



Reno County Area Transportation Rider Policies and Procedures



Reno County Public Transportation Department
120 West Avenue B
Hutchinson, Kansas 67501
620-694-2913/1-888-458-2911
www.renogov.org/rcat/

Reno County Area Transportation Policies and Procedures Manual

Welcome Aboard Rcat

Rcat wants to make your riding experience a pleasurable one. This guide was prepared to help you with information about Rcat services and policies. Reno County Area Transportation has the right to refuse service to anyone not complying with the Rcat riders guide to policy and procedure or safety instructions given by an Rcat driver. Enforcement of this policy will provide a safe and enjoyable trip for all passengers and a good work environment for bus operators. Riders suspended from Reno County Area Transit services have the right to appeal the suspension decision.

How do I ride?

Have your fare or ticket ready to drop in the farebox when you board. To make yourself more comfortable, take a seat. If all the bus seats are occupied, move to the rear of the bus. You'll find roof rails in bus to hold if you're standing. Please hold small children securely.

Please be courteous. The seats at the front of every bus are for senior citizens and persons with disabilities. There are also flip seats at the front for riders in wheelchairs. Please make these areas available for fellow passengers who are in wheelchairs.

How Do I Get Off the Bus?

Tell the Driver where you want to go when you board, and drivers will do their best to help you get as close as possible to your destination.

As the bus nears your stop you may pull the cord above the windows. This signals the driver to stop.

Safety Instructions:

Bus drivers must respond in the event of an emergency or risk to their riders or bus. The driver may ask for your physical assistance in the response to an emergency or help in reducing or eliminating the potential for injury or harm. Anyone incapable of performing the requested task due to a disability must notify the driver immediately.

Wheelchair Securement

Under the Americans with Disabilities Act, it is the right of any transit system to require riders using wheelchairs to have their wheelchair secured. It is the policy of Reno County Area Transportation (Rcat) that wheelchair securement is required and thereby creates a safer transport for all riders including those using wheelchairs. Anyone refuses to have their wheelchair secured will be denied transportation on Rcat vehicles.

Notice of Suspension

Suspension notices may be issued to rider who violate rider policies or refuse driver safety instruction. Suspension notices may only be issued by Rcat supervisory or administrative staff. When possible an Rcat administrative staff member may arrive on site to assess a situation and if appropriate deliver the notice including the length of suspension, violation and description of the event to the rider. An administrative staff member may also issue a suspension and attempt to deliver to a known address or

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deliver via registered mail. If the name and address of a suspended rider is unknown a picture and or description may be posted in any employee only area of the Rcat Bus Transfer Station. If the suspended individual presents themselves for route bus pick up the driver should request dispatch assistance and delivery of the exclusion notice.

Public Transportation in Reno County Kansas

Reno County Government provides service to citizens through the Reno County Public Transportation Department, which operates Reno County Area Transportation “Rcat”. The service is financed through a combination of funds provided by the Kansas Department of Transportation U.S.C.49-5311 grant monies, Reno County tax General fund and the Reno County Elderly Mill Levy tax. Rcat is a community asset, which serves the public on a first come first served basis. Forms of service include Fixed Route and Specialized Transportation Services:

Fixed Route Service

Five Fixed Route busses provide hourly transportation throughout the cities of Hutchinson and South Hutchinson.

Specialized Transportation Services

Complimentary Paratransit busses provide service to eligible passengers under the Americans with Disabilities Act (ADA) in the cities of Hutchinson and South Hutchinson within a 6-mile radius of 17th and Plum in Hutchinson. The three general criteria for Paratransit eligibility established by the ADA are:

- **Can’t navigate the transit system independently**
- **Needs an accessible vehicle**
- **Obstacles prevent reaching the bus**

Rural Service on Demand minivans provides both Paratransit service as well as service to able citizens who live outside the defined Fixed Route and Paratransit service area. The defined Rural Service has bus stops in the following locations:

Buhler – Mennonite Brethren Church & Buhler Sunshine Meadows
Nickerson – Berridges’s IGA
Pretty Prairie – Prairie Sunshine Home & Strohl’s Station
Castleton – Collingwood Grain Co-op
Pleasantview – Dutch Kitchen
Partridge – Rcat Bus Stop
Abbyville – Post Office
Plevna – Community Center
Sylvia – AM Pride/Library
Arlington – Carolyn’s
Langdon – Front and Main Street
Turon –Burn’s & Price/ & Community Center
Haven – Haven IGA
Yoder – Carriage Crossing

Fares

Discounted fares are available for passengers over age 60, or who are eligible for a discount through the Americans with Disabilities Act (ADA) and have completed a Reasonable Accommodation Request form and been granted ADA eligibility. Forms are available at the Rcat Transfer Station Dispatch Center at 120 West Ave B Hutchinson, Kansas or mailed upon request.

Fares must be paid in cash or by presenting bus ticket(s) purchased in advance. Checks are not accepted on Fixed Route busses but may be used to pay Paratransit fares. Fares are to be deposited into the fare box or collected by the driver prior to departure.

Bus ticket(s) are non-redeemable and are invalid if they have been cut or torn into pieces.

Bus tickets are only available for purchase at the Rcat Dispatch Center in the Rcat Transfer Station located at 120 West Ave B, Hutchinson or by mailing a check or money order payable to: Reno County Area Transit at the same address.

A Personal Care Attendant may travel at no cost with an ADA eligible passenger whose need is identified on their Reasonable Accommodation Request form.

Americans with Disabilities Act Paratransit Eligibility

Rcat specialized transportation-Paratransit service is for use by ADA eligible passengers only. To use Rcat Paratransit service passengers must complete a Reasonable Accommodation Application Request Form. This form is available at the Rcat Transfer Station Dispatch Center or mailed upon request. The form is available in accessible formats upon request. There is no fee to apply. The applicant will be required to provide verification of need by a physician or social service agency. There are three forms of eligibility: A.) Unconditional (*all trips*) B.) Conditional (*some trips*) C.) Temporary (*limited time*). Rcat Administration will review the Reasonable Accommodation Application Request Form and eligibility will be approved or denied within 21 days after the return of the form. Upon approval, a General Public Transportation ADA eligibility wallet card will be issued from the Rcat office. The card will entitle the bearer to ride ADA General Public Transportation vehicles in Reno County and across the United States. The bearer will also be entitled to one-half price fares on Rcat Fixed Route busses.

If the applicant's disability does not require door-to-door complimentary Paratransit service, they may be issued a Half-fare card. The Half-fare card entitles the bearer to the same reduced fare rate as those holding a General Public Transportation ADA eligibility card on Fixed Route busses.

Appeals

If an application is denied, the applicant will receive a letter describing why eligibility was denied. Denied applicants have 60 days to file a written appeal in the form of a letter with the

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Reno County Public Transportation Commission. The applicant may receive a hearing in-person, if desired. The Appeals Committee shall have 30 days from the date the appeal letter was received to render a decision. After 30 days, the applicant shall be presumed eligible until a decision has been reached. Ineligible applicants may reapply for services sixty (60) calendar days from the date of the denial notification letter.

Appeals Process

1. Within five working day after receiving the written appeal request, the Chairman of the Reno County Public Transportation Commission or a designee will appoint an ad hoc committee of no less that two members to serve as an appeal review body;

The request for an Appeals hearing must be sent in writing to:

Director
Reno County Public Transportation Department
120 West Avenue B
Hutchinson, Kansas 67501

2. Notification date of hearing must be mailed (certified mail) to person making the appeal request within 10 working days of the date of receipt of the request for an appeal hearing.
3. The ad hoc committee of the Reno County Public Transportation Commission shall have 30 days from the receipt date of the appeal letter to render a decision.
4. If the appellant is dissatisfied with the Reno County Public Transportation Commission's final resolution of the complaint, she/he has the right to file an appeal with the Kansas Department of Transportation. The appeal may be sent to the following address:

Public Transportation Manager
Kansas Department of Transportation
700 S.W. Harrison, 2nd Floor
Topeka, KS 66603

5. If the person making the appeal is dissatisfied with the Kansas Department of Transportation's resolution of the complaint, she/he has the right to file a complaint with the:

Departmental Office of Civil Rights
U. S. Department of Transportation
400 7th Street, S.W., Room #10215, S-30
Washington D.C. 20590

Hours of Operation and Fare rates

Fixed Route (operating within the city limits of Hutchinson and South Hutchinson)

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Hours of Service:

6 a.m. – 7 p.m. Monday – Friday

7 a.m. – 6 p.m. Saturday (Some routes run on the odd hour & some routes run on the even)

Closed on Sunday, New Year’s Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Day

Adults (ages 19-59)	\$1.00
Elderly (age 60 +)	.50
Disabled	.50
Children (ages 6-18)	.50
Children (ages 5 & under) *with paying passenger	*Free
Current Student (w/I.D.)	.50
Bus tickets	.50 or \$1.00
Ticket Bundle	\$27.00 30/rides
Ticket Bundle Discounted (For those who qualify)	\$12.00 30/rides

Transfer Tickets

The Fixed routes are designed to allow passengers to transfer to other routes. Rcat Drivers will issue a Transfer Ticket upon request. The Transfer Ticket is free but must be used within two (2) hours from the time it is issued. Transfer Tickets may NOT be used as a return ticket on the route from which it was issued. Transfer Tickets may only be issued and used at the Transfer Station (120 West Ave B) and the Mall. Transfer Tickets must be handed to the Rcat Driver when boarding. If the passenger drops the Transfer Ticket into the fare box, the Transfer Ticket is voided and a new fare will be charged.

Specialized Transportation Service - Paratransit

(Operating within a 6-mile radius of 17th and Plum in the City of Hutchinson Rcat Paratransit is an ADA mandated service complimentary to the Fixed Route).

All Paratransit	\$2.00 per trip
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Hours of Service:

6 a.m. – 7 p.m. Monday – Friday

7 a.m. – 6 p.m. Saturday

Closed on Sunday, New Year’s Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Day

Specialized Transportation Rural Service on Demand

Rural Service on demand is available to each community in Reno County. Please see the list of pick locations in the Transportation in Reno County Section of this document.

Hours of Service:

6 a.m. – 7 p.m. Monday – Friday

7 a.m. – 6 p.m. Saturday

Closed on Sunday, New Year’s Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Day

	Town Bus Stop	Town or Rural Address
Adults (ages 19-59)	\$4.00	\$8.00
Elderly (age 60 +)	\$2.00	\$4.00
Disabled	\$2.00	\$4.00
Children (ages 6-18)	\$2.00	\$4.00
Children (ages 5 & under) w/paying passenger	*Free	*Free

Rcat-Hutchinson to Wichita Connection-Weekly service on Tuesdays

Rcat buses will connect with a Sedgwick County Transportation vehicle at 10 a.m. in the HOWARDS NAPA Parts parking lot in Mount Hope, Kansas.

The Sedgwick County Transportation vehicle will connect with a Wichita Transit Fixed Route bus at 10:47 or 10:49 a.m. depending on the route needed. Or a Wichita Transit Paratransit vehicle can be scheduled if the rider is eligible. The connection location will be at the bus shelter Central Park and Maize (Target store parking lot).

For the Return trip to Hutchinson, riders will need to travel on a Wichita Transit bus back to the Central Park and Maize bus shelter by 4:17 or 4:19 p.m. depending on the route, or have a Wichita Transit Paratransit bus drop them at the Central Park and Maize bus shelter by 4:25 p.m. The Sedgwick County Transit bus will pick the rider up from that location and travel to the HOWARDS NAPA Parts parking lot to meet an Rcat vehicle at 5 p.m. Rcat will transport the rider back to Reno County to their home or drop off location.

Schedule a ride - Call Rcat at 620-694-2913 three to seven days in advance of the Tuesday you want a ride to Wichita. Rcat vehicle will pick the rider up from their home or designated pick up location in time to meet the Sedgwick County Transit bus at 10 a.m.

Riders pay a fare for each portion of the ride to each transportation operator.

Exact Change Required for All Services-Rcat fare rates listed above in gray section

Sedgwick County Transit Fares: All Ages = \$3.00 Wichita Transit: Fixed Route=All day pass \$5 Paratransit=\$3.50

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Policy on: Articles Not Permitted On Rcat Vehicles	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: To ensure the safety of Rcat and passengers, Rcat employees and drivers.

Policy Statement: Rcat is committed to creating a safe environment. Rcat has established these guidelines to help ensure the safety of our passengers, employees, and drivers.

Guidelines:

1. The following articles will not be permitted on board Rcat vehicles:
 - a. Weapons
 - b. Vehicle batteries
 - c. Gasoline, kerosene, diesel or fuel cans
 - d. Caustic or flammable liquids
 - e. Non-folding shopping carts
 - f. Large bundles that obstruct the aisle, that cannot be secured, or that may inconvenience other passengers (such as but not limited to bicycles, sharp objects or instruments, fishing poles with exposed hooks)
2. The driver shall use good judgment in allowing passengers to carry large objects on board based on vehicle capacity and the impact on the safety and comfort of all passengers

Refer to: Policy on Number of Packages, Rcat Policy Guidelines on Traveling with Children

Consequences:

1. Failure of passengers to comply with the terms of this policy may result in refusal to be allowed to board or suspension of service.
2. Failure of passengers to comply with the terms of this policy may result in Rcat Dispatch contacting law enforcement authorities for assistance in removing violator from the premises.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure. Posting appropriate concealed weapon signage. Investigation of all complaints of non-compliance. Decision making regarding corrective action, discipline, and dismissal.

Policy on: Attendants	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: To ensure the mental and physical well-being of all passengers.

Policy Statement: Rcat is committed to ensuring that all of our passengers successfully reach their destinations. Rcat recognizes that some passengers may need assistance in order to complete a trip. Anyone eligible for ADA specialized transportation (Paratransit or Rural-on-Demand) might need to travel with a personal attendant. An eligible passenger who needs a personal care attendant on some or most trips is not required to bring an attendant on every ride.

Guidelines:

1. Definition: A “Personal Care Attendant” is defined as any person that is required to travel with an individual to assure that the individual’s trip and/or trip purpose can be completed. The need for the attendant may occur during the ride or at the destination. A personal care attendant must have the same origination and destination as the eligible passenger. A Personal Care Attendant may ride with an ADA eligible passenger on Specialized Transportation, Fixed Route Service or Rcat-Hutchinson to Wichita Connection.
2. Definition: A “Companion” is defined as any person that would like to travel with an ADA eligible passenger, but is not required to assure that the eligible passenger’s trip can be completed.
3. A personal care attendant must be identified when the trip is scheduled with the Rcat Dispatch office.
4. Reservations must be made in advance in accordance with Rcat policy for the eligible passenger, the personal care attendant, and or companion.
5. One personal care attendant (per passenger) may ride at no additional charge while escorting an eligible passenger.
6. A personal care attendant is not responsible for loading, securing, or unloading the eligible passenger.
7. Rcat management, at their discretion, may recommend a personal care attendant accompany the eligible passenger if their behavior or capability precludes his/her transport.

Refer to: Policy on Companions, Policy on making reservations, and Policy on Dealing with Disruptive Passengers.

Consequences:

Failure to comply with this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Bus Lift And Ramp
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure the safety of drivers and passengers using ADA lifts and ramps

Policy Statement: Rcat staff shall operate lifts and ramps in accordance with the accepted practices as described in the manufacturer’s training materials and Rcat/ KDOT training to ensure safety of all involved. All Rcat drivers will be trained to be proficient in the operation of lifts and ramps mounted on Rcat vehicles.

Guidelines:

1. Wheelchair passengers are encouraged, but not required to back onto the lift when boarding.
2. The driver is responsible for ensuring that at no time shall the lift and/or ramp be operated by an untrained person or passenger.
3. If a lift and/or ramp on an Rcat bus is inoperable, the vehicle shall be removed from service to be repaired.
4. All available and appropriate safety devices shall be used in the operation of a lift and/or ramp and none shall be overridden for ease or quickness.
5. All safety measures including guards, restraints, and barriers available shall be used during operation of the lift.
6. Power chairs and scooters shall be turned to the “OFF” position once loaded upon the lift platform and while the lift is in operation.
7. Any passenger requesting the use of the lift or ramp shall be accommodated.
8. Standing on a lift is permitted and standee must hold handles during operation.
9. Grocery or other carts and other items are prohibited on the lift during operation.

Route busses have the capacity to carry one wheelchair. Wheelchairs and occupants shall be transported if the lift and vehicle can physically accommodate them. Transportation may be denied if carrying the wheelchair and it occupant would be inconsistent with legitimate safety requirement, as when or example, the wheelchair is so large it would block an aisle or would interfere with the safe evacuation of passengers in an emergency.

Refer to: Policy on articles not permitted on Rcat vehicles, Rcat Policy Guidelines on Traveling with Children

Consequences:

Failure to comply with the terms of this policy may result in serious bodily harm.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Companions	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure the mental well-being of a passenger while optimizing space available for other passengers

Policy Statement: Staff and drivers may have difficulty determining whether an individual traveling with an ADA eligible passenger is a companion or a personal care attendant.

Guidelines:

1. Definition: A “Companion” is defined as any person that would like to travel with an individual, but is not required to assure that the individual’s trip can be completed. Companions will be charged the appropriate fare.
2. Definition: A “Personal Care Attendant” is defined as any person that is required to travel with an individual to assure that the individual’s trip and/or trip purpose can be completed. Personal Care Attendants may accompany ADA eligible passengers on Specialized Transportation, Fixed Route Service or Rcat-Hutchinson to Wichita Connection.
3. Reservations must be made in advance for eligible passengers, care attendant and companions, preferably 24 business hours in advance.
4. A companion constitutes a regular passenger and must pay the appropriate fare.

Refer to: Policy on making reservations, Policy on Attendants, Policy on Payment Due at Time of Service, ADA guidelines on companions, Policy on Dealing with Disruptive Passengers.

Consequences:

Failure to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Contagious Diseases Including Flu, Airborne and Blood Borne Pathogens
Date Initiated 07/2011	Page 1 of 2

Purpose: to safeguard the health and well-being of passengers and employees

Policy Statement: Individuals with diseases such as Hepatitis B and HIV are entitled to public transportation services. Rcat respects the rights of privacy of these individuals and will take all universal precautions to ensure the health and well-being of other passengers and staff. Individuals who have visible bleeding or are symptomatic with communicable illnesses such as flu may not be allowed to board Rcat vehicles.

Guidelines:

1. Rcat administration and staff will be alert to local outbreaks of flu and other communicable and contagious illnesses.
2. To minimize exposure and contain the incidence of flu etc. visibly ill clients will be counseled not to board Rcat vehicles by Rcat staff, this may include: drivers, Transportation Coordinator, and Administration. A Report Sheet must be completed by that staff member to document the circumstances.
3. Blood borne pathogens are infectious agents carried by the blood which can cause disease in humans (i.e. HIV and the virus of Hepatitis B).
4. As it is Rcat policy to not duplicate services available through other agencies, Rcat will not transport passengers with airborne pathogens such as but not limited to M.R.S.A. (Methicillin Resistant Staphylococcus Aurous).
5. Other potentially infectious materials include the following human bodily fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any bodily fluid that is visibly contaminated with blood, and all bodily fluids from unknown sources.
6. For the purpose of this policy, all human blood and bodily fluids are to be treated as if known to be infectious with blood borne pathogens.
7. This exposure control plan shall be reviewed and updated whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure. Procedures will be based upon the most recent recommendations by the Center for Disease Control and or OSHA.
8. Job classifications having occupational exposure: Drivers, Director, Assistant Director and Transportation Coordinator.
9. Tasks which may allow exposure include: transporting Rcat passengers, greeting, instructing and selling passes to Rcat passengers, and/or dealing with passengers in a grievance or problem situation.
10. Each Rcat vehicle shall be equipped with a biohazard spill kit meeting OSHA CFR 29 1910.1030 Blood borne Pathogens regulation.

Policy on:	Procedure On: Contagious Diseases Including Airborne And Blood Borne Pathogens
Date Initiated: 07/2011	Page 2 of 2

Refer to: Policy on Passenger Self-Sufficiency, Policy on Passenger Hygiene.

Consequences:

Failure to comply with the terms of this policy may result in severe ramifications to one's personal health.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Disruptive Passenger	Procedure on: Disruptive Passenger
Date Initiated 07/2011	Page 1 of 1

Purpose: to ensure a safe and pleasant travel environment for passengers and drivers

Policy Statement: Rcat passengers are expected to conduct themselves with good citizenship, decorum, and respect for others. Unruly behavior is unfair to other passengers and to the driver. Disruptive passengers will not be tolerated on Rcat vehicles.

Guidelines:

1. In the event that a passenger is disruptive, the driver shall request that the problem passenger stop the behavior immediately.
2. The Rcat driver will report passengers who continue objectionable activity to Dispatch, stop the bus, and ask the passenger to leave.
3. Rcat Dispatch will use good judgment in assessing the situation and may call Law Enforcement authorities if prudent.
4. Disruptive behavior may be grounds for passenger suspension.
5. Disruptive behavior may include but is not limited to loud rowdy behavior, bullying, offensive language, rudeness, conducting loud personal phone calls, disturbing other passengers etc.

Refer to: Policy on Articles not Permitted on Vehicles

Consequences:

Failure by a passenger to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Door-To-Door Service
Date Initiated: 07/2011	Page 1 of 1

Paratransit Service Responsibilities

Purpose: to provide ADA eligible passengers and Rcat drivers with guidelines for service

Policy Statement: Rcat Paratransit drivers are to be expected to provide defined personal services at the request of the eligible passenger.

Guidelines:

1. Rcat provides first floor door-to-door service.
2. Door-to-door service shall include the foyer or lobby of a first floor business, store, or other establishment that might offer shelter or protection for a waiting passenger.
3. Drivers may not enter an eligible passenger's residence.
4. Drivers may not bring an eligible passenger down steps in a wheelchair.
5. A wheelchair bound eligible passenger is required to have a safe means of egress such as a ramp from his/her residence.
6. The drivers may assist the eligible passenger to and from the bottom of an external staircase.
7. Drivers are not allowed to act as personal care attendants, baby sitters, or to provide any medical services.
8. Drivers will, if requested by the eligible passenger, assist with loading and unloading packages that do not exceed a combined total of 50 pounds.
9. The driver will if needed and with the consent of the passenger, leave his/her Rcat vehicle and assist eligible passenger(s) in boarding or de-boarding.
10. During boarding or de-boarding, the vehicle may remain running but must be in parking gear as long as the vehicle remains with direct eyesight of the driver at all times.
11. If the driver must at any time travel outside the eyesight of the vehicle to assist a passenger, the driver shall put the vehicle in parking gear, turn off the vehicle and take the keys.
12. If the driver must at any time travel outside the eyesight of the vehicle to assist a passenger while other passengers remain on the bus, the driver shall put the vehicle in parking gear, turn the vehicle off and take the keys.
13. Driver will perform seatbelt/tie-down securement of eligible passengers being transported in a wheelchair unless asked not to do so.
14. Driver will if needed and with the consent of passenger assist with seatbelt securement.
15. Drivers will not provide assistance on wheelchair ramps/walks/etc. that are not clear of snow and ice.

Refer to: Policy on Passenger Self-Sufficiency, Policy on Passenger Hygiene.

Consequences:

Failure of the passenger to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Eating and Drinking on Vehicles	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure the cleanliness of vehicles for passengers and to ensure the safety of the driver, passengers, and other travelers on the road

Policy Statement: Passengers may not eat or drink on Rcat vehicles. In addition, the cleanliness of the vehicle is a reflection on Rcat.

Guidelines:

1. Passengers may bring unopened beverages in closed containers on Rcat vehicles.
2. Passengers may bring food on Rcat vehicles in closed containers or sacks

Refer to:

Consequences:

Failure to comply with the terms of this policy may result in passenger being asked to leave the bus, or not being allowed to board.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Expressive Activity On Vehicle	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to protect passengers' right to privacy, to avoid potential safety hazards, and to avoid disruption in service.

Policy Statement: Although Rcat supports the concept of free speech, all passengers' rights must be observed. Passengers on a bus are unable to walk away from behavior they find offensive.

Guidelines:

1. Expressive activity is defined as an activity such as but not limited to cursing, soliciting, and advertising, selling, lecturing, or preaching.
2. These types of activities may be offensive to many passengers and, as such, are therefore prohibited.

Refer to: Policy on Dealing with Disruptive Passengers

Consequences:

Failure to comply with the terms of this policy may result in being escorted from the Rcat vehicle or suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Hand-to-Hand Passenger Transfer
Date Initiated: 07/2011	Page 1 of 1

Purpose: to safeguard the well-being and security of certain passengers who have been determined to need a responsible third party at the origin and destination of their trips

Policy Statement: Rcat is the transportation provider and does not take on the role of caretaker when the passenger arrives at the final drop off point.

Guidelines:

1. Certain passengers may have lost their independence in managing everyday life activities. These passengers may be easily confused, suffer from impaired memory and orientation, limitations of concentration, and planning as well as judgment. These passengers due to age or disability may be unable to care for themselves.
2. Passengers who have been identified with these conditions may need to travel for medical or social purposes.
3. Rcat may recommend passengers who have been identified with these conditions to travel with personal care attendants.
4. If an attendant is not present, family and/or caretakers must agree to take full responsibility to be at the final drop off location upon return of the passenger.
5. Rcat will not be responsible if family and/or caretakers are not present.
6. The driver will notify Rcat dispatch immediately if family and/or caretakers are not present at the final drop off location.
7. Rcat dispatch will make every reasonable effort to reach the family and/or caretakers using the emergency contact numbers given by the passenger.
8. A decision as to whether to leave the passenger unattended will be made by Rcat management on a case by case basis.
9. Rcat shall charge a \$25 fee for waiting with the passenger longer than 5 minutes.

Refer to: Policy on Attendants

Consequences:

Failure by family or caretakers to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Inclement Weather	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure the safety of our passengers, drivers, employees, and rolling stock during bad weather.

Policy Statement: Kansas has many forms of severe weather, tornados, high winds, and flooding, ice and snow storms. Our service area has city streets and rural roads. The guidelines set forth in this policy are an attempt to safeguard our passengers, employees and rolling stock that may be at risk due to bad weather conditions.

Guidelines:

1. Rcat Fixed Routes and Paratransit will operate during most inclement weather conditions.
2. Rcat Fixed Routes may run designated snow routes when instructed by Dispatch.
3. Rcat will close when severe weather creates unduly hazardous road conditions as deemed prudent by Rcat administration.
4. Rcat administration will inform closings through available local news media.
5. Rcat Rural Service will not operate if USD's: 309-Nickerson/South Hutchinson, 310-Fairfield, 311-PrettyPrairie, 312-Haven, and 313-Buhler schools are closed due to inclement weather.
6. If the USD is open in the area where a trip is scheduled, but the individual driver feels that a particular Paratransit or Rural trip is unsafe, the driver must notify Rcat dispatch for a final determination and so that Rcat dispatch may notify the passenger(s) affected.
7. No additional passengers will be allowed to board an Rcat vehicle from the time Dispatch give a severe weather shelter order until the clearance is given to resume services.

Refer to: Policy on Disabled Vehicles

Consequences:

Failure to comply with this policy may have personal safety consequences.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Lost and Found
Date Initiated: 07/2011	Page 1 of 1

Purpose: to provide a central location and common procedure for passengers to locate lost items.

Policy Statement: All drivers will turn in any items left behind in vehicles to the Rcat office where the items will be held for thirty days.

Guidelines:

1. Drivers must complete a post-trip inspection of the seating/interior area of the vehicle.
2. Drivers must report all items found to Rcat dispatch as soon as possible.
3. Articles left in the vehicles shall be turned in to the Rcat dispatch office as soon as possible.
4. The item may be returned to the passenger after identification of the item.
5. Items not claimed after a thirty day period may be disposed.
6. Drivers must notify Rcat dispatch immediately if any weapons are found.
7. Weapons are not to be touched.
8. An incident report must be completed in the case of a weapon being found.

Refer to: Policy on Articles Not Permitted on Rcat Vehicles

Consequences:

Failure to comply with the terms of this policy may result in disciplinary action up to and including dismissal.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Loud Audio on Rcat Vehicles	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure the safety and comfort of drivers and passengers as well as to ensure that drivers are able to hear approaching emergency vehicles

Policy Statement: Playing audio devices may be disturbing for some passengers and drivers as well as interfere with drivers being able to hear approaching sirens.

Guidelines:

1. Passengers must wear headphones while playing personal audio electronic devices.
2. All Rcat drivers may play in dash radios at minimal volume levels providing this does not disturb the passenger(s), or create a distraction to their driving ability.

Refer to: Policy on Dealing with Disruptive Passengers

Consequences:

Failure of passengers to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Making Reservations/Scheduling
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure quality customer service by making Rcat reservations and trip scheduling as easy as possible for our passengers while allowing adequate planning time for Rcat dispatchers.

Policy Statement: Rcat requires advance notice and reservations for all trips taken on our specialized transportation. Rcat requires a minimum of 24 hour advanced notice and reservation for guaranteed Next Day Service. However, Rcat will honor requests for same day service if the schedule is open. The seating available and the number of Rcat busses and vans are limited thus advance scheduling is necessary. All requests shall be met within constraints of available capacity in terms of seating and scheduling. Individuals denied service due to capacity constraints will be offered an alternate time or referred to other available services.

Guidelines:

1. All trips using the specialized transportation rural services require advance notice.
2. To schedule a trip and make a reservation, a passenger must call the Rcat office in accordance with Rcat's Policy on Next Day Service.
3. Requests for same day service may be permitted when the schedule is open.

Refer to: Policy on Next Day Service

Consequences:

Failure by a passenger to comply with this policy may result in a trip not being available.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Minimum Age A Child May Ride Independently	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure the safety of minor children and to assure that their trips can be successfully completed.

Policy Statement: Rcat recognizes the importance of the safety of our children.

Guidelines:

1. Children and Youth must be school aged (K-12), to ride independently.
2. Children and Youth must be capable of completing trips on the Fixed Route without additional assistance.
3. Rcat will provide passenger training for children and youth if requested.
4. Rcat may recommend children and youth with behavioral disorders or disabilities (at the discretion of Rcat management and/or due to professional opinions offered by case managers, social workers, or other health professionals) to have an attendant or be accompanied by an adult.

Refer to: Policy on Attendants, Policy on Companions, Policy on Disruptive Passengers, Policy on Hand-to-Hand Transfers, Policy on Passenger Self-Sufficiency

Consequences:

Failure of a passenger to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Mobility Aids Securement
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure the safety of our passengers, drivers, and other travelers on the road in case these devices become loose and represent an airborne or sliding hazard. To comply with standards and laws.

Policy Statement: Rcat has established these guidelines in an attempt to make Rcat vehicles safer in case of sudden stops to prevent the items from becoming an airborne or sliding safety hazard.

Guidelines:

1. Mobility Aids include but are not limited to wheelchairs, scooters, walkers, canes, braces, and crutches.
2. The driver should instruct the passenger to secure the device to ensure the safety of all passengers.
3. Drivers may need to assist the passenger in securing the mobility aid.
4. The driver should use his/her best judgment in determining the storage method and location of mobility devices other than wheelchairs/scooters but must keep the aisles and exits clear.

Refer to:

Consequences:

Failure of a passenger to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Next Day Service	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to meet the needs of Rcat and passengers while allowing adequate planning time for Rcat dispatchers

Policy Statement: Rcat strives to meet the needs of our passengers.

Guidelines:

1. Rcat requests that all passengers requesting specialized transportation services to give at least 24 business hours notice when scheduling a trip.
2. Rcat will make every reasonable effort to provide next day service.
3. Rcat will make every reasonable effort to provide same day trips when 24 business hours notice is not given if the schedule is open.
4. Rcat cannot guarantee that same day trips will be accommodated.

Refer to: Policy on Dealing with Disruptive Passengers

Consequences:

Failure by a passenger to comply with the terms of this policy may result in a trip not being done.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Number of Packages	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure the safety and travel comfort of passengers, and drivers

Policy Statement: Packages, luggage and shopping bags/totes may represent those items which could come loose and move about the vehicle cabin should the vehicle come to a sudden, unexpected stop.

Guidelines:

1. Rcat fixed route passengers shall always be in control of packages etc. in a way that will not jeopardize any other passenger's safety or trip.
2. No packages etc. will be allowed to block any aisle or exit, inconvenience or injure other passengers.
3. All packages etc. must be secured in such a way that no article would come loose and move about the cabin freely should the vehicle come to a sudden, unexpected stop.
4. The number of packages etc. shall be limited to only those which can be secured, not block aisles or exits and so as not to take up seats needed for additional passengers.
5. The number of packages etc. permitted on Rcat fixed route busses is limited to the amount the passenger can carry in one trip. Fixed route drivers are not permitted to assist passengers with packages etc.
6. Passengers on specialized transportation service vans and paratransit busses may have packages etc. that have a combined total of 50 pounds or less for trips within Reno County. A total of five packages/bags with a five pound weight limit per package/bag are allowed on regional connection trips to Wichita. Specialized transportation service drivers may assist passengers with loading and unloading packages etc. between the vehicle(s) and the door. Passengers are responsible for getting the packages etc. into their destination.
7. Transporting firearms or hazardous materials is prohibited.

Refer to: Policy on articles not permitted on vehicles, Policy on Dealing with Disruptive Passengers, Policy on Lost and Found

Consequences:

Failure by a passenger to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Passenger Complaints
Date Initiated: 07/2011	Page 1 of 4

Purpose: In providing a public service to the community, it is possible that some members of the public or a passenger will wish to complain about the quality of service offered or the manner in which service is delivered. Every effort will be made to handle these issues quickly, courteously and fairly. Everyone in the County community has the right to express their concerns about Rcat operations. The allegation of impropriety, however, does not establish proof that a violation has occurred. Every effort will be made to address complaints as quickly as possible using the resolution mechanisms provided by both common sense and the law.

Policy Statement: Rcat is interested in providing a process for passengers to formally issue a complaint regarding Rcat service or personnel, this includes all complaints filed under Title VI of the Civil Rights Act of 1964, Executive Order 12898 “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” (1994), and Executive Order 13166 “Improving Access to Services for Person with Limited English Proficiency” (2000), for alleged discrimination in any program or activity administered by Rcat.

Guidelines:

Part One – Submitting A Complaint

1. Copies of the Rcat Report Sheet and accompanying procedure for making complaints will be kept in each Rcat transit vehicle. Drivers shall provide these forms to passengers wishing to make a complaint. Rcat Report Sheets will also be available in the Dispatch office. The completed Report Sheet must be mailed, faxed or hand delivered to Rcat Director.
2. The Report Sheet and procedure are posted on the Reno County website (<http://www.renogov.org>) these documents can be downloaded, printed and completed for submission.
3. Rcat staff who encounter person wishing to make a complaint (either in speaking with them in person or on the telephone) shall provide them with a Report Sheet and procedure.
4. Complaints:
 - ✓ Must be in writing on the Rcat Report Sheet;
 - ✓ Must be signed and dated;
 - ✓ Must be submitted within 15 calendar days of the date of the offense;
 - ✓ Must be submitted to:

Director
Reno County Public Transportation Department
120 West Avenue B
Hutchinson, Kansas 67501

In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint may be made to the Rcat Director, the Rcat Assistant Director, the

Policy on:	Procedure on: Passenger Complaints
Date Initiated: 07/2011	Page 2 of 4

Rcat Transportation Coordinator and in absence of these parties, any other available staff. Under these circumstances, the complainant will be interviewed and the staff person receiving the complaint will convert the verbal allegations to writing. The staff person recording the complaint will sign and date the Report Sheet.

Part Two – Complaint Review And Response

1. The Rcat Director or their designee will review and investigate all complaint Report Sheets received.
2. The Rcat Director will respond to all protests in writing (certified mail), addressing each substantive issue raised in the protest. Response will be made by the Rcat Director or their designee within 15 calendar days after receiving the complaint. A copy of the response will be forwarded to the County Administrator. The written response will advise the Complainant that she/he has the ability to submit a written request for second review.

Second Review

1. In the event the Complainant believes that the situation has not been resolved satisfactorily, she/he may submit a written request for second review of the matter. This written request must be received by the Rcat Director within 15 calendar days of the date noted on the Rcat Director's response letter. The second review must be addressed to:

Director
Reno County Public Transportation Department
120 West Avenue B
Hutchinson, Kansas 67501

2. Once received the Rcat Director will forward the written request to the County Administrator, who will render a written response to the Complainant. This written response will be sent via certified mail to the Complainant within 15 calendar days after being received by the county.
3. The written response will also inform the complainant that he/she has the right to appeal the secondary review decision. The request for appeal must be in written form, and submitted to the Rcat Director within 15 calendar days of the date noted on the response letter sent by the County Administrator.

Policy on:	Procedure on: Passenger Complaints
Date Initiated: 07/2011	Page 3 of 4

Appeals Process

1. Within five working day after receiving the written request, the Chairman of the Reno County Public Transportation Commission or a designee will appoint an ad hoc committee of no less that two members to serve as an appeal review body;

The request for Appeals hearing must be sent in writing to:

Director
Reno County Public Transportation Department
120 West Avenue B
Hutchinson, Kansas 67501

2. Notification date of hearing must be mailed (certified mail) to complainant within 10 working days of the date of receipt of the request for an appeal hearing.
3. If the complainant is dissatisfied with the Reno County Public Transportation Commission's final resolution of the complaint, she/he has the right to file a complaint with the Kansas Department of Transportation. The complaint may be sent to the following address:

Public Transportation Manager
Kansas Department of Transportation
700 S.W. Harrison, 2nd Floor
Topeka, KS 66603

4. If the complainant is dissatisfied with the Kansas Department of Transportation's resolution of the complaint, she/he has the right to file a complaint with the:

Departmental Office of Civil Rights
U. S. Department of Transportation
400 7th Street, S.W., Room #10215, S-30
Washington D.C. 20590

Policy on:	Procedure on: Passenger Complaints
Date Initiated: 07/2011	Page 4 of 4

Report Sheet

Date: _____	Time: _____	Completed by: _____
Reported by	Regarding	What Happened
Passenger: _____	Passenger: _____	Driving Infraction **
Driver: _____	Driver: _____ Bus: _____	Was Rude
Management: _____	Management: _____	Argumentative
Dispatch: _____	Dispatch: _____	Route Infraction *
Public Observed: _____	Public: _____	Was Very Courteous
		Bus Clean Inside/Outside
		Dress Code
* Route Infraction (Provide Details)		** Driving Infraction?
Missed Passenger _____		Too Fast _____
Early _____		Too Slow _____
Late _____		Too Close _____
Off Route _____		Cut Off _____

Specifics or Comments: (Use back if necessary)

Signature: _____

Response to Allegations: (Use back if necessary)

Signature: _____

Follow-Up

Signature: _____

Policy on:	Procedure on: Passenger Hygiene and Cleanliness Standard
Date Initiated: 07/2011	Page 1 of 1

Purpose: to encourage passengers to maintain certain cleanliness and health standards so as not to jeopardize the health of drivers, themselves, or other passengers

Policy Statement: Rcat expects passengers to respect fellow passengers and maintain high standards of personal cleanliness and hygiene as well as to practice common health courtesies when traveling while suffering from illnesses.

Guidelines:

1. Passengers are expected to maintain clothing cleanliness, personal hygiene and health standards that do not jeopardize the health of drivers, them, or other passengers.
2. It is acceptable for passengers whose clothing has become soiled and personal cleanliness has become impaired due to the nature of the work they perform to ride Rcat vehicles.
3. The driver shall notify Rcat dispatch if a passenger does not comply with the conditions described in #1, and should complete a Report Sheet to record the incident.
4. Rcat dispatch will refer this report to Rcat administration for assistance.
5. Rcat administration may suspend service to passenger until corrective action has been taken.

Refer to: Policy on Passenger Self-Sufficiency, Policy on Dealing with Disruptive Passengers

Consequences:

Failure by a passenger to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Passenger No Shows and Cancellations
Date Initiated: 07/2011	Page 1 of 1

Purpose: to encourage passengers to be responsible and notify Rcat if they are unable to make a scheduled trip on specialized transportation

Policy Statement: It is costly to tax payers when resources are wasted due to specialized transportation trips being lost due to No Shows.

Guidelines:

1. A trip is considered a “no show” when the driver has made every reasonable effort to locate the passenger for a period of five minutes.
2. The driver will notify Rcat dispatch of his/her unsuccessful search for the passenger and dispatch will advise the driver if the trip will be classified as a “no show”.
3. A late cancellation or No Show that is disability/illness related will not be counted if the passenger notifies the Rcat dispatch office. However, documentation may be required.
4. Each no show will be investigated as to whether the passenger made a good faith effort to cancel the trip, or whether a misunderstanding or miscommunication caused the missed trip.
5. A passenger who cancels a Rcat specialized trip through Rural Service on Demand less than 24 hours from the time of the scheduled trip for 25% of their trips within a ninety (90) day period will be suspended from service for a length of time not to exceed 30 days.
6. Cancellations on Paratransit specialized transportation and Rcat-Hutchinson to Wichita Connection must be made at least one hour before the scheduled pick-up time or it will be considered a late cancellation and a double charge will apply.

Refer to: Policy on Next Day Service, Policy on Dealing with Disruptive Passengers

Consequences:

1. Failure by a passenger to notify the Rcat office that he/she will not be making a scheduled trip is subject to suspension from services.
2. A passenger who records no shows either habitually or for 25% of their scheduled trips within a 90-day period will be suspended from service for a proportionate length of time.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Passenger Preparation
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure the passenger is ready for pick-up upon the arrival of the Rcat vehicle

Policy Statement: Rcat coordinates specialized rides where possible. Rcat maintains a time schedule. Rcat asks that all passengers are ready to leave at the scheduled departure time.

Guidelines:

1. Drivers are not responsible for any preparation of passengers for trips.
2. Passengers are responsible for being prepared for departure at the time agreed upon between Rcat and the passenger during scheduling.
3. Specialized transportation service vehicles will wait 5 minutes after arrival at the designated pick-up site.
4. The passenger should be prepared to board the vehicle up to fifteen (15) minutes prior to and fifteen (15) minutes after the scheduled pick-up time.
5. A double fare will apply to passengers who refuse to ride with other passengers.

Refer to: Policy on Passenger Self-Sufficiency

Consequences:

1. Failure to comply by a passenger may result in suspension of services.
2. A double fare will be applied to refused rides.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Passenger Self-Sufficiency	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure passengers and drivers are transported in a clean and healthy environment

Policy Statement: Rcat expects passengers to maintain certain cleanliness and health standards so as not to jeopardize the health of drivers, themselves or other passengers. Good personal hygiene and grooming is necessary to ensure that passengers on board the vehicle are not unduly exposed to unhealthy conditions due to the enclosed area.

Guidelines:

1. A passenger utilizing Rcat fixed route services is required to be capable of caring for themselves, controlling their bodily functions, and have the cognitive ability to make decisions.
2. A passenger utilizing Rcat specialized services is required to be capable of caring for themselves, controlling their bodily functions, and have the cognitive ability to make decisions, or Rcat may recommend a personal care attendant accompany the passenger to assist them.
3. Passengers must practice good hygiene which includes proper bathing and wearing clean clothing.
4. Transportation may be refused or suspended when the passenger:
 - a. Jeopardizes the health of drivers and other passengers due to poor hygiene and personal grooming
 - b. Requires medical attention to prevent the spread of a communicable disease
 - c. Has open wounds, visible bleeding or unsupported injuries
 - d. Travels without a personal care attendant and is habitually incontinent
 - e. Is habitually not prepared or available when the vehicle arrives for pick up
 - f. Requires assistance after de-boarding or cannot be left alone at the drop-off location

Refer to: Policy on Passenger Hygiene and Cleanliness, Policy on Attendants, Policy on Contagious Disease, Policy on Hand-to-Hand Transfers

Consequences:

Failure to comply with the terms of this policy may result in immediate refusal of permission to board and or suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Passengers With Animals	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to identify animals allowed to ride Rcat vehicles

Policy Statement: Animals are allowed on board Rcat vehicles under certain conditions. Rcat will comply with current FTA regulations regarding ADA service animals. Rcat will allow small animals other than service animals.

Guidelines:

Animals may ride on board Rcat vehicles under the following conditions:

- a. Animals must be carried in properly secured animal cages, animal carriers, or animal travel containers small enough to be held on the passengers lap.
- b. Contained animal must be held on the passenger's lap while on board a Rcat vehicle.
- c. Animal containment must have a lid that closes and locks, or is otherwise secured.
- d. Animals cannot take a seat intended for passenger use
- e. Passenger is responsible for the behavior and hygiene needs of their animal.
- f. Current rabies vaccination must be on file with a licensed Veterinarian.
- g. Animal must not be disruptive, or behave in a threatening or defensive manner.
- h. Animals ride at no additional charge
- i. When utilizing special transportation services, passenger should inform the dispatch operator that a service or other animal will be transported.
- j. Service animals (and those in training) must be properly restrained by leash, harness or may be in a carrier.
- k. Service animals must be within the care, custody and control of their owners while being transported
- l. Service animals may ride on the floor but may not block the aisle
 - i. A service animal is an animal that has been individually trained to assist an individual with a disability
 - ii. There is no national standard for certifying service animals
 - iii. A driver may not require or ask a person with a disability for certification or identification for service animals
 - iv. A driver may ask what tasks the animal has been trained to perform.

Refer to: FTA Guidelines for ADA, Policy on Dealing with Disruptive Passengers

Consequences:

Failure by a passenger to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Payment Due At Time Of Service	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure that the collection of passenger fares is equitable and uniform.

Policy Statement: Rcat passengers should be prepared to pay the appropriate fare with U.S. cash /coins, ticket or monthly punch card at the time service (transportation) is given.

Guidelines:

1. Rcat Fixed Route drivers accept cash/coins and tickets, or current monthly punch card only.
2. Fixed Route Passengers must have correct change.
3. Rcat Fixed Route drivers are not allowed to make change.
4. Rcat will accept free will donations in amounts over the appropriate fare charged on all types of service.
5. Rcat specialized transportation drivers may make change for small bills.
6. Rcat specialized transportation drivers may accept checks for the amount of the fare.
7. Checks returned for insufficient funds will result in a \$25 service fee.
8. Individuals who have written an insufficient fund check to Rcat will not be allowed to issue additional checks to Rcat.
9. Rcat-Hutchinson to Wichita transportation Passenger must have exact change for all services. Fares are good for one trip. No pennies, no medical vouchers, no credit cards, no transfers

Refer to: Policy on Dealing with Disruptive Passengers

Consequences:

1. Failure by a passenger to comply with the terms of this policy may result in suspension of services.
2. Failure by a passenger or agency to pay for a trip or to make good on a returned check may result in legal charges and fees.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Prohibiting Tobacco Products On Vehicles - Passenger	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to safeguard the health of all passengers and comply with the Laws of the State of Kansas

Policy Statement: Rcat prohibits the use of tobacco products in Rcat vehicles.

Guidelines:

1. Passengers are prohibited from using tobacco while in an Rcat vehicle.
2. Passengers are prohibited from using tobacco products while on Rcat grounds.

Refer to: Policy on Dealing with Disruptive Passengers. Federal and State Governmental Regulations on Smoking in Public Places.

Consequences:

Failure by a passenger to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Seatbelts And Restraints
Date Initiated: 07/01/2011	Page 1 of 2

Purpose: to ensure the safety of all passengers and drivers.

Policy Statement: All Rcat drivers must be secured with the restraint devices available in each vehicle while driving. All passengers are strongly encouraged to use seatbelts. Adults are strongly encouraged to provide and use child safety/booster seats appropriately sized for the children they accompany on Rcat vehicles. Adults accompanying children are responsible to properly install and buckle children into the safety seat/booster. Under the Americans with Disabilities Act, it is the right of any transit system to require riders using wheelchairs to have their wheelchair secured. It is the policy of Reno County Area Transportation (Rcat) that wheelchair securement is required and thereby creates a safer transport for all riders including those using wheelchairs. Anyone who refuses to have their wheelchair secured will be denied transportation on Rcat vehicles. Passengers using wheelchairs and mobility devices such as scooters are strongly advised to be secured with the securement devices available in each vehicle by the Rcat driver. **Passengers who ride in an Rcat minivan are required by State Law to use restraints devices.**

Kansas law exempts public transportation busses from KSA 8-1343 the Child Passenger Safety Act, Rcat strongly advises all children and youth to be protected with safety restraints.

Guidelines:

Part One: Children and Youth Passengers

1. Rcat strongly encourages the use of appropriate child restraint devices (federally-approved child safety/booster seat) for children, until they weigh more than 80 pounds and are over 49 inches tall.
2. Rcat does not provide child seat restraint devices on Fixed Route vehicles.
3. Some Rcat Fixed Route vehicles are equipped by the manufacturer with integrated child safety seats.
4. Adults are strongly encouraged to provide child safety/booster seats for children accompanying them on Rcat Fixed Route vehicles.
5. Rcat has one (1) federally-approved child safety and one (1) federally-approved child booster seat available for use in specialized transportation vehicles.
6. Rcat owned child safety/booster seats are available on a first come first served basis for use on specialized transportation vehicles.
7. If Rcat specialized transportation is requested to transport a child under the age of four (the trip must be arranged in advance), the accompanying adult must install the child restraint device and buckle the child in the seat.
8. Rcat drivers **will not** install child safety restraint device.
9. Rcat drivers **will not** buckle a child in the safety restraint device.
10. Adults accompanying children utilizing child safety restraint devices are responsible to clean the device upon reaching their destination.

Policy on:	Procedure on: Seatbelts And Restraints
Date Initiated: 07/01/2011	Page 2 of 2

11. Child safety restraint devices owned by Rcat will be kept in the Rcat building when not in use.
12. Children and youth age 14 and under are encouraged to wear a seat safety belt and utilize a booster seat if necessary.

Part Two: Adult Passengers

13. Rcat Drivers are required to wear safety restraints while operating an Rcat vehicle.
14. All adult passengers are strongly encouraged to wear seatbelts.
15. The driver may not assist the passenger riding in a regular seat in the latching or unlatching of seatbelts unless specifically requested by the passenger or in the case of emergency evacuation.
16. The driver must inform passengers riding in a wheelchair that the driver will be securing the lap or shoulder restraint belt.
17. Wheelchairs used as a passenger seat during transport shall be secured with 4-point tie downs according to industry standards using the existing integrated clamp and/or floor mount system. Wheelchairs shall be secured in a forward facing manner. Side facing is prohibited. Power driven mobility devices shall be turned off and wheel brakes if available shall be engaged during transport.
18. The passenger being transported in a wheelchair shall be secured with the lap and shoulder belt unless the passenger specifically refuses its' use.
19. Mobility devices, aids and accompanying packages shall be secured according to the best judgment of the driver in determining the storage method, location, securement and safety of all passengers.

Refer to: Policy on Emergency Evacuation

Consequences:

Failure to comply with the terms of this policy may result in a ticket from law enforcement.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Shared Rides	Procedure on:
Date Initiated: 07/2011	Page 1 of 1

Purpose: to provide the most economical and efficient transportation for all passengers

Policy Statement: Rcat will schedule trips placing as many specialized transportation passengers as possible together when traveling in the same direction or to the same destination.

Guidelines:

1. Passengers shall recognize that Rcat's services are based upon coordination of general public transportation.
2. Rcat will not make individual trips upon request; however individual trips may result due to scheduling.
3. To fully utilize Rcat resources a circuitous route may be necessary in order to accommodate the maximum number of passengers.

Refer to: Policy on Dealing with Disruptive Passengers

Consequences:

Failure to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Disciplinary Action/Suspension	Procedure on: Suspension Appeals
Date Initiated: 07/2011	Page 1 of 2

Purpose: to provide direction for the application of disciplinary action and/ or suspension of difficult passengers and to provide passengers with an appeal process for such actions.

Policy Statement: The actions described in the following guidelines when displayed upon entering the Rcat Transfer Station or while riding or attempting to ride a Rcat vehicle will be considered disorderly conduct and subject to an appropriate disciplinary action. The actions listed in the guidelines are not all inclusive, but provide a guide toward recognizing and understanding the types of actions/behaviors which will result in the denial of transportation; cause the need for progressive disciplinary action and/or lead to the suspension from Rcat service. Additionally Rcat is interested in providing a formal process for passengers to formally issue an appeal in response to disciplinary action.

Guidelines:

1. Refusal to pay fare upon entering the vehicle or to show a monthly pass to the driver.
2. Exhibiting dangerous/hazardous/disruptive behavior to the driver or other passengers (this can include any loud, raucous, unruly, harmful, harassing, or other related behaviors)
3. Willful intimidation of the driver or another passenger or other behavior that warrants alarm for the safety of other persons.
4. Violation of any federal, state or municipal civil and criminal law
5. Extending any object or portion of one's body through the door or window of a Rcat vehicle while it is in motion
6. Spitting at, in or on the property of Rcat, a Rcat driver or passenger
7. Destroying, defacing or otherwise damaging the property of Rcat
8. Boarding a Rcat vehicle with any animal/pet that is not contained in a pet container, (service animals are exempt)
9. Displaying any sexually harassing behavior toward a Rcat driver and or any other passengers (this includes the use of explicit language/dialogue, display of sexually graphic materials or any other sexually harassing behaviors).
10. Carrying out any act which tends to create or incite, or actually creates/incites, an immediate breach of peace. This includes, but is not limited to fighting, pushing, hitting, dangerous horseplay, use of foul/obscene/racist/sexually explicit language or discussion, noisy or boisterous conduct, threats of any sort or any other dangerous actions or actions likely to provoke a violent reaction, fear, and or apprehension.
11. Throwing any object at Rcat property, Rcat drivers or other passengers
12. Additional reasons for disciplinary action are defined under separate policies/procedures included this manual.

Refer to: Policy on Passenger Self-Sufficiency, Procedure Disruptive Passenger

Policy on: Disciplinary Action/Suspension	Procedure on: Suspension Appeals
Date Initiated: 07/2011	Page 2 of 2

Consequences:

Progressive disciplinary process is set forth below:

1. The first violation will result in a written warning.
2. The second violations will result in suspension from riding Rcat for a 30- day period.
3. The third violation will result in a suspension from Rcat for a 60-day period.
4. The fourth violation may result in a disciplinary hearing or could result in disciplinary action up to and including permanent disbarment from riding Rcat.
5. Based upon the severity of the conduct/behavior of the passenger Rcat reserves the right to shorten the progressive disciplinary process at any point, allowing for the ability to proceed directly to the fourth step in the process (suspension in excess of 60 days or permanently disbarring a passenger from use of Rcat).

Rcat Administration will notify the passenger in writing within seven days of any disciplinary action. The letter will state the reasons for and the duration of the suspension.

A passenger who wishes to appeal a decision of suspension may do so through the Rcat appeal process. The Reno county Public Transportation Commission will serve as the body addressing all passenger appeals.

Passengers should address an appeal in the following manner:

1. The passenger must request a hearing in writing within thirty (30) days from the written notice of suspension from Reno County Area Transportation. Hearing requests must be mailed, faxed or hand delivered to the attention of the Director, Reno Public Transportation Department, 120 West Ave B, Hutchinson, Kansas 67501 Fax: 620-694-2767
2. The Director will inform the passenger of the hearing date, place and time in writing, providing at least 10 days' written notice of such;
3. The passenger may bring one or more witnesses to the hearing if desired;
4. Decisions must be presented in writing to the passenger on behalf of Reno County Public Transportation Department within seven (7) days of the hearing.

Management Responsibilities:

Rcat Administration has the responsible to enforce this policy, determine and carrying out any resulting consequences. Rcat Administration has the responsibility to coordinate the facilitation of an appeal process for passengers who request it.

Policy on:	Procedure on: Transporting Passengers with Medical Oxygen
Date Initiated: 07/2011	Page 1 of 1

Purpose: to ensure service to passengers traveling with a portable oxygen supply while assuring the comfort of other passengers

Policy Statement: Passengers traveling with a portable oxygen supply must be self-sufficient and not require aid.

Guidelines:

1. Passengers traveling with a portable oxygen supply shall be transported with no special consideration so long as the oxygen is self-administered.
2. Passengers traveling with a portable oxygen supply may be transported if the oxygen may be safely held by the passenger *or* is secured in a manner that does not block the aisles or exits and will not cause inconvenience or injury of other passengers.
3. Reat drivers may instruct passengers how to secure a portable oxygen supply safely.

Refer to: Policy on Passenger Self-Sufficiency

Consequences:

Failure to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on:	Procedure on: Wait Time
Date Initiated: 07/2011	Page 1 of 1

Purpose: to establish the limits for wait time

Policy Statement: Rcat specialized transportation service strives to accommodate all passengers and adhere as closely as possible to manifest schedules. To achieve this, Rcat has established the following “wait-time” guidelines.

Guidelines:

1. The Rcat driver shall not at any time leave a designated stop prior to the published manifest stop or pick-up time.
2. The Rcat driver shall not wait longer than 5 minutes past scheduled stop or pick-up time for any passenger.
3. The driver of Rcat specialized transportation vehicles shall wait for the passenger at the location designated on the manifest, or verbally communicated by Dispatch.

Refer to:

Consequences:

Failure to comply with the terms of this policy may result in disciplinary action up to and including dismissal, suspension.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Policy on: Wheelchair Securement	Procedure on: Wheelchair Securement
Date Initiated: 07/2011	Page 1 of 1

Purpose: To ensure the safety of all seated passengers and drivers during transport

Policy Statement: All seated passengers are strongly encouraged to utilize seatbelt securement. Rcat drivers shall utilize manufacturer suggested procedures for proper securement of wheelchairs whenever possible. Rcat drivers will make the best use of securement technology based upon the nature of the wheelchair to ensure the safety of seated passengers. If a driver cannot secure a wheelchair, the passenger will not be denied service. It is the policy of Reno County Public Transportation Department that wheelchair securement is required and thereby creates a safer transport for all riders including those using wheelchairs. Anyone refuses to have their wheelchair secured will be denied transportation on Rcat vehicles.

Guidelines:

1. The driver shall use their best effort to appropriately secure wheelchairs according to industry standards using mfg. integrated clamp and/or floor mount securement system. If a driver is unable to secure the wheelchair, the passenger will not be denied service.
2. Rcat Route busses have the capacity to carry one wheelchair(manual or power three or more wheeled devices)
3. The driver shall strongly encourage wheelchair passengers to use available lap and shoulder restraints.
4. Wheelchairs shall be secured with 4-point tie downs or as many as are standard for that particular tie down system, in any combination of straps and/or clamps.
5. Wheelchair passengers shall be secured in a forward facing manner. Side facing securement is prohibited.
6. Power driven mobility devices such as: power chairs, scooters etc. shall be turned off during transport.
7. Wheel brakes if available shall be engaged during transport.
8. Wheelchairs (manual or power three or more wheeled devices) and occupants shall be transported if the lift and vehicle can physically accommodate them, Transportation may be denied if carrying the wheelchair and its occupant would be inconsistent with legitimate safety requirements as when, for example the wheelchair is so large it would block an aisle or would interfere with the safe evacuation of passengers in an emergency.

Refer to: Manuals and videos on file for various restraint systems

Consequences:

1. Failure to comply with the terms of this policy may result in serious bodily harm.
2. Failure by drivers to comply with the terms of this policy may result in disciplinary action up to and including dismissal, or suspension of active volunteer status.
3. Failure by passengers to comply with the terms of this policy may result in suspension of services.

Management Responsibilities:

Monitoring and enforcement of this policy/procedure and the investigation of non-compliance expeditiously in a fair and through manner. Fair and reasonable decision making regarding positive corrective/disciplinary action.

Reat Policy Guidelines on Traveling with Children

Customer safety, convenience and comfort dictate what articles are allowed on the bus. Obviously, there are "gray" areas where the bus drivers must make a judgment based on how crowded the bus is and whether or not the article will discomfort or endanger customers. Here are some guidelines for baby strollers and buggies.

Both collapsible and non-collapsible strollers are allowed on buses:

- Customers may board buses with a child in a stroller. Upon request, the lift or ramp will be deployed by the driver. An adult is required to ride the lift up to control the stroller.
- Once on board the bus, the customer must remove the child from the stroller and hold them in their lap, secure them into a bus child seat or in a seat alongside the customer for the duration of the ride.
- Children seated in WC-19 Transit ADA Accessible strollers may remain seated and their stroller secured in the same manner as a wheelchair.
- Folding strollers must be folded and stored under or between the seats, unless the stroller is too full to do so.
- If the stroller does not collapse, it must:
 - Not block the aisle or doorways;
 - Be under the control of the owner at all times; and
 - May be parked with the brake set in the wheelchair seating area if space is available and tethered in place using wheelchair tie downs.
 - Please note that customers with disabilities have priority use of this area.

Accessible strollers do not need to be collapsed. Reat classifies accessible strollers as mobility aids.

- Upon request, the lift or ramp will be deployed by the driver.
- An adult shall ride the lift up to control the stroller.
- The child is allowed to stay seated in ADA strollers only. The stroller must be secured in the tie-down area.
- Accessible strollers may be for children with disabilities or for parents with disabilities who are unable to safely hold their child.



Reno County Area Transportation
Policies and Procedures Manual

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