
Rider Authorization Form

Requestor Information

Person making request (Please print): _____

Phone: _____ Date: _____

Name of Program / Agency: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Rider Information

Start Date: _____ End Date: _____

Rider's Name: _____ Age: _____ Grade: _____

Parent(s)/Guardian: _____ Phone: _____

Email: _____

Emergency Contacts Information

1. Name: _____ Relationship to Rider: _____

Phone: (Cell) _____ (Home) _____ (Work) _____

2. Name: _____ Relationship to Rider: _____

Phone: (Cell) _____ (Home) _____ (Work) _____

Rider Type: Elderly/Ambulatory Elderly/Non-ambulatory Nonelderly Handicapped/Ambulatory
Nonelderly Handicapped/Non-ambulatory Other Student

Rider Purpose: Medical Employment Nutrition Education/Training Social/Recreational Shopping/Personal Other

Transportation for: Both – AM & PM AM only PM only

AM Pickup Address: _____

City: _____ State: _____ Zip: _____

PM Drop off Address: _____

City: _____ State: _____ Zip: _____

School Attending: _____

I have read and understand the Menominee Regional Public Transit Rider Rules and agree to abide by those rules or I may be suspended from riding. [View Rider Rules](#)

Signature of person making request: _____ Date: _____

Notes: _____

Signature of individual taking application: _____ Date: _____

Discontinued Notes: _____

Signature of individual taking application: _____ Date: _____

General Rules for parents and students who will be riding the School Tripper Routes

1. MDOTS will not pick up or drop off at any other location unless prior arrangements have been made by the Parents(s)/Guardian listed below. Arrangements must be made before 6:00 AM for the morning routes and before 2:00 PM for the afternoon routes. Changes will not be made to routes after these times.
2. All riders must either pay with cash, tickets, or bus passes for each trip the student rides. The rider must present the cash, ticket or bus pass to the bus driver. Please be advised that the MITW cash handling policy does not permit dispatch staff to hold bus fares for students. MDOTS offers the following options and prices to pay for a bus fare:

<u>Payment Option</u>	<u>Price</u>
a. Cash	\$0.75 per ride
b. Book of tickets	\$7.50
c. Monthly pass	\$25.00
d. Annual passes	\$200

*Parents must remember the monthly bus pass purchased is only good for the month it was purchased in and must be purchased prior to the first day of each month. Yearly bus passes are valid for the entire year. If a parent does not purchase passes, cash or tickets must be used for the fare. Tickets can be purchased at the front reception area of the Transit facility.

3. MDOTS must be notified in writing or parents/guardians must complete a new authorization form for any changes in address, telephone number or any emergency contact information. A change request must be signed by one of the parents or guardians. Parents or guardians that do not keep their contact information up to date are jeopardizing MDOTS ability to provide safe transportation services for their children and inhibit the ability for staff to respond appropriately to any emergency that may arise. As such parents/guardians may lose their ability to use the School Tripper services to transport their children.
4. If a child is not going to be riding the bus for any reason MDOTS must be notified. If MDOTS is not notified prior to the times listed above, they will be recorded as a no show. If a child has three (3) no shows in 1 quarter, the child will be removed from list of eligible riders.
5. Children must remain in their seats and keep the noise down while riding the bus.
6. Children misbehaving on the bus or in the Transit Facility, and not following the Transit Ridership Rules will be subject to suspensions up to a period of one month depending on the severity of the behavior. All determinations for punishment for behavioral issues will be made by the driver in consultation with MDOTS Management.
7. Seatbelts must be worn at all times during transportation in vehicles that have seatbelt equipment.
8. All lost and found items will be kept at the Transit Facility. Parents should check often when they notice items or clothing missing. Any items not claimed by the end of each quarter will be donated to the MITW-Food Distribution Department.

Parent/Guardian Signature: _____

Date: _____