

Minor Rider Authorization & Policy Agreement

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 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 13 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. 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 calling our scheduling line 740-392-7433 or emailing us at KCTscheduling@knoxcountytransit.com.

There are times when due to unforeseen events the bus might be late. Knox County Transit will contact the emergency contact in the event our bus is late for a pickup. 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., key access or unlocked doors. Once the minor is out of the driver’s view then the trip is complete. **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.**

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

- The Transit driver will radio dispatch and wait for further instructions.
- 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.
- If the legal guardian is unreachable, dispatch will call Knox County Sheriff at
- 740-397-3333, option 1 and request assistance from law enforcement.

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 or the minor may be dropped off at the KCT building and will require someone to pick them up.

Inclement Weather

During inclement weather, parents and guardians are responsible for notifying Knox County Transit of any changes. If a ride is no longer needed, please call us to cancel. For school delays, please contact us to check for a later pickup time. Please be aware that rescheduled rides are subject to availability and safe road conditions; a later slot is not guaranteed.

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.

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.

Payments

Account Balances must be paid in full before we book rides for the new school year. The rider's account must always be in good standing to ensure transportation needs are fulfilled. If a balance goes negative, future trips or subscriptions will be suspended. Once account is current a request for re-booking can be submitted but booking is not guaranteed. **It is the responsibility of the legal guardian to keep the account in good standing.**

Minor Rider Intake Form

Rider Information

Name: _____

Date of Birth: _____

Address: _____
Street

City State Zip code

Phone: (_____) _____ – _____

Legal Guardian Information

(This individual will be the primary contact)

Name: _____

Relationship to Rider: _____

Address (if different from rider): _____
Street

City State Zip code

Phone: (_____) _____ – _____

Email: _____

Emergency Contacts

(Identification will be required if picking up the child in an emergency)

Name: _____

Phone: (_____) _____ – _____

Name: _____

Phone: (_____) _____ – _____

Primary Pick-Up Location

(Where the rider will be picked up)

Is the rider being picked up from their home address?

☐ Yes

☐ No

If No, who are we picking the rider up from?

(Example: grandparent, sibling, babysitter)

Name: _____

Relationship: _____

Location/Address: _____

Primary Drop-Off Location

(Where the rider will be dropped off)

Is the rider being dropped off at their home address?

☐ Yes

☐ No

If No, who are we dropping the rider off to?

Name: _____

Relationship: _____

Location/Address: _____

Return Trip Information

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

If the return trip is different, please complete the following page

Return Pick-Up Location

Is the rider being picked up from their home address?

☐ Yes

☐ No

If No, who are we picking the rider up from?

Name: _____

Relationship: _____

Location/Address: _____

Return Drop-Off Location

Is the rider being dropped off at their home address?

☐ Yes

☐ No

If No, who are we dropping the rider off to?

Name: _____

Relationship: _____

Location/Address: _____

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

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

KNOX COUNTY TRANSIT
CONNECTING OUR COMMUNITY

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

By signing below, I acknowledge that I have read and understand the Knox County Transit Minors Riding Policy for the 2026–2027 School Year. I understand that Knox County Transit is a public transportation service and not a school bus service, and that my child may ride with other members of the public.

I acknowledge that my child is mature enough to ride public transportation without direct supervision and agree to ensure they follow all Knox County Transit rules and policies while riding.

- I understand that it is my responsibility to:
- Schedule and manage my child's rides.
- Ensure my child is ready during the assigned pickup window.
- Provide a safe and accessible drop-off location.
- Cancel rides when transportation is not needed.
- Maintain the rider account in good standing.
- I also understand that failure to follow Knox County Transit policies may result in warnings, suspension of rides, or loss of riding privileges.

Print: _____

Legal Guardian

Sign: _____

Date: _____

Minors Name: _____