Serving the transportation needs of persons with disabilities in Milwaukee County

Introduction to Transit Plus Program

RIDER’S GUIDE
## Transit Plus Office — Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Number</td>
<td>(414) 343-1700</td>
</tr>
<tr>
<td>Customer Service</td>
<td>(414) 343-1703</td>
</tr>
<tr>
<td>FAX</td>
<td>(414) 343-1787</td>
</tr>
</tbody>
</table>

## Van Service — Who to Call

A van provider is assigned to each client based on where the client lives. SEE MAP INSIDE. Contact the designated van provider for all trip requests.* Van trip reservations can be made from 8:00 a.m. until 5:00 p.m., seven (7) days a week.

* For Waukesha and Ozaukee County information contact Transit Plus at (414) 343-1700.

<table>
<thead>
<tr>
<th>Van Provider</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST TRANSIT</td>
<td>(414) 817-9860</td>
</tr>
<tr>
<td>TRANSIT EXPRESS</td>
<td>(414) 264-7433</td>
</tr>
</tbody>
</table>

## Taxi Service — Who to Call

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN UNITED</td>
<td>(414) 220-5011</td>
</tr>
</tbody>
</table>
WELCOME ABOARD!

Milwaukee County Transit System takes pride in providing the Transit Plus ADA Paratransit Program to the community. Thousands each year use our services to get to the important places they need to go such as work, medical appointments and many other locations. Every day, Transit Plus helps people with disabilities participate more fully in their community, enriching lives and extending mobility and independence throughout Milwaukee County.

You may be new to this program and may have questions about how it works. Please know our Transit Plus staff is here to assist you. We invite you to read this entire guide which explains many program details, such as who qualifies, what services are available as well as our safety requirements. Additionally, and importantly, it specifies how and with whom you schedule ride reservations, and how to provide feedback about your service experience.

If after reading this booklet you find you still have questions, remember, we are here to help. Our aim is to provide you or your family member with accurate information as well as safe, reliable transportation services.

Sincerely,

Tracy Harrington
Director of Transit Plus
# Table of Contents

### Definitions to Help Explain our Program
- Americans With Disabilities Act (ADA)
- Transit Plus
- Milwaukee County Transit System
- Travel Training
- Transit Plus Advisory Council (TPAC)
- Secret Rider Program

### Overview of Service
- Van Service
- Taxi Service
- Don’t forget to Ride the Bus, too…for Half Fare!
- Transit Plus Identification Cards
- Hours of Service
- Service Area
- Holidays and Special Events (Summerfest, State Fair, Etc.)
- Rider Comments

### Eligibility
- Types of Eligibility
- Eligibility Appeals
- Personal Care Attendants (PCA)
- Companions
- Children in Vehicles
- Service Animals
- Out of Town Visitors

### How Van Service Works
- Demand Response and Subscription Trips
- Who to Call for Van Service
- Van Service Providers
- Wisconsin Telecommunications Relay System
- How to Make a Reservation
- Establishing an Agreed Upon Pick Up Time
- Changing or Canceling a Ride – We Need your Help
# TABLE OF CONTENTS

Late Cancellations, Cancellations at the Door and No-Shows (CL/CD/NS) ................................................................. 14
Consequences of Late Cancellations, Cancellations at the Door and No-Shows (CL/CD/NS) .................................................. 15
Appeals .............................................................................................................. 16

**Reservations Tips** ....................................................................................... 17
Winter Policies ................................................................................................ 18

**Fares** ........................................................................................................ 19
Transit Plus Clients ......................................................................................... 19
Agency Fares .............................................................................................. 19
Companions .................................................................................................... 19
Personal Care Attendants ............................................................................ 19
Children............................................................................................................. 19
Service Animals ............................................................................................. 19
Method of Payment ....................................................................................... 20
Transit Plus Tickets ........................................................................................ 20

**Tips to Ease Your Ride** ............................................................................. 21
Vehicle Arrival Time ....................................................................................... 21
Where to Wait for Vehicle ............................................................................ 21
Ways You Can Help ........................................................................................ 22
Carry-on Items ................................................................................................. 22

**Taxi Service** ............................................................................................ 23
Who to Call for Taxi Service ......................................................................... 23
Information Needed by Taxi Company ....................................................... 23
Taxicab Fares .................................................................................................. 24

**Safety Requirements and Assistive Devices** ......................................... 25
Proper Conduct .............................................................................................. 25
Assisting Riders ............................................................................................. 25
Securing Riders ............................................................................................. 25
Wheelchairs and Other Assistive Devices .................................................. 26

Transit Plus Service Area Boundary Map .......... Inside Back Cover
Definitions to Help Explain our Program

Americans With Disabilities Act (ADA)
In 1990, the Americans with Disabilities Act (ADA) was signed into law. The ADA prohibits discrimination against people with disabilities. The ADA specifies that all people have a right to use available public transportation. Persons who are not able to independently ride public buses due to a disability must be provided with comparable, complementary (paratransit) service for their transportation needs.

Transit Plus
Transit Plus provides accessible, safe, reliable and comfortable transportation for persons who are prevented from utilizing the Milwaukee County Transit System buses due to a disability. Paratransit service is a form of public transportation that is intended to be comparable to bus service. Accordingly, riders may expect that trips on Transit Plus may take as long, or in some cases longer than the comparable trip made by fixed route bus. *Transit Plus is not an emergency medical transportation service. Persons that need a high degree of medical or personal care must seek alternative transportation.*

Per the ADA, complementary paratransit is not intended to be a comprehensive system of transportation for individuals with disabilities.

Milwaukee County Transit System
Milwaukee County Transit System provides accessible buses to meet the transportation needs of persons with disabilities who have the necessary mobility skills to use accessible buses. Every bus in the Milwaukee County fleet is wheelchair accessible. Drivers are trained in passenger assistance and mobility device securement techniques, making it possible for most persons who have a disability to use the Milwaukee County Transit System. For accessible route and schedule information, go to the MCTS website at RideMCTS.com or call the Busline at (414) 344-6711 or (414) 937-3299 TTY
Travel Training
Travel Training is available to persons who are willing and able to use the fixed route system for some or all of their trips. Individuals who would like more information about group or one-on-one travel training opportunities may visit the MCTS New Freedom website at: http://www.ridemcts.com/programs/new-freedom or call (414) 937-3256 to request information.

Transit Plus Advisory Council (TPAC)
TPAC members are users of the Transit Plus program including family members and/or guardians of persons who use Transit Plus.

TPAC’s mission is to serve as an advocate for persons with disabilities to ensure the availability of a quality transportation system, so that Transit Plus clients may enjoy full participation in their community, work, medical care and recreational activities.

Meetings are held on a regular basis and are open to the public. Anyone interested in attending a meeting or becoming involved with TPAC should contact the Transit Plus office at (414) 343-1700.

Secret Rider Program
Transit Plus eligible passengers who use the Milwaukee County Transit System are invited to participate in the Secret Rider Program. As a Secret Rider, you will provide important feedback to MCTS that will help in our efforts to continually improve the bus riding experience for our passengers with disabilities. We offer free training in the skills you will need to be a Secret Rider, and you will have the satisfaction of knowing you are helping others. If you are interested, you may visit the MCTS Freedom on Wheels website at http://www.ridemcts.com/programs/new-freedom or call (414) 937-3256.
Overview of Service

Transit Plus provides transportation alternatives. Read this section to learn which service is best for you.

Van Service
Paratransit van service is a wheelchair accessible “shared ride service” which means other riders may be picked up and dropped off along the way. You must call at least one (1) to 14 days in advance to request a trip. Trips may be requested for any purpose.

Van service is a door-to-door service. If requested, van drivers will provide assistance to riders through the first set of doors at both the pick-up and destination points unless the rider is traveling with a PCA (personal care attendant). However, drivers do not provide assistance beyond the first exterior door.

Taxi Service
Taxi service is available to ambulatory persons and wheelchair users who can transfer without assistance in and out of the taxi. Taxi service can be used if the rider does not require an accessible vehicle and can travel with minimal assistance. If a wheelchair user cannot independently transfer from the wheelchair to the back seat of a taxi, the rider should use Transit Plus van service for their transportation needs. Taxi service is limited to travel within Milwaukee County.

Taxi service is non-ADA curb-to-curb service. Taxi Drivers are not required to assist riders to the door. Taxi Drivers do not telephone riders upon arrival, and are only required to wait five (5) minutes for passengers to come to the taxi. If a rider is not waiting, they may be considered a “No-Show”. For more information on how to use Taxis please see “Taxi Service” on page 23.

Don’t forget to Ride the Bus, too…for Free!
If you are able to use Milwaukee County Transit System, your Transit Plus card allows you to travel on the bus for free. Just present your Transit Plus identification card to the bus driver. A PCA also rides at no charge.
If you are interested in learning how to use the Milwaukee County Transit System, please visit the New Freedom website to learn more, at http://www.ridemcts.com/Programs/New-Freedom/ or call Transit Plus at (414) 937-3256. Travel Training is provided free to those who would like to expand their mobility options and increase their independence in the community.

**Ride the Bus For Free – Thanks to a Federally Funded program and in cooperation with Milwaukee County, eligible Transit Plus riders who are interested and able to ride the Milwaukee County Transit System may do so for FREE!** The New Freedom program is open to any Transit Plus rider who can safely use the bus system. If you are interested, please visit the New Freedom website at http://www.ridemcts.com/Programs/New-Freedom/ or contact the Transit Plus office at (414) 937-3256 for more information. This program may change pending continued availability of funding.

**Transit Plus Identification Cards**

You must carry a Transit Plus ID card with you when you travel. It is also advisable to travel with a name and phone number of a contact person, in case of an emergency.

If you lose your card, call Transit Plus at (414) 343-1700. **There is a $10.00 replacement charge.**

**To avoid an interruption in service:** You MUST inform the Transit Plus office of any address and telephone changes. Call us at (414) 343-1700.
Hours of Service
Transit Plus Rides

Seven (7) days per week - 365 days per year 4:30 a.m. to 1:00 a.m.

*trips outside of these times may be available in limited areas of Milwaukee County - contact Transit Plus for further information.

Transit Plus Reservations

FOR VAN SERVICE

Seven (7) days per week - 365 days per year 8:00 a.m. to 5:00 p.m.

FOR TAXI SERVICE

Seven (7) days per week - 365 days per year 24 hours per day

(Note: Taxi operations may be suspended in extreme weather situations.)

Service Area

Transit Plus provides service anywhere within Milwaukee County, with borders of County Line Road(s) North & South, and 124th Street on the West, and to limited parts of Ozaukee and Waukesha counties. (See Reservation Section for further details, and boundary maps on the inside back cover.)

Holidays and Special Events (Summerfest, State Fair, Etc.)

We recommend reserving as early as possible, up to 14 days before your requested travel date on Holidays and during special events to help you get the ride times you prefer.

Van subscription trips are cancelled on the following holidays unless otherwise arranged:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
Rider Comments

We want to hear from you! How are we doing?

At Transit Plus we take our customers’ concerns seriously. Our staff documents and investigates all safety and customer service related complaints.

To make a comment or complaint about Transit Plus service, you can contact us in the following ways:

- Transit Plus Customer Service line at (414) 343-1703 Monday through Friday from 8:00 a.m. to 4:30 p.m. Voicemail is available at this number 24 hours a day, seven (7) days a week, 365 days a year
- Email your comments to tpcomments@mcts.org
- Website at RideMCTS.com/Programs/Transit-Plus
- Fax your comments to (414) 343-1787
- The Milwaukee County Executive’s Office for Persons with Disabilities, call (414) 278-3935 or fax (414) 278-3939

To ensure we can properly investigate your concern, please be sure to provide at least the basics: What, Who, When, Where. Having this information will help us understand how we can help improve your service experience.

For specific questions about your reservations or rides, please contact your van or taxi provider directly.
Eligibility

Transit Plus service is for people with physical, sensory and/or cognitive disabilities that prevent them from utilizing the Milwaukee County Transit System. However, simply having a disability does not mean a person is automatically eligible for paratransit service. Rather, eligibility for Transit Plus ADA paratransit service is based on an individual’s functional capabilities to be able to access and navigate the bus system. To become eligible for Transit Plus service an individual must apply and be approved for service. The application process includes:

1. Completing a Transit Plus Eligibility Application
2. Providing a signed, dated Transit Plus Medical Documentation Form, completed by a treating physician
3. Completing an in-person functional assessment

A determination of Transit Plus eligibility will be made within 21 days of completing all steps of the above process. Applicants are informed by mail of the determination.

Types of Eligibility

There are two types of eligibility:

- **Unconditional Eligibility:** For persons who are unable to use the Milwaukee County Transit System under any circumstance or condition. This eligibility may be temporary, short term, long term or permanent.
• **Conditional Eligibility:** For persons who may be able to use the Milwaukee County Transit System under certain circumstances or conditions (i.e., for familiar trips, with travel training, or when weather is not inclement). This eligibility may be granted temporarily, short or long term. Persons with conditional eligibility may only use Transit Plus when the conditions on their card are met. For example, a person who has conditional eligibility for “Snow and Ice” would not use Transit Plus during periods when there is no snow or ice, so for travel during summer months they would use the bus system. *Failure to follow conditions may result in suspension or termination of Transit Plus eligibility.*

**Eligibility Appeals**

Applicants who are denied eligibility for Transit Plus or are granted anything less than unconditional eligibility may appeal the decision within 60 days of the decision date. Appeals must be made in writing and sent to the Transit Plus office. Persons wishing to appeal should include the reason(s) they disagree with the decision, as well as any supporting documentation they would like to have considered. The first step of an appeal is an Appeal on the Merits. This involves an administrative review by the Director of Transit Plus evaluating whether the decision made was reasonable based on the information provided and followed the eligibility criteria per the ADA. A determination must be made within 30 days of receipt of the written appeal, and will be documented in a letter to the applicant. If a decision is not made within 30 days, the applicant will be granted full eligibility pending the appeal decision.

If an applicant disagrees with the first step appeal decision, that individual may request an Appeal Board hearing, which is an Appeal on the Process and must be made in writing within 60 days of the date of the first step appeal decision. An individual requesting a hearing will have a date set within 30 days of the hearing request and will be provided with additional appeal instructions.
**Personal Care Attendants (PCA)**

Authorized Transit Plus clients can travel with a personal care attendant (PCA). A PCA is someone you must bring with you during your trip to enable you to travel safely or to assist you at your trip destination.

However, having PCA status should not be used out of convenience, i.e., taking along a friend for companionship. You must have *been granted eligibility* to travel with a PCA and your Transit Plus ID card *must indicate PCA*. A PCA can be a different person each time you travel, and can be your spouse, friend or family member. Transit Plus drivers do not provide additional assistance beyond the first outer door of the pick up or drop off location.

A PCA does not pay a fare, but must get on and off the vehicle at the same places and times as you do. Your PCA must bring you to and from the vehicle if able. The driver must help you enter and exit the vehicle, and secure you within the vehicle. **Notify the reservationist** if you need to travel with a PCA so that another seat will be reserved. **Drivers cannot take riders who are not on the travel schedule (manifest).**

**Companions**

A companion is someone you want to bring along to share the trip with you, but is not considered a PCA. You can bring one companion on any trip. Additional companions can ride on a space available basis. Notify the reservationist if you want to bring a companion for each trip you book to insure another seat will be reserved. **Companions must pay the full fare, and must get on and off the vehicle at the same places and times as you do.**
**Children in Vehicles**

Transit Plus complies with Wisconsin Act 106 (1/2007). The law includes the following four-step progression for effective child safety protection in vehicles. **Transit Plus does not provide safety/booster seats.**

- **Rear-facing child safety seat in the back seat** is required when the child:
  - is less than 1-year-old **or**
  - weighs less than 20 pounds

- **Forward-facing child safety seat in the back seat** is required when the child:
  - is at least 1-year-old but less than 4-years-old
  - weighs at least 20 pounds but less than 40 pounds

- **Booster seat** is required when the child:
  - is at least 4-years-old but less than 8-years-old
  - weighs at least 40 pounds but less than 80 pounds
  - is under 57 inches tall

- **Safety belt** is required when the child:
  - is 8-years-old or older **or**
  - weighs 80 or more pounds **or**
  - is 57 inches or taller

* Child safety seat must be in the back seat if the vehicle is equipped with a back seat.

Non-collapsible strollers are prohibited.
**Service Animals**

A service animal is defined as any guide dog, signal dog, or other animal that performs tasks for an individual with a disability. These tasks may include, but are 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. Please inform the reservationist at the time you reserve your trip that you will be traveling with a service animal.

No fare is charged for service animals. Service animals should be properly groomed and behavior must be controlled at all times.

**Out of Town Visitors**

Visitors to Milwaukee County who are eligible for ADA paratransit service in their home communities may ride with Transit Plus for up to 21 days in a 365 day period with documentation of their paratransit eligibility. Riders whose disability is apparent may have the documentation requirement waived. Visitors who plan to use the Transit Plus service beyond 21 days will need to apply for eligibility, and should contact the Transit Plus office as soon as possible to arrange for eligibility application.

Transit Plus eligible riders who plan to travel and wish to utilize ADA paratransit services in other communities may find the following website useful in obtaining ADA transportation information:


The local transit agency should also be able to guide riders to the local ADA paratransit provider.
How Van Service Works

Demand Response and Subscription Trips
There are two types of trips, Demand Response and Subscription:

Demand Response Trip: A request for one trip, such as going to a medical appointment or to the grocery store.

Subscription Trip: A ride to and from the same place at the same time on a regular basis, e.g., dialysis trips. If you are placed on subscription service, you only have to call when you will NOT ride, such as when you are ill or on vacation. Subscription service is limited.

Rarely, a rider may need to schedule a “Will Call“ return trip. This requires that the rider call the van service as soon as they know what time they will be ready to be picked up. Will Call trips are dispatched on an as available basis, generally within an hour. The van may arrive any time after the rider calls to request the return trip, and the rider must be waiting and ready at the designated pick up location. It is recommended that riders schedule a specific time when making all reservations.

Who to Call for Van Service
A van provider is assigned to each client based on where the client lives. Contact the designated van provider for all trip requests. *

* For Waukesha and Ozaukee County information contact Transit Plus at (414) 343-1700. Transit Plus staff can help refer passengers to resources for out of County travel.

Van trip reservations can be made from 8:00 a.m. until 5:00 p.m., seven (7) days a week. Reservations must be scheduled from one (1) to 14 days in advance. Up to three (3) round-trips can be scheduled with one phone call. Transit Plus is an advance reservation service, therefore requests for same day van service cannot be accommodated.
Van Service Providers

FIRST TRANSIT
(414) 817-9860

TRANSIT EXPRESS
(414) 264-7433

Wisconsin Telecommunications Relay System

The Wisconsin Telecommunications Relay System allows a text telephone user who may be hearing or speech impaired to call or be called by virtually anyone using a voice telephone. Relay service provides specially trained communication assistants. Calls may be placed 24 hours a day, seven (7) days a week. All calls are confidential.

Voice and Voice......800-947-6644  Speech to Speech...800-833-7637
ASCII ...........................800-272-1773  Spanish Only ...........800-833-7813

For more information call 800-395-9877 (Voice) or 800-283-9877 (TTY).

Or access the Wisconsin Relay Service website at http://www.wisconsinrelay.com/

How to Make a Reservation

To schedule a trip, please provide the following information:

- Client name and ID Number
- Desired date and time of pickup and return, and appointment time (if any)
- Exact street address, specific entrance and a telephone number for all pick up and drop off locations
- Whether you will be traveling with a companion, PCA or service animal
Establishing an Agreed Upon Pick Up Time

When requesting a pick up time, the reservationist will try to accommodate your requested pick up time. However, it may be necessary to schedule your pick up time up to one hour before or one hour after your desired time. Occasionally, your requested time may not be available. The reservationist will negotiate a time with you within the two-hour window described above. Please be sure to let the reservationist know if you have an appointment time, such as for a medical appointment.

Changing or Canceling a Ride – We Need your Help

If your plans change, contact your carrier as soon as possible. It is very important to do this so that the van does not use valuable time going to your pick up location, and so that someone else can have the chance to ride. If you fail to cancel your trip or cancel your trip late (less than two (2) hours prior to travel), the van may already be in route to your pick up location. Do not wait until the van arrives to cancel your trip, as drivers do not make changes to reservations.

When cancelling a trip, be sure to indicate if the return trip should also be cancelled. Make sure you and the reservationist have a clear understanding of which part of your trip is to be cancelled.

ONLY a reservationist or dispatcher can schedule, cancel or change trips — drivers cannot make any trip changes for riders.

Late Cancellations, Cancellations at the Door and No-Shows (CL/CD/NS)

Trips that are not canceled with adequate notice have a negative effect on other Transit Plus riders who are scheduled to travel, as well as on overall system performance. If a trip is canceled less than two (2) hours before a scheduled pick up, or if a van arrives at the pick up location and the ride is Canceled at the Door or is a No-Show, it will be noted in the passenger’s trip records.
The following are examples of **Late Cancellations (CL)**, **Cancellations at the Door (CD)** and **No-Shows (NS)**:

- **CL** = The passenger calls less than two (2) hours before the scheduled pick up time to cancel the ride
- **CD** = The driver arrives to pick up a passenger and the passenger cancels the ride at the door
- **CD** = The passenger is not ready to depart when the vehicle arrives for pick up
- **NS** = If a passenger cannot be located at the scheduled pick up location

*Note: Examples 2-4 above assume that the driver arrives within the 0-25 minute arrival window (see “Vehicle Arrival Time” on page 21) and waits five (5) minutes before departing. The above examples must be within the control of the passenger or caregiver before sanctions can be imposed.*

**Consequences of Late Cancellations, Cancellations at the Door and No-Shows (CL/CD/NS)**

- When a rider is a No-Show, an attempt will be made to locate that rider by phone or at the point of pick up before the rider is marked as a “No-Show”.
- The first and second occurrence of CL/CD/NS will result in a phone call.
- Each Cancel at the Door/No-Show will count as one occurrence. Each Late Cancel will count as one-half (½) occurrence.
- A third occurrence of CL/CD/NS within any 30-day period will result in a written notice.
• An additional occurrence beyond the first three (3) CL/CD/NS within a 30-day period, if it results in a CL/CD/NS percentage of 10% of scheduled rides or higher will result in a seven (7)-day suspension of service. If the percentage threshold of 10% of scheduled rides has not been reached, another written notice will be provided.

• Any further occurrences of CL/CD/NS at the Door within a six (6) month period after an initial seven (7)-day suspension which also attain the 10% or higher threshold will result in progressive sanctions of a 14-day suspension which is followed by a 21-day suspension of Transit Plus service.

• Repeated instances within the 12 month period following the 21-day period may result in additional suspension(s) or termination of Transit Plus service.

Passengers will be given the opportunity to dispute any trips marked as CL/CD/NS.

Service suspensions that result from CL/CD/NS violations may be appealed (see “Appeals”).

Alternatively, passengers with a history of CL/CD/NS at the Door may choose, at their own discretion, to pay for the full cost of each CL/CD/NS trip in order to avoid a service suspension. The full cost of a trip will be based upon the most recently audited Transit Plus fiscal year.

**Appeals**

An individual suspended from using Transit Plus for any reason has the right to file a written appeal for reinstatement of service. The process for appeal will be included with the notice of service suspension.

Anyone who files a written appeal may have their service reinstated pending the outcome of the appeal, unless service was suspended for a serious safety related violation or gross misconduct. If the suspension is upheld following the appeal, the suspension will resume immediately.
Reservations Tips

The following tips will help you when using the Transit Plus program:

• Schedule Early - From one (1) to 14 days prior to the date you want to travel.

• Avoid morning and afternoon rush hours if possible. Your reservationist can tell you which days and times might be easiest to schedule a trip.

• Inform the reservationist if you need to reach your destination at a specific time (e.g., for a 9:00 appointment).

• If you do not have a specific appointment time, try to be flexible about the days and times of your trips. There may be trips available earlier or later than you first requested, or on another day.

• Allow enough travel time. Transit Plus is a shared ride service. Unexpected delays can happen because of weather, traffic, other riders, etc. Remember that Transit Plus travel can be at least as long as a comparable trip by bus and in many cases is longer. To check bus travel times, use Google Transit Trip Planner on the MCTS homepage at http://www.ridemcts.com/

• If you have an appointment, plan to arrive early and allow plenty of time to finish your business at your destination.

• Be ready before your scheduled pick up time. The van may arrive up to 25 minutes after your negotiated pick up time. If the van arrives early and you are ready and willing to do so, you may board and begin your trip early. If the driver arrives within the 25 minute window and you are not ready, the driver is only required to wait five (5) minutes before leaving.
• Please arrange your return trip when placing your reservation. If you leave your return time open ended, or ask for a “WILL CALL” return, please understand that these rides are dispatched on an “as available” basis and are subject to a 60 minute on-time window.

• Consider the opening and closing times of your destination when making your trip reservations, so as not to be left waiting outside at your destination.

**Winter Policies**

To help everyone travel safely, ramps, steps and walkways **must be clear of snow and ice and shoveled wide enough to permit safe passage (including wheelchair)**. Driveways or walkways at the curb must also be clear to permit safe lowering of the vehicle ramp or lift.

• Anticipate delays in vehicle arrival and increased ride times.

• Verify that the location you are traveling to is open and will not be closing early due to weather conditions.

• Dress appropriately for winter weather.

• In times of severe weather, consider rescheduling your trip for another day.

• Cancel your ride as soon as possible if you do not plan on traveling.
Transit Plus Clients
The full fare for each one-way trip is $3.50. Drivers cannot make change, so be sure to have exact fare ready each time you board. Drivers cannot provide transportation if passengers do not pay the fare upon boarding.

Agency Fares
Programs such as Family Care, IRIS, Community Care, etc are required to pay a trip subsidy for their participants who utilize Transit Plus. The fare for these agencies and participants is currently $20.05 per one way trip.

Companions
Companions also pay $3.50 for each one-way van trip. A companion must be scheduled at the time the reservation is made.

Personal Care Attendants
Personal Care Attendants (PCA) ride at no charge when accompanying a PCA-certified Transit Plus client. The PCA must be scheduled at the time the reservation is made.

Children
Children traveling as companions also pay full fare for each one-way van trip.

Service Animals
There is no charge for Service Animals traveling with eligible riders.
Method of Payment
Cash (exact change) or Transit Plus fare tickets are the only acceptable forms of payment. The fare must be paid at the beginning of the trip. Drivers do not carry cash, so they cannot make change. Service will have to be denied if the required fare is not paid. Also, please do not tip van operators.

Transit Plus Tickets
Transit Plus fare tickets are available in books of ten (10) at a cost of $35.00 per book, or for $200.50 at the Agency Fare rate (see “Agency Fares”). Ticket order forms are available on all Transit Plus vehicles, at the Transit Plus office at (414) 343-1700, or through the Milwaukee County Transit System at the following address:

    Milwaukee County Transit System
    1942 N. 17th Street
    Milwaukee, WI 53205

Lost or stolen tickets cannot be replaced.

Questions regarding orders or refunds should be directed to (414) 937-3223.
**Tips to Ease Your Ride**

**Vehicle Arrival Time**

Because this is a shared ride service, vehicles will arrive anytime during an agreed upon pickup “window.” This window is 25 minutes after your agreed upon pick up time. Make sure you are ready to go on time to assist everyone in getting to their destination on time.

If the van arrives before the negotiated time, you may board and begin your trip early if you are willing to do so. “Will Call” rides are subject to a 60 minute window; riders must be waiting and ready to board when the vehicle arrives.

Be ready early and waiting at the door. If the driver arrives within the arrival window and you are not ready, the driver is not required to wait more than five (5) minutes before leaving without you. This is to make sure other riders are kept on schedule.

**Where to Wait for Vehicle**

The Transit Plus vehicle will arrive to pick you up at the address and designated entrance given to the reservationist. Use an accessible entrance if necessary.

The driver will meet you at the first set of exterior doors (unless you are traveling with a PCA) and assist you to the vehicle; this includes support when walking, assistance in getting wheelchair rider up and down ONE step or ramps approved by local building codes, and pushing a wheelchair rider to and from the building entrance (not applicable to taxis).

*Drivers do not go beyond the ground floor entrance of offices, medical facilities, apartment buildings, etc., to notify riders of their arrival or to assist riders out of the building.* If you need help getting to the entrance of the building to wait for your ride, **you must arrange for someone to help you.** For the safety of all riders, the driver must be able to keep the van in sight at all times.

Riders who require a higher level of assistance than the “over one step, through one exterior door” policy should contact the Office For Persons With Disabilities at (414) 278-3935.
Ways You Can Help

The rider is an important part of making the Transit Plus program work. Here are ways that you can help:

• Visible Address: Make sure that your address is clearly visible from the street, especially during hours of darkness.

• Provide Exact Directions: If the address is hard to find, give the reservationist exact directions and a description of the building.

• Provide Exact Building and Entrance: If you are being picked up at a large building or area, be specific about which entrance you will use. Wait near the entrance where you can see the vehicle when it arrives.

• Be Ready: Be ready early and be where you told the reservationist you would be.

• Don’t Ask the Driver to Make Trip Changes: Drivers are not able to make changes to the schedule. Please call the reservationist in advance to change ride details.

Carry-on Items

Drivers can assist riders with two (2) items totaling 40 pounds in weight. Wheelchairs or walkers that you are using are not considered carry-on items. Due to capacity constraints, the driver may not be able to board anyone who is attempting to board with more than two (2) carry-on items. Please keep this in mind when you are planning your travel.

Transit Plus or its providers of service are not responsible for items left behind or lost in vehicles.
Taxi Service

Taxi service is available to ambulatory persons and wheelchair users who can transfer without assistance in and out of the taxi. Taxi service can be used if the rider does not require an accessible vehicle and can travel with minimal assistance. If a wheelchair user cannot independently transfer from the wheelchair to the back seat of a taxi, the rider should use Transit Plus van service for their transportation needs. Taxi service is limited to travel within Milwaukee County.

Taxi service is **non-ADA** curb-to-curb service. *Taxi Drivers are not required to assist riders to the door. Taxi Drivers do not telephone riders upon arrival, and are only required to wait five (5) minutes for passengers to come to the taxi. If a rider is not waiting, they may be considered a “No-Show”.*

**Who to Call for Taxi Service**

**AMERICAN UNITED**

(414) 220-5011

Taxi service does not require an advance reservation. Individuals requiring a ride from a public place may not call ahead for a pick up time. They must call when they are ready to leave, unless there is a cab stand at the location.

Taxis can accommodate wheelchair users who can independently transfer to a seat and who use a collapsible mobility device.

Taxi service is same day service and wait times can vary depending upon the time of month, time of day, or season. Taxi availability is dependent upon overall demand for service in the community as a whole. When demand is high, wait times may be longer.

**Information Needed by Taxi Company**

When Calling for a Taxi:

- Identify yourself as a Transit Plus client and provide your identification number and your phone number.
• Have a specific pick up and destination address for your ride.
• Specify the exact pick up location.
• Tell the reservationist if you have assistive devices such as a wheelchair, walker, or service animal.
• You must provide proper Transit Plus identification to the driver. If you do not have your Transit Plus ID card you must pay the full taxi fare.

Taxicab Fares

**Taxi fares may cost more than $3.50.** Since taxicab trips are paid on a time and mileage-based meter charge, the entire cost of a taxicab trip may not be covered in full by the initial $3.50 rider fare.

*If the meter exceeds $14.60, the rider is responsible for the initial $3.50 fare, plus any amount in excess of $14.60.* Companions will be charged $1.00 each, for every ride. Personal care attendants pay no fare. There is no charge for service animals.

All taxi users must pay the initial $3.50 fare using cash or a Transit Plus ticket. Fare tickets may only be used for the initial $3.50 portion of the fare, and any amount owed after the meter reaches $14.60 must be paid in cash. *Overage on the meter cannot be paid with Transit Plus tickets.*

*Note: A fare will be charged for each destination. Multiple stops are not allowed. Drive-thru trips are not allowed. You must contact the taxi company for a cab for each trip requiring a stop, and you must pay the rider fare for each trip.*

There may be an extra charge for packages and wait time.

Taxi fares may increase at the direction of the City of Milwaukee.

A documented pattern of calling for taxi rides, and then not being present when the vehicle arrives (considered a “no-show”) may result in a suspension of service and a fee charged to the client for reinstatement. Because Taxi Service is non-ADA service, the no-show policy may be more strictly enforced than for the ADA van service.
**Proper Conduct**

All Transit Plus clients have the right to travel comfortably and safely, without the threat of physical or verbal abuse. Mutual courtesy is expected from riders and drivers. Riders must follow drivers’ directions getting on and off vans and while in transport. Behavior that is determined to be disruptive or unsafe may result in suspension from Transit Plus paratransit service. Vandalizing transport vehicles, littering or creating unsanitary conditions may also result in immediate service suspension.

Keep in mind that perfumes and aftershave lotions may trigger allergic reactions for some riders.

Smoking, drinking, eating and playing radios and other electronic equipment are **not allowed** on Transit Plus vehicles.

**Assisting Riders**

The driver can only assist the rider through the first set of exterior doors of the building. If assistance is needed beyond this point the rider (or representative) must arrange for someone to provide this assistance. Drivers will not lift or carry passengers at any time.

**Securing Riders**

Drivers are required to safely secure all riders in Transit Plus vehicles. Riders should follow drivers’ instructions on how to safely enter and exit the vehicle. Drivers cannot proceed to a destination until all riders and passengers are safely secured in the Transit Plus vehicle.
Wheelchairs and Other Assistive Devices

Transit Plus will provide service to an individual utilizing a wheelchair or scooter if the lift and vehicle can physically accommodate the wheelchair or scooter, unless doing so is inconsistent with legitimate safety requirements. Individuals using mobility devices that exceed 30” in width and/or 48” in length or weighing in excess of 600 pounds when occupied may not be able to be accommodated on all Transit Plus vehicles. Anyone who believes their mobility device may exceed these measurements should contact Transit Plus or their van service provider in advance to see if their mobility device can be accommodated.

If you use a wheelchair, Transit Plus drivers will follow these guidelines:

• Drivers can assist you up and down only one step or a ramp compliant with your local building codes to get to and from the vehicles.

• Drivers cannot assist people who use power mobility aids up and down steps.

• Drivers will also assist you between the building and vehicle, on and off the lift, and will fasten and unfasten the securement straps inside the vehicle.

• Drivers will not lift or carry wheelchairs.

• Drivers will bring mobility aids from the door to the vehicle and vice versa.

• Drivers are not required to operate or load unoccupied power mobility devices.
Wheelchairs and other mobility aids must be kept in good operating condition. Inadequately maintained equipment can be a hazard to you, the driver and other passengers. **If you develop a pattern of traveling with damaged mobility aids, service may be suspended until repairs have been made.**

Persons using wheelchairs may wish to consider using a personal lap belt as an added safety measure while in transport.
TRANSIT PLUS SERVICE AREA BOUNDARY MAP

See also detail map showing service to limited parts of Ozaukee and Waukesha counties on opposite page.
See also Transit Plus Service Area Boundary Map on opposite page.

TRANSLT PLUS
MAPS SHOWING LIMITED SERVICE TO OZAUKEE & WAUKESHA COUNTIES
Transit Plus Office

Address
Milwaukee County Transit System
1942 N. 17th Street
Milwaukee, WI 53205

Main Number
(414) 343-1700

Customer Service
(414) 343-1703

FAX
(414) 343-1787

RideMCTS.com/Programs/Transit-Plus

Rev 2/16