



# PARATRANSIT GUIDE

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# HOW TO USE PARATRANSIT

## What is Paratransit

Paratransit is an alternative transport service for those with accessibility needs. It's a flexible and customized transit experience available to members of the community who are unable to utilize public transport services.

## Who can Ride

Paratransit service is for seniors (60+ years), and ADA-certified patrons (regardless of age) within the city limits.

## How much does it cost

Paratransit service is \$3.25 each ride.

Paratransit uses a cashless fare system. You will need to contact Dispatch to find out how to set up your account.

A Personal Care Attendant (PCA) can accompany a Paratransit customer for no additional cost.

## Curb-to-Curb Assistance Policy

Operators are trained to provide minimal assistance only. Operators will provide assistance to customers entering and exiting the vehicle which includes securing the customer in a seat or wheelchair restraints and handling a very limited amount of light weight packages into and out to the vehicle.

## Scheduling a Ride

We make every effort to schedule your trip for the time requested. In the event the specified time requested is not available, you may be asked to consider an alternate time. Trip reservations are accepted from one (1) to seven (7) days in advance of the desired travel date. We do not provide same day reservations.

Before calling to schedule a ride, please have the following information available for each trip:

- Travel date(s) and time(s)
- Trip origin and destination addresses
- Gate or security code, and any other special instructions
- Mobility device and service animal information
- Personal Care Attendant (PCA), or companion, traveling with you

## Shared Rides

**SHARED RIDE SERVICE:** Shared ride services take customers from one location, such as their home, to their destination. Trips are scheduled in advance, and vehicles are shared by multiple riders. Shared ride service is accessible by people using a wheelchair or other mobility device.

## Ready Window & Customer Responsibilities

Our Paratransit operates within a thirty-minute ready window and vehicles arriving during the window are considered on-time. The ready window is fifteen (15) minutes before and fifteen (15) minutes after your scheduled pick-up time. For example, if your pick-up time is 10:30 a.m. you should be ready for the vehicle to arrive between 10:15

a.m. and 10:45 a.m. Customers are expected to be prepared to board the vehicle anytime within the ready window. A vehicle arriving within the ready window will wait two (2) minutes for you to board the vehicle.

## Changing or Canceling a Reservation

Please notify us immediately if your plans change or you need to cancel a scheduled trip. To cancel a trip reservation, call 928-453-7600. You may leave a message to cancel your trip.

## Personal Care Attendants, Guests, and Companions

A Personal Care Attendant (PCA) may travel with any customer who, without the assistance of such an attendant, would be unable to complete the trip successfully or safely. It is the customer's decision if they will need a PCA for a particular trip. Please let reservation staff know if you will be traveling with a PCA, guest or companion.

Your PCA may accompany the customer at no cost and is responsible for providing any medical and/or personal care for the patron before, during, and after travel. PCA's must board and disembark at the same location(s) as the customer and complete the trip with the customer.

## Shopping Trips

To ensure timely service, customers are expected only to bring what they can safely carry on their own in one trip or with assistance of a personal care attendant (PCA). Customers must keep their packages secure, and packages may not occupy another needed customer seat or obstruct the aisle way. Customers are welcome to bring a collapsible shopping cart on board the vehicle to assist them with their purchases.

## Carry-On Items

While our goal is to provide accessible transit service, the safety and comfort of our passengers is our primary concern. Passengers should restrict carry-on items to those that will neatly fit in the space either on the floor between their feet or on their lap. Carry-on items must not be allowed to intrude into the seating or floor area of other passengers and they must remain under the control of the passenger or PCA who brought them on board.

## Traveling with Animals

Service animals trained to assist with activities of daily living or to perform tasks for persons with disabilities may ride on any vehicle when aiding customers with disabilities. The customer is responsible for ensuring the animal has received appropriate vaccinations and for the animals' conduct while on board. Please let staff know when scheduling your trip that you will be traveling with a service animal.

## Customer Conduct

Lake Havasu City Transit has established the Rider Code of Conduct to promote the safety and comfort of its customers, to facilitate the proper use of transit facilities and services, to protect transit facilities and employees, to assure the payment of fares and to ensure that transit vehicles and facilities are safe, welcoming and provide equitable access for transit customers.

Failure to follow Lake Havasu City Transit service policies or an operator's safety instructions, or engaging in violent, seriously disruptive, or illegal conduct by customers is prohibited. In response to prohibited conduct, Lake Havasu City Transit shall take appropriate and immediate action as outlined in the Rider Code of Conduct, up to and including the temporary suspension or possible termination of transit services. The policy is available for download at <https://www.lhctransit.org> by calling 928-453-7600.

## Mobility Device Requirements

Transit will accept any wheelchair or mobility device on its vehicle, provided that the combined weight of the wheelchair and passenger does not exceed the maximum specifications provided by the lift or ramp manufacturer. If you are concerned that your mobility device may exceed these limits, please call us at 928-453-7600.

## Customer Safety

All customers and their mobility devices must be safely and appropriately secured using available lap belt and floor securements. Vehicle operators will appropriately secure wheelchairs and scooters. All passengers in a paratransit vehicle not secured in a mobility device are required to wear seatbelts.

## Subscription Service

Subscription service is available for customers who travel to and from the same destination at the same time at least (2 to 3) times a week. To qualify for this service the rider needs to put a request in writing to Lake Havasu City Transit. Paratransit service offers subscription service as an optional component of service. To be considered for subscription service, a person must demonstrate a pattern of no excessive cancellations or no-shows. Subscription services are allowed under the Americans with Disabilities Act (ADA) of 1990 but not mandated. If your application is not approved due to capacity reasons, you will be placed on a waiting list and you will be notified when a space becomes available. Once approved for subscription service, subscription trips are automatically scheduled each week and reservation calls are not necessary.

## Reasonable Modification

Lake Havasu City Transit Reasonable Modification Policy is accessible on the Lake Havasu City Transit website [www.lhctransit.org](http://www.lhctransit.org) or can be requested by calling 928-453-7600. Lake Havasu City Transit will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy its programs, services, and activities.

# ELIGIBILITY & ENROLLMENT

## Certification

To be eligible for paratransit service an individual would submit a completed application to the Lake Havasu City Transit office. Within 21 days, staff will review the application and render an eligibility decision. The completed application includes a healthcare professional attesting to the applicant's disability and that such disability would prevent the applicant's transit. Eligibility is not based solely on a medical diagnosis. We will utilize information provided on your application and medical information provided by your physician to make an eligibility determination.

Documents and applications will be made available in one or more accessible formats, upon request. Paratransit applications may be obtained on our website at [www.lhctransit.org](http://www.lhctransit.org) or by calling 928-453-7600.

## Recertification

Approved paratransit customers are required to recertify their eligibility every three (3) years. Customers will be notified approximately forty-five (45) days prior to the expiration date of their paratransit service eligibility of the need to recertify. Customers who do not recertify prior to their expiration date risk service disruption. In addition, Lake Havasu City Transit reserves the right to review a customer's eligibility at any time. In such cases, additional or corroborating information maybe required to maintain eligibility.

Customers are responsible for keeping Lake Havasu City Transit informed of any changes in functionality that may affect their eligibility status including: changes in residential address; home or work telephone numbers; and emergency contact person(s); significant improvement or deterioration of mobility skills; the presence of a communicable or contagious disease; or, the use of adaptive devices or mobility aids. If a person designated to act on a customer's behalf is added or changed from the first eligibility certification, that information must be submitted to Lake Havasu City Transit.

## Appeals Process

You have the right to appeal any decision concerning your eligibility status. The details of your right to appeal and the appeal process are outlined in the eligibility determination letter you receive. Upon receipt of the applicant's written notice of appeal, management will conduct a review of the initial determination and provide you a written review decision within thirty (30) days.

Paratransit customers who are determined to no longer be eligible during the recertification process and who appeal before their service expires may continue to use Paratransit until a final decision is made. Applicants who do not appeal within sixty (60) days of their recertification notice may be required to complete a new application.

## Dispatch Service Hours

Paratransit appointments can be made Monday – Friday 9:00 a.m. – 4:00 p.m.  
Phone number 928-453-7600.

## City Observed Holidays

Paratransit is not available on the following Lake Havasu City observed holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day



