

# **Policy for Operation Outside Corporate Limits of City of Galesburg (within Knox County)**

The following policy is for the provision of paratransit service by Handivan outside the corporate city limits of the City of Galesburg.

This service will only be provided if there is space within the regular daily operating schedule of the Handivan during its regular days of operation, which are Monday through Saturday 7:00 a.m. to 6:15 p.m. and 6:30 p.m. to 10:30 p.m. (last pickup is 10:00 p.m. or earlier depending upon the origin and destination of the trip.) Handivan service after 6:30 p.m. must be scheduled in advance by the prior week Wednesday before 5:00 p.m.

Providing transportation into the county cannot supercede the provision of transportation within the City of Galesburg and is considered to be non-ADA paratransit; therefore, rules and procedures for this unmandated service may vary from rules and procedures under the mandated ADA paratransit program.

## **CONDITIONS**

Paratransit will be provided in Knox County only, unless otherwise specified by the City Manager with the approval of the City Council.

Persons receiving service must be either current residents of Galesburg who qualify for paratransit under the eligibility criteria for the Handivan program or past residents of Galesburg who are Handivan clients and who are currently residing in Long Term Care Facilities within Knox County.

The community of East Galesburg and the Westport subdivision are located in Knox County and are not part of the City of Galesburg.

## **TRIP RESERVATIONS**

Trip requests must be scheduled through the Handivan office at the minimum of one week in advance of the desired date for day trips and by the prior week Wednesday before 5:00 p.m. for night trips.

## **COSTS FOR SERVICE**

A minimum cost of \$15.00 per hour or any portion of an hour plus mileage of \$1.75 per mile will be charged, unless otherwise specified in this policy. Personal Care Attendants or Escorts do not have to pay; however, the PCA cannot be another Handivan client.

Charges calculated during the regular operating day, which is 7:00 a.m. to 6:15 p.m. Monday through Saturday, will be based on the time the driver leaves the point of origin to the point of destination plus mileage and the time it takes to pick up the rider and return that person to his or

her original destination. The charge for service provided between 6:30 p.m. to 10:00 p.m. Monday through Saturday would include wait time for the driver.

Trips in which the person will be staying at the destination for a period of 24 hours or more, will only be charged at the hourly rate plus mileage for the time it takes to pick up the person at the point of origin and the time it takes to transport the person to his/her destination within Knox County and for the return trip from the point of origin within Knox County to the rider's destination in Galesburg.

For groups of riders (2 or more registered clients) wanting to attend an event outside the City of Galesburg but within Knox County, the group will be picked up at a single point of origin and delivered to one destination. It is the group's responsibility to get to the single point of origin at their own expense.

It is also the group's responsibility to be picked up at one location and delivered to the single point of origin. Rates will be the same as previously listed.