

INSTRUCTIONS:

Request for Subscription Trips

Subscription trips are for the paratransit service riders that have a consistent schedule (i.e. classes on campus or a work schedule.) Riders who have changing schedules may find that using the on-call basis would work better for them. If you would like to request subscription trips for the paratransit service, please complete the enclosed form. For an immediate response submit the form via fax (307-766-9804), email (tppara@uwyo.edu), or drop off at the UW Transit & Parking Services office at 462 N. 10th Street.

The agreed upon trip time is the “ready time”. This is the time that the rider will need to be ready and waiting for the paratransit vehicle to arrive. A paratransit vehicle may arrive up to 20 minutes after the “ready time”. This is called the 20 minute “ready window”. “Ready times” do not need to be on the quarter hour. For example you may choose a “ready time” of 3:20 or 4:58.

Keep in mind that the “ready window” does not include the time you could spend riding the bus. The paratransit service is a shared ride service and it possible that you will be grouped with other riders. Please make sure to let dispatch know if you will have a companion or Personal Care Attendant (PAC) with you as space is limited.

We are able to enter certain drop off time restrictions for class and appointments, into the scheduling software. Please be sure to include any restrictions under *Special Requests*.

Please keep in mind that this is a request, and that times/locations may be negotiated.

If approved, a dispatcher will provide you with a list of your subscription trips.

Example 1:

You have class every Monday and class starts at 11:00 am, gets out at 11:50 am and it takes you about 5 minutes to walk.

MONDAY

Trip	Ready Time	Pick-Up Location	Drop-Off Location
1	10:17 AM	462 N. 10 th Street	Classroom Bus Stop
2	11:55 AM	Classroom Bus Stop	462 N. 10 th Street

Special Request(s): Trip #1, drop off no later than 10:52 am.

Example 2:

You have a regular doctor appointment on Thursday and the appointment is at 9:15 and lasts till 10:30 but doctor office doesn't open till 9:00am

THURSDAY

Trip	Ready Time	Pick-Up Location	Drop-Off Location
1	8:45 AM	462 N. 10 th Street	IMH Admitting Side
2	10:35 AM	IMH Admitting Side	462 N. 10 th Street

Special Request(s): Trip #1, drop off earlier than 9:00 am.