
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 Paratransit building at 2102 S 15th 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".

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 is possible that you will be grouped with other riders. Please make sure to let dispatch know if you have a companion or Personal Care Attendant (PAC) with you as space is limited. Please also indicate this on your subscription form.

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 10:00am, gets out at 11:00am and it takes you about 5 minutes to walk.

MONDAY

*Office Use	Ready Time	Pick – Up Location	Drop – Off Location	Purpose
	9:20 am	502 Reynolds St. #1A	Union Bus Stop	Class
	11:05 am	Union Bus Stop	502 Reynolds St. #1A	Class

Special Request(s): Trip 1, drop off no later than 9:50 am.

Example 2:

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

THURSDAY

*Office Use	Ready Time	Pick – Up Location	Drop – Off Location	Purpose
	8:45am	502 Reynolds St. #1A	IMH Admitting Side	Medical
	10:35am	IMH Admitting Side	502 Reynolds St. #1A	Medical

Special Request(s): Trip 1, drop off no earlier than 9:00am.



Transportation
Services

PARATRANSIT RIDE SUBSCRIPTION

Phone: (307) 766-7433 / Fax: (307) 766-9804

Name: _____ Requested Start Date: _____

Phone Number: _____ Email: _____

Trip Notification Update: To ensure our records are current, indicate below for changes to your trip notifications for ride and service updates.

☐ No changes ☐ Stop notifications ☐ Add text message ☐ Add call reminders

These trips are: *(check one below)*

☐ temporary, valid until _____ ☐ for the entire _____ semester ☐ full academic year
(To end by Aug 15th)

Will you have any additional passengers or PCA's accompany you on any of these rides? ☐ YES ☐ NO

Did you need help completing this form? ☐ YES ☐ NO

If YES, please complete:

Name: _____ Phone Number: _____

Address: _____

Relationship to you: _____ Agency (if possible): _____

Note:

Please keep in mind that this is a request, and that times may be negotiated. Subscription rides are granted based on ADA guidelines. Those who do not get a time slot can choose to be on a waitlist in the event another subscription is canceled. Casual rides scheduled with dispatch are still an option for those not being granted subscription rides.

Allow 3 business days to process.

Only one (1) change allowed per semester. Any additional changes will result in stopping the subscription rides and the rider will have to schedule casual rides.

Students: ensure your class schedule is finalized before submitting subscription ride requests

Office Use

Received: _____ Reviewed: _____ Entered: _____

Confirmation: _____ Expires: _____ Started: _____

☐ Phone ☐ Email ☐ Letter Notes: _____

MONDAY

*Office Use	Ready Time	Pick – Up Location	Drop – Off Location	Purpose

Special Request(s): _____

TUESDAY

*Office Use	Ready Time	Pick – Up Location	Drop – Off Location	Purpose

Special Request(s): _____

WEDNESDAY

*Office Use	Ready Time	Pick – Up Location	Drop – Off Location	Purpose

Special Request(s): _____

THURSDAY

*Office Use	Ready Time	Pick – Up Location	Drop – Off Location	Purpose

Special Request(s): _____

FRIDAY

*Office Use	Ready Time	Pick – Up Location	Drop – Off Location	Purpose

Special Request(s): _____