



Welcome to Clinton Area Transit System, the home of the **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 start of the scheduled pick-up window. Our cancellation line is available 24 hours a day. For calls made less than one (1) hour before the start of the scheduled pick-up window, the scheduled ride will be marked as a NO SHOW and a fee will be applied. See No-Show policy for more information.
- 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 driver's responsibility to wait for the child to be turned over to a responsible adult.

Please plan on one of the following:

- Meet us at the curb.
- Meet the child at the door in sight of the driver.
- Wave from a window, that can be seen by the driver, 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 call (989) 224-8127 during our Dispatch hours of 7am to 6pm, Monday -Friday. For more information on the Blue Bus, visit www.mybluebus.com.

Clinton Area Transit System
215 N Scott Road
St. Johns, MI 48879

PHONE: (989) 224-8127
FAX: (989) 224-7034
Email: info@clintontransit.com

Unaccompanied Youth Passenger Registration

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

Passenger'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: (____) _____

Email: _____ Email: _____

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: _____

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.
Driver 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 pre-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 passenger needs to be picked-up: _____

Pick-up Location: _____ Address: _____

Drop-off Location: _____ Address: _____

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

CANCELATION AND NOTIFICATION POLICY: Scheduled rides must be canceled one (1) hour prior to the start of 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 (i.e., half days, early releases), we must be notified by a parent or guardian 48 hours ahead and notified of any drop-off changes.* A no-show /late cancellation fee will be charged if ride is not canceled. **The Late Cancellation / No Show charge is 2x the one-way fare and due by the next scheduled ride.**

Exception to this policy is the automatic cancelation 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 or 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: _____