



KINGMAN GENERAL PUBLIC TRANSPORTATION
Riders Guide
COORDINATED TRANSIT DISTRICT FIVE

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2020 Kansas Coordinated Transit District No. 5

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RIDER'S GUIDE

(for 49 U.S.C. §§ 5310; 5310)

INTRODUCTION

Kingman General Transportation is a general public transportation service funded by the City of Kingman and the Kansas Department of Transportation (KDOT) and serves the general public in the City of Kingman.

Kingman General Public Transportation provides curb-to-curb demand response service to the general public in our service area, in ADA accessible, buses. Please refer to our schedule. Demand response service, providing origin-to-destination transportation, is available by reservation, subject to availability, on a first come, first served basis. Reservations can be made 24 hours in advance. Kingman General Public Transportation is committed to offering courteous, safe, and reliable service to all passengers without regard to race, religion, color, gender, gender identity, disability, national origin, age, or ancestry, and with equal access to all passengers. By law, Kingman General Public Transportation cannot prioritize trips for medical purposes over other trip purposes.

HOURS OF OPERATION

Monday through Friday 7:30 a.m. to 4:30 p.m.

(last pickup 4:00)

FOR RESERVATIONS CONTACT

(620) 532-1130

FOR SERVICES ISSUES CONTACT

Tom Archer, Director

Kingman General Public Transportation

324 N. Main

(620) - 532-1130

archer@cityofkingman.com

FARES

Single trip (one-way) fares are \$1.00. Passengers must pay the fare upon boarding the vehicle. Single trip fares can be purchased from the driver for exact change only. Credit/debit cards and/or checks are not accepted. The driver will not make change. Care attendants (limit one) ride at no charge. Children under the age of 3 ride at no charge.

SCHEDULING RIDES

Demand response trips must be scheduled by calling the Kingman General Public Transportation office at (620) - 532-1130. Demand response service is available by reservation, subject to availability, on a first come, first served basis. Reservations may be made up to 24 hours advance. Drivers will not accept reservations for demand response trips.

PICKUP TIMES & WAIT POLICY

When scheduling a demand response trip, remember that the buses run on first come first serve basis. The drivers will their very best to pick up the passenger and deliver them to their destination by the scheduled appointment. The driver may arrive up to 15 minutes prior to the scheduled appointment. Passengers should be ready for pickup. Upon arrival, the driver will wait for 3 minutes. The driver will attempt to notify the passenger upon arrival by honking the horn. If the driver cannot contact the passenger within 3 minutes of arrival, this will be considered a no-show for that ride. See No- Show & Cancellation Policy below.

MINIMUM AGE OF RIDERS

Children in K thru 5th grade will be dropped off at their school. The driver will wait until the child is inside the school building. Children under 9 years of age will be dropped off at their caregiver's or parents' home and should have a parent/caregiver present. The parent/caregiver will be expected to come to the door so the driver can see them. It is the responsibility of the parent/caregiver to be present after one honk. Not being visible to the driver right away will slow down the service for other riders. For parents/caregivers that violate this policy the following action will be taken based on the number of offenses:

- The first offense will receive a written warning.
- The second offense will result in not being able to use the service for one week.
- The third offense will result in riding privileges being withdrawn for a month.
- Should a fourth offense happen the rider will be suspended for a year.

MOBILITY DEVICES

Drivers will provide lift/ramp service assistance to any passenger requesting it, regardless of ambulatory status. All safety straps and restraints must be operable and used when using the lift. Drivers are not permitted to lift individuals needing to transfer from a mobility device to regular vehicle seating. Passengers requiring such assistance must provide their own personal care attendant to assist in their transfer.

Kingman General Public Transportation will accommodate all devices that fit on lifts, meeting access board guideline dimensions (30" by 48") and meeting a maximum of 800 pounds or 1000 pounds [as installed in KDOT awarded vehicles per KDOT policy] for device/user combined.

ASSISTING PASSENGERS

Drivers will be responsible for passengers entering and exiting the bus safely. Due to scheduling demands, drivers must limit their personal assistance to riders. Drivers assist riders with only those activities directly related to boarding or exiting the vehicle. Drivers are not permitted, under any circumstances, to enter a passenger's residence.

CARRY-ON ITEMS

Kingman General Public Transportation limits rider's carry-on items to include one purse or backpack and other bags/items which the rider may carry unaided which do not exceed 15 pounds (6.8 kg).

- Drivers shall not handle rider's keys, purses, garage door openers, or access any home security devices.
- Riders may bring grocery and personal items purchased at stores on the bus but are limited to what the rider can carry in one trip.
- Kingman General Public Transportation cannot transport furniture items, including televisions, gardening items, such as potting soil, or other bulky items. Drivers are not required to carry passenger's carry-on items.

LIFTS

Only drivers will operate the power lifts provided with vehicles. While operating the lift, drivers may not at the same time be riding the lift. Drivers are not permitted to lift individuals required or wanting to transfer from a mobility device to vehicle seating. Such riders will be asked to provide their own personal care attendant to assist in their transfer.

RIDER SAFETY

Kingman General Public Transportation reserves the right to refuse to transport any rider whose driveway, sidewalk, or any other access is icy, snowy, or in such other condition that impedes the driver or the passenger from safely boarding or disembarking.

Seat belts must always be worn when riding demand response vehicles. The driver will ensure that all passengers are appropriately secured before the vehicle is in motion. See Kansas Statutes Annotated § 8-2503.

Seatbelts are required by law with exception of written orders from a doctor and approval by the transportation administrator. See Kansas Statutes Annotated § 8-2503 (b)(1).

NO-SHOW & CANCELLATIONS

The definition of a no-show is: A passenger who has a scheduled trip and does not appear at the designated pick-up point and time, does not cancel the trip in advance, or refuses to take the scheduled trip. To provide the greatest service to all passengers, cancellation notices should be made no less than 1 hour prior to the scheduled pick-up time. Cancellations made less than 1 hour prior to the scheduled pick-up time will be considered a late cancellation. This policy applies to all scheduled trips.

A LATE CANCELLATION IS CONSIDERED A NO-SHOW.

COVID-19 Regulations

Kingman General Public Transportation drivers are required to wear a mask during the COVID-19 pandemic if the City of Kingman City Manager deems necessary. All riders are required to have a mask and wear it through the duration of their trip. Passengers who fail to comply with the restrictions risk being asked to vacate the bus or have the riding privileges suspended.

PROHIBITED MATERIAL

The following are prohibited on all Kingman General Public Transportation buses:

TOBACCO USAGE, E-CIGARETTE/VAPING USAGE, OPEN CONTAINERS OF CEREAL MALT BEVERAGES OR ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, HAZARDOUS MATERIALS SUCH AS CAR BATTERIES, GASOLINE, OR PROPANE.

Passengers who fail to comply with the restrictions on prohibited materials will be asked to vacate the bus immediately and will not be prohibited from riding for the remainder of the day. Failure to vacate the bus when requested to do so by the driver for any of the above-listed reasons, will result in police action. The first offense within a 90-day period will result in a written warning, a second offense will result in a 30-day suspension.

SUSPENSIONS

Failure of a rider to comply with the terms of this policy may result in suspension of services. Ridership privileges will be suspended to passengers who accumulate 3 No-Shows in a 90-day period, resulting in a 30-day suspension of ridership privileges.

A passenger may appeal a suspension through the grievance procedure process. Rides will continue during the appeal process. A no-show or late cancellation that occurs as the result of circumstances beyond the control of the passenger or due to inclement weather will not count.

PROHIBITED BEHAVIOR

The following conduct is not allowed on Kingman General Public Transportation vehicles:

- Inappropriate, abusive, bullying, or demeaning behavior, including conduct which presents a danger to others, both on the bus and with Kingman General Public Transportation staff is subject to a zero-tolerance policy.
- Prohibited conduct includes, but is not limited to: intoxication, fighting, arguing, and threatening staff or passengers, using foul, demeaning, or derogatory language, and sexual harassment.
- Aboard buses, at the driver's discretion, any person who engages in inappropriate, abusive, demeaning and/or dangerous behavior may be required to vacate the vehicle.

Passengers who engage in prohibited conduct to Kingman General Public Transportation staff, will be subject to the following restrictions: the first offense within a 90-day period will result in a written warning, a second offense will result in a 30-day suspension.

HYGIENE ISSUES

Individuals with hygiene issues are entitled to transportation and thus the services of Kingman General Public Transportation. Kingman General Public Transportation respects the rights of these individuals and, at the same time, must take all reasonable precautions to ensure the health and well-being of other riders, and employees.

Any rider's personal hygiene which may be considered a safety hazard to themselves or others caused by misplaced bodily fluids, disregard for cleanliness, excrement present on person or clothing, or anything deemed a public health hazard will be denied transportation. The rider will receive one warning in writing, and the next occurrence will result in a 30-day suspension.

Passengers who fail to comply with the above will be asked to vacate the bus immediately and will be prohibited from riding for the remainder of the day. Failure to vacate the bus when requested to do so by the driver for any of the above-listed reasons, will result in police action. The first offense within a 90-day period will result in a written warning, a second offense will result in a 30-day suspension.

GRIEVANCES

Grievances may be filed for denials of service and/or suspensions.

An aggrieved rider may request a grievance form from the transportation office. Complete the form in writing and submit it to the transportation manager within five business days of the alleged incident. Once received, the grievance will be reviewed by the transportation manager, who will reply with a written determination letter within 14 days. Appeals from the decision of the transportation manager may be submitted in the form of a written letter to the Kingman General Public Transportation office:

Greg Graffman
Attn/ Transportation
PO Box 168
Kingman, KS 67068

The letter of appeal should contain sufficient details and reasoning to support the appeal. Letters of appeal must be postmarked within 10 days of the date of the decision of the transportation manager. Within 14 days of the receipt of the appeal, the supervisor will issue an opinion affirming or overruling the decision of the transportation manager. The opinion of the Mr. Graffman is final.

INCLEMENT WEATHER

During inclement weather, Kingman General Public Transportation will consult with appropriate authorities and decide if it is warranted to cancel service. In general, if USD 331 schools are closed due to inclement weather, Kingman General Public Transportation will also suspend service. Closings/route cancellation will also be reported on City of Kingman social media.

SERVICE ANIMALS

For the purposes of this Rider's Guide, Kingman General Public Transportation considers animals as either service animals or pets. Pets in a pet carrier will be allowed to accompany passengers.

Service animals will be transported with their owners without restriction or extra cost. Service animals must be supervised, and the owner/handler must always retain full control of the animal. The owner/handler is responsible for cleanup of any waste and will be liable for any damages resulting from, or related to, the animal. Failure to keep control of the animal, will result in denial of transportation.

BICYCLES

Kingman General Public Transportation prohibits the transportation of bikes, unless the bike can be adequately secured during transport.

TRANSPORTING MEDICAL EQUIPMENT

Riders traveling with respirators, portable oxygen, and other life- support equipment must follow safety procedures that ensure protection of all passengers and transit employees. All oxygen tanks, walkers, etc., will be secured by the driver or the passenger before transporting.

TRANSIT POLICY

for 49 U.S.C. §§ 5310; 5310

GOVERNING POLICIES

Kingman General Public Transportation is governed by the policies of The City of Kingman on all general policies. This transit policy combined with the Kingman General Public Transportation Rider's Guide [hereafter the Policy Manual] provides policy guidance on transit-related matters not covered by the policies of City of Kingman policy.

ADOPTION PROCESS

This Policy Manual was reviewed by and approved by the Kingman City Commissioners.

FUNDING SOURCES

Kingman General Public Transportation receives federal funds under the following provisions of the U.S. Code:

5311 – Formula Grants for Rural Areas - The Formula Grants for Rural Areas program provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations of less than 50,000, where many residents often rely on public transit to reach their destinations. The program also provides funding for state and national training and technical assistance through the Rural Transportation Assistance Program.

Kingman General Public Transportation may also receive state funding that have been legislatively allocated to support public transit and paratransit programs from the Kansas Department of Transportation (KDOT).

Finally, Kingman General Public Transportation receives local match funding from the City of Kingman.

BIOLOGICAL ELEMENTS

Blood, excrement, and other bodily fluids found on the bus or in the office should be reported immediately to City Emergency Medical Services. Cleanup should not be attempted until appropriate authorities have been consulted.

BIOHAZARD SPILL KIT

Each vehicle and the office shall be equipped with a biohazard spill kit meeting OSHA CFR 29 1910.1030 Blood borne Pathogens regulation. Items to be included in this spill kit include:

- two pairs of disposable latex or vinyl gloves.
- a dustpan and brush or tongs.
- disinfectant spray or foam that is effective on HIV-1 and TB.
- two fluorescent orange or orange-red bags with the biohazard symbol printed in red and the word BIOHAZARD printed in a contrasting color.
- a wire tie and a clear plastic bag in which the first bag will be placed.
- solidifying powder to be used to turn a liquid spill into a gummy spill.
- face mask that covers the mouth and nose, or mouth only.
- Antiseptic hand wipes to clean hands after removal of gloves; a container for sharps which is sealable, leak proof, and puncture resistant; and latex shoe covers.

The Fleet Coordinator will be responsible for restocking the kits after each use.

Antiseptic hand cleanser and paper towels must be readily accessible in the office and on the bus in reach of the driver.

Employees/drivers must wash their hands with soap and running water as soon as possible following contact of such body areas with blood or potentially infectious materials. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

Kingman General Public Transportation shall ensure that all employees/drivers with the potential for occupational exposure to blood borne pathogens participate in a training program which must be provided at no cost to the employee/driver and during working hours.

SMS & PHONE USAGE

Personal calls via mobile phone and personal texting (SMS) are prohibited for drivers and office staff while on duty. Dispatch may from time to time find it necessary to contact the drivers via the driver's mobile phone. The driver should answer these calls, but immediately indicate to the staff member if it is not safe to talk on the cellular phone. Only when the driver has pulled to the side of the road out of the traffic stream or is at a complete standstill may the driver resume contact with dispatch.

SERVICE ANIMALS

No documentation proving that the animal is a service animal is required and questioning of the passenger about the animal is limited by law. Drivers may ask the following (and only the following) questions.

- Is the animal a service animal required because of a disability?
- What work or task has the animal been trained to perform?

Drivers should document responses to both questions and provide information to administrator.

VEHICLE WARRANTY REPAIRS

The transportation manager will check, if necessary, repair/ maintenance work for any vehicle is eligible under their vehicle's warranty before taking it in for service, including certain components of the vehicles that KDOT procures, which often have longer warranty coverage periods than are standard.

AUTHORIZED USE OF VEHICLES

Kingman General Public Transportation vehicles are to be used for passenger transport only. Kingman General Public Transportation vehicles may not be used for personal use. Kingman General Public Transportation vehicles may not be diverted from the assigned route/trip for personal needs under any circumstances, nor may it be diverted from its assigned route/trip for other reasons except as authorized by Kingman General Public Transportation management.

Authorized operators of Kingman General Public Transportation vehicles are those persons designated by Kingman General Public Transportation management as authorized operators, which shall include properly credentialed drivers. Non-authorized operators are strictly prohibited from Kingman General Public Transportation vehicles, except in cases of accidents or breakdowns, in which case operation by subcontractors (mechanics, towing), or by a properly trained and insured employee of Kingman General Public Transportation may operate such vehicle as authorized by Kingman General Public Transportation management.

MOBILITY DEVICES

Section 37.3 of the DOT regulations implementing the Americans with Disabilities Act of 1990 (ADA) (49 CFR Parts 27, 37, and 38) defines a "wheelchair" 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.

Drivers will assist all wheelchair passengers from their door to the bus. There must be a ramp for easy access from the house. Drivers will not take a wheelchair passenger up or down stairs.

Drivers will provide lift/ramp service assistance to any passenger requesting it, regardless of ambulatory status. All safety straps and restraints must be operable and used when using the lift.

Drivers will not lift individuals needing to transfer from a mobility device to regular vehicle seating. Passengers requiring such assistance must provide their own personal care attendant to assist in their transfer.

Our buses accommodate all devices that fit on lifts, meeting access board guideline dimensions (30" by 48") and a maximum of 800 pounds for device/user combined.

Steps to Loading and Unloading of Wheelchair:

- Driver must engage parking brake prior to operating lift.
- Driver is the only authorized operator of the lift.
- Lower lift platform in unobstructed area, and load passenger onto platform facing inside of vehicle.
- Ensure mobility device brakes are locked and direct passenger to hold onto handlebars or to keep hands in their lap.
- Ensure that platform is stopped before releasing brakes and loading/unloading wheelchair.
- If loading passenger, confirm that the mobility device is secured, with brakes locked, before moving bus.
- Allow passenger to choose to stay in mobility device or to move to another seat on the vehicle.

Transportation of Motorized Carts/Wheelchairs

The Americans with Disabilities Act mandates transportation of motorized carts. Drivers will:

- Use best efforts to restrain or confine the device to the secured area.
- Not deny transportation to a passenger because their mobility device cannot be secured to or restrained to the system's satisfaction.
- Not require that a device user transfer into a vehicle seat but will confirm the mobility device and user are secured before transportation.
- Prevent other persons from using the lift and/or securement devices.
- Respect the passenger's preference regarding entering a lift platform and vehicle in a particular direction.
- Allow passengers using canes, walkers, and other individuals with disabilities that do not use devices, but have difficulty using steps, to use the lift on request.
- Allow adequate time for passengers with disabilities to board the vehicle.

NON-DUPLICATION OF SERVICES

To decrease costs, Kingman General Public Transportation does not duplicate services already available and offered by other service providers. As such, Kingman General Public Transportation does not provide:

- Emergency medical transportation
- Trips to non-emergency medical appointments for individuals with Medicaid if the Medicaid coverage will pay for medical transport.
- City to City trips in Kingman County, offered by Kingman County Council on Aging.
- Other trips which could be accomplished using existing services available.

INCIDENT REPORTING

Incidents on the bus or in the office must be reported prior to the end of shift using the approved incident report form (See appendix) and forwarded to the department administrator. Following receipt of an incident report, the department administrator must begin an investigation of the incident within 24 hours of the receipt of the report. Actions taken should be reported employees as required, as well as to Tom Archer, the rider and/or victim.

ACCIDENT REPORTING

Kingman General Public Transportation is committed to the safety of its riders, employees, and the general public. In addition, Kingman General Public Transportation must comply with certain federal regulations following accidents so as not to risk federal funding. As such, the following procedures govern accident/incident reporting:

1. The driver shall complete an accident report on an approved form (see attached) whenever the vehicle, driver, or passenger is involved in an accident.
2. Incidents may be reported in memo form.
3. The driver must, in addition to the written report, notify management immediately of any incident or accident.
4. An incident or accident shall be defined as and include but not be limited to:
 - a. Any vehicle damage
 - b. Personal injury to any party
 - c. Any moving violation while on duty
 - d. Passenger disputes
 - e. Passenger policy violations
 - f. Passenger complaints
 - g. Questionable package(s) left on the vehicle
5. The driver must notify management immediately if:
 - a. an accident occurs in which any person is killed or injured and must be transported by emergency services for treatment
 - b. —Or—
 - c. the vehicle is damaged to the extent that it cannot be driven from the site of the accident
6. FTA Post-Accident testing is REQUIRED when:
 - a. Any person involved in the accident dies individual dies.
—Or—
Unless the employee's performance can be completely discounted as a contributing factor to the accident:
7. An individual suffers bodily injury and immediately receives medical treatment away from the scene.
8. A vehicle incurs disabling damage and is transported away from the scene by a tow truck or other vehicle.
9. The public transportation vehicle is removed from operation.

CONSEQUENCES FOR FAILURE TO COMPLY

Failure to comply with the terms of this policy may result in Kingman General Public Transportation losing federal funding. Failure of a driver to comply with the terms of this policy may result in disciplinary action up to and including dismissal. Kingman General Public Transportation management is responsible for monitoring and enforcing this policy. In addition, Kingman General Public Transportation management is responsible for investigating all complaints on non-compliance fairly, thoroughly, and expeditiously and making decisions for or against disciplinary action in compliance with other Kingman General Public Transportation policies.

DEFINITIONS

- A reportable accident is one with any of the following consequences:
- An individual dies within 30 days of a transit accident.
- An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident. Medical attention sought after leaving the scene of an accident is not reportable;
- Total damage exceeds \$7,500 (including other vehicles and property);
- The transit vehicle incurs disabling damage as the result of the accident and is removed from revenue service;
- A non-arson fire occurs in any vehicle, revenue facility, or non- revenue facility involved in the accident.

Disabling damage means damage that prevents the transit vehicle from departing the scene of the accident in its usual manner; including vehicles that could have been operated but would have been further damaged if so operated. This does not include damage that could be remedied temporarily at the scene of the accident with standard tools or parts. Tire disablement or inoperable headlights, taillights, turn signals, horn, or windshield wipers are not considered disabling damages.

Transit vehicle equipment failures, which result in a reportable accident, should be noted in the accident description section of the reporting form.

Examples of vehicle equipment include batteries, the electrical system, brakes, fuel tanks, the propulsion system, safety devices, the steering system, tires, wheels, axles, and wheelchair securement devices.

EMERGENCY EVACUATIONS

Despite our best planning, emergencies do happen. With the following guidelines, Kingman General Public Transportation is attempting to make an emergency as safe as possible for passengers and the driver. The policies for emergency evacuations are as follows:

1. The driver should be prepared to evacuate the vehicle in emergency situations such as but not limited to a fire on the vehicle, a fuel leak, and/or a situation in which the vehicle is in an unsafe position.
2. The driver should be prepared to evacuate the vehicle in the event evacuation orders are given to the driver by dispatch or management, or law enforcement agencies.
3. Remain calm and attempt to keep the passengers calm.
4. If possible, pull the vehicle out of the traffic stream.
5. Turn on the emergency flashers.
6. Turn off the engine and set the parking brake.
7. Immediately evacuate your passengers (The bus driver remains in charge until relieved by appropriate law enforcement officers.) Open all doors.
 - a. Do not perform any evacuation procedure that will cause injury to yourself or to any passenger.
 - b. Instruct all passengers to release their belts or restraints. Passengers who are fully mobile and uninjured may assist non-mobile passengers to release their belts. Use the most usable exit. Assist ambulatory passengers first. Passengers who can self-evacuate may assist others from the ground.
 - c. Verify that all passengers have been evacuated and move them a safe distance from the vehicle and other traffic.
8. After all passengers have been evacuated, drivers will evacuate and take his/her mobile phones/radio handset with them.
9. Drivers should not attempt to fight a vehicle fire under any circumstances.
10. Collect emergency information on passengers including names, health status, and name/number of emergency contact.
11. Notify dispatch giving your name, exact location, description of emergency, number, and status of passengers.
12. If possible, once evacuated passengers have been contained and dispatch notified, place emergency warning devices such as reflectors, triangles, or flares. Do not reboard the vehicle. Cooperate with rescuers and emergency personnel.

Kingman General Public Transportation Accident Reporting Form

Note: The accident description should include, but is not limited to, the following basic information: causal factors of the accident, the direction in which the vehicles were traveling, and road and weather conditions. Law enforcement reports should also be submitted when available.

Kingman General Public Transportation
Safety Contact Person: Tom Archer
Phone Number: 620-532-1130

REPORTABLE FOR THE FOLLOWING REASON(S)

<input type="checkbox"/> 1. Individual died	<input type="checkbox"/> 4. Transit vehicle is towed away and removed from revenue service.
<input type="checkbox"/> 2. Injury requiring immediate medical treatment away from the scene	<input type="checkbox"/> 5. Non-arson fire
<input type="checkbox"/> 3. Total damage exceeded \$7,500	<input type="checkbox"/> 6. Other

Date of Accident:	Time:
Estimated total Damage \$	County:
Location:	
# of Fatalities:	# transported for Medical Treatment:

AGENCY VEHICLE INFORMATION

License No. :	Make:
Year:	Model:
Odometer Reading:	Funding Source:
Damage Description:	
Did vehicle equipment fail to operate properly: <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(If YES, explain on page 2)</small>	
Was the agency vehicle totaled? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Were drug & alcohol tests performed? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Accident Reporting Form - Page 2

Description of accident: (attach law enforcement report(s) if available)

Prepared by:	Date:
Title:	Phone #:

APPENDIX B—Reasonable Accommodation Request Form

Kingman General Public Transportation

REASONABLE ACCOMMODATION REQUEST FORM

Please complete this form to request a reasonable modification of transportation services.

Date: _____ Name _____

Phone: _____ Email: _____

Address: _____

Description of Request

Location & Routes Used:

Are you able to ride without this modification? YES NO (please circle one)

Submit to:

Tom Archer, Director
Kingman General Public Transportation
PO Box 168
Kingman, KS 67068
(620)-532-1130
archer@cityofkingman.com

Signature: _____ Date _____

APPENDIX C—Incident Report Form

**KINGMAN GENERAL PUBLIC TRANSPORTATION
INCIDENT REPORT**

Riders Name:		Date:
Bus #:	Driver:	<input type="checkbox"/> 1 st Notice <input type="checkbox"/> 2 nd Notice <input type="checkbox"/> 3 rd Notice
Other person(s) involved (if none, leave blank)		
DRIVER’S REPORT: <input type="checkbox"/> Safety Procedure Violation <input type="checkbox"/> Hygiene Policy Violation <input type="checkbox"/> Eating-Drinking-Littering <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Intoxicated <input type="checkbox"/> Smoking / Vaping <input type="checkbox"/> Fighting/Bullying <input type="checkbox"/> Unacceptable Language <input type="checkbox"/> Failure to comply with Driver <input type="checkbox"/> Other		
PRELIMINARY ACTION: <input type="checkbox"/> Follow-up with victim <input type="checkbox"/> Follow-up with rider <input type="checkbox"/> Review bus video <input type="checkbox"/> Review law enforcement reports <input type="checkbox"/> Other		
PRESENT ACTION AND RECOMMENDATIONS: <input type="checkbox"/> Conference with rider <input type="checkbox"/> No further Action/Dismissed <input type="checkbox"/> 30-Day Suspension <input type="checkbox"/> Written Warning <input type="checkbox"/> Refer to Legal Department <input type="checkbox"/> Refer to Law Enforcement <input type="checkbox"/> Other:		

Drivers Signature

Date

Administrator’s Signature

Date

Kingman General Public Transportation Grievance Form

Date _____

Complainant's Name: _____ Phone: _____

Description of the Incident: Please include full names of any other person(s) involved, addresses and phone numbers, if relevant.

(Attach additional sheets if necessary)

Submit to:

Tom Archer
Kingman General Public Transportation
PO Box 168
Kingman, KS 67068
(620)-532-1130
archer@cityofkingman.com

Signature _____ Date _____