the age of three (3) is permitted to ride alone. A fare will be collected starting at age three (3). A child under the age of three (3) can ride free of charge if accompanied by a parent or guardian. The parent or guardian is responsible for providing the appropriate safety seat, based on the age and weight of the child.
3. Children will be transported only to the destination scheduled by the parent or guardian.
4. Children are not allowed to change scheduled rides.
5. Parents or guardians must notify the scheduler of the child's age at the time of trip scheduling. If a parent or guardian makes multiple stops, the child will only be charged for one round trip (2 one-way trips). The parent or guardian will be charged for each stop.
6. If no adult is at the destination location to accept the child, the child will NOT be left at the drop off location. Drivers will be instructed to deliver the child to the transportation office, and the parents will be notified.

GENERAL PASSENGER RULES

The general rules listed below are not intended to be all-inclusive but are considered a guideline for proper passenger behavior.

1. To protect the safety of the driver, a passenger who cannot enter the bus using the stairs, but who does not use a wheelchair, will enter the bus using the wheelchair lift.
2. Passengers who are unable to be transported safely due to illness, physical or emotional reasons will not be transported. An ambulance will be called to transport the person.
3. Passengers shall be considerate of other passengers and the driver at all times. Verbal threats, use of foul language, teasing, touching, hitting, tripping, shoving, kicking, spitting, horseplay, or any other improper or disruptive behavior will not be tolerated.
4. Passengers are not allowed to demand additional stops that have not been previously scheduled. The driver and/or scheduler may accommodate extra stops if the transit schedule allows.
5. Any weapon or other items that the driver considers a safety risk to other passengers are not permitted on the bus.
6. To protect the safety of other passengers and the driver, passengers who have bowel or bladder incontinence issues that have resulted in soiled clothing will be allowed to ride the bus but use a seat protective item such as a Chux© brand disposable incontinence pad.

7. To protect the safety of other passengers and the driver, passengers who are under the influence of alcohol or drugs will not be allowed to ride the bus. Use of tobacco products is not allowed on the bus, including vaporizers and e-cigarettes.
8. Passengers may not possess open alcoholic beverage containers, drugs, or drug paraphernalia on the bus. Unopened alcoholic beverage containers are allowed if purchased by a legal aged adult for personal use. Beverages should be kept in a shopping bag and not be in plain view of other passengers.
9. While waiting for the bus at the designated pick-up point, passengers shall stay off the traveled roadway at all times. Passengers shall not walk along the side, directly in front of, or behind the bus for any reason. The bus must come to a complete stop before passengers' board.
10. Passengers shall wait until the bus has come to a complete stop before disembarking. All passengers will remain seated while the bus is in motion and for the duration of their ride.
11. Passengers shall obey the driver willingly and report any problems to the driver or scheduler promptly. If an emergency evacuation becomes necessary, follow the driver's instructions.
12. All passengers must wear a shirt, pants and some form of footwear. For the safety of the driver and other passengers, no roller skates, roller blades, ice skates, etc., are to be worn on the bus.
13. Eating or drinking beverages on the bus is not permitted. Passengers shall assist in keeping the bus clean by using sanitary practices and throwing away any trash. Any offensive odors to others or any type of unsanitary practices are prohibited.
14. Passengers will use headphones with radios, iPods, MP3 players or any other audio device to avoid distracting other passengers or the driver.

VIOLATION OF RULES

To protect the safety of other passengers and the driver, any violation of the General Passenger Rules or any other rules in this handbook, will follow the disciplinary steps below:

First Offense: A verbal warning will be issued by the driver and/or dispatcher.

Second Offense: A letter will be sent by the Transportation Manager or Agency Director which will result in rides being discontinued for one month.

Third Offense: A letter will be sent by the Transportation Manager or Agency Director which will result in rides being discontinued for 6 months.

Fourth Offense: A letter will be sent by the Transportation Manager or Agency Director which will result in rides being discontinued for 1 year.

Fifth Offense: A letter will be sent by the Transportation Manager or Agency Director which will result in rides being discontinued indefinitely.

Depending on the situation, Blue Rivers Area Agency on Aging reserves the right to refuse rides to any passenger immediately. Any act or threat of violence will result in immediate termination of service, and may be reported to law enforcement. A letter will be sent by the Transportation Manager or Agency Director describing the reasons for termination of service.

Chase Co:

CHASE COUNTY TRANSIT has established rules, roles and responsibilities in the transportation of children under the age of 16. Therefore, the following policies will be followed:

1. All children must follow the transit rules, regulations, and policies. Violations of these rules by either the child or parent may lead to service suspension.
2. No child under the age of four (4) is permitted to ride alone on CHASE COUNTY TRANSIT
3. All children under the age of six (6) must wear an approved safety restraint. Parent or guardians are responsible for providing an approved safety restraint. If the parent or guardian does not have an approved safety restraint device, CHASE COUNTY TRANSIT will make every effort to provide one. This provision will be made on a first come, first served basis.
4. Children under the age of sixteen (16) must be accompanied by an adult. Exceptions to this policy for children over the age of four (4) include:
 - a. Agency to agency transportation, such as from the Y.M.C.A. to a Public School.
 - b. Transportation where the parent or guardian provides supervision for the child at both the pick-up and destination of the child's trip.
5. Children under sixteen (16) will be transported only to the destination scheduled by the parent or guardian. Children are not allowed to change scheduled rides.
6. Due to safety considerations, children under sixteen (16) will be transported within the city limits of their trip origin, unless accompanied by an adult.
7. Parent or guardians must notify CHASE COUNTY TRANSIT at the time of trip scheduling the child's age.
8. If no adult is at the destination location to accept the child (under 16 years of age), the child will NOT be left at the drop off location. Drivers will be instructed to deliver the child to the local police station, and parents will be notified.

Chase County Transit

Local Transit Bus Rules and Procedures

(Preschool Children)

1. PICK-UP
 - a. The child will be ready at the appointed pick-up location as per Chase County Child Transport Information form filled out by parent/guardian and filed with Chase County Transit.
 - b. Parent/Guardian will have child ready 5-10 minutes prior to pick-up time.
 - c. If your child is not going to be ready at their appointed pick-up time, please notify Bus Driver (308-882-5130) or Transit Manager (308-882-7565) ASAP. If the parent/guardian fails to inform Chase

County Transit prior will result in discontinued service to child. As we have a very strict schedule to maintain our quality service of having your children on time to and from school each day.

d. We understand children have bad days, if the child is not ready at time of pick-up and the service is notified in advance. We can return for your child after delivering the other children to school.

2. RIDER RULES

a. Please instruct your child that upon entering bus:

- i. They must be seated.
- ii. Leave jacket/coat on.
- iii. Hook their seatbelt in a timely manner.

b. Before exiting bus

- i. They must not unhook seatbelts until bus has completely stopped and driver calls out their name.
- ii. For your child's safety, it is very important they wait as we have had multiple problems with children unhooking seatbelts and getting up before bus has stopped.

3. DROP OFF

a. At drop off after school:

- i. A parent or daycare provide MUST come to door and wave to the bus driver. This is important to our service that we know an adult is available to greet the child upon arrival.
- ii. Making the effort to be available at drop off time will ensure all children are dropped off in a timely manner. This also alleviates any concerning phone calls from parent/guardians to the bus driver about location of child if there are any delays. As the phone calls can result in longer delays.

4. FOOD, CANDY OR DRINKS ARE NOT ALLOWED ON BUS

a. The only exception to this rule will be when a child is bringing treats to school. The treats will stay in a closed container to and from school.

5. DELAYS AND UPDATES

- a. Please utilize applications (Remind, Facebook, etc.) for updates if the bus will be delayed as updates can be displayed on them.
- b. Please feel free to contact the Chase County Transit Manager for any questions or concerns.

Thank you for your understanding and cooperation!

Chase County Transit Bus

Chase County Transit Manager

Tori Otzel

Chase County Child Transport Information

- Child Name: _____
- Parent/Guardian Name: _____
- Address: _____
- Parent/Guardian Phone Number (Please check preferred daytime number)

Cell _____ Work _____

- Emergency Contact
 - o Name: _____
 - o Relationship to child: _____
 - o Phone Number: _____

- Preschool Name: _____
- Pick Up Address: _____
- Drop Off Address: _____

• Is there any medical condition that the driver should be aware of during the transport of your child? If so, what is the condition and what is the procedure that the driver should follow (i.e., diabetic or seizures).

Any information provided will remain private and will be destroyed when child is no longer a passenger of Chase County Transit.

Circle the days your child will be utilizing our service:

AM Preschool

8:00 AM (to school)	MON	TUES	WED	THUR	FRI
11:00 AM (from school)	MON	TUES	WED	THUR	FRI

PM Preschool

12:20 PM (to school)	MON	TUES	WED	THUR
3:20 PM (from school)	MON	TUES	WED	THUR

I understand that I am responsible for making arrangements with the bus driver and keep the service informed as to when my child will and will not ride. If you do not notify the service in advance, you will still be charged and could result in termination of service.

Parent/Guardian Signature: _____ Date: _____