

LATC

ADA COMPLEMENTARY PARATRANSIT

POLICIES AND PROCEDURES

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ADA Complementary Paratransit
Policies and Procedures

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INTRODUCTION

On September 6, 1991, the U.S. Department of Transportation (USDOT) published final regulations implementing certain provisions of the Americans with Disabilities Act of 1990. These regulations, 49 CFR (Code of Federal Regulations) Part 37, Subpart F, require public entities operating fixed route transportation service for the general public also provide complementary paratransit service to persons unable to use the fixed route service.

The Lewiston-Auburn Transit Committee (LATC), established in 1976, is an inter-local committee organized to provide financial assistance and receive Federal financial assistance through grant programs sponsored by the USDOT, Federal Transit Administration (FTA), to maintain public mass transportation in the Cities of Lewiston and Auburn. As a recipient of FTA grant programs and the agent for public transit service in Lewiston and Auburn, the LATC has the responsibility to comply with all FTA regulations and mandates.

To provide mass public transportation in Lewiston and Auburn and to comply with 49 CFR Part 37, Subpart F, LATC contracts with transit provider(s) to operate and maintain the cities public transit system and complementary paratransit service.

The ADA Complementary Paratransit Policies and Procedures are intended to serve as a guideline for all entities involved with complementary paratransit. The policies and procedures establish criteria for administering complementary paratransit service in conjunction with the FTA regulations; thereby, protecting the rights of individuals.

DEFINITIONS

Certified Health Professional – Anyone licensed by the State to provide diagnosis for insurance purposes.

Paratransit – means a comparable transportation service required by the ADA for individuals with disabilities who are unable to use fixed route transportation systems.

Personal Care Attendant - means a person who performs personal care duties/services for an individual with a disability.

Service Animal – means any guide dog, signal 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 minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Wheelchair – means a mobility aid belonging to any class of three or four-wheeled devices, usable indoors, designed for and used by individuals with mobility impairments, whether operated manually or powered.

ACCESS TO INFORMATION

All information about **citylink**, ADA Complementary Paratransit service, materials necessary to apply for ADA eligibility, and notices and determinations concerning eligibility, shall be made available in accessible formats, upon request.

ADA COMPLEMENTARY PARATRANSIT

Service Area

Complementary paratransit service shall be provided to origins and destinations within corridors with a width of three-fourths of a mile wide radius on each side of each fixed route (see Map, Appendix 1). The corridor shall include an area with a three-fourths mile radius at the ends of each fixed route, as well as, any small areas not inside any of the corridors but which are surrounded by corridors.

Response Time

Trips need to be scheduled no less than one day prior to the date service is to be rendered. Trip requests can be made during all normal business hours of the fixed route provider's administrative offices, or via answering machine on those days when the office is closed. The paratransit provider may negotiate pickup times with the individual. Scheduled times for pickups shall not begin more than 60 minutes before or after the individual's desired departure time.

Hours and Days of Service

The ADA paratransit service is provided during the normal hours of operation of fixed service routes (see Fixed Route Schedule, Appendix 2).

Fares

ADA paratransit service cannot be more than twice the fixed route regular fare. Individuals accompanying ADA paratransit eligible individuals shall be charged the same fare as the ADA paratransit eligible individual they are accompanying. A personal care attendant shall not be charged a fare for complementary paratransit service.

Trip Purpose Restrictions

All ADA trip requests shall be treated equal. No restrictions or priorities shall be imposed based on trip purpose.

Capacity Constraints

The amount and availability of complementary paratransit service shall not be limited to ADA paratransit eligible persons by such means as restrictions on the number of trips, waiting lists for access to the service or any operational practice that may limit the availability of service.

ELIGIBILITY STANDARDS

ADA complementary paratransit service shall be provided to all eligible individuals. The following individuals are ADA eligible:

- a. Any individual who is unable, and without the assistance of another individual, to board, ride, or disembark from any vehicle on the system which is readily accessible and usable to individuals with disabilities;
- b. When an accessible vehicle is not being used to provide designated public transportation on a route in which an individual with a disability needing the assistance of a wheel chair lift or boarding device is traveling on the fixed service during its hours of operation;
- c. Any individual with a disability who has a specific impairment-related condition that prevents such individual from traveling to a boarding location or from a disembarking location on the fixed route.

APPLYING FOR ADA PARATRANSIT CERTIFICATION

Application

Applications to become ADA paratransit certified can be obtained from the fixed route transit provider. Completed applications are to be submitted to the fixed route provider for a determination of eligibility (see Application, Appendix 3).

Persons that have requested an application for ADA paratransit certification shall be informed that they have 45 days to complete and return the application to the fixed route provider, during which time they are eligible to receive ADA paratransit service.

Should an individual not return their application to the fixed route provider within the 45 day filing period, that individual will no longer be eligible for ADA paratransit service. The fixed

route provider will offer assistance when they next call to schedule a trip.

If an applicant receives a second application for ADA certification, the applicant will be given the greater of either an additional 30 days or the number of days remaining from the original 45 day filing period to return their completed application, during which time they will be eligible to receive ADA paratransit service.

If an applicant requires a third application, the individual shall not be eligible to receive ADA paratransit service until a completed application has been received by the fixed route provider and the applicant is notified of their ADA eligible status.

Eligibility Determination

The fixed route provider is responsible for determining the applicants ADA eligibility. The fixed route provider shall date applications upon receipt. Applicants are to be notified in writing as to their eligibility status within 21 days of the fixed route provider receiving the application.

Applicants who have not received an eligibility determination within 21 days of submitting their application are automatically presumed ADA paratransit eligible until a determination is made.

Eligibility shall be determined from the application and a standard Eligibility Review Form completed by the fixed route provider (see Form, Appendix 4).

All information is confidential, unless an appeal is filed by the applicant. If an appeal is filed, the application, the application eligibility review form and the request for an appeal shall be presented to the Eligibility Review Committee. At such time, a hearing shall be scheduled by the Eligibility Review Committee to review the appeal and to give the appellant the opportunity to be heard in person.

Eligible

Applicants eligible for ADA paratransit certification shall receive their card via mail or can be picked-up at the fixed route provider's office.

ADA certification is to be renewed every three years. The fixed route provider can make exceptions to the recertification period on a case-by-case basis. The reasons for making an exception are to be documented.

Ineligible

Applicants that are determined ineligible or conditionally eligible shall be notified by the fixed route provider. Incomplete applications will be returned to the applicant and notified of the deficiency. A determination can not be made until an applicant has submitted a complete application.

Applicants denied certification due to their inability to qualify under ADA guidelines shall receive a certified letter stating the reason(s) for being denied ADA paratransit certification.

Applicants can appeal their ineligible or conditional status by submitting a written request to the fixed route provider for further consideration. (See Administrative Appeal Process)

USING ADA PARATRANSIT

Certified

Only those individuals that have been certified through the fixed route provider can use the complementary paratransit service. Certified individuals must present their ID card to the driver when service is rendered.

Scheduling

ADA eligible individuals shall make trip requests during all normal business hours of the fixed route provider's administrative offices, weekday's 7:30 AM to 4:00 PM. Trip requests can be made after 4:00 PM during the fixed route provider's business office hours, however, the trip is not guaranteed for next day service. Requests will be taken via an answering machine or a reservation agent on a day when the fixed route provider's administrative offices are not open before a day of service or when telephone lines are busy.

Negotiating a Pickup Time

The ADA Complementary Paratransit Service provider may negotiate pickup times with individuals no more than one (1) hour before or after the individual's desired departure time. The negotiated time is subject to the rider's travel needs. For example, a rider may end his or her workday at 4:00 p.m. and request a 4:00 p.m. pickup. It would not be appropriate to schedule a pickup time prior to 4:00 p.m., but can offer a pickup time between 4:00 p.m. and 5:00 p.m.

Pickup Window

The ADA Complementary Paratransit Service provider is allowed a 30-minute window around the negotiated pickup time during which the vehicle may arrive and still be regarded as "on-time." The pickup window will be no more than -15/+15 minutes of the negotiated pickup time. A trip pickup made outside the 30-minute pickup window will be considered a late trip. All late trips are to be reported to LATC monthly.

Ride requests shall be made by calling the ADA Complementary Paratransit provider.

Trip requests may be made up to 14 days in advance of an ADA paratransit eligible individual's desired trip.

ADA paratransit service is available during the fixed routes normal operating hours.

Conditions

The ADA paratransit provider may place conditions on the use of service as they would otherwise have the right to refuse service.

Trip Cancellation

Scheduled trips shall be cancelled no less than two (2) hours prior to the scheduled pick-up time, unless the trip is scheduled to pick-up between 6 a.m. to 8 a.m., in which case the individual shall cancel the request by leaving a message on the paratransit providers answering machine or reservation agent prior to normal administrative business hours. The date and time of the cancellation shall be documented in the individuals file by the paratransit provider.

Late Cancellation

Trips that are cancelled by the rider less than 2 hours before their scheduled pick-up time will be considered documented as a no-show. Riders may be penalized for excessive late cancellations.

Traveling Companion

Complementary paratransit service shall be provided to one other individual accompanying a certified ADA paratransit individual. Additional individuals accompanying the certified ADA paratransit individual shall be provided service, provided that space is available for them on the paratransit vehicle carrying the ADA paratransit individual. Transportation of additional individuals accompanying ADA paratransit eligible individuals shall not result in a denial of service to other ADA paratransit eligible individuals.

Traveling companions shall be charged the same fare as for the ADA eligible individual they are accompanying.

Personal Care Attendant

ADA paratransit individuals requiring a personal care attendant for purposes of traveling and accessing the fixed route service shall be identified upon applying for ADA paratransit certification.

Paratransit service shall be provided to one other individual in addition to the attendant who is accompanying the eligible individual.

Personal care attendants shall not be charged a fare for complementary paratransit service.

Traveling companions and personal care attendants accompanying ADA paratransit individuals must have the same origin and destination as that of the paratransit individual they are accompanying.

ADMINISTRATIVE APPEAL PROCESS

The Administrative Appeal Process is for those individuals who have been denied ADA eligibility, given only temporary eligibility status, or has had their ADA service suspended. All individuals must have an opportunity to be heard in person and to present additional information and arguments regarding their disability and ability to use the fixed route service.

Filing an Appeal

Individuals requesting an appeal of the initial eligibility decision must do so within 60 days from the date eligibility was denied. The appeal is to be in writing and sent to the fixed route provider. The fixed route provider shall review the application and the applicant's letter of appeal to verify the initial determination.

If the applicant is given ADA paratransit certification resulting from a review of the application, a letter of apology is to be sent to the applicant.

If, after further review, the fixed route provider still cannot certify the applicant due to the information presented on the application, the fixed route provider is to make a written

statement as to why the individual was denied paratransit certification. The statement, along with the application and the individual's written request for an appeal are to be sent to the ADA Eligibility Review Committee. The statement is to include all pertinent dates and support documentation related to the applicants ADA paratransit certification request.

A hearing will be set by the ADA Eligibility Review Committee within 30 days of the applicants request for an appeal.

ADA Paratransit Review Committee

There will be a "separation of function" between those involved with the initial eligibility determination and those selected to hear the appeal. The Review Committee shall be comprised of a minimum of three (3) to a maximum of (5) members currently serving on the ADA Advisory Committee (Appendix 5). The Review Committee will include at a minimum one (1) individual with a disability certified for ADA Complementary Paratransit.

The ADA Paratransit Review Committee will possess, either individually or collectively, certain skills and knowledge. Among these are:

- * a working knowledge of the ADA complementary paratransit regulations, particularly the regulatory definition of ADA paratransit eligibility and the appeal process;
- * an understanding of different types of disabilities and the functional capabilities characteristic of each;
- * a knowledge of the fixed route system and the skills needed to understand and use it; and
- * an understanding of the complementary paratransit service and the policies and procedures related to the service.

The ADA Advisory Committee, a sub-committee of the Lewiston-Auburn Transit Committee, serves as the ADA Paratransit Review Committee and advises the Lewiston-Auburn Transit Committee on policy and service of Lewiston and Auburn's public transit system and complementary paratransit for people with disabilities.

Appeal Hearing

A hearing shall be set by the ADA Eligibility Review Committee within 30 days of the applicants request for an appeal. The appeal hearing shall be scheduled between all parties involved, the appellant, the fixed route provider, and the ADA Review Committee. The hearing date shall be confirmed in writing and sent by certified mail to the appellant to ensure receipt.

The hearing shall be more than an administrative review of the initial determination. The review committee is responsible for ensuring that the approved policy was followed, reviewing the judgment made regarding the individual's eligibility in the initial determination, and is to consider any additional information provided prior to or during the hearing, in an effort to provide a fair and reasonable determination.

Appeal Decisions

Applicants will receive written notification stating the reasons why certification was denied within 30 days of the completion of the appeal process. If a decision can not be made within the 30 days, presumptive eligibility is to be granted to the individual until otherwise notified.

Service

Paratransit service is not required to be provided for those individuals appealing their initial eligibility determination; unless the person has been through the appeal process and a decision is not made within 30 days of the hearing.

Paratransit service is to be provided for individuals who have filed an appeal due to a suspension of service.

All correspondence with applicants shall be done in an accessible format if requested.

"NO-SHOW" POLICY

Complementary paratransit service can be suspended for a "reasonable period of time" for individuals who establish a "pattern or practice" of missing scheduled trips or late cancellations of trips. The designated ADA Complementary Paratransit provider is responsible for documenting a suspension of service from the time an individual has their first "no-show" to final notification from the ADA Review Committee.

A no-show occurs when a rider fails to appear to board the vehicle for a scheduled trip. This presumes that the vehicle arrives at the scheduled pickup location within the pickup window and the driver waits at least **five (5) minutes**.

The ADA Complementary Paratransit Provider shall report monthly all no-shows and late cancellations to LATC.

Causes for Suspension

Service can be suspended for individuals who have developed a pattern or practice of "no-shows" for scheduled trips. A "no-show," resulting from the rider not cancelling a scheduled trip within the specified time period (see Trip Cancellation), becomes a pattern or practice when the individual misses a minimum of three (3) scheduled trip requests in a one month period and having "no-showed" or "late cancelled" at least 15% of those scheduled trips.

Special Circumstances

Service cannot be suspended for circumstances beyond the individuals control and shall not be the basis for establishing a pattern or practice if:

- the paratransit service arrives at the pickup location early or late and the individual is not ready or has left to call or make other arrangements;
- a sudden family emergency arises that did not allow the individual sufficient time to notify the dispatcher;
- the individual had made a reasonable effort to notify the dispatcher that service would no longer be needed, but was unable to get through;
- a sudden turn for the worse in an individual with a variable condition causes them to miss a scheduled trip.

Suspension of Service

Paratransit service will be suspended for individuals that have developed a pattern or practice of no-shows/late cancellations for trips requested. The penalty for having developed a pattern for not showing for scheduled trip requests is as follows:

A minimum of three (3) missed trips (no-shows or late cancellations) in a one month period and having "no-showed" or "late cancelled" at least 15% of those scheduled trips:

Offense	Action	Action taken by
First	Letter	Mailed by the paratransit provider. Copies sent to LATC Civil Rights Officer
Second	5 Day Suspension of Service	LATC Civil Rights Officer
Third	10 Day Suspension of Service	LATC Civil Rights Officer
Fourth and subsequent	15 Day Suspension of Service	LATC Civil Rights Officer

Suspension Process

Upon determining sufficient cause to suspend an individual's service, the following steps must be taken prior to suspending service:

1. The individual must be notified in writing by the paratransit provider of its intent to suspend service, citing with specificity the basis of the proposed suspension and the proposed course of action.
 - a. Notice shall be sent certified mail (or similar) to document receipt by the individual.

2. The individual has 14 days to appeal in writing the suspension of service.
3. The individual shall be notified as to what course of action will be carried out.
 - If the paratransit provider does not receive a written appeal within the designated time, service will be suspended;
 - If the paratransit provider does receive a valid written appeal, the provider can
 - a) accept the individuals appeal and continue service or b) reject the appeal and proceed with suspending service.

VISITOR POLICY

Complementary paratransit service shall be provided to visitors. A "visitor" is an individual with disabilities who does not reside in the Lewiston-Auburn area served by the fixed route transit.

Individuals presenting documentation that they are ADA paratransit eligible in the jurisdiction in which they reside shall be eligible.

Visitors who do not present such documentation shall be required to certify with the fixed route operator their place of residence and their disability. The certification shall be accepted by the fixed route operator that such individuals are unable to use fixed route transit.

Visitors are eligible for paratransit service for (up to) 21 days of service within a reasonable period of time, not to exceed 12 months from the date of the first paratransit. To receive service beyond this time, individuals shall be required to apply for eligibility.

REFERENCES

ADA Paratransit Handbook: Implementing the Complementary Paratransit Service Requirements of the Americans with Disabilities Act of 1990, U.S. Department of Transportation, Urban Mass Transportation Administration, September 1991.

Americans with Disabilities Act (ADA) Paratransit Eligibility Manual, U.S. Department of Transportation, Federal Transit Administration, September 1993.

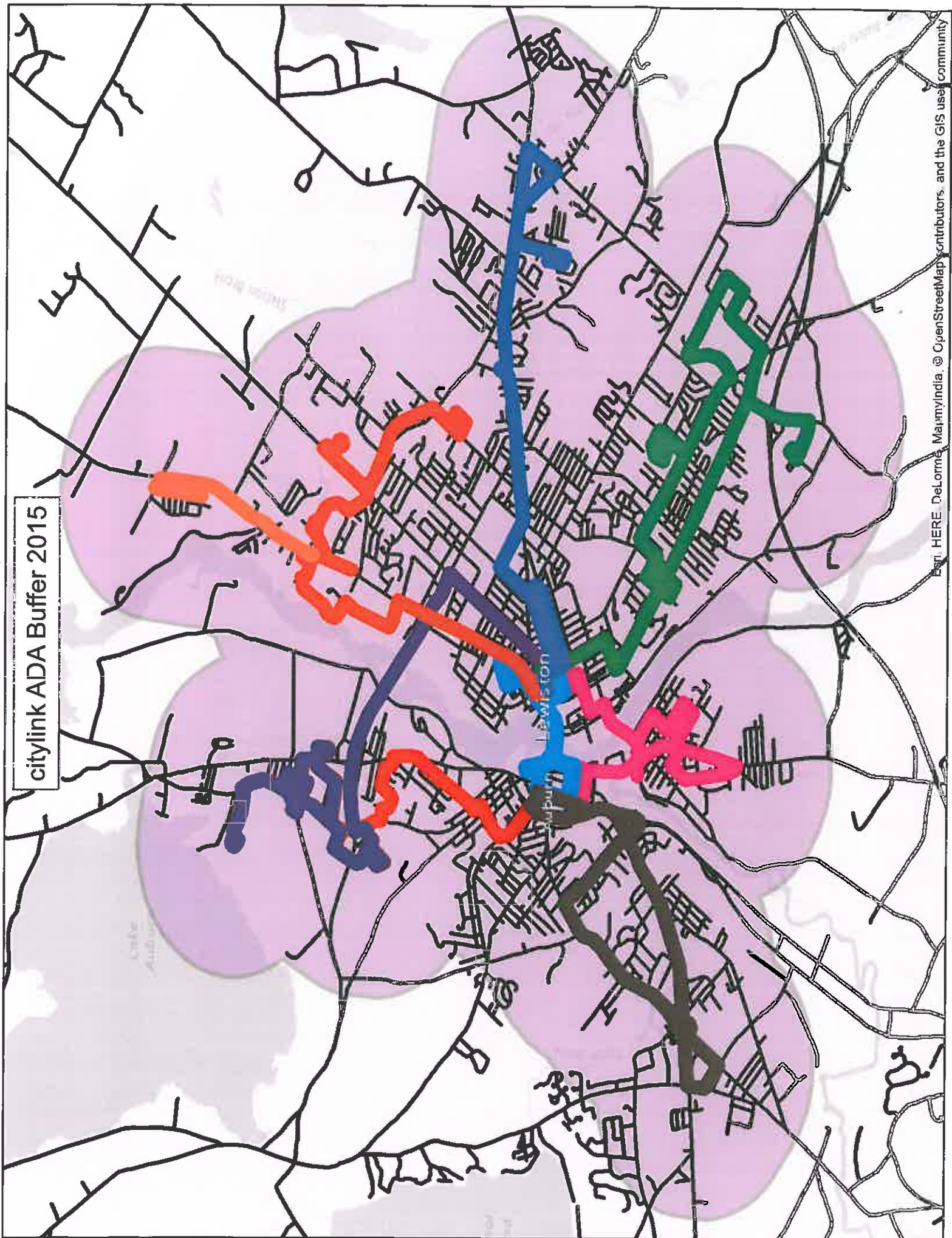
"Paratransit as a Complement to Fixed Route Service", 49 CFR 37, Subpart F, Vol. 56, No. 173, September 6, 1991.

Americans with Disabilities Act (ADA): Guidance, FTA C 4710.1, November 4, 2015.

Appendix 1

ADA Paratransit Service Area (Map)

citylink ADA Buffer 2015



Appendix 2

Fixed Route Schedule

Lewiston and Auburn weekday bus schedules

9 downtown shuttle

Route	Stop	Time	Stop	Time	Stop	Time	Stop	Time
1 Main Street	1	7:45	2	8:00	3	8:15	4	8:30
	2	8:45	3	9:00	4	9:15	5	9:30
	3	9:45	4	10:00	5	10:15	6	10:30
	4	10:45	5	11:00	6	11:15	7	11:30

1 main street

Stop	Time	Stop	Time	Stop	Time	Stop	Time
1	7:45	2	8:00	3	8:15	4	8:30
2	8:45	3	9:00	4	9:15	5	9:30
3	9:45	4	10:00	5	10:15	6	10:30
4	10:45	5	11:00	6	11:15	7	11:30

8 mall shuttle

Route	Stop	Time	Stop	Time	Stop	Time	Stop	Time
1 Main Street	1	7:45	2	8:00	3	8:15	4	8:30
	2	8:45	3	9:00	4	9:15	5	9:30
	3	9:45	4	10:00	5	10:15	6	10:30
	4	10:45	5	11:00	6	11:15	7	11:30

2 sabattus street

Stop	Time	Stop	Time	Stop	Time	Stop	Time
1	7:45	2	8:00	3	8:15	4	8:30
2	8:45	3	9:00	4	9:15	5	9:30
3	9:45	4	10:00	5	10:15	6	10:30
4	10:45	5	11:00	6	11:15	7	11:30

3 lisbon street

Stop	Time	Stop	Time	Stop	Time	Stop	Time
1	7:45	2	8:00	3	8:15	4	8:30
2	8:45	3	9:00	4	9:15	5	9:30
3	9:45	4	10:00	5	10:15	6	10:30
4	10:45	5	11:00	6	11:15	7	11:30

7 auburn malls

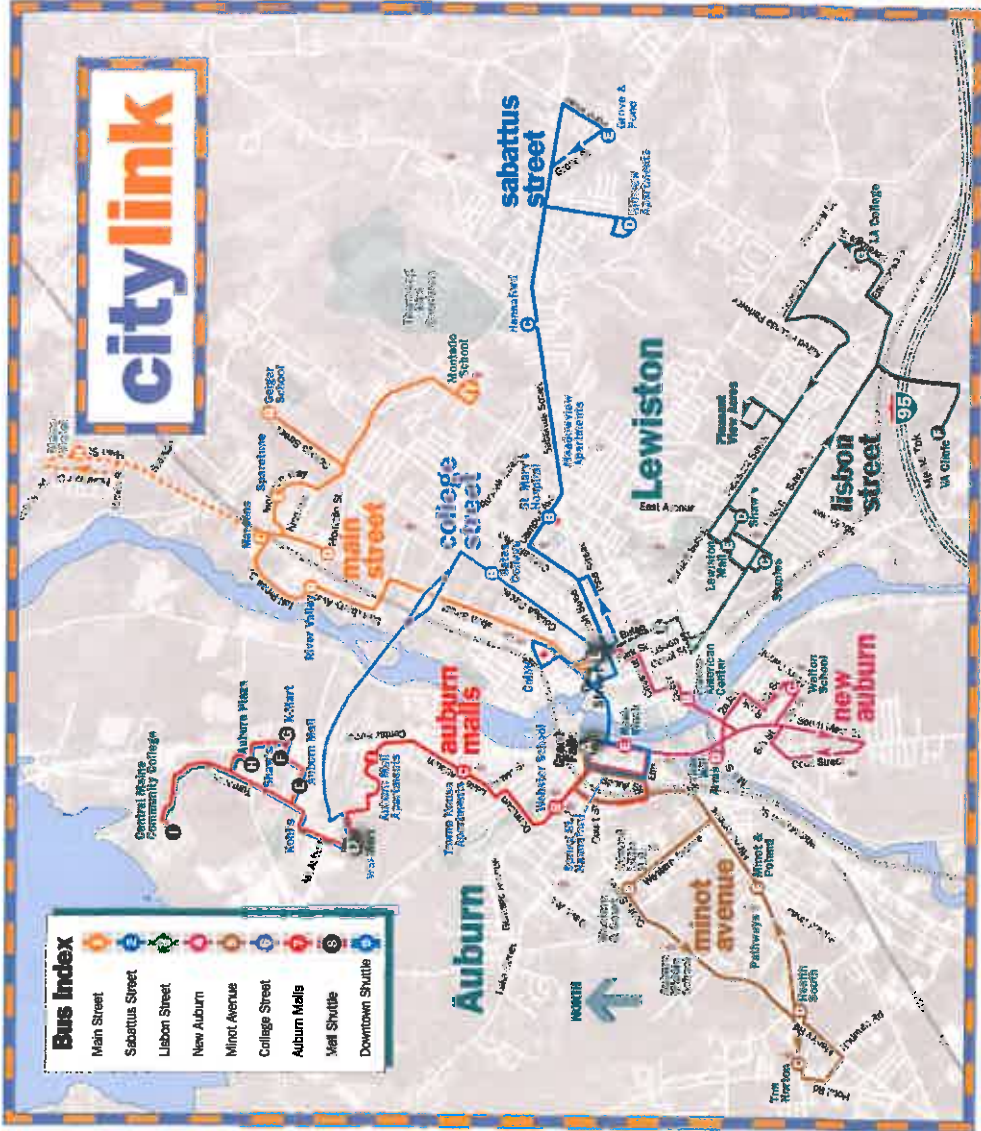
Route	Stop	Time	Stop	Time	Stop	Time	Stop	Time
1 Main Street	1	7:45	2	8:00	3	8:15	4	8:30
	2	8:45	3	9:00	4	9:15	5	9:30
	3	9:45	4	10:00	5	10:15	6	10:30
	4	10:45	5	11:00	6	11:15	7	11:30

6 college street

Route	Stop	Time	Stop	Time	Stop	Time	Stop	Time
1 Main Street	1	7:45	2	8:00	3	8:15	4	8:30
	2	8:45	3	9:00	4	9:15	5	9:30
	3	9:45	4	10:00	5	10:15	6	10:30
	4	10:45	5	11:00	6	11:15	7	11:30

5 minot avenue

Route	Stop	Time	Stop	Time	Stop	Time	Stop	Time
1 Main Street	1	7:45	2	8:00	3	8:15	4	8:30
	2	8:45	3	9:00	4	9:15	5	9:30
	3	9:45	4	10:00	5	10:15	6	10:30
	4	10:45	5	11:00	6	11:15	7	11:30



for more info:
777-4563 or
purplebus.org

4 new auburn

Stop	Time	Stop	Time	Stop	Time	Stop	Time
1	7:45	2	8:00	3	8:15	4	8:30
2	8:45	3	9:00	4	9:15	5	9:30
3	9:45	4	10:00	5	10:15	6	10:30
4	10:45	5	11:00	6	11:15	7	11:30

www.purplebus.org

Appendix 3

ADA Application

Application Form for

ADAPT

Americans With Disabilities Act Para Transit

(207) 784-9335

(800) 393-9335



Western
Maine
Transportation
Services, Inc.

This form is for individuals who wish to apply for use of the WMTS ADAPT transportation services. ADAPT stands for Americans with Disabilities ParaTransit service. It means that a bus comes to your door and provides local service in the Lewiston and Auburn areas. ADAPT is designed to provide equivalent accessible transportation to anyone who cannot use the fixed bus services of the citylink because of disability. The information obtained in this certification process will be shared only with other transportation providers in order to facilitate travel. The information will not be provided to any other person or agency.

Should I apply?

- **Do barriers like steep steps, busy intersections, hills, lack of curb cuts, lack of sidewalks, the unavailability of a lift on a public bus, or heat or cold keep you from using the public bus system?**
- **Does a visual limitation, arthritis, spinal cord injury, traveling alone, difficulty recognizing new destinations or other impairment keep you from using fixed route bus systems?**
- **If you answered yes to any of the above, you may qualify for door-to-door transportation service with ADAPT.**

How to apply...

1. Complete the general information and release of information on the following pages.
2. Have your doctor's office or rehabilitation specialist complete and stamp or sign the professional verification section.
3. Send the completed application to Western Maine Transportation Services.

Continue onto the next page

Preparer Signature - If this application has been prepared by someone other than the person requesting ADA certification, that person must complete and sign the following.

Name of Preparer _____ Capacity _____

Address _____ City _____ State _____ Zip _____

Daytime Phone _____

Signature of Preparer _____ Date ____/____/____

Step Two: Get Professional Verification (to be completed by Applicant)

Release of Information

I, _____, am going to apply to WMTS to be determined to be "ADA Paratransit Eligible". I hereby authorize and direct you to provide the following information regarding my ability to use the transit services.

Applicant's Signature _____ Date ____/____/____

If the applicant has a cognitive disability please answer the following questions:

Is the applicant able to perform the following functions without supervision:

1. Find his/her way between familiar locations? Yes/No Please explain _____
2. Signal Driver to get off at familiar bus stop and get off the bus there (assume the driver announces the major stops) Yes/No Please explain _____
3. At the bus stop served by more than one bus route, distinguish the correct bus to board and indicate to board? Yes/No Please explain _____

Information in the box below is to be provided by the Doctor's Office or Rehabilitation Specialist.

Note: Federal law requires that paratransit services be provided to persons who cannot use the available accessible city bus routes. The information provided will allow WMTS to make an appropriate evaluation of this request and its application to specific trip requests. Thank you for your cooperation in this matter.

Medical Diagnosis of the condition causing the disability: _____

Is this condition temporary? ____ If yes, expected duration: _____

Is there any other effect of the disability of which the Transportation Program should be aware?

Please describe _____

Your Name: _____ Office Phone Number: _____

Your Profession: _____ Office Address _____

Signature or Stamp _____ Date ____/____/____

Step Three: When this form is completed, send it to the address on the back.

Thank you for your application, it will be processed promptly. Note: Applications will be returned when information provided is incomplete.



ADAPT
 Western Maine Transportation Services, Inc.
 76 Merrow Road
 Auburn, Maine 04210

Step One: Complete the General Information Section

The applicant is responsible for providing the general information on this page.

Section 1: Personal Information

Name: Last _____ First _____ M.I. _____

Address: Street _____ City _____ State _____ Zip _____

Phone: (home) _____ (work) _____ Date of Birth: _____

Section 2: Information about your disability

1. What is the disability which prevents you from using the CityLink Bus Service?

2. How does the disability prevent you from using the city bus service?

3. Do you use any of the following? (Check all that apply)

Wheelchair Electric Wheelchair Power Scooter Cane Crutches Walker Guide Dog

4. Do you require a Personal Care Attendant when you travel? yes no

5. Can you climb three 12-inch steps without help? yes no

6. Is the disability you have temporary? yes no

7. Can you travel to and from the fixed route bus stop nearest your residence without help? yes no

8. Can you travel 3/4 mile without the help of another person? yes no

9. Can you wait outside without assistance for twenty minutes? yes no

Certification of information - The applicant or the guardian must sign the certification even if someone else prepared the application. I hereby certify the information provided above is correct.

Signed _____ Date ____/____/____

Return Address:

Place
Postage
Here

WMTS ADAPT
76 Merrow Road
Auburn, Maine 04210

Appendix 4

ADA Eligibility Review Form

**WESTERN MAINE TRANSPORTATION
ADA ELIGIBILITY REPORT**

NAME: _____ DATE APP REC'D: ___/___/___

ADDRESS: _____

TELEPHONE: _____ D.O.B. ___/___/___

PROFESSIONAL VERIFICATION: ___ CONFIRMS ___ CONTRADICTS/MODIFIES

ACTION: _____ PERMANENT _____ TEMPORARY TIL: _____

_____ DENIED DATE: _____

APPEAL DATE: ___/___/___

ACTION: _____ PERMANENT _____ TEMPORARY TIL _____

_____ DENIED DATE: _____

COMPLETED BY _____ DATE _____

Category #1	Category #2	Category #3
Unable to independently ride accessible service	Eligible where service is inaccessible	Can't travel to and from bus stop
1. Qualifying Inabilities	1. Can't use inaccess service?	1. Disability prevents travel
<input type="checkbox"/> Able to get to bus stop	<input type="checkbox"/> Yes (can't use)	<input type="checkbox"/> Yes (short dist. Ideal circ.)
<input type="checkbox"/> Wait	<input type="checkbox"/> No (can use: not eligible)	<input type="checkbox"/> Yes (certain circumstances)
<input type="checkbox"/> Get on / off		<input type="checkbox"/> No : not eligible
<input type="checkbox"/> Keep Balance	2. Uses wheelchair?	
<input type="checkbox"/> Get to seat	<input type="checkbox"/> Yes	2. Conditions
<input type="checkbox"/> Grasp	<input type="checkbox"/> No	<input type="checkbox"/> Terrain
<input type="checkbox"/> Identify bus	a. Can use existing lift buses?	<input type="checkbox"/> Weather
<input type="checkbox"/> Get off at right stop	<input type="checkbox"/> Yes	<input type="checkbox"/> Variable Health
<input type="checkbox"/> None: NOT eligible	<input type="checkbox"/> No	<input type="checkbox"/> Distance over
	b. Oversize wheelchair?	<input type="checkbox"/> Exceptional Trips
2. Conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> Night
<input type="checkbox"/> Weather	<input type="checkbox"/> No	<input type="checkbox"/> Busy intersections
<input type="checkbox"/> Variable Health		<input type="checkbox"/> Barriers
<input type="checkbox"/> Crowds	3. Determination	
<input type="checkbox"/> Exceptional Trips	<input type="checkbox"/> If Inacc. Bus or stop (If No to A or B = Eligible)	3. Determination
	<input type="checkbox"/> If no to A or B = Eligible	<input type="checkbox"/> Full (1=1 st Yes)
3. Determination	<input type="checkbox"/> Not Eligible	<input type="checkbox"/> Situational (1=2 nd Yes)
<input type="checkbox"/> Full (any item 1)	(No to 1 or Yes to B)	<input type="checkbox"/> Not Eligible (1=no)
<input type="checkbox"/> Situational (any item 2)		
<input type="checkbox"/> Not Eligible		

DATE CERTIFIED ___/___/___ CARD # _____ EXP. DATE: ___/___/___

DISABILITY: _____

- AMB RACE: _____
- WHEELCHAIR HOH: _____
- PCA GENDER: _____

ANY SPECIAL INSTRUCTIONS: _____

Appendix 5

ADA Advisory Committee Members

ADA Advisory Committee Members

Phil Nadeau
LATC Chair
City of Lewiston

Denis D'Auteuil
LATC Vice-Chair
City of Auburn

Belinda Gerry
LATC Lewiston
Citizen Representative

Jack Desjardins
ADA Certified/Rider
Citizen Lewiston

Vacant
ADA Certified/Rider
Citizen