

Prairie Band Potawatomi Nation General Public Transportation Policies and Procedures-Passenger Informational

Transportation Office Hours

8:00AM-4:30PM Monday-Friday Excluding Holidays. Transportation Department is also closed if the Tribal Government Center is closed or due to inclement weather.

Transportation Coordinator: 785-966-2995 or toll free 1-866-727-8181

Public Transportation Cost & Schedule

Destination	Ages 6 – 59	Ages 60 and over	Last Scheduled Ride
Local Rides	\$1.50 each way	\$.75 each way	4:00 PM
Outside Local Area	\$2.00 each way	\$1.00 each way	3:30 PM
Holton – Topeka	\$4.00 each way	\$2.00 each way	3:00 PM
Mayetta – Lawrence: M & F ONLY	\$7.00 each way	\$3.50 each way	2:30 PM
Mayetta – Horton: M & F ONLY	\$4.00 each way	\$2.00 each way	2:30 PM
Ages 5 and under ride free --- Ticket Books are Available			

Scheduling Your Ride

The General Public Transportation Program schedules transportation on a first come, first service basis. We prefer a 24 to 48-hour advance notice to ensure that we can accommodate your trip. We are able to accommodate same day requests depending on cancellations and scheduled loads.

Rules

- Children under the age of 18 must have a parental waiver signed, if no adult is accompanying them. Waiver ages are 14-17 only and a copy of the student’s identification will be required at the time of the waiver.
- All rides to and from destination need to be scheduled.
- Payment of fares are due upon boarding transit vehicle and must be exact as drivers do not carry change.
- Seatbelts are to be used at all times.
- No smoking/eating/drinking allowed in transportation vehicles.
- Driver will wait at scheduled pick up point for 5 minutes. Riders should make every effort to be ready and waiting at the scheduled pick-up time. Dispatch will make courtesy call and try to contact riders within the 5 minute window.
- Prairie Band Potawatomi General Public Transportation is not responsible for items left on the transit vehicles. *See Lost and found information.

- Child car seats are required for children that fall under Kansas law. Parents are responsible for providing and installing the seat prior to the trip. Transit will provide one car seat and one booster seat.
- Inappropriate behavior which presents a danger or nuisance to other riders or transit staff will not be tolerated; this includes but is not limited to verbal or physical violence, offensive language or gestures and/or threats.
- Only Service Animals are allowed in vehicles. All other animals are not allowed.
- No hazardous, combustible chemicals or flammable chemicals allowed on the bus at any time.
- Personal Care Attendants who ride with the passenger to offer assistance will be at no charge. (limited to 1 PCA w/no charge)
- No school bus service provided.
- Driver will not be sent back once in route if passenger is not ready within the 5 minute window.
- Two no call no shows within a 6 month period will be suspended from ridership for a two week period. Two Cancellations without a 24 hour notice within a one month period will result in a two week suspension from ridership.
- No alcohol or illegal drugs allowed. Riders who appear under the influence of drugs and/or alcohol will be denied transportation services.

Eligible Passengers

Anyone & everyone is allowed and welcomed to utilize the General Public Transportation Services. We can coordinate with your needs, compliant to our Ridership Policies, Kansas Department of Transportation (KDOT) Regulations, Federal Transit Administration (FTA) Regulations, and American Disabilities Act (ADA). A request can be denied due to driver availability.

Ridership Restriction

Firearms, Knives, or explosive chemicals are prohibited from being in vehicles. If found drivers are required to drop passengers off in a safety zone and notify dispatch.

Accessible change or “making change” Our drivers are not allowed to produce any change for passengers. We strongly request all passengers have exact change.

We will provide one child seat and one booster seat. If those are in use it will be up to the parent to provide any additional seats. Per Kansas Law KSA 8-1343 Child Passenger Safety Act all children that fall under this act will be required to be in an appropriate federally approved child safety seat.

Seatbelts are a law in every state. Our drivers will not move the transportation vehicle unless all passengers are restrained properly in the seatbelts according to Kansas Law KSA8-2501.

Cell Phones

Prohibits a person who is operating a motor vehicle on a public road or highway from “texting,” using a wireless communications device to write, send, or read a written communication. The definition is “wireless communications device” to include any type of device that sends or receives messages but to exclude voice-operated devices. Absolutely no passengers are allowed to use the driver’s cell phones at anytime.

Assistance by Driver

Patrons that have someone ride with them to help them can have 1 person ride for free. These helpers are known as PCA's or Personal Care Attendants. Please inform dispatch if you will have a PCA at the time of scheduling your ride. If you do need assistance and do not have a PCA our drivers are not allowed to assist as we are origin to destination service. If you feel that you are in need of any type of medical attention we ask that you inform the driver right away so the driver can take proper steps to get the proper emergency attention in a timely manner.

Three or More Wheeled Devices Assistance & Restraints

A.) driver Assistance & responsibilities- please dispatch of time scheduling that you do need three or more wheeled device transport. Per Grant regulations our drivers are trained to use all chair restraints properly for three or more wheeled devices. By regulation our drivers are required to use the restraints for transport regardless of patron's denial- Drivers of this program are required to use them.

B.) Personal Care Attendants: are not allowed to place the restraints on the three or more wheeled devices of the person they are assisting. They are allowed to watch the driver place the restraints on the three or more wheeled devices and report any faults as necessary to our Program manager. But the PCA cannot place or remove the restraints as this would pose a liability as per regulation.

Securement of Other Medical Equipment

(oxygen tanks, walkers, etc.) Any and all medical equipment that cannot be carried in hand, held with passenger, or not attached to a three or more wheeled device, will need to be properly secured in the most secure spot a driver has available in the transporting vehicle. This will prevent any endangerment to any passenger and driver during transport.

Service Animals & Other Animals

Any animals, other than service animals are strictly prohibited. No Exceptions. All service animals must be visibly labeled to the public or let driver & dispatch know of service animal and service animal temperament to ensure a smooth transport.

Limited time Availability for Shopping or Doing business

Limited time availability for stops Due to passengers increase & regulations time constraints of passengers are limited. At your scheduled stop if you plan on taking longer than 20Minutes at a stop you need to let dispatch know at time of schedule and you need to let driver know at the time of stop. If your stop takes longer than 20Minutes drivers are instructed to continue on with other routes as assigned to insure we are compliant with regulations and stay on schedule for other passengers. When you are done with your stop time you can call our dispatch for pick up. Our drivers are not allowed to search for you. If you are not visible and ready at the time of the pick up or within the 5 Minute windows, you will be marked as no call/no show, and drivers will not be allowed to return at a later time unless you call dispatch to schedule another ride.

Mayetta to Lawrence/Lawrence to Mayetta or Horton to Mayetta/Mayetta to Horton

First scheduled stop the driver will be instructed to wait for an hour and each additional stop will be a 20-minute wait time. If you know that the first stop will be more than an hour you can schedule the return ride with dispatch at the time of scheduling.

Bags/Luggage/Shopping

Limit packages to no more than what the rider can carry and not to take up space, shopping bags should be no bigger than a luggage case.

Smoking/Tobacco Policy

Smoking is prohibited in any of our transport vehicles. Tobacco can be carried on the patron as long as it is not ignited in any manner in the transport vehicle.

Complaint Procedures

If you feel you have been wronged by our program or our staff in any way or form we encourage you to contact our office as soon as possible and talk to our Transit coordinator or Transit assistant. This will need to be in writing and delivered to the transit office at 15185 K Rd Mayetta, Kansas. Once the complaint is taken we request one (1) to three (3) days to respond or act on this complaint. Should there be an extension on resolving the complaint we will contact you in writing.

Pickup & Drop off

Transport vehicles are origin to destination service and will not pull into driveways unless passengers are elders, have a disability, or require a three or more wheeled device. Horn will be sounded upon arrival if passenger is not visible; the passenger is given a 5 minute window to accept the scheduled transport. If passenger does not show or is visible within 5 minutes the drivers will notify dispatch, dispatch will attempt to make courtesy call to the number available. The driver will then continue on to next scheduled pick up and that passenger will be a No Call/No Show.

Passenger Trouble

If at any time there is trouble with any passengers then the driver is required to inform the transit dispatch person of the disturbance for records purposes. If the driver feels that this cannot be dissolved in a timely manner or the situation is going to disturb the other passengers then the driver must contact dispatch and then drop the passenger off in a safe location where they may obtain a safe return ride.

If the situation becomes violent at any time the driver is expected to stop the vehicle and call law enforcement immediately with no hesitation.

Disciplinary Procedures for Passengers

Passengers that do not follow guidelines will have to go through a disciplinary process:

1. First Offense-Driver gives verbal or written notice to passenger; Dispatch and Transportation Management will be notified for passenger records.

2. Second Offense-Passenger will be given written notice from Transportation Management informing of temporary suspension; suspension time will be determined by management.
3. Third Offense: Management will notify passenger of (30) thirty day suspension.

If passenger fails to remedy disruptive behavior, or behavior becomes so extreme, the passenger can be and will be under lifetime suspension, and may request service again by written request after serving a 6 month suspension.

Bad Weather Policy

If weather is too severe for travel or too many roads have been shut down due to weather the transit bus will not be in operation. The closing or schedule changes of the transit bus will be at the General Managers discretion and will be announced on local news stations.

Conceal Carry-Weapons Offense

It shall be unlawful to carry a dangerous weapon concealed on the person or to threaten to use or exhibit a dangerous weapon in a dangerous and threatening manner, or use a dangerous weapon in a fight or quarrel; or to possess a shotgun or rifle having a barrel or barrels of less than sixteen inches in a length or an altered or modified shotgun or rifle less than twenty-four inches overall length.

H1N1

We ask that if you have flu symptoms or think you may have the flu that you take steps to prevent the spreading of the illness. Wash hands, use hand sanitizer, cover mouth and nose when coughing or sneezing. Avoid touching eyes, nose, and mouth. If you are sick, try to limit contact with others.

Lost and Found

Prairie Band Potawatomi General Public Transportation will strive to unite lost items on our van's, bus or property to their rightful owners.

Items that are turned into "Lost and Found" will be kept for a period of 4 weeks from the time they are received. After 4 weeks' items will be donated to a charity. Items like a wallet with no ID or medications with no label will be turned over to the Prairie Band Potawatomi Nation police department. Any bags with food items will be discarded at the end of the day and not be kept in lost and found. Soiled items will be discarded immediately.

Lost items may be claimed by coming to the Prairie Band Potawatomi General Public Transportation 15185 K RD Mayetta, KS, 66509. Individuals will be asked to provide a detailed description of the item. Contact information on or in your property will help us reunite you with lost items.

Individuals may also call the Prairie Band Potawatomi General Public Transportation to inquire if an item left on the vans, bus or on our property has been turned in. Please call 785-966-2995 or Toll Free 1-866-727-8181.

Prairie Band Potawatomi General Public Transportation is not responsible for lost or stolen items on our vans, bus or property.