TRANSPORTATION REQUEST FORM

Van Driver P/U time_____

Resident______________ Room#______________ Phone#______________

Date of Appointment _______________ Time of Appointment _______________

Location Name______________________________________________________

Address of Location________________________________________________

Location Phone #____________________________________________________

Resident Signature _______________________

Date Requested _______________________

Appointments must be scheduled during the following days and hours:

- Tuesdays: 8:30 am – 3:00 pm
- Thursdays: 8:30 am – 3:00 pm

Appointments will be scheduled 24 hours in advance at the front desk in the lobby. Destinations must be within 7 miles of the community and no escort for transportation will be provided.

All residents and their needs will be considered for their appointments: pick up should be arranged with the bus driver or by calling the facility, a 10-20 minute wait may occur while the bus returns. Should a resident require a long appointment (exceeding 2 hours), the community requests that other transportation arrangements are made.

The facility manager will have sole discretion regarding denial of service based on time, distance, previously scheduled activities and inconvenience to others on a case by case basis.

In the event of mechanical failure or accident that results in community's bus being inoperable during scheduled hours, the community will not be able to transport residents on the bus. Under these circumstances the facility staff will help family or resident schedule alternative transportation; however the community will not assume responsibility for any charges incurred.

______________________________
Staff Confirmation: YES NO (circle one)

______________________________
Driver Confirmation: YES NO (circle one)