



Welcome to Clinton Area Transit System, the home of your **Blue Bus**. Clinton Transit is the **PUBLIC** transportation provider for all of Clinton County, Michigan. Our goal is to provide safe, reliable public transportation services for all the residents of Clinton County. At Clinton Transit, it's not about a ride. The ride is simply a means to the end, a way to provide independence and connection for **everyone** in Clinton County. To ensure everyone understands the expectations for your child's transportation to and/or from school, please keep the following in mind:

- Clinton Transit is **NOT** affiliated with any school or school district in Clinton County. Due to federal regulations and funding, we must provide **public open-door** services for all residents of Clinton County, regardless of age, race, gender, or national origin.
- Each child should have only one address for pick-up and one address for drop-off, which allows us to schedule more efficiently.
- Please have your child ready for pick-up at the start of the **30-minute** pick-up window. Upon arrival, within the pick-up window times, the driver will wait 5 minutes for your child to board the bus. If your child does not come out within the 5-minute wait time, the driver will mark the ride a NO Show and a fee will be applied. The bus may not be able to return.
- If your child will not need transportation for the day, please call our office at (989)-224-8127 **at least one (1) hour before** the scheduled pick-up window. Our cancellation line is available 24 hours a day. For calls made less than one (1) hour before the scheduled pick-up window, the scheduled ride will be marked as a NO SHOW and a fee will be applied.
- It is the responsibility of the **Custodial Adult** of the child to inform Clinton Transit of any changes to scheduled rides such as school ½ days, breaks or school functions. Clinton Transit will **NOT** automatically cancel school rides **without approval of the Custodial Adult**.
- Clinton Transit schedules pick-ups using a 30-minute window. This includes your child's pick-up at the school. We will **NOT** guarantee the bus will be at the school at the exact time of release. Please note: Your child may have to wait during the 30-minute window.
- Exact drop off times or length of time for your child's ride home are not guaranteed.

When your child, through grade 5 (unless advised or requested), is being dropped off, it is the bus operator's responsibility to wait for the child to be turned over to a responsible adult.

Please plan on the following:

- Meet us at the curb, or;
- Meet the child at the door in sight of the operator, or;
- Wave from a window, that can be seen by the operator, if the door is out of sight.

All passengers are required to have the fare, either cash or check, ready when boarding the **Blue Bus**. Please include the child's name in the memo line of the check to ensure the proper account is credited. Fares may be paid in advance. It is the Custodial Adult's responsibility to maintain a positive balance to avoid the suspension of rides for your child.

If you have any questions or concerns, please feel free to call (989) 224-8127 during our office hours of 7am to 6pm, Monday -Friday. For more information, please feel free to visit our website at [www.mybluebus.com](http://www.mybluebus.com).

## Unaccompanied Youth Rider Registration

(Clinton Transit is an Open Door Service, not exclusive school transportation)

Rider's Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Nickname \_\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female  Prefer not to answer

Home Address: \_\_\_\_\_ Apt/Lot# \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Additional Accommodations Needed (Ex. Use of lift, wheelchair securement, visual assistance): \_\_\_\_\_

Custodial Adult(s) Name(s): \_\_\_\_\_

Preferred Contact Name: \_\_\_\_\_ Home/Cell: (\_\_\_\_) \_\_\_\_\_

Alternative Contact Name: \_\_\_\_\_ Home/Cell: (\_\_\_\_) \_\_\_\_\_

### **Secured Pin Number (REQUIRED)**

**(Pin numbers must be no more than 4 characters long and may contain numbers, letters, or a combination of both numbers and letters)**

### Emergency Contact Information:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Home/Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

Daycare Providers Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Daycare Providers Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daycare Providers Phone Numbers: Business Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

**THERE MUST BE SOMEONE PRESENT WITH THE CHILD AT THE TIME OF PICK-UP  
AND TO RECEIVE THEM AT DROP-OFF.**

Please initial here \_\_\_\_\_ if the minor can be dropped off without an adult present.  
Operator will wait until the minor enters the house or business.

### RIDE INFORMATION

Service may not begin until two (2) weeks **after** the completed registration form is received by Clinton Transit, unless approved by Clinton Transit staff. It is the **responsibility** of the Parent / Guardian to confirm availability of transportation services and pick-up times for each minor child.

Will these rides be recurring / subscription rides? (Same day, time, place every week)  Yes  No

What day(s) are rides needed? Check all that apply:  Mon  Tues  Wed  Thurs  Fri  Sat

What date do the rides need to begin? \_\_\_\_\_

**Pick-up Location:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

**Drop-off Location:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Is a return ride needed?  Yes  No Will this be a recurring / subscription ride?  Yes  No

Time rider needs to be picked-up: \_\_\_\_\_

Pick-up Location: \_\_\_\_\_ Address: \_\_\_\_\_

Drop-off Location: \_\_\_\_\_ Address: \_\_\_\_\_

Appointment time for Drop-Off location (if needed): \_\_\_\_\_

**CANCELLATION AND NOTIFICATION POLICY:** Scheduled rides must be cancelled one (1) hour prior to the scheduled pick-up window. This includes, but is not limited to, school calendar, school cancellations, etc. *If there is a change in the school end-of-day schedule (ie. half days, early releases), we must be notified by a parent or guardian 48 hours ahead and notified of any drop-off changes. A Late Cancellation / No Show fee will be charged and due by the next ride for all trips not cancelled 1 hour before the scheduled pick-up window or if the ride is a no show. See the No Show policy for more information.*

Exception to this policy will be an automatic cancellation of rides for the week between the Christmas and New Year's Day holidays. Clinton Transit is a public transportation service provider, not exclusive to school transportation. Clinton Transit is not affiliated with any school district for direct transportation services.

Acknowledge and understand the above policies: \_\_\_\_\_

Signature of Custodial Adult

**OFFICE USE ONLY**

Clinton Transit Employee accepting this form: \_\_\_\_\_

Information entered into Ecolane by: \_\_\_\_\_ Date Rides Generated: \_\_\_\_\_