



Access Transit Application Form

JUNE 2023



PART A



SaskatoonTransit.ca/Access

GENERAL INFORMATION

Access Transit is a specialized public transportation service that provides on-demand trips for individuals with temporary or permanent disabilities who cannot take fixed-route transit due to physical or cognitive limitations. Access Transit operates seven days a week, including stat holidays, and has a fleet of lift-equipped buses that provide trips within the city limits of Saskatoon. Access Transit provides a crucial service to individuals with disabilities in Saskatoon and aims to provide efficient customer service while also maintaining policies that ensure fair use of their services.

Details:

- Trips are booked up to three days in advance.
- Riders pay the same fare using the same fare payment options as fixed-route transit.
- Many Access Transit customers find using both fixed-route and Access services together to be very convenient to their lifestyle.
- Access drivers provide assistance from accessible door to accessible door.
- Drivers will assist customers up or down no more than one step, provided it is safe to do so.
- Access transit is a **shared-ride service, not a taxi service**, so trips are rarely direct from one point to another.

Access Transit passengers may encounter travel times of up to 75 minutes. Fares can be paid using cash, mobile ticketing (TGo or Transit app) or Transit Go Cards which are accepted on all Saskatoon Transit vehicles.

Access Transit has a No-Show and Late Cancellation policy to curb the high number of no-shows and late-cancelled trips. Accumulation of points above a certain level will result in restricted or limited use of Access Transit.

Applicants are encouraged to use Saskatoon Transit's accessible low-floor buses. For more information about Saskatoon Transit Services, call 306-975-3100 or visit SaskatoonTransit.ca.

Please send completed application forms to:

**Mail:**

Access Transit
422 46th Street East
Saskatoon, SK S7K 0W9

**Email:**

AccessTransit@saskatoon.ca

**Fax:**

306-975-3572

PLEASE DO NOT FAX THIS PAGE

APPLICATION

- The purpose of the Application Form is to ensure all passengers meet the eligibility requirements.
- Any charges incurred for completing this form or for obtaining additional information are the responsibility of the applicant.
- The completion of the application form does not guarantee eligibility.
- Only fully completed, signed applications will be considered for approval.
- Incomplete forms will be returned and you will be required to provide complete information before your application will be reviewed.
- Applications are reviewed regularly. You may be required to reapply periodically to renew eligibility.
- Please photocopy the entire completed application for your records in case the original application is not received by Access Transit.
- Please review this application with your medical professional prior to submission.

Part A: must be completed by all applicants.

Part B: must be completed and signed by a qualified health care practitioner familiar with your disability
E.g., a Licensed Physician, Physical Therapist, Occupational Therapist, Psychologist, RN/LPN, Recreational Therapist or Optometrist.

For more information, please call Access Transit at **306-975-3555** or email AccessTransit@saskatoon.ca

APPEAL PROCESS

Applications must be submitted within 30 days (about 4 and a half weeks) of decision. Applicants whose application for Access Transit service is denied will receive a follow-up letter. If you have questions about a denied application, please call 306-975-3555 during business hours. Appeals to the decision may also be made in writing to:



Secretary, Access Transit Appeals Board
City Clerk's Office
City of Saskatoon
222 3rd Avenue North
Saskatoon, SK S7K OJ5

For enquiries regarding the appeals process, please contact the Secretary of the Access Transit Appeals Board, City Clerk's Office at 306-975-3240.

PLEASE DO NOT FAX THIS PAGE

PART A: Applicant Information (please print)

New Application **Renewal**

Last Name: _____

First Name: _____ Date of Birth: / /
 YY MM DD

Address: _____

City: _____ Postal Code: _____

Home Phone: () _____ Cell Phone: () _____

Email Address: _____

Emergency Contact:

Emergency Contact Name: _____

Relationship to Applicant: _____

Emergency Contact Phone Number: () _____

Mailing Address:

For Access Transit information if different from or in addition to above:

Name: _____

Address: _____

City: _____ Postal Code: _____

Would you like us to send you an Access Transit Newsletter? YES NO

If **yes**, how would you like to receive the newsletter? Email Mailing Address

I use a wheelchair or scooter on a permanent basis, all the time.

FOR OFFICE USE ONLY:

Approved Unconditional (Permanent)

Approved Temporary (Up to two years)

Approved Conditional (Seasonal)

Denied

Registration Date: / /
 YY MM DD

Expiry date: / /
 YY MM DD

Client ID #: _____

PW #: _____

Registration #: _____

Info Package Sent: / /
 YY MM DD

Approved by (Supervisor name): _____

Comments: _____

1. Which mobility aid(s) do you use (check all that apply)?

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Manual Wheelchair (non-collapsible) | <input type="checkbox"/> Prosthesis |
| <input type="checkbox"/> Walking cane | <input type="checkbox"/> Manual Wheelchair (collapsible) | <input type="checkbox"/> Oxygen* |
| <input type="checkbox"/> Crutches | <input type="checkbox"/> Motorized Wheelchair* | <input type="checkbox"/> Respirator* |
| <input type="checkbox"/> Walker | <input type="checkbox"/> Oversize Wheelchair* | <input type="checkbox"/> Ventilator |
| <input type="checkbox"/> Leg Braces | <input type="checkbox"/> Scooter* | <input type="checkbox"/> Service Animal** |
| <input type="checkbox"/> Broda Chair* | <input type="checkbox"/> Communication Device | <input type="checkbox"/> White cane |
| <input type="checkbox"/> Other: _____ | | |

*These mobility aids must meet our size and weight requirements for proper securement. Dimensions must be listed below.

**Service animals require an additional registration form not included in this package. Please call Access Transit at 306-975-3555 to request the form.

2. If applicable, does your place of residence have a ramp or platform lift?

- YES NO

3. If you have checked any items above marked with an asterisk (*), please provide the dimensions below:

Measure side to side at the widest point, front to back at the widest point, and top to bottom at the tallest and lowest points. An example is provided in the first row:

Device	Width side to side inches/cm	Length front to back inches/cm	Height top to bottom inches/cm	Weight lbs/kgs
<i>Example: Motorized chair</i>	<i>33 inches</i>	<i>41 inches</i>	<i>36 inches</i>	<i>150 lbs</i>

4. What is the general nature of your injury/illness/disability and how does it impact your mobility?

5. Have you taken travel training through Saskatoon Transit, SCOA, or CNIB for fixed-route transit?

YES NO

If yes, did the training include any of the following:

Use of the ramp/kneeler Paying fare Transfers
 Getting on and off the bus Using the real-time Transit app

6. Are there any times of the year when you can travel on an accessible fixed-route transit bus? Please explain.

7. Is your condition expected to improve or change over time?

(For example, mobility after knee surgery will improve in a few months' time.)

YES, my condition is expected to improve NO, this is a permanent condition

If yes, please provide prognosis for recovery:

8. How long are you requiring the services of Access Transit?

9. How many city blocks are you able to travel alone or with a travel companion¹? A city block is typically about 175 meters or 575 feet.

10. Does the time of day or weather impact your mobility and how you get around?

YES NO

If yes, please explain what factors limit your abilities:

¹ A travel companion is an individual who travels with the client on occasion but is not mandatory for all trips. The person would pay fare as normal and provide assistance if needed.

11. Can you safely ride a low-floor, accessible fixed-route bus if there is courtesy seating available and the operator assisted with retrieving and securing your mobility aid?

YES NO

12. Can you step on/off a curb and cross the street?

YES NO

13. After sitting for a lengthy period can you stand without assistance?

YES NO

14. Can you recognize landmarks?

YES NO

15. Can you handle fare, bus pass, and transfers?

YES NO

If NO to question 14 or 15, what is limiting your ability to complete this task?

16. What are your three most frequently visited destinations, and how do you currently get there?

Destination:

How do you get there now?

1) _____

2) _____

3) _____

17. Please provide any additional information that may be relevant to your application that would allow us to better serve you.

RELEASE OF INFORMATION

I, the applicant, understand the purpose of this application form is to determine my eligibility to use the Access Transit Service. I agree to release the information requested to Access Transit and in the event of an appeal, the Access Transit Appeals Board. I understand that the information contained herein will be treated confidentially. I understand further, that Access Transit reserves the right to request additional information.

I hereby declare that the information provided above is true and correct and represents my condition.

Applicant Signature: _____	Date: <u> </u> / <u> </u> / <u> </u> <small>Y Y M M D D</small>
----------------------------	--

If someone else completed this form on your behalf, please indicate below.

Name (print): _____

Signature: _____ Date: / /
Y Y M M D D

Relationship to Applicant: _____

Address: _____

Phone: () _____

How long have you known the applicant? _____

This information is being collected for use by Access Transit (which included the City of Saskatoon and *independent private contractors* involved in providing paratransit services) for processing of this form, determination of eligibility for Access Transit and provision of Access Transit to successful applicants. Information collected on this form may also be used by Access Transit for statistical research or transit training purposes, or to improve service in the Access Transit program. It is protected by the privacy provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*. If you have any questions, please call 306-975-3555.