

UCAP Community Transit  
Youth Transportation  
FAQ'S

**How do I sign my child up to ride the bus?**

Please print out the attached Youth Ride Request Form or contact Community Transit to have one mailed, faxed or emailed to you. Fill out the forms as completely and accurately as possible and return to the Transit office closest to you. Community Transit operates on a first come, first served basis and space is limited. Approximately one week before the activities begin we will begin placing the children in routes and contacting parents with the estimated pick up and return times.

**How much will it cost?**

<u>In town:</u> \$ 2.00 each way	<u>Rural:</u> 0 –7 miles \$ 2.00 each way
\$1.00 for youth 3-12 with paying adult	8 -15 miles \$ 3.00 each way
	16-30 miles \$ 4.00 each way
	31-40 miles \$ 5.00 each way

Rates are based on the miles from pickup location to destination, per passenger.

**How do I pay for the bus?**

Fares may be paid with cash, tokens, ride card or monthly unlimited pass. Cash fares must be exact, drivers CANNOT make change. Prepaid accounts are available in some areas for ongoing rides during the school year.

- The \$20.00 ride cards do not expire and the driver will punch or initial off the appropriate fare for the ride taken.
- The \$30/rider Monthly Unlimited Youth Pass is good from the first to the last day of month purchased. This pass is Available in June, July and August and good for ages 3-18.
- The Unlimited Summer Youth Ride Pass is \$100 for bus rides from the first day of summer vacation until school is back in session.
- The \$80/rider Monthly Unlimited Ride pass is available for all ages throughout the entire year.

Tokens, ride cards and passes can be purchased on the bus or at Community Transit offices in Jackson: 115 S Highway, or in Marshall: 702 Kossuth Ave and 1400 South Saratoga.

**Who can ride the bus?**

ANYONE! Community Transit is a public transportation system open to anyone of any age and income. We provide transportation to doctor's appointments, grocery stores, friendly visits, summer activities, etc. Please feel free to contact us for more information. **Rides must be scheduled by an adult.**

**What do I do if my child is not riding?**

If your child does not need the ride because of bad weather, illness, or other reasons please call Community Transit to cancel the bus. If it is after or before normal operating hours, a 24hr answering machine is available for you to leave a message.

**How do I know my child will be safe?**

United Community Action Partnership performs criminal background checks and driving violation checks on all bus drivers. Drivers are also required to have a commercial driver's licenses along with defensive driving and passenger assistance training. Although we are not able to take your child directly to the door, drivers will wait to make sure they are safely inside their drop off location. For younger riders, we ask that a responsible person be watching for them and that they wave to the driver to let them know they have the child.

**How can I contact Community Transit?**

United Community Action Partnership, Community Transit

Jackson Office

507-847-2632 X 1

Fax #: 507-847-4131

Email: [tpjackson@unitedcapmn.org](mailto:tpjackson@unitedcapmn.org)

Marshall Transit Office

507-537-7628

Fax #: 507-401-3273

Email: [tpmarshall@unitedcapmn.org](mailto:tpmarshall@unitedcapmn.org)



# Youth Ride Request Form

## Rider Information

Name \_\_\_\_\_ DOB \_\_\_\_\_ Male/Female

**Home Address:**

Street \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Parent's Names and Cell Phone # (if available) \_\_\_\_\_

Parent's Email Address \_\_\_\_\_

**Daycare Name and Address (if applicable)**

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

### Trip Information

Program/Class Attending \_\_\_\_\_

Program/Class Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Program/Class Times: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Pickup Location** – Tell us where the youth is to be picked up at - Home, Daycare or other location (If other, fill in the address.) \_\_\_\_\_

**Drop Off Location** - Tell us where the youth is to be dropped off at - Home, Daycare or other location (If other, fill in the address.) \_\_\_\_\_

\_\_\_\_ Round trip \_\_\_\_ One Way \_\_\_\_ Will Call as Needed

Additional Comments or Instructions (specific building, door, etc.) \_\_\_\_\_

Please circle days rides are needed.

Mon                      Tues                      Wed                      Thurs                      Fri

**For summer activities, please circle date rides are needed**

\*\*\*Completing this form does not guarantee transportation. Routes are subject to change at any time. Please verify rides with dispatcher.



**Marshall Office** Phone: 507-537-7628 Fax: 507-401-3273

Email: [tpmarshall@unitedcapmn.org](mailto:tpmarshall@unitedcapmn.org)

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Email: [tpjackson@unitedcapmn.org](mailto:tpjackson@unitedcapmn.org)

Additional Forms and Information on our website [www.communitytransitswmn.org](http://www.communitytransitswmn.org)