

TRANSPORTATION REQUEST

BUS PASS # _____

Sign here after you have read the Policies & Procedures to signify That you agree.

(Required)



1. Child(s) Name _____ D.O.B. _____

Parents' Name _____

Home Address _____

Parent's Contact Numbers: HOME: _____ CELL: _____

Email Address _____

Emergency Contact: Name _____ Contact Phone: _____

2. School/Activity Name _____

School/Activity Address _____

School/Activity Phone _____

School/Activity Start Date (month/day) _____

Does rider request use of the lift? (Typically for riders with a wheelchair or walker) _____ (Yes or No)

3. Before School/Activity Pick-up Location Start Time: _____

Pick-up Address _____ Pick-up Phone _____

Pick-up Day: (mark all that apply) Mon Tues Wed Thurs Fri

4. After School/Activity Drop-off Location End Time: _____

Drop-off Address _____ Drop-off Phone _____

Drop-off Day: (mark all that apply) Mon Tues Wed Thurs Fri

NOTE All cancelations and changes MUST come through the dispatch office. Do not call your driver. If you need to cancel a ride for whatever reason and you do not notify dispatch before the start of the route, you will be charged for that ride.

Dispatch Center: 1-800-528-7622 or 507-634-4340 Email: RHTBus@semcac.org Fax: 507-634-4339

TRANSPORTATION POLICIES & PROCEDURES

2020 – 2021

Dear Parents/Guardians,

Here is a clarification of our scheduling procedures. Please read over the following information so you are aware and understand our policies and procedures. This information is critical to the successful transport of your children.

1. NEW FOR THE 2020 – 2021 SCHOOL YEAR!!

All student MUST HAVE a Bus Pass prior to the first ride of the school year. NO EXCEPTIONS will be made.

2. All request forms must be received by Rolling Hills Transit dispatch no later than August 7, 2020, to be considered in the initial route development **no exceptions**. Transportation is provided by a public transit service, this is **not a guaranteed contracted service**, transportation schedules and routes are based upon vehicle capacity and route feasibility. Transportation is **not** evaluated on a first come first serve basis due to the complexity of route building.
3. Every transportation request will be evaluated based on the frequency of ridership, days and times of transport, the order in which the request was received, and route feasibility. In some areas we are busier than others, so your location may affect the ease of which your children can or could not be added to the route.
4. **Varying schedules** have been a source of conflict in the past. There are many varying children's schedules and many variables in locations for drop off and pickup, it is not possible to accommodate all varied schedules. These schedules are of lesser priority than the more common schedules, and remember, **there is no guarantee that a scheduling variance will get a seat on the bus. Please be aware that you may need to find another means of transportation. We will only approve a varying schedule if your daycare is closed or there is a dire emergency, if your daycare closed we still need 24 hour advanced notice of any changes.**
5. Any scheduling changes **must be received and approved by RHT management**, and can be denied if they do not fit within the schedule.
6. **DO NOT CALL THE DRIVER.** The bus drivers are not allowed to take calls from the public. **YOU MUST CALL THE DISPATCH CENTER for any cancellations or schedule changes.** If your child won't be riding the bus, due to illness we need to be notified ahead of time. Please call the dispatch center to let us know. This call must be made **before** your child's route starts.
7. If we arrive to pick up your child and they are not riding and we haven't received a phone call (no show), you **will be charged for the ride**. If this occurs 3 times, your child will lose their seat on the bus.
8. The biggest concern when dropping off your child after school, is to ensure that your child is being

released to someone that is aware that they are arriving and prepared to care for them. Therefore, drivers must be waved off by that person before we will allow your child to exit the bus. **This is extremely important and a point of contention with some daycare providers** (*be sure your provider is public transit friendly*).

9. If we do not make visual contact with an adult, your child will be returned to the school and a phone call to the parent/guardian will be made.

PLEASE INFORM YOUR DAYCARE PROVIDERS THAT THE “WAVE OFF” IS A MUST. IF WE DO NOT RECEIVE VISUAL CONTACT, WE WILL NOT BE ABLE TO PROVIDE YOUR CHILD WITH TRANSPORTATION.

10. When school is canceled part way through a route (or throughout the day) children will be returning back to the designated location promptly. It is the responsibility of you or whomever is caring for your child. Be prepared for such circumstances and look for them to be returned. **In case of inclement weather conditions and school is 2 hours late, there will be no morning pick up transportation, the preschoolers that do attend all day preschool will then be picked up for the PM sessions.**

Para Passes can be picked up at the dispatch center and on the buses. We accept checks or cash in the fare boxes with exact amounts only (drivers do not have change). The Para Pass can be loaded via a check or cash with the drivers. Please feel free to contact dispatch with any questions. 507-634-4340 or 1-800-528-7622
rhtbus@semcac.org

Rolling Hills Transit Pre-school Policy Letter School Year 2020-2021

Transportation Agreements will be made with each school that wishes to have Rolling Hills Transit provide transportation for their program. If parents would like to request transportation, fill out a Rolling Hills Transit Preschool Transportation Request Form and return it to:

**Rolling Hills Transit
400 Commerce Dr SE
Kasson, MN 55944**

The forms can be dropped off or mailed, or faxed (507-634-4339) to our new dispatch center at the address above.

If your school would like to collect the forms and return them to us that will also work. Please inquire with your school to determine if that is an option for you.

All forms must be received no later than August 7th 2020.

To be considered in the initial route development all forms must be received by August 7th, **no exceptions**. Transportation is provided by a public transit service, this is **not a guaranteed contracted service**, transportation schedules and routes are based upon capacity and mileage. Every request will be examined for route feasibility. Rolling Hills Transit strongly recommends any parent/guardian interested in public transit for their child to request transportation as early as possible. If you have not returned the forms prior to the deadline, they will be considered on a first come first served basis, after the initial route development, with no guarantee your child will have a seat on the bus. Out of town addresses will be considered for feasibility and determined if they can be included on the route.

If transportation is provided, fares are to be collected based on the method of payment agreed upon by the district you are in. The public transit rate for the 2020-2021 School Year is as follows:

One-Way In-Town \$1.50
One-way Out-of-Town within 3 miles \$3.00
One Way out of town more than 8 miles- \$6.00
Para Passes are available in the Kasson office or through the bus driver.

NEW FOR THE 2020 – 2021 SCHOOL YEAR!!
All student MUST HAVE a Bus Pass prior to the first ride of the school year. NO EXCEPTIONS will be made.

All requests and changes MUST route through the dispatch center. The driver is not to be contacted. Remember: No Calls to Drivers! Thank you

Please look over the policies and guidelines on the next few pages, these guidelines will be **strongly enforced** during the 2020-2021 school year. Please share this with all of your daycare providers, it is important that providers are aware of these guidelines, since they are delivering/accepting your children on and off the buses.

Rolling Hills Transit will notify the school immediately with any updates or changes to this policy.

rhtbus@semcac.org
RHT Dispatch

Melinda Fields- Operations Manager
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