

## Transportation & Parking Services

### ADA Transportation Request Form

Transportation & Parking Services provides on-campus shuttle service for persons who are physically unable to walk to campus locations. Individuals who would like to request ride services and who (1) have a permanent mobility disability and have been approved for ADA Transportation Services, or (2) who have a temporary mobility disability should complete the form below and submit to Transportation & Parking Services. See [Students: Requesting Accommodations](#)<sup>1</sup> to register as a student with a disability and [Employees: Requesting Accommodations](#)<sup>2</sup> to register as an employee with a disability.

\* Indicates required field

First Name: \*

Last Name: \*

Humboldt ID#: \*

Humboldt Email: \*

Status at Humboldt: \*

Student

Employee

**NOTE: Transportation to and from off-campus locations is not available.**

### Requested ADA Transportation Rides

Day	Time	Pick Up Location	Drop Off Location

<sup>1</sup> Students: Requesting Accommodations: <https://disability.humboldt.edu/requesting-accommodations>

<sup>2</sup> Employees: Requesting Accommodations: <https://disability.humboldt.edu/employees-requesting-accommodations>



## Acknowledgement

The following acknowledgement is intended to outline expected compliance for individuals utilizing the ADA Transportation Service provided by Transportation & Parking Services.

**Requested Ride Schedule May be Modified to Fit Within the Current Rider Schedule:** I understand that the requested ride schedule submitted may be modified to fit within the current rider schedule. Transportation & Parking Services (TAPS) will respond to my request with a confirmed schedule via email within two business days. \*

**Pickup/Drop Off Locations:** I understand that the ADA Transportation Service will only use pickup and drop off locations that have been designated by Transportation & Parking Services with rare exceptions based on documentation. \*

**Drivers May Wait for Five Minutes When Possible:** I understand that when possible, drivers may wait up to five minutes after the scheduled pick-up time for riders to show up for their ride. However, during heavy ride periods, drivers may not be able to wait. Riders should ensure they are at the designated pickup location at the designated time to ensure that the ride is not missed. \*

**Last-Minute or Same-Day Online or Call-In Requests:** I understand that last-minute or same-day online or call-in requests will be subject to availability of drivers and may not be provided. \*

**I Agree to Notify of Cancellation:** I agree to notify the Transportation and Parking Services office by calling 707-826-3842 or emailing [Transportation & Parking Services](mailto:Transportation & Parking Services)<sup>3</sup> no less than 20 minutes before my ride regarding any changes or cancellations to my ride schedule. \*

**No-Shows:** I understand that if I do not show up for a scheduled ride, I must contact the TAPS office to confirm any remaining scheduled rides for the day, or they will be cancelled. \*

**Five (5) No Shows Will Result in Removal From Rider Schedule:** I understand that after five (5) No Shows, I will be removed from the rider schedule. \*

**Reinstatement of Rider Schedule After Cancellation Due to No Shows:** I understand that I will need to schedule and participate in a reinstatement meeting if I have been removed from the rider schedule due to having five (5) No Shows. Reinstatement meetings can be scheduled by calling TAPS at (707) 826-3842 or emailing [Transportation & Parking Services](mailto:Transportation & Parking Services). \*

**Friends or Family May Not Use the ADA Transportation Service:** I understand that friends and family may not accompany the rider on the scheduled ride. NOTE: Minors may be accompanied by a parent or guardian. Personal attendants may ride with the individual they are attending. \*

**After-Hours Ride Requests:** I understand that the regular operating hours of the ADA Transportation Service are Monday through Friday 7:45 a.m. to 5 p.m. After-hours rides may be scheduled with 24 hours' advanced notice by calling TAPS at (707) 826-3842 or emailing [Transportation & Parking Services](mailto:Transportation & Parking Services). \*

**ADA Transportation Service Is Not an Emergency Responder to Transport Injured or Sick Individuals.** I understand that the ADA transportation service may not be used in lieu of an emergency responder to transport injured or sick individuals. \*

**Abusive Behavior or Language and/or Excessive Profanity:** I agree to respect other passengers and the driver of the ADA Transportation Service. I understand that abusive behavior or language and/or excessive profanity will result in the immediate loss of my ability to receive ADA Transportation Services. Individuals may be dropped off at the next reasonable stop should the driver of the ADA Transportation Services deem the behavior and/or language abusive. \*

**I Agree to Seatbelts:** I agree to wear seatbelts (as required by law). Refusal to wear seatbelts will result in my immediate removal from the vehicle. \*

Signature: \*

Date: \*

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<sup>3</sup> Transportation & Parking Services: [transportation@humboldt.edu](mailto:transportation@humboldt.edu)