Complementary Paratransit Plan User Guide

Delaware Area Transit Agency
119 Henderson Ct.
Delaware, Ohio 43015
740-363-3355
www.ridedata.com

Last Revision - December 2015
Welcome to the Delaware Area Transit Agency’s Complementary Paratransit Plan User Guide. We hope after reading this you fully understand the purpose of the Complementary Paratransit service.

Introduction
As a “safety net” and for eligible riders who have a disability that prevents them from making some or all of their trips on fixed route buses. DATA bus offers a shared-ride, origin to destination service called Paratransit service. Paratransit service operates in the same areas and during the same days and hours as the fixed route bus. All DATA buses have lifts and are 100% accessible to serve riders who use mobility devices such as wheelchairs, or have difficulty walking up and down steps. Every bus is equipped with securements for mobility devices. Operators are responsible for securement.

Who Can Use Paratransit Service?
DATA Paratransit service is available to people who have a physical and/or cognitive disability that prevents them from functionally using DATA’s fixed route buses for some or all of their rides. You are not required to live in the service area; however, the trip origin and destination must be within the DATA’s fixed route service area. This means you will need to meet the Paratransit vehicle inside the service area. Many Paratransit approved riders find that fixed route service is their preferred choice for some rides. This choice does not affect your Paratransit eligibility. Visitors with current eligibility status for transportation services through another public transit agency can use up to 21 days of rides a year before being required to become Paratransit eligible with DATA. You will be notified when it is time to recertify your eligibility (unless you have temporary eligibility).

When and Where Does Paratransit Operate
DATA will provide Complementary Paratransit service to qualifying individuals with a disability within ¾ mile of the Fixed Route paths that have been established. DATA will provide next-day service to all qualifying passengers. Paratransit service runs during the same days and hours of the fixed bus route in that area.
DATA reserves the right to establish service points if needed based on safety concerns for the operator and/or rider. Paratransit service is not available when DATA bus is closed such as major holidays.

**How to Schedule Paratransit Trips**

Rides are scheduled by advanced reservation. Paratransit service will operate the same days and during same hours of DATA’s Fixed Route time. Advanced reservations will be taken Monday thru Friday from 9:00 am-4:00 pm and up to one (1) week in advance. Trips for Monday may be scheduled on Sunday calling the paratransit line: 740-513-2599 by leaving a message with your full name, phone number, requested origin and destination and the requested pick up or appointment time and return time if there is one. Also include if anyone will be riding along with you. If a Personal Care Attendant will be accompanying you, please specify if they will be using any mobility aids, i.e. motorized wheelchair, scooter, walker, cane, etc.

Travel time will vary depending upon the ride distance and stops made to accommodate other riders during the ride. Other riders share the vehicle so vehicles may stop and travel in other directions during your ride.

Drivers are permitted to stop only at the location designated during the reservation. Travel arrangements with more than one destination will be scheduled as separate trips and will require a separate fare.

**Are There Any Size Restrictions for Mobility Devices?**

The platform on the DATA vehicle measures 48” long and 34” wide. Most types of mobility devices including wheelchairs and three-wheeled scooters can be accommodated. The device, when occupied by the user, should be no more than a maximum weight of 800 pounds. The mobility device must be fully operational and must be operated solely by the user of the device or their designated personal attendant.

A wheelchair is defined as “a mobility aid belonging to any class of three-or more- wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered.” Passengers with mobility impairments who do not use a wheelchair may be assisted both on and off the vehicle by the DATA drivers. However, the drivers are not permitted to enter private residences. Passengers with hearing or sight impairments may also be provided with
special assistance upon request. Additionally, Personal Care Attendants upon approval, for passengers are welcome at no charge.

**Life Support Equipment**
You may bring a respirator, portable oxygen, and/or other life support equipment as long as it does not violate transportation related hazardous materials laws. Please tell the reservationist at the time of your call if you are bringing oxygen.

**What is a Personal Care Attendant?**
A Personal Care Attendant (PCA) is someone you may bring to assist you while traveling or with personal care or activities. You must tell the reservationist that your PCA is traveling with you when you schedule your ride. This ensures that there will be room on the vehicle for you, your PCA and the other scheduled riders. You may schedule only one (1) PCA and they may ride for free when traveling with you. A PCA must get on and off the bus at the same places and times as you.

To be able to have one PCA ride free with you, you must be certified with us as needing a PCA. This is done as part of your certification process. If you did not indicate a need for a PCA when you applied to be eligible for Paratransit service and now need a PCA, you should call the DATA Mobility Management office at 740-513-2599.

**Can I Bring a Companion?**
Yes you can. A companion is someone you want to bring along to share the ride. Family members and friends not designated to provide personal assistance to you are considered companions. Companions must pay a fare when accompanying you and must get on and off the vehicle at the same place and time as you.

You will need to tell the reservationist when you schedule rides that you will be traveling with a companion. This ensures that there will be room on the vehicle for you, your companion and other scheduled riders.

**What Is a Service Animal and Can I Bring My Service Animal on the Bus?**
Yes, you may bring your service animal with you when you travel on the DATA Bus. A service animal is defined as any guide dog, or other animal individually trained to “work or perform tasks” for an individual with a
disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimum protection or rescue work, pulling a wheelchair, or fetching dropped items”. Service animals are working animals, not pets.

- DATA may refuse to transport service animals that are deemed to pose a direct threat to the health or safety of the driver’s or other rider’s, create a seriously disruptive atmosphere, or are not under the rider’s control.
- Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- A passenger’s request that the driver take charge of a service animal may be denied. Caring for a service animal is the responsibility of the passenger or a PCA.
- DATA Bus is not required to transport animals that have not been individually trained to perform specific tasks.

**Can I Bring My Pet?**
Yes, other pets and non-service animals may be carried on DATA Bus; however, they must be properly secured in a cage or other container.

**How Do I Check on My Ride?**
You may call to confirm trip times the day before the scheduled trip between the hours of 2:00 PM-4:00 PM. If your bus has not arrived after your pick up window (15 minutes after your quoted scheduled time), contact the DATA office and they will give you an update on your ride.

**How Do I Cancel a Scheduled Ride?**
If you have scheduled a ride that you no longer need to take, please call DATA office as soon as possible. (Please refer to the no-show/late cancellation policy).
What Is a Same Day Cancel?
A same day cancel is when you cancel your scheduled paratransit ride after 12:00 PM the day before and up to one (1) hour before your scheduled trip. (see the same day cancel/no-show policy)

What is a No-Show?
A trip that a passenger has previously scheduled/reserved but is not at the scheduled origin point within the 30 minute origin window, or the passenger cancels the trip less than one (1) hour prior to the scheduled origin time.

What is the Pickup Window?
All paratransit trips are scheduled within a thirty-minute window time frame. This means that the Paratransit bus could arrive up to 15 minutes before and 15 minutes after the quoted pickup time. For example, if you are quoted a 2:00 PM pick up time, you should expect the vehicle anywhere from 1:45 PM to 2:15 PM. You should be ready 15 minutes before the pickup time and prepared to leave immediately after the vehicle arrives. DATA will reserve the right to negotiate with eligible passengers to schedule a trip within one hour window (+/-) of the requested pickup time. For individuals with appointments, every effort will be made to ensure on-time arrival of the requested time at the passenger’s destination. An example of this is; if you call and say you want picked up at 12:00 p.m. we will get you between 11:00 a.m. and 1:00 p.m. to take you to your destination.

What if My Appointment is Running Late?
Everyone has occasional circumstances outside their control that can cause delays at a scheduled appointment. If your appointment is running later than expected and there is a chance that you will not be ready for your scheduled return ride, (or you have missed the bus), contact the DATA office as soon as possible. Every effort will be made to adjust your return trip time and assign another vehicle to pick you up. Because scheduled are set the day before, there may be a delay of an hour or more before another vehicle is available to accommodate your request.

Remember: Allow extra time for medical appointments or other appointments that may take longer than expected. This will reduce the chance of you having to wait until another vehicle is available.
Groceries and Packages
When making trips to the store, be mindful that DATA Bus is a shared ride service and that you may be on the vehicle up to one hour. You must be in control of your packages at all times. DATA Bus operators do not handle packages. The passenger must be able to carry all packages on and off the bus in one trip without assistance. You may consider using a collapsible grocery cart for your groceries.

Lost and Found
DATA Bus is not responsible for items lost or stolen on the vehicle. Passengers must contact DATA Bus if they believe that they have left an item on a vehicle.

Unacceptable Behavior
DATA reserves the right to refuse service to person’s that engage in “violent, seriously disruptive or illegal conduct.” This may include a person who assaults a driver or another passenger or persons who are in violation of established policies or law.

How do I Pay For My Ride?
One-way fare for Paratransit service is $2.00. Please have exact fare ready when boarding the vehicle. Riders who do not have the fare will not be transported. Fares can be paid in:

- **Cash:** You must have exact change because the drivers cannot give change
- **Check:** You may write a check for your fare, made out to DATA Bus.
- **Fare Card:** You can purchase fare cards in increments of $.50 up to $20.00. They are sold at the DATA office. You can come in person to purchase them or by mailing a check/money order (made out to DATA Bus) to the DATA office. Be sure to include the person’s name and mailing address where to send it to.

How to Apply for Paratransit Service
If you wish to apply for paratransit service, you can call DATA’s Mobility Manager to request an application: 740-513-2207 or you may visit DATA’s website to print the application: [www.ridedata.com](http://www.ridedata.com). Part 1 will need to be filled out by the applicant and Part 2 of the application must be filled out by a licensed medical professional that is most familiar with the applicants
current medical diagnosis. After both applications are fully completed, please call our Mobility Administrator at 740-513-2207 to schedule an appointment to submit your application and attend an interview/functional assessment. *Please Do Not Mail the application*

What Type of Eligibility Do I Have and What Does It Mean?

Q: How long does the process take and how will I be notified?
Your type of eligibility is determined by the DATA Eligibility Center and is based upon the result of your functional assessment. When you are certified as a Paratransit customer, you will receive a letter from the Eligibility Center. The determined eligibility is written on your certification letter. There are three kinds of eligibility possible:

- **Unconditional Eligibility** has no trip restrictions.
- **Temporary Eligibility** is given to individuals with short term conditions. Trips are provided for the duration of time during which the individual is unable to use fixed route bus service.
- **Conditional Eligibility** limits trips to the specific conditions which prevent an individual from riding fixed route bus service.

If you have questions about your eligibility or about your eligibility letter, please contact the Mobility Management office at 740-363-3355.

How Do I Appeal My Eligibility Decision?
If you have been found to be conditionally eligible or ineligible for Paratransit service, you may appeal the decision. You must file your appeal within sixty (60) days of notification of your eligibility status. If you have questions about the appeal process, please contact the Mobility Management office 740-363-3355 for assistance.

Q: How will I know if I am approved for paratransit service?
   A: If your eligibility is determined by the Eligibility Administrator at the initial review, you will be given a paratransit ride card. If determination is not made during the initial review, you will receive a notification letter via mail. The review process can take up to 21 days.

Q: How long does the certification last?
   A: Approval is valid for up to 2 years. You will need to complete the recertification process at the expiration date unless the approval is
conditional and/or trip by trip basis, it may be valid for up to one (1) year. If you are approved with a temporary paratransit status, you will be eligible for the expected duration stated by your medical licensed professional.

Q: For eligibility determination what are some of the criteria that are not considered?

A: Eligibility is not based on the following:
- Your age, your income, or financial need
- Not having a car, being unable to drive, or inconvenient bus schedules
- Not being able to carry your books, groceries, children or other items
- Your particular medical diagnosis or name of your disability (merely having a diagnosis of “disability”)
- The reason or importance of your trips (the ADA prohibits restrictions or priorities based on “trip purpose”)

What’s the Cost to Ride

Paratransit is double the base Fixed Route Fare per one way trip for the eligible passenger.

*All other DATA rules and regulation apply*

Can I use an ADA card from another Transit Agency?

Yes you can. If you have already been approved through another Transit System, you are automatically qualified for DATA’s Paratransit. We do require that proof of your qualification is on file with our office before you are permitted to use DATA’s Paratransit system.

How to Reach Us

For more information you can:
Visit our website at www.ridedata.com OR
Call us at:
740-368-9383 Administration Line
740-363-3355 Scheduling and Dispatch
740-513-2599 Paratransit Line
Compliment, Comment or Complaint

If you have a compliment, comment or complaint, we want to hear from you. Please call us at 740-368-9033 or write us at:

DATA Bus
119 Henderson Ct.
Delaware, Ohio 43015

Our Mission:
To enhance the quality of life for all Delaware County residents by providing affordable and accessible public transportation.

DATA Bus is a Public Transit Agency owned and operated by the citizens of Delaware County. Funding for the DATA Bus comes in part from the Federal Transit Administration, the Ohio Department of Transportation, the Delaware County Commissioners, SourcePoint, the City of Delaware, the City of Powell, and other political jurisdictions in Delaware County.
Thank you for your interest in DATA Paratransit Transportation Services. Enclosed is an application and information about our services. Please take some time to read the information in order to familiarize yourself with the process before you begin filling out the application.

As the applicant, please fill out Part 1 in detail. A licensed professional who is most familiar with the functional limitations imposed by your condition must complete and sign Part 2. Professionals who are qualified to complete this form include: Audiologist, Chiropractor, Registered Nurse; Medical Doctor; Mobility Specialist; Physical & Occupational Therapist; Optometrist; Psychologist; Licensed Independent Social Worker (LISW-must specialize in specific functional limitations).

Some things that will delay/prevent the Mobility Services Department from processing an application include:

- ANY questions that are left unanswered in Part 2.
- No signature on Part 2.
- If Part 2 is completed by anyone other than a licensed professional.
- If the licensed or certified professional completing Part 2 does not include their full name, title, address and license or certification number.

After completing the application, please call our Mobility Coordinator at 740-363-3355 to schedule an appointment to submit your application and attend an interview/functional assessment. Should you need it, transportation on DATA for your interview/functional assessment can be arranged for you. You must let the Mobility Coordinator know you need transportation when you schedule the appointment. The Mobility Coordinator will schedule your ride and DATA will contact you to verify the
availability and pickup time of the trip. These trips are on a space-available basis, and travel to and from the interview/functional assessment will be free of charge. If you are unable to attend the assessment, please cancel that ride within 24 hours by calling 740-363-3355.

- You will receive a status notification at the time of your assessment or, via mail within two weeks from the date of your assessment. If you are denied eligibility, you have a right to appeal the decision.

**Purpose of Paratransit**

DATA provides Paratransit services on buses to persons who cannot use the fixed route system. To be eligible for this service, individuals must have disabilities that prevent the use or access of the fixed route. Eligibility is based on whether your disability prevents you from independently performing the tasks needed to ride fixed route service for some or all of the time. Age, inability to drive, utilizing a mobility device, income, not having access to a car, or access nor distances to the nearest bus stop by themselves, are not eligible disabilities.

Our program requires that you are not able to access our Fixed Route bus service. You will be asked to complete a written application and followed by an in-person functional assessment. If through the written application and functional assessment verification, it is deemed you are able to access our Fixed Route bus service, you will not be eligible for our ADA Paratransit service.

Transit agencies such as DATA must take specific steps to make fixed route accessible to persons with disabilities. Regular accessible bus service is intended to be the primary mode of public transportation for persons with disabilities.

The ADA also requires Paratransit service as a ‘safety net’ for persons whose disabilities prevent use of accessible non-commuter, Fixed Route bus service. The federal government adopted minimum criteria that transit agencies must meet in operating this complementary Paratransit service. Complementary Paratransit
service is intended to offer a comparable level of service provided by regular bus service. Paratransit service is not required, nor intended, to meet all the transportation needs of persons with disabilities. Rather, it is intended to provide public transportation in a more specialized form.

DATA’s ADA Paratransit Program is designed to meet the minimum service criteria established by the federal government. This certification form will be used to determine your eligibility for DATA’s ADA Paratransit Service.

**WHAT IS Paratransit SERVICE?** DATA Paratransit service is for those who cannot access the Fixed Routes due to a disability. Passengers usually ride with others who are traveling in the same general direction, and drivers may stop to pick up or drop off passengers on route. We cannot go inside your house to get you, and we do not take you inside your destination. We provide door-to-door service if applicable.

This service is a “safety net”; it is **only** for those persons who do not have the **functional** capability to ride the Fixed Route buses.

The Americans with Disabilities Act (ADA) guarantees people with disabilities the same access to public transportation as people without disabilities. Many people with disabilities can ride the regular Fixed Route buses. People with disabilities who cannot use the Fixed Route buses can use the ADA Paratransit Service.

*All DATA vehicles are equipped with lifts*

*You must complete the entire form and answer every question. Incomplete forms will be returned.* The information you provide is confidential. It will only be shared with persons involved with DATA’s eligibility determination process and other transit providers to facilitate travel in those areas, and will not be provided to any other person or agency.
Each applicant will be notified of the eligibility determination no later than 21 days after DATA has received the completed application and when the in-person functional assessment is completed.

**Important:** Falsification of this application to obtain, aid, or facilitate another in obtaining Paratransit service violates Ohio Revised Code section 2921.13 and United States Code Title 18, section 1001. Penalties include fines of up to $5,000 and imprisonment up to ten years.

If you have any questions or need assistance completing this form, please call:

- 740-363-3355 (Phone)
- 740-362-7603 (Fax)
- 1-877-363-3282 (Toll Free)
- 1-800-750-0750 (TTY Ohio Relay Service)
PARATRANSIT ELIGIBILITY APPLICATION

DATA Bus provides paratransit services to individuals who cannot use DATA’s fixed-route bus service to make all of their trips. To be eligible for this service, the functional limitations of an individual’s disability must currently, significantly prevent the use of DATA’s fixed-route service. Age, distance from a bus stop, being in a wheelchair, a medical diagnosis, or being classified as having a “disability” by themselves are not criteria for determining eligibility.

Part 1 must be filled out with the applicant’s answers. The applicant may receive assistance from another person, but wherever possible the applicant’s answers must be written. If another person assists, please state their relationship at the end of Part 1 and have the applicant sign.

If you live more than ¾ of a mile from any DATA fixed route, you are outside of DATA’s paratransit service area. Please call the DATA Coordinator at 740-363-3355 if you need more information regarding service area.
**New Applicant**  
**Recertification**

**Part 1**  
General Information to be Completed by Applicant  
(PLEASE TYPE OR PRINT CLEARLY IN INK)

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<th>Last Name</th>
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<th>Middle Initial</th>
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Male/Female  
Date of Birth ___________

Street Address

Apartment Name  
Building No./Apt. No.

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<th>State</th>
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2.______________________________________________

Emergency Contact Name(s)  
Emergency Phone(s)

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Applicant’s Release
I understand the purpose of this evaluation form is to determine my eligibility for Paratransit Service. I understand the information about my disability contained in this application will be kept confidential and shared only with professionals involved in evaluating my eligibility.

I hereby authorize my medical representative to release any and all information regarding my medical condition to DATA.

I understand that providing false or misleading information could result in my eligibility status being revoked.

If applicant is unable to sign this form, he/she may have someone sign on his/her behalf.

____________________________      ____________________
Applicant Signature               Date

Important: Falsification of this application to obtain, aid, or facilitate another in obtaining Paratransit service violates Ohio Revised Code section 2921.13 and United States Code Title 18, section 1001. Penalties include fines of up to $5,000 and imprisonment up to ten years.
Please read the following statements and check those that best describe what you believe to be your ability to use DATA’s Fixed Route bus services without assistance. You may select more than one.

___ I use the bus frequently.

___ I believe I could learn to ride the bus, if I were taught.

___ I can get to and from the bus if the distance is not too great and the route is barrier-free.

___ I can use DATA Fixed Route bus services for some trips, but not other times because there are barriers that prevent me from using the system.

___ I have difficulty or cannot climb stairs and can only board a DATA vehicle if it has a lift.

___ I have a visual disability, which prevents me from getting to and from the bus, even with training.

___ The severity of my disability can change from day-to-day. I can only ride the Fixed Route bus when I am feeling well.

___ I have difficulty understanding and remembering all of the things that I would have to do to find my way to and from the bus.

___ I have a visual disability, which prevents me from getting to and from the bus, even with training.

___ I can never use the bus by myself.
I am not able to use the bus due to my disability. (Please explain in detail your disability that prevents you from using DATA’s Fixed Route bus service)


__________________________

__________________________

YOUR CURRENT TRAVEL

Please List your 3-4 most frequent destinations and how you get there now.

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<th>Destination addresses</th>
<th>Frequency of travel</th>
<th>How you get there?</th>
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1. Does your health condition/disability require you to use Paratransit Service:
   _____ Seasonal (Nov. - Apr.)
   _____ Permanently
   _____ Temporarily
   If temporarily, for how long? _____ Week(s) _____ Month(s) _____ Year(s)

2. Please indicate the primary mobility aid you use when traveling in the community:
DATA Bus

___ Support Cane ___ Leg Brace ___ Picture Board

___ Long White Cane ___ Crutches ___ Alphabet Board

___ Service Animal ___ Walker ___ Powered W/C

___ Hearing Aid ___ Prosthesis ___ Manual Wheelchair

___ Oxygen Tank ___ Hearing Device ___ Scooter

Note: DATA may not be able to accommodate you if your wheelchair or scooter is longer than 48” or wider than 30” in length with a weight, when occupied by the applicant, of no more than 800 pounds. If the combined weight of the applicant and mobility device exceeds 800 pounds in total, the occupant must be able to independently transfer separately on the lift.

3. What is your current medical diagnosis?

________________________________________________________________________

________________________________________________________________________

By whom were you diagnosed by? ___________ Address _________________

Phone number _________________ Date you were diagnosed? ____________

4. Do you require a Personal Care Attendant (PCA)? A PCA is a person who will assist you to and from the bus or who will ride the bus with you?

___ Yes ___ No

5. Are you able to be left unattended?

___ Yes ___ No
QUESTIONS ON USING THE BUS

1. Have you ever used DATA’s bus services?
   ___ Yes
   ___ No

2. Are you currently using DATA’s bus services?
   ___ Yes
   ___ No
   If yes, what routes: __________________________________________

3. Can you transfer from one bus to another if needed?
   ___ Yes
   ___ No, if no, please explain __________________________________

4. Can you, without the assistance of another person, get to or from the bus stop nearest your home?
   ___ Yes
   ___ No, if no, please explain __________________________________

5. Can you climb a 12-inch step?
   ___ Yes
   ___ No

6. Does your physical condition change from day-to-day, to the point that it may be difficult to use the bus service?
   _____ No, my physical condition does not change from day-to-day
   _____ Yes, if yes, please explain __________________________________
7. On days when your physical condition is **good**, can you, on your own, or using a mobility aid:
   ____ Get to the curb in front of your house
   ____ Travel up to one (1) block
   ____ Travel up to four (4) blocks
   ____ Travel up to six (6) blocks
   ____ Cannot travel outside your house. Please explain:

   ____________________________________________________________
   ____________________________________________________________

8. On days when your physical condition is **bad**, can you, on your own, or using a mobility aid:
   ____ Get to the curb in front of your house
   ____ Travel up to one (1) block
   ____ Travel up to four (4) blocks
   ____ Travel up to six (6) blocks
   ____ Cannot travel outside your house. Please explain:

   ____________________________________________________________

9. Does the weather have an effect on your ability to use fixed route service?
   ____ No
   ____ Yes
   If yes, please explain:

   ____________________________________________________________

10. Are you able to, on your own, use the telephone to obtain bus information?
    ____ Yes
    ____ No, if no, please explain__________________________________

   ____________________________________________________________
11. Are you able to follow written or oral instructions to use bus services? And/or a shelter?
   ___ Yes
   ___ No, please explain ________________________________

12. Are you able to follow written/oral instructions to pay your bus fare?
    ___ Yes
    ___ No, please explain ________________________________

13. Can you wait ten (10) minutes at a bus stop that does not have a seat and/or a shelter?
    ___ Yes
    ___ No, please explain: ________________________________

14. Can you cross a street?
    ___ Yes    ___ No

15. Can you balance while seated?
    ___ Yes
    ___ No
16. Can you grip handles and railing?
___ Yes ___ No

17. Are you able to recognize a destination or landmark?
___ Yes
___ No, if no, please explain: ________________________________

19 Do you travel with an oxygen tank? ___ Yes ___ No

20 Do you travel with a service animal? ___ Yes ___ No
If so, specify what type of animal ________________________________

What services does this animal perform? __________________________
*This page intentionally left blank*
Paratransit services are for individuals who cannot use DATA’s fixed-route bus service to make all of their trips. To be eligible for this service, the functional limitations of an individual’s disability must prevent use of DATA’s fixed-route bus service. Age, distance from a bus stop, using a wheelchair, medical diagnosis or name of “disability” by themselves are not taken into consideration in making an eligibility determination.

Part 2 must be filled out clearly, completely, and signed by the licensed or certified professional.

If this section is completed by the applicant with the professional’s signature, it will NOT be accepted. ALL sections must be completed by the professional.

Important: Falsification of this application to obtain, aid, or facilitate another in obtaining Paratransit service violates Ohio Revised Code section 2921.13 and United States Code Title 18, section 1001. Penalties include fines of up to $5,000 and imprisonment up to ten years.

**Part 2**

**TO BE COMPLETED BY A LICENSED OR CERTIFIED PROFESSIONAL**

Professionals qualified to complete Part 2 include: Audiologist; Chiropractor; Medical Doctor; Mobility Specialist; Registered Nurse; Occupational Therapist; Physical Therapist; Licensed Independent Social Worker that specializes in the functional limitation; Superintendent of County DD program

Applicant’s Last Name: ___________________ First Name: ____________________________

1) What is the applicant’s current medical diagnosis?

______________________________________________________________________________

2) How does this condition(s) prevent the applicant’s use of DATA’s fixed-route bus service: (IMPORTANT: PLEASE GIVE DETAILED EXAMPLES)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
3) Is this condition temporary  
Yes ☐ No ☐  
If yes, what is the expected duration? __________________________ Months

4) Is the applicant able to get on and off a DATA fixed-route bus equipped with a wheelchair lift without assistance? The driver operates the wheelchair lift and secures the equipment.  
Yes ☐ No ☐  
If no, please explain: ____________________________________________

5) Is the applicant able to walk/use wheelchair to the bus stop nearest his/her home?  
Yes ☐ No ☐  
If no, please indicate all of the following reasons which are applicable:  
☐ Cannot maneuver over hilly or rough terrain  
☐ Lack of sidewalks and curb cuts in their neighborhood  
☐ Cannot wait outside for ten (10) minutes  
☐ Cannot cross busy intersections  
☐ Cannot identify correct bus during daylight  
☐ Cannot identify correct bus during daylight  
☐ Other (please give detailed specifics): __________________________________

6) Is the applicant able to perform the following functions independently?  
Find his/her way between familiar locations? ☐ Yes ☐ No  
Grasp coins, passes and handles? ☐ Yes ☐ No  
Communicate address, destinations and telephone numbers on request? ☐ Yes ☐ No  
Ask for, understand and follow directions ☐ Yes ☐ No  
Deal with unexpected situations or unexpected changes in routine? ☐ Yes ☐ No  
Go up and down steps? ☐ Yes ☐ No  
Recognize a destination or landmark? ☐ Yes ☐ No  
Walk or use a wheelchair and travel 200 feet (a city block) ☐ Yes ☐ No  
Walk or use a wheelchair and travel ¼ mile? ☐ Yes ☐ No

7) If applicant uses an aid, please check those that apply:  
☐ Manual wheelchair  
☐ Electric wheelchair  
☐ 3-wheel scooter  
☐ Walking cane  
☐ Cane used by the visually impaired  
☐ Crutches  
☐ Walker  
☐ Service animal  
☐ Portable oxygen

8) Does the applicant require the assistance of another person (other than the driver) to assist them?  
☐ Yes ☐ No  
Does the applicant need someone to assist them in:  
☐ Getting to or from Bus stops  
☐ Getting on or off the bus  
☐ Other (please describe) __________________________________________
9) Please indicate the individual’s ability to independently perform the following functions, using the least effective mobility device:

<table>
<thead>
<tr>
<th>Function Description</th>
<th>Little or No Difficulty</th>
<th>Discomfort and/or Inconvenience</th>
<th>Severe Pain, Additional Impairment and Reduced Level of Function</th>
<th>Impossible or Likely to Cause a Serious Medical Crisis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel independently to and from the nearest bus stop up to ¼ mile?</td>
<td></td>
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<tr>
<td>Identify the bus stop and correct bus to get on and off</td>
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<tr>
<td>Go up and down three 10 inch steps, using a handrail if needed</td>
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<tr>
<td>Get on and off the DATA bus with a passenger lift or ramp</td>
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<tr>
<td>Ask for, understand, and carry out instructions to take a trip</td>
<td></td>
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</tr>
</tbody>
</table>

I certify that, based upon my skill, knowledge, experience, and reasonable degree of certainty, the above named applicant is eligible to apply for DATA’s Paratransit Services Program.

**Please Print Clearly**

Licensed or Certified Professional Name: _____________________________________________________________

Title: _________________________________________________________________________________________

Office Address: ________________________________________________________________________________

City: ___________________ State: ___________ Zip Code: _____________________________________________

Phone Number: __________________________________________

Signature: _____________________________________________________________________________________

Date: ___________________________ License/Certification Number (required): ___________________________