

Minors Riding with Knox County Transit Policy

School year 2024-2025

None of the following information is a change from prior years. This document is meant to clarify important information about our services to parents and guardians.

Knox County Transit is a public transit service and is not an entity associated with, contracted to, or paid by the school districts and transit vehicles are not considered "School Buses". This means your child may be on the bus with other members of the public going to work in the morning or coming home in the afternoon. Knox County Transit manages rides with minors (children 13 or under) to the best of our ability but cannot screen or guarantee safety with other riders on the buses. The legal guardian has deemed the minor to be mature enough to ride public transportation without a legal guardian. Children under the age of 5 must be accompanied by an adult.

Pick up and Drop off times

The public transit system operates with the use of a software system that optimizes ride scheduling. The system then generates a half an hour time range to pick up the rider. This means Knox County Transit can arrive any time in the designated half hour to pick up the minor. This half hour might be different than 15 minutes before and after the requested time. It is the responsibility of the guardian and rider to know and understand the time range that the bus may arrive in. You can confirm the time range either by downloading the app Mobility by Ecolane (instructions on website <https://co.knox.oh.us/knox-county-transit/>) or calling our scheduling line 740-392-7433.

There are times when due to unforeseen events the bus might be late. Knox County Transit will contact the emergency contact in an event our bus is late on a pick up. Please make sure you have a communication plan with your child in case they miss the bus or the bus is late.

Scheduling

Knox County Transit will not assume any schedule for your child. The legal guardian is responsible for scheduling and verifying all trips to provide days, times, and locations for the requested trips. Trips will not be changed at the request of the minor. ***The legal guardian is required to make sure the minor has a safe and accessible drop off point.***

IF A MINOR IS TRANSPORTED TO THE SCHEDULED DROP OFF LOCATION IT MUST BE ACCESSIBLE I.E., KEYACCESS OR UNLOCKED DOORS. ONCE THE MINOR IS OUT OF THE DRIVER'S VIEW THEN THE TRIP IS COMPLETE.

If a minor is unable to gain access to their drop-off location the following steps will be followed.

- 1. The Transit driver will radio dispatch and wait for further instructions.*
- 2. Dispatch will make a good faith attempt to contact the number listed on riders' profile (two times) and leave a voicemail if able, detailing the time and next steps taken if the legal guardian contact is unreachable.*

3. *If the legal guardian is unreachable, dispatch will call Knox County Dispatch at 740-397-3333, option 1 and request assistance from law enforcement.*
4. *The minor will be kept on the bus and may need to ride along to other pick up and drop off points until a guardian can take custody of the minor.*

Cancellations

It is important to cancel your child's ride when they will not be picked up from school. Knox County Transit drivers need to have an accurate list of who they are picking up to ensure no one is left behind. Ride cancellations must be made no later than 60 minutes prior to the scheduled pickup. It is the guardian's responsibility to cancel rides for in-service days, sick days and change times for one or two hour delays.

Rules for Riding for the protection of all riders and staff.

- Seatbelts are required at all times.
- Food and drinks are prohibited on board. Transit will permit beverages in a spill-proof or screw top container.
- No profanity, threatening, disruptive behavior.
- No throwing or passing objects.
- Electronic devices are allowed while riding with Transit, however we ask that headphones of some type be used leaving one ear available for listening at all times.
- Walkways and exits must remain clear.
- Obey the driver promptly and respectfully.
- Must not tamper with or damage the vehicle or any of its equipment.
- Tobacco, drugs and alcohol are prohibited while on the vehicle.
- Must be picked-up and dropped-off at the assigned locations.

Knox County Transit will enforce a 3 warning rule with this policy. Every warning will be recorded, and a report will be completed to keep on file. Transit will contact the legal guardian listed and discuss the incident for each warning. Once the 3 warnings have been exhausted, the minor will no longer be eligible to ride alone. The Director of Knox County Transit may override a strike if it is deemed extreme.

Failure to have a safe and accessible drop off for your minor more than once may result in cancellation of rides for the rest of the year.

Payments: Account Balances **must be paid in full before we book rides** for the new school year. The rider's account must be in good standing at all times to ensure transportation needs are fulfilled. If a balance goes negative guardians have 5 days to add money to the account. If an account is negative more than 5 days, Knox County Transit may refuse rides until a payment is made. It is the responsibility of the legal guardian to keep the account in good standing.

Minor Intake Form:

KNOX COUNTY TRANSIT
CONNECTING OUR COMMUNITY

25 Columbus Road
Mount Vernon, Ohio 43050
(740) 392-7433

Rider:

Name: _____ D.O.B. _____

Address: _____
Street:

City: _____ State: _____ Zip: _____

Phone: (____) _____ - _____

Emergency Contact/Legal Guardian:

Name: _____ Relationship: _____

Address (if different): _____
Street:

City: _____ State: _____ Zip: _____

Phone: (____) _____ - _____ email (for app registration): _____

Other Authorized guardians (ID will be checked if picking up child in emergency)

_____ Phone: (____) _____ - _____

_____ Phone: (____) _____ - _____

Pick-Up Location: *This is where the rider will be picked up from.*

Are we picking up the rider from somewhere other than their home address?

Yes _____ No _____

If yes, whom are we picking up the rider from? I.E, Grandparent, Sibling, Sitter.

Who: _____ Relationship: _____

Location: _____.

Drop-Off Location: *This is where the rider will be dropped off.*

Are we dropping off the rider at their home address? Yes _____ No _____

If no, who are we dropping of the rider to?

Who: _____ Relationship: _____

Location: _____

Return trip

☐ Check here if return trip is reverse of the above locations

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25 Columbus Road
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Pick-Up Location: *This is where the rider will be picked up from.*

Are we picking up the rider from somewhere other than their home address?

Yes _____ No _____

If yes, whom are we picking up the rider from? I.E, Grandparent, Sibling, Sitter.

Who: _____ Relationship: _____

Location: _____.

Drop-Off Location: *This is where the rider will be dropped off.*

Are we dropping off the rider at their home address? Yes _____ No _____

If no, who are we dropping of the rider to?

Who: _____ Relationship: _____

Location: _____

Once you have read, understand, agree, and completed the intake form, please **return pages 3 and 4** to Knox County Transit. These pages can be mailed, dropped off, or emailed to the following.

*Knox County Transit
25 Columbus Road
Mount Vernon, Ohio 43050
Phone: 740-392-7433*

We ask that you keep pages 1 and 2 to use as a reference if needed.

By signing this consent, you agree that you are the legal guardian of the minor listed above. The legal guardian and minor have read and understand the rules that Knox County Transit has put into place for the safety of riders and staff. The legal guardian takes full responsibility for the minor and their actions while on a Knox County Transit vehicle. I, the legal guardian, understand the payment requirements, scheduling, and cancellations listed above.

Print: _____

Legal Guardian:

Sign: _____

Date: _____

Minors Name: _____

Office Use ONLY:

Not to be mailed

Date Intake form mailed: _____

Spoke with: _____ Phone: _____

Mailing address forms sent:

Date Knox County Transit received forms: _____

Completed: _____

Scheduled in Ecolane: _____

Balance on account: _____

Called to confirm scheduling with guardian:

Date: _____ Time: _____

Spoke with: _____

Relationship: _____

Approved by: _____

Date: _____

Scanned to profile: _____

Notes:
