

Special Edition

**(A service provided by Johnson County Transit, Administered by the
Kansas City Area Transportation Authority)**

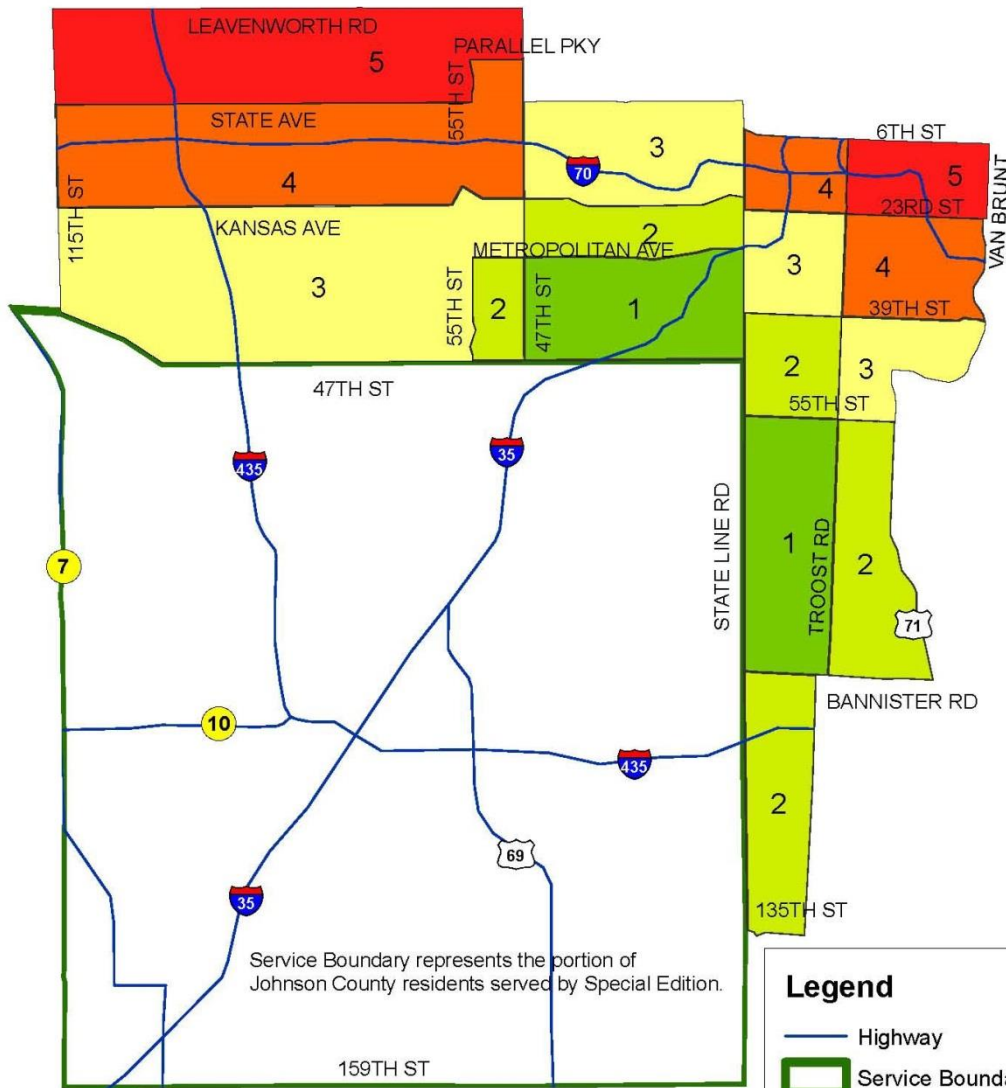
**Providing affordable, curb-to-curb transportation for
eligible residents of Johnson County.**



RideKC

**For information concerning the Special Edition
Program, please contact the Kansas City Area
Transportation Authority at 816-221-0660.**

Johnson County Special Edition Residents Service Area and Zone Fees for Reduced Fare Service



Service Boundary represents the portion of Johnson County residents served by Special Edition.

Legend

- Highway
- Service Boundary
- Zone 1 - \$0.75
- Zone 2 - \$1.50
- Zone 3 - \$2.25
- Zone 4 - \$3.00
- Zone 5 - \$3.75

Special Edition Service Highlights

- **Eligibility:** Special Edition provides affordable, curb-to-curb transportation for Johnson County residents who are 65 years of age or older, **or** have a documented disability **or** are within established low-income guidelines. Children ages 13 to 18 with a documented disability may ride for medical appointments only.
- **Trip Purpose:** Registered riders may use Special Edition for any trip purpose within the Johnson County service area (with the exception of children ages 13 to 18 as mentioned above).
- **Service Area:** The Special Edition primary service area is bounded by 159th Street on the south, K-7 and Hedge Lane on the west, State Line on the east and County Line on the north. Additionally, the areas labeled as numbered zones are considered a part of the service area. All trips must originate and terminate within the service area with the exception of medical facilities that are outside the area but immediately adjacent to the boundary. Trips will not be scheduled that pick up AND drop within the City of Olathe.
- Special Edition is open to all Johnson County eligible residents who have registered for the service. However, all trips must originate and terminate within the defined service area as outlined above.
- **Operating Days and Hours:** Special Edition operates Monday through Friday from 6:00 a.m. to 6:00 p.m. except on the following county holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Special Edition General Information

Special Edition

Special Edition, a shared ride program provided by Johnson County Transit (JCT) and administered by the Kansas City Area Transportation Authority (KCATA), provides affordable curb-to-curb transportation for residents of Johnson County who are eligible for and have registered for the service. Special Edition rides may be provided by JCT Special Edition vehicles or through a local taxi provider (10/10 Taxi) that is scheduled by JCT. The rider's fee will be the same whether the ride is provided by a JCT Special Edition vehicle or 10/10 Taxi. All procedures and policies remain the same regardless of the ride provider.

Eligibility

Special Edition provides affordable, curb-to-curb transportation for Johnson County residents who are sixty-five years of age or older, **or** have a documented disability **or** are within established low-income guidelines. Children ages 13 to 18 with a documented disability, may ride for medical appointments only. JCT does not provide school bus service.

Service Area

Special Edition primary service area is bounded by 159th Street on the south, K-7 and Hedge Lane on the west, State Line on the east and County Line on the north. Additionally, the areas labeled as numbered zones are considered part of the service area. All trips must originate and terminate within the service area. Medical facilities immediately adjacent to the boundary (bordering) are considered within the service area. Trips will not be scheduled that pick up AND drop within the City of Olathe. Riders must travel outside the Olathe city limits to be eligible for **Special Edition** rides. The regular Special Edition rider's fare is based on "as the crow flies" mileage and return trips will be separate fares. Riders who qualify for the reduced fare program pay a one-way flat fee for trips within the primary service area. Trips outside the primary service area are the flat fee plus a zone charge for the zone the trip ends in (see Service Area/Zone Map).

Special Edition is available for curb-to-curb service to rural areas of Johnson County on designated service days when three or more riders have requested trips on that day. Spring Hill residents may ride on Mondays; DeSoto on Tuesdays; Edgerton and Gardner on Thursdays; the

Stanley/Stillwell area on Fridays. Trips within these city limits are available on their service days.

How to apply

1. Determine eligibility for the service by reviewing the following requirements:
 - a resident of Johnson County, Kansas?
 - Sixty-five years of age or older, or have a documented disability or are within established low-income guidelines?
 - live within the designated service area or have means of travel to reach the designated service area?

If the answer is **yes** to all of the above questions, individuals are eligible for the service. If you answered **no** to any of the above three questions individuals are not eligible. For clarification, questions or to discuss eligibility, please call 816-221-0660.

Children ages 13 to 18 with a documented disability may ride for medical appointments only

2. Complete the “Special Edition Application” at the end of this packet (or on-line at www.thejo.com) and send it to:

Johnson County Transit
c/o Kansas City Area Transportation Authority
1200 East 18th Street
Kansas City, Missouri 64108
Attn: Paratransit Eligibility

Please fill out the entire application, listing any special needs and also the emergency contact information on the back of the application and submit to JCT. Please allow at least two (2) weeks for the processing of applications.

Individuals that wish to apply for a “reduced fare” status, must complete the “Special Edition Reduced Fare Application and Reduced Fare Request Form” located at the end of this packet and submit (mail/FAX or hand carry) it to Johnson County Human Services for determination of qualification for the program.

Johnson County Human Services' address is:

Johnson County Human Services
11811 S. Sunset Dr., Suite 1300
Olathe, Kansas 66061
Attn: Lisa Morehead

Fax: 913-715-8825

To determine qualification for the reduced fare program, refer to the table below. The monthly income for appropriate household size is the maximum income allowable to be eligible for low-income status.

Applications for reduced fare must include proof of all household income. Household is defined as all persons who are related and living under the same roof, such as parents, children, siblings, and extended family members. This includes adult children living with their parents; in this situation, the parents' income statements as well as applicant's income statement must be submitted to determine eligibility for reduced fare. If an applicant does not qualify financially but otherwise qualifies, the application will be processed as regular fare for Special Edition.

Reduced Fare Income Guidelines:

HOUSEHOLD SIZE	MONTHLY INCOME
1	\$1,225
2	\$1,650
3	\$2,075
4	\$2,500
5	\$2,925
6	\$3,350
7	\$4,719
8	\$5,250

3. When Johnson County Human Services completes the determination and if the application is approved for the program, notification with approval to use the service (at a reduced fare), ID cards, and copies of the Special Edition policies will be mailed to the individual.

Using the Service After Receiving ID Cards

Once a patron receives an ID card, he/she may call the Special Edition Scheduler at 913-362-3500 to schedule a ride. Riders wishing to communicate through Kansas Relay may call 1-800-766-3777. Scheduling is done Monday through Friday from 8:00 a.m. to 5:00 p.m. Special Edition rides are based on a first come, first served basis, with the exception of the Special Edition, Premium Reservation Service. Riders should request rides at least two business days in advance or up to a maximum of seven calendar days in advance.

Riders should review the Special Edition Guidelines and Policies (at www.ridekc.org) before using the service. By using Special Edition, a rider is agreeing that he/she understands the policies and procedures of the service and will abide by them.

Fares

The regular Special Edition fare is based on “as the crow flies” mileage and is \$5.20 per one-way trip that is 10 miles or less, \$6.20 per one-way trip that is 10.01 to 20 miles and \$7.20 per one-way trip that is 20.01 or more miles. Return trips will be separate fares.

Residents who qualify for the reduced fare program pay \$3.20 per one-way trip within the primary service area. Trips outside the primary service area are \$3.20 per one-way plus the zone charge for the zone the trip ends in. See the Service Area/Zone Map on page 2 for zone listings.

For patron convenience, JCT offers a Ten Punch Ticket that can be purchased on-line. A separate 10 punch ticket is available for \$7.50 to reduced fare riders to cover the zone fare for trips outside of Johnson County. **All tickets are non-transferable and non-refundable.**

Passengers are required to pay each time they board a vehicle. Children accompanying a parent are required to pay the same fare as the parent. Aides travel free of charge if there is a physician’s statement on file at the JCT office that states the rider requires assistance when traveling. Transit will issue the rider an Aide ID for use by the individual assisting the rider. (Note: Aides are not provided by JCT, they must be provided by the rider.) Special Edition will not bill riders nor will the drivers accept checks for a round trip. Please have the exact fare or a check for each one-way trip. Drivers do not carry change.

Fares for transportation provided by 10/10 Taxi will be the same as rides provided by Special Edition vehicles. 10/10 Taxi will accept passes but will not accept checks.

Special Edition Guidelines

- Schedule both pickup and return trips at the same time. If scheduling a ride to a medical appointment and the return trip time is unknown, patrons may schedule a “will call” trip. A “will call” trip allows the patron to call the Special Edition Dispatcher when he/she is ready for the return trip. Pickup time will be within one hour in Johnson County or within 90 minutes if outside of Johnson County.
- Drivers are not allowed to make trip reservations for passengers.
- Special Edition trips are scheduled with a 15 minute pickup window. **This means the driver may arrive for pickup 15 minutes before or 15 minutes after your scheduled pickup time.**
- **Drivers wait no longer than five minutes after they arrive for a scheduled pickup.** For example, if a pickup is scheduled for 8:00 a.m. and the driver arrives at 7:45 a.m. (within the 15 minute window), the patron must board the vehicle by 7:50 a.m. or the driver will be dispatched to the next stop and leave. Passengers should board the vehicle as soon as it arrives. **Riders will be charged for the trip if they fail to board the vehicle.** If the rider requests it and the schedule permits, a vehicle may return at a later time. **Riders will be charged for the missed trip and the additional trip.** Please be aware that the drivers are on a tight schedule.
- If the driver arrives at the pick-up location within the pick-up window, waits five minutes and the scheduled rider does not board the vehicle, if the rider has a return (second leg) trip scheduled, it will automatically be cancelled. If the rider wishes the ride to remain scheduled, the rider must notify Scheduling.
- All Special Edition vehicles are wheelchair accessible. Wheelchair accessible vehicles are also available through 10/10 Taxi.
- Special Edition vehicles will not stop at any location other than those that were scheduled.
- All passengers are required to wear seat-belts while being transported by Special Edition. Parents that are accompanied by an infant and/or child of an age or size that a car seat is required, the parent is responsible for providing the appropriate car seat, securing it in the vehicle and removing

it at the end of the trip. If the car seat is not provided, the infant and/or child will not be allowed to ride.

- **Special Edition is a shared ride system.** Riders may be onboard up to 60 minutes. Please let the scheduler know your drop off time when you call in to request your trip.
- If you use a wheelchair or a scooter, you must be properly restrained during loading, unloading, and transport. This means that all securement devices must be used and in good working order. This includes, but is not limited to, lap belts, brakes, shoulder restraints, wheelchair restraints, etc. If your mobility device cannot be properly secured, you will either need to transfer to a seat or you will not be transported.
- If you use a wheelchair or a scooter, please state this when reserving your ride(s). Riders must have adequate sidewalks, ramps and driveways if they are to be transported by Special Edition. It is **not** the driver's responsibility to clear ramps, driveways or sidewalks of debris, snow, ice, etc.
- Wheelchairs and scooters must back onto the lift during loading. Riders are not allowed to face the interior of the bus while on the lift.
- Riders who require oxygen must have a physician's statement on file at the JCT office stating that the rider uses oxygen. Special Edition drivers are not trained medical aids and can provide little, other than basic first aid, medical assistance for emergencies or oxygen related situations. No spare or supplemental oxygen is carried on vehicles and oxygen using riders should ensure they have sufficient oxygen supplies for their entire trip and any unforeseen delays. In any medical emergency or oxygen related situation, 911 will be contacted if assistance is required or requested.
- If an Aide will accompany you, you must state this when reserving a ride. Your aide requires a separate ID card/number and rides free of charge.
- **Drivers only go to the exterior doors of buildings.** Drivers will not enter private residences, apartment buildings, townhomes, condominiums, mobile homes, nursing homes, etc. Drivers will **not** enter businesses, doctors' buildings, hospitals, retail shops (department or grocery stores, etc.) or office buildings.

- Drivers are not qualified to render medical aid. It is suggested that a rider with any potentially serious medical condition obtain the consent of a physician prior to using this transportation system.
- Un-needed or unwanted trips **must be cancelled at least two hours** before your scheduled pickup time. To cancel a trip, please call 913-362-3500. If it is necessary to cancel an early morning pickup, call 913-362-3500 and leave your cancellation on the answering machine. Patrons may utilize the **Special Edition** Ride Cancellation form located at www.thejo.com under the **Special Edition** tab. Upon completion of the form and entering, the form will automatically be sent to Scheduling. A return confirmation e-mail will be sent **if** a return e-mail address is provided.

If you fail to give adequate notice, you will be charged for the trip. You will be given a cancellation number when you cancel a trip. If you leave the cancellation on the answering machine, you may call back to get your cancellation number. When cancelling a ride, the return trip (second leg) if scheduled, will automatically be cancelled also unless the rider specifically requests it to remain).

NON-DISCRIMINATION POLICY

JCT does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of service. For more information on JCT's non-discrimination policies, or if you believe you have been discriminated against and need to file a complaint, please contact:

Transit Administrator
Johnson County Transit
1701 West 56 Highway
Olathe, Kansas 66061

Updated February 28, 2017

Special Edition Service Application

To apply for Special Edition – you must belong to one of these groups, please check the appropriate boxes:

Are you 65 years of age or older?

Disabled?
If you are disabled, you must enclose a statement from a physician stating the nature of your disability. If you use oxygen, or if an aide is necessary for travel, a physician's letter must state this as well.

Applying as a low-income/reduced fare rider?
Income guidelines listed in application instructions.

Name (Please print or type)

Address

Apt. #

City

State

Zip Code

Telephone (Home)

(Cell)

(Work)

Date of Birth

E-mail Address

Do you:

___ use a standard wheelchair?

___ use a three wheeled scooter?

___ use electric wheelchair?

___ use oxygen? (Physician letter required)

___ have a visual impairment?

___ use a cane?

___ use a walker?

___ require an Aide when travelling?
(Physician letter required)

Signature

Date

I have reviewed and fully understand the qualifications, guidelines and policies of The JO-Special Edition Service and would like to enroll.

--Over Please--

Emergency Contact Information.

(Family member, friend, etc.)

Name (Please print or type) Relationship

Address Apt. #

City State Zip Code

Telephone (Home) (Cell) (Work)

E-mail Address

Special Needs: Please use the space to notify us of special needs regarding transportation.

Please return completed application to:

For <u>Regular Fare</u> application and send these two pages to:	For <u>Reduced Fare</u>, send these two pages <u>and</u> Reduced Fare Request Form to:
RideKC c/o Special Edition 1701 W. 56 Hwy Olathe, KS 66061 Phone: 816-842-9070 FAX: 816-346-0352	Johnson County Human Services Attn: Lisa Morehead 11811 S. Sunset Drive #1300 Olathe, Kansas 66061 Phone: 913-715-8922 Fax: 913-715-8825

NON-DISCRIMINATION POLICY

JCT does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of service. For more information on JCT's non-discrimination policies, or if you believe you have been discriminated against and need to file a complaint, please contact:

Transit Administrator
Johnson County Transit
1701 West 56 Highway
Olathe, Kansas 66061

Reduced Fare Request Form

Please complete the following information if you are requesting that your status be considered low income.

Name (please type or print)

Telephone (home)

Telephone (work)

Your current Special Edition ID# (if applicable): _____

Applications for reduced fare must include proof of all household income. Household is defined as all persons who are related and living under the same roof, such as parents, children, siblings, and extended family members. This includes adult children living with their parents; in this situation, the parents' income statements as well as applicant's income statement must be submitted to determine eligibility for reduced fare.

You must verify total gross monthly household income. Please send copies of current paycheck stubs, bank statements, SSI or Social Security statements, previous year's tax return or other financial statements.

- a) _____ Number in Household
 - b) \$_____ per month from Social Security Benefits.
 - c) \$_____ per month from Supplemental Security Income or SSDI.
 - d) \$_____ per month from Earned Income.
 - e) \$_____ per month from Pension/Annuity.
 - f) \$_____ per month from Financial Assets.
 - g) \$_____ per month from Alimony/Child Support payment.
 - h) \$_____ per month from ADC.
 - i) \$_____ per month from Trust.
 - j) \$_____ per month from _____.
- \$_____ Total Gross Monthly Income

I certify that I am not applying to The JO – Special Edition Reduced Fare Program for fraudulent purposes and that I meet the eligibility requirements of the program. I understand that false information will result in termination of my participation in the Reduced Fare Program.

Applicant's Signature or Signature of Parent/Legal Guardian

IMPORTANT: Please mail or fax all three pages of your reduced fare application, along with verification of your total gross monthly income to the following address listed below:

CERTIFYING AGENCY

**Johnson County Human Services
11811 S. Sunset Drive, #1300
Olathe, Kansas 66061
Attn: Lisa Morehead
Phone: 913-715-8922
Fax: 913-715-8825
TTY: 913-715-8910**

BE SURE TO INCLUDE THE FOLLOWING:

1. The completed Reduced Fare Request Form.
2. The completed The JO - Special Edition Reduced Fare Application Form.
3. Verification of disability from your physician (if applicable).
4. Verification of gross income – copies of paycheck stubs, bank statements, SS or SSI statement, pension statements, previous year's tax returns or other financial statements.
5. Mail ALL requested information to the certifying agency listed above. **Do not mail reduced fare applications to 1701 West 56 Highway or your processing time will be delayed.**

Incomplete applications will not be processed.

NON-DISCRIMINATION POLICY

JCT does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of service. For more information on JCT's non-discrimination policies, or if you believe you have been discriminated against and need to file a complaint, please contact:

Transit Administrator
Johnson County Transit
1701 West 56 Highway
Olathe, Kansas 66061