



Permission Form for New Riders Aged 12-18
MinuteVan Dial-A-Ride
A Transportation Service of the Town of Acton

The Town of Acton is very pleased to be able to offer the MinuteVan Dial-A-Ride van service. Children under the age of 12 can ride with an adult, and children 12 to 18 may ride alone with their parent's permission (including all students in the Acton-Boxborough School system). Please review these attached documents carefully and be sure that you and your child understand them to ensure everyone's safety on the MinuteVan Dial-A-Ride service.

Once you and your child **review and sign the attached Permission Form** (be sure to keep a copy for yourself) mail scan and email to the address provided. After the permission form has been processed, a student identification card will be mailed to you at your home address for your child. The pass is valid until the end of Acton's school year and must be renewed annually before June 30th for the next school year. Your child must have the pass with them any time they use the van.

All program drivers have all completed a comprehensive background check including a CORI report.

Instructions for booking trips:

- Phone # 978-844-6809. Dispatcher is available Monday through Friday from 8:30 AM to 4:00 PM. After 4:00 PM leave a message and your call will be returned the next business day.
- Trips can also be booked on-line at www.minutuevan.net Dispatcher will email confirmation for trips booked on-line.
- Trips are provided Monday through Friday between 8:00 AM and 11:00 AM and between 12:15 and 6:15 PM except holidays (check www.minutevan.net for a list of holidays).
- Trips are booked a minimum of 24 hours in advance, however more notice may be needed to book desired times, and you will get a confirmation of your time from the Dispatcher.
- Passengers need to be ready for the van fifteen minutes ahead of the confirmed time and are asked to wait ten minutes after pick-up time to allow for flexibility in the schedule due to traffic or delays.
- Parents may choose to provide a cell phone number for their child so that the driver can contact them if necessary. Calls will be made in the event of a delay of more than fifteen minutes.
- Please be sure that children bring only what they can carry themselves.
- To ensure their safety, children under age 18 riding alone can only be delivered to the confirmed destination on the driver's log.
- The Dial-A-Ride service goes anywhere in Acton and outside of Acton within a 3.5 mile radius of Acton's Town Hall. Check www.minutevan.net for details on out-of-town locations.
- Cost for trips between locations in Acton is \$2/trip, between Acton and nearby locations \$4/trip. Riders may pay with cash, or drivers sell 10-ride ticket books for \$20 on the vehicle. Drivers will accept cash or check made out to the Town of Acton as payment for ticket books.
- The Dial-A-Ride is provided via a 15-passenger minivan and is a shared-ride service open the public. Children traveling in the van may be transported at the same time as other passengers.
- Cancellations must be made by 5:00 PM the day before the booked trip. Passengers will be responsible for the fare on all trips that are cancelled late or for no-shows.
- Please be aware that service animals are allowed on the vehicle.

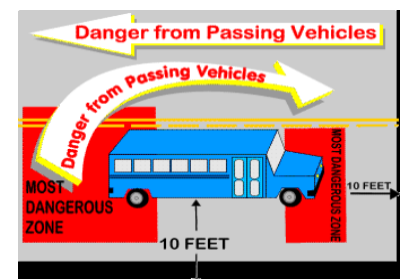


Permission Form for New Riders Aged 12-18 Safety Guidelines for Riding the MinuteVan

Following are some safety tips for our young riders. Please review these and be sure that you understand them to ensure everyone's safety on the MinuteVan Dial-A-Ride service.

Please note that for the safety of our passengers with food allergies there is no eating or drinking on the bus.

- ⇒ When people see a bright yellow school bus they understand that there are children riding on the bus and they will be more cautious. The MinuteVan is a white van and drivers may not be expecting children to enter and exit the vehicle so use extra care when you get on and off the van. Cars are not required to stop the way they do for a school bus therefore cars driving around the van will not stop for you the way they do when you use the school bus.
- ⇒ When you are waiting for the van to pick you up it is best to stand well back from the curb so that the driver can see you clearly when he/she pulls up. Wait for the bus to come to a full stop and the driver to open the door before you approach the van to enter it.
- ⇒ When you get off of the van you should take five giant steps straight out of the door. This will ensure that the driver can see you clearly before he/she pulls away.
- ⇒ The driver will make every attempt to drop you right in front of where you need to be, but please remember that this is not a school bus so the driver will not wait for you to cross in front of the van if you must cross the street. Wait for the van to pull safely away and then cross the street. Always cross at a crosswalk, street corner, or where there is a crossing guard. Look to the left, right, and left again and use extreme caution when crossing. Do not run when crossing the street and give your full attention to what you are doing.
- ⇒ Please take a look at the picture below so you can see the areas where it might be dangerous around the van.



- Always know the address of where you are going.
- Remember to call someone when you arrive if that is what you are supposed to do.
- Have the exact fare ready for the driver.
- Sit as close to the driver as possible.
- Keep your backpack and anything else you have with you on your lap and remember to take it with you when you get off the bus.



Permission Form for New Riders Aged 12-18

I the undersigned parent/guardian of _____
(Child's Name – Please Print)

do hereby for myself, my heirs, executors and administrators, waive and release any and all rights claims or damages, not covered by applicable insurance, I may have against the MinuteVan Dial-A-Ride Service, the Town of Acton, or TransAction Associates, their representatives, successors, assigns for any and all injuries, illness, and loss of damage of personal property by the above named person while traveling in a MinuteVan Dial-A-Ride vehicle to or from any location.

In the event of an emergency I give my permission for my child _____ to be transported to the closest medical facility and receive treatment if necessary. (Child's Name – Please Print)

If your child has a life threatening allergy that emergency services should be made aware of, please provide details here:

Does your child carry an Epi-Pen? YES NO

Child's Date of Birth Parent/Guardian's Name (Please Print) Parent/Guardian's Signature

Home Address (use primary if there is more than one)

Primary Phone (reminder messages will be left at this number). Preferred/Emergency Contact Phone #

Parent/Guardian Email Address Today's Date



Please sign below to indicate that you and your child have reviewed the **Safety Guidelines for Riding the Bus** (available on-line at www.minutevan.net)

Parent Name (Please Print) Parent Signature Date

Student Name (Please Print) Student Signature Date

ADDITIONAL INFORMATION

Parents may choose to provide a cell phone number for their child so that the driver can contact the child if necessary. The driver will only call in the event that there is a delay of more than fifteen minutes or if the driver has needs to clarify the connection point with the child.

Child's cell phone number: _____

Please return this document to:

MinuteVan
c/o Transaction Associates Inc.
5 Wheeling Avenue
Woburn, MA 01801
coordinator@minutevan.net