



## Underage Rider Information Sheet

COMPLETE BOTH SIDES

Childs Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Phone of pick up or drop off address (if different than home): \_\_\_\_\_

Mother or Guardian Name: \_\_\_\_\_

Contact Numbers: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Father or Guardian Name: \_\_\_\_\_

Contact Numbers: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

I \_\_\_\_\_, give Seneca Crawford Area Transportation permission to transport my child, \_\_\_\_\_ to ride to and from \_\_\_\_\_ from August \_\_\_\_\_ to July \_\_\_\_\_.

Signature and Date of Parent: \_\_\_\_\_

Please state any additional information that the SCAT staff should be aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Best phone number to call while transportation is occurring: \_\_\_\_\_

**\*If your phone number changes, please contact SCAT immediately. We have to have updated phone numbers in case of emergency**

**This form is not a reservation, it is your responsibility to call the office after form is sent back and make your arrangements.**

**\*Please note that you are responsible for payment of transportation unless prior arrangements have been made. If prior arrangements are not made, transportation can be discontinued.**



## Underage Rider Information Sheet

Welcome back for the 2023-2024 school year. We want to make sure that everyone is familiar with a few of our policies. Please initial beside each policy.

\_\_\_\_\_ **Cancelling**

If you are needing to cancel, you can cancel any time of day (our answering machine is on 24/7) up until 1 hour before the scheduled pick up. Anything that is called in less than the 1 hour before the scheduled pick up, would be considered a no show.

\_\_\_\_\_ **15 Minute Window**

We have a 15-minute window to where we may have to adjust the time of your scheduled pick up before or after the time you are scheduled for.

\_\_\_\_\_ **5 Minute Policy**

From the time that we arrive to the scheduled pick up location, our drivers are allowed to wait 5 minutes for the client to board the vehicle. If the client is not out in that 5 minutes, then our driver has to proceed on and we have to mark the client a no show.

\_\_\_\_\_ **3 No Shows = Suspension**

If at any time the client is a no show 3 times throughout any time period, that client will then automatically be suspended from our service. To then resume service, the client would have to pay for each no show.

**Reminder:** If your child is a No Show in the morning, they are automatically cancelled on the return.

\_\_\_\_\_ **Payment**

Payment is due when your child boards the bus. If your child does not have money when they board, they will not be able to ride the bus and you will be responsible for getting them to/from school

\_\_\_\_\_ **Schedule Changes**

It is your responsibility to let the SCAT office know when there are schedule changes or makeup days for your child's school

With my signature below, I hereby attest that I have read and understand the information provided to me about Seneca Crawford Area Transportation's policies.

Client Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_