## Hours of Operation: Monday through Friday from 8:00 a.m. to 4:00 p.m. with 30minute lunch break from 12:00 p.m. to 12:30 p.m. for ride call 785-527-0591. *\*\*The bus will be out of service at 4:00 p.m. so please be mindful of this when scheduling your afternoon appointments & rides.*

## Rides are not guaranteed, they are scheduled on a first come first serve basis.

\*all out of town rides must be scheduled 24 hours in advance

\*call at least 1 to 7 days prior for all scheduled appointments examples: hair, hospital, clinic, etc.

\*at least 1-hour notice is recommended when scheduling a pick up time; be ready at least 10 minutes prior to scheduled pick up time. if morning ride is needed call day prior

\*inform driver of all stops when calling to schedule a pick up time. if you need to add a stop inform the driver immediately; it is at the driver's discretion if they can add a stop & still maintain current schedule

\*afternoon rides may be limited due to number of riders. any calls after 1:30 p.m. are subject to availability, may be limited to 1 stop, & depending on number of riders may be scheduled for following day

\*any calls received after 3:00 p.m. *will be* scheduled for following day to ensure driver has time to deliver current riders to final destination

\*if you need to cancel a ride you must notify the driver at least 30 minutes prior to scheduled pick up time; any failure to cancel will be logged & repeat offenders may have rider privileges suspended

\*know the address of the destination you are wanting to reach

\*do not stand up until bus has come to a complete stop

\*please practice good hygiene out of courtesy for other riders

If you have an emergency please inform the driver immediately, other concerns please contact the office at 785-527-7239 as we want our driver's main focus to be your safety.

Please follow these guidelines to help us provide the best service within our hours of operation, failure to do so could limit number of trips & riders per day, as well as result in individual rider's privileges being suspended.

REPUBLIC COUNTY TRANSPORTATION 11/28/2019