

**PASSENGER HANDBOOK**

**MCDONOUGH COUNTY PUBLIC  
TRANSPORTATION PROGRAM**

**CITY OF MACOMB  
232 EAST JACKSON STREET  
MACOMB, ILLINOIS 61455**

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**Service Statement:**

The mission of the McDonough County Public Transportation Program (hereinafter referred to as "MCPT") is to provide safe, reliable, clean and courteous public transportation services for all residents of Macomb and McDonough County. MCPT believes that passengers have certain rights and responsibilities and that they should have full knowledge of those rights and responsibilities. To this end, MCPT has developed this Passenger Handbook.

**Passenger Bill of Rights:**

MCPT passengers are entitled to:

- Safe, reliable and courteous demand response service in Macomb and McDonough County and fixed route service in the City of Macomb.
- Clean, comfortable and well-maintained public transportation vehicles that meet Illinois safety and vehicle inspection requirements.
- Fully trained drivers, neatly dressed and well mannered, whose names and photographs are displayed on identification cards worn by drivers.
- Compliance with all vehicle and traffic laws and regulations.
- Dependable appointment information and on-time service for both demand response and fixed route vehicles.
- Safe and orderly loading and unloading of passengers.
- Fair and reasonable fares.
- Diligent investigation and timely redress of complaints.

**Description of Service:**

MCPT provides the following public transportation services to the residents of Macomb and McDonough County:

- Fixed route bus service in the City of Macomb.
- Curb-to-curb and door-to-door demand response service in Macomb and McDonough County.
- Out-of-county non-emergency medical transportation for McDonough County residents to and from essential and necessary medical appointments within a two-hour drive from Macomb.
- Complementary ADA paratransit demand response curb-to-curb and door-to-door service for Macomb residents unable to use regular fixed route bus service because of a disability.

**Service Area:**

MCPT provides fixed route bus service and ADA paratransit service in the City of Macomb; door-to-door and curb-to-curb demand response service in Macomb and

McDonough County; and out-of-county non-emergency medical transportation for McDonough County residents within a two-hour drive from Macomb.

**MCPT Public Transportation Providers:**

The McDonough County Public Transportation Program uses the following organizations to provide demand response and fixed route service in Macomb and McDonough County:

McDonough County Chapter of the American Red Cross---Countywide demand response service and out-of-county non-emergency medical transportation

Bridgeway---Countywide demand response service

Go West Transit---Fixed route bus service and complementary ADA paratransit service in the City of Macomb

**Days and Hours of Service:**

Demand response service is available from 6:00 AM to 6:00 PM, Monday through Friday and 7:00 AM to 1:00 PM on Saturday.

Out-of-county non-emergency medical transportation is available from 6:00 AM to 6:00 PM, Monday through Friday.

Complementary ADA paratransit service is available during the fixed route bus service hours and days of operation.

Fixed route bus service is available according to published schedules as follows:

- Summer and WIU breaks:  
Monday through Friday, 7:00 AM to 7:00 PM  
Saturday, 10:00 AM to 7:00 PM  
No Sunday service
  
- WIU regular school year, excluding Thanksgiving, Winter and Spring breaks:  
Monday through Friday, 7:00 AM to 12:00 AM  
Thursday, 7:00 AM to 2:00 AM on Friday  
Friday, 7:00 AM to 3:00 AM on Saturday  
Saturday, 12:00 PM to 7:00 PM to 3:00 AM on Sunday  
Sunday, 12:00 PM to 12:00 AM

Public transportation service is not provided on the following holidays:

- Demand response and out-of-county non-emergency medical transportation--New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day.

- Fixed Route and complementary ADA paratransit transportation--New Year's Day, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day.

### **Fares:**

The MCPT fare structure is as follows:

#### Fixed Route Bus System

- The fixed route bus system (Go West) is fare-free.

#### Complementary ADA Paratransit Service

- Complementary ADA Paratransit Service for the fixed route bus system (Go West) is fare-free.

#### Demand Response System

- \$2.00 for a one-way trip within a McDonough County municipality and \$3.00 for a one-way trip between McDonough County municipalities for riders 6 years of age to 60 years of age.
- \$1.00 for a one-way trip within a McDonough County municipality and \$2.00 for a one-way trip between McDonough County municipalities for eligible disabled passengers. In order to qualify for the reduced disabled passenger fare, a passenger's disability must be verified by a doctor, counselor, psychologist or caseworker familiar with the passenger's disability. A letter must be sent or faxed (309-837-6408) to the MCPT central dispatch center by the professional verifying the passenger's disability.
- Senior citizens 60 years of age or older ride for free.
- Persons under the age of 6 accompanied by an adult ride for free.
- Prior day scheduling is required for all rides. An additional one-way fare of \$4.00 will be assessed for passengers not scheduling rides at least one day in advance. The additional \$4.00 fare will be waived for unanticipated medical or other emergencies. All passengers, regardless of age or disability, will be assessed this fare when calling for same day service.

#### Out-of-County Non-Emergency Medical Transportation

- \$5.00 for a round trip between McDonough County and any location within a two-hour drive of Macomb.

## **Service Types:**

**Fixed route bus service** is available in the City of Macomb for the general public, persons with disabilities and senior citizens. Service is available on twelve (12) designated routes throughout the community. Passengers are required to board and disembark buses at designated bus stops along the routes. Door-to-door and curb-to-curb service is not available on the fixed route system. All buses are equipped with wheelchair lifts and are fully accessible for disabled persons in wheelchairs. A fixed route service schedule is published annually prior to July 1st for the period July 1st through June 30th.

**Complementary ADA paratransit service** is available in the City of Macomb within 3/4 mile of any bus route for any person who is unable to independently board, ride or disembark a fixed route bus because of a disability. This includes persons who are unable to "navigate" the fixed route system without the assistance of another person. The service is also available to any person with a disability who has a specific impairment-related condition that prevents him or her from traveling to or from a boarding or disembarking location. Persons wishing to receive this service must be approved after completing and submitting an application (application and approval process is described later in this document). Eligibility may be permanent, conditional or temporary. Permanent eligibility is granted for up to four years and is applicable for all times that the fixed route system is operating. Conditional eligibility is determined for persons under certain conditions and will be determined on a trip-by-trip basis. Temporary eligibility is granted for an amount of time recommended by a medical professional.

**Demand response service** is available for the general public, disabled and senior citizens in the City of Macomb and McDonough County. Demand response service is either door-to-door or curb-to-curb, depending on the needs of the passenger. MCPT drivers are responsible for assisting passengers from door to door, especially frail and disabled passenger. Drivers are not allowed to go beyond the threshold of a passenger's residence or beyond the lobby of apartment buildings or office buildings. MCPT drivers will assist disabled and senior passengers in going up and down steps or ramps when it is determined by the drivers to be safe for both the passengers and the drivers. MCPT drivers will assist disabled and senior passengers in loading and unloading up to six (6) regular size grocery or shopping bags not weighing more than twenty (20) pounds per bag. MCPT will also provide service to personal care attendants and companions traveling with eligible riders.

**Non-emergency medical transportation service** is provided outside of McDonough County within a two-hour drive of Macomb. Non-emergency medical trips are defined as transportation to and from essential and necessary medical services that are not available in McDonough County. Rides must be scheduled at least two working days (defined as Monday through Friday) in advance of the appointment day. Persons are strongly encouraged to schedule rides far in advance of scheduled appointment dates. MCPT has a limited number of vehicles available for this service and may have to deny requests or require passengers to change appointment dates. Service is provided on a first-come, first

served basis. A person needing a wheelchair accessible vehicle must inform the Central Dispatch Center when scheduling a trip. MCPT will assume that the passenger does not need to be transported in a wheelchair accessible vehicle unless the passenger states the need when the appointment is made. Persons are limited to no more than three out-of-county trips in a thirty (30) day period. Non-medical related stops, other than restroom breaks and meals, will not be made during the trip. Persons scheduling trips must submit documentation from the health care provider concerning the purpose of and need for the non-emergency medical appointment. MCPT reserves the right to deny service if the need is not adequately documented as necessary or essential or if the medical need is considered to be an emergency situation where transportation should be provided by an ambulance. Personal care attendants must accompany riders with special needs.

### **Animal Transportation Policy:**

MCPT only allows for the transportation of service animals. At no time will any animal, other than a service animal, be transported in a MCPT demand response, fixed route, or complementary ADA paratransit vehicle. A service animal is defined as any animal described as a guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Service animals are allowed in transit vehicles without muzzles. MCPT drivers may not insist on proof that an animal is a service animal. Drivers may not ask passengers about their disabilities or why they need a service animal. Service animals will be required to remain on the floor and out of the aisle area of the transit vehicle. Passengers utilizing service animals will be responsible for the conduct of the service animals. Service animals that are disruptive and uncontrollable will not be allowed to ride. A service animal cannot be excluded from riding in a transit vehicle just because it barks.

### **Inappropriate and Illegal Behavior on Transportation Vehicles:**

The following illegal and/or inappropriate behavior is not permitted on any MCPT transportation vehicle: smoking, eating and drinking, using foul language, harassment of other passengers and the driver, horseplay, fighting, carrying of any legal or illegal weapon, possession and/or use of illegal drugs or substances, transporting of hazardous substances and transporting open containers of alcohol.

### **Wheelchair and Wheelchair Lift/Ramp Information:**

MCPT transportation vehicles are equipped with wheelchair lifts/ramps and wheelchair securement systems. Passengers needing mobility aids must provide their own. MCPT complies with ADA guidelines in accommodating all "common wheelchairs" and mobility aids in common use, including Segways and other scooter style devices. ADA defines a common wheelchair as a wheelchair that does not exceed 30 inches in width and 48 inches in length measured two inches above the ground from the widest part of the wheel to the footrest, and does not weight more than 600 pounds when occupied. Wheelchairs are defined as both three-wheeled and four-wheeled mobility aids. Three-

wheeled scooters and other non-traditional designs that fit within these standards will be transported in MCPT transportation vehicles.

The following MCPT guidelines and policies apply to wheelchair lifts/ramps and securement systems:

- Passengers using common wheelchairs will be transported even if wheelchairs cannot be secured by the transit vehicle's securement system.
- All passengers using MCPT demand response vehicles, including those in wheelchairs, are required to wear safety and shoulder belts. A waiver may be granted for medical reasons if requested by a licensed medical professional. Persons riding in fixed route buses are exempt from this requirement because such buses are not typically equipped with safety and shoulder belts.
- All wheelchairs must be secured in transportation vehicles facing forward using securement devices. Persons in wheelchairs will not be denied service because the securement system is not functioning.
- A passenger will not be asked to transfer out of a wheelchair into another seat in the transportation vehicle, but will be allowed to transfer to a regular seat if the passenger requests to do so, and is able to complete the transfer with no assistance from the driver.
- Electric wheelchairs/scooters and other electric assistive mobility devices must have the power turned off when secured.
- Drivers will permit passengers to use the lift or ramp to board or disembark the transit vehicle if they request to do so. Drivers will offer this option if they notice passengers having difficulty climbing the vehicle's steps.
- A driver may refuse to allow passengers from using the lift or ramp to board the transit vehicle if the lift cannot be deployed at the stop because of the surrounding area, the lift will be damaged if deployed at the stop, and/or all passengers are precluded from using the stop due to conditions that are not under the control of the MCPT.
- Passengers must ensure that ramp and wheelchair paths are properly paved and kept clear of snow, ice, parked cars, trash or other obstructions.
- MCPT drivers cannot and will not help wheelchair users up and down steps.

**Disabled Passenger Services and Other Requirements:**

- Passengers with disabilities will be allowed to travel with respirators or portable oxygen supply units. Persons scheduling demand response rides must notify the

dispatcher at the time the ride is scheduled so that adequate time for boarding and disembarking can be scheduled.

- Personal care attendants traveling with passengers will ride for free. Companions riding with passengers will be charged the same fare as the passenger.
- Passengers with disabilities will be allowed adequate time to complete boarding and disembarking of transit vehicles. Drivers will offer to assist passengers as needed or requested.
- Information concerning the transit system, including this Riders Guide, is available in large type or Braille upon request by contacting the Transit Director at 309-837-3941.
- Fixed route bus stops will be announced at transfer points, major intersections and destination points, and all requested stops.
- An attendant may be required for certain passengers with mental conditions that may cause them to be disruptive or to accost other passengers. Service may be refused to certain passengers who have a history of violent or disruptive behavior that may be harmful to other passengers.
- One-on-one training on how to ride the fixed route bus system is available to persons with disabilities. Passengers wishing to receive this training should contact the MCPT fixed route provider (Go West Transit) at 309-298-3353.

**Complementary ADA Paratransit Eligibility and Application Procedure:**

Passengers with disabilities that may prevent them from using the MCPT fixed route bus service can apply for complementary ADA paratransit service. Applications can be obtained by contacting the following:

Disability Support Services  
Western Illinois University  
One University Circle  
Macomb, Illinois 61455  
Telephone: 309-298-2512  
Fax: 309-298-2361  
TTY: 309-298-1856

Eligibility for complementary ADA paratransit service is determined by Disability Support Services and is based on a passenger's functional inability to use regular fixed route bus service. ADA has determined that the following three categories of passengers may be eligible for complementary paratransit service:

Category 1---Any passenger who is unable, because of a disability, to independently board, ride, and/or disembark from a lift equipped bus. This includes passengers who are unable to navigate the fixed route bus system without the assistance of another person.

Category 2---Any passenger with a disability who is able to use a lift or ramp equipped bus, but for whom any desired trip cannot be made because the fixed route he/she wants to ride is not served by a lift equipped bus.

Category 3---Any passenger with a disability who has a specific impairment-related condition that prevents him or her from traveling to or from a boarding or disembarking location.

Eligibility can be permanent, conditional or temporary. Permanent eligibility may be approved for up to a four-year period; conditional eligibility may be approved for up to four years for passengers able to use the fixed route bus system under certain conditions, but not under other conditions; and temporary eligibility may be approved for passengers with temporary disabilities for up to the amount of time recommended by a medical professional. New applications must be submitted to renew service after eligibility has expired. Renewal applications must be submitted at least 30 days prior to the expiration date of the eligibility period.

It may be necessary for ADA paratransit applicants to participate in an in-person evaluation to determine eligibility. Applicants will be notified if this will be required.

Visitors eligible for paratransit service by another agency may be given presumptive eligibility for up to 21 days.

ADA complementary paratransit service is available only in the City of Macomb at all times the fixed route bus system is operating.

### **Demand Response Service Scheduling Procedure:**

Passengers must telephone the central dispatch center at 837-7433 to schedule a demand response door-to-door or curb-to-curb ride. Passengers are required to schedule rides 24 hours in advance (6:00 AM to 6:00 PM, Monday through Friday, excluding MCPT holidays). Passengers requesting same day service will be assessed a \$4.00 additional fare in addition to the regular one-way fare. This additional fare will be waived for medical related emergencies.

MCPT will attempt to schedule rides when requested by passengers. Passengers are encouraged to call as far ahead as possible for reservations. Dispatchers will not be responsible for confirming personal appointments. A requested pick-up or drop-off time may be adjusted by the dispatcher, if necessary, in order to maintain efficiency. MCPT requires a variance of fifteen (15) minutes before and after the scheduled pick-up time to allow for adjustments or alterations of appointments. Passengers are encouraged to be ready at least twenty (20) minutes prior to the scheduled pick-up time.

### **Cancellation Policy and Procedure--Demand Response Service:**

Passengers are encouraged to cancel scheduled pick-ups in a timely manner. Cancellations can be made by telephoning the central dispatch center at 837-7433 between 6:00 AM and 6:00 PM, Monday through Friday. Cancellations should be made 24-hours in advance or as early as possible. Cancellations will be accepted up to one hour prior to scheduled pick-up times without penalty. Any cancellation received later than one hour prior to the scheduled pick-up will be considered a late cancellation and will be noted as such by the dispatcher in the passenger's record. Three or more late cancellations in a 90-day period will be considered excessive and the passenger will receive written notification of such via the U.S. Postal Service. Passengers having additional late cancellations during the next 90-day period will be assessed at \$5.00 late cancellation fee payable at the next boarding call.

### **Passenger No-Show Procedure--Demand Response Service:**

Passengers are expected to be present and ready for transportation vehicles upon their arrival. Passengers who are not present for scheduled pick-up within five minutes of the arrival of the transportation vehicle are considered no-shows. All no-shows will be noted on the passengers record by the central dispatch center. No-shows will be assessed a \$5.00 charge payable upon the next boarding call. Three or more no-shows in a 90-day period will be considered excessive and the passenger will receive written notification of such via the U.S. Postal Service. A passenger having an additional no-show during the next 90-day period will be denied service for a 15-day period following the additional no-show. No-shows that occur because of an emergency situation beyond the passenger's control will be considered a non-chargeable no-show provided the passenger can provide a documented explanation.

### **Conditional and Restrictive Service:**

Conditions and restrictions may be placed on certain passengers based on their conduct and how it may affect other passengers. The following requirements and regulations apply to conditional and restrictive service:

- Passengers having a history of violent or disruptive behavior that may be harmful to other passengers may be refused service or service may be conditional or restrictive.
- Attendants may be required for passengers with mental conditions that may cause them to be disruptive or to accost other passengers.
- Passengers with excessive no-shows as defined in the passenger no-show procedure may be denied service after appropriate notification.

- Passengers who participate in inappropriate behavior on transportation vehicles may be immediately denied service or have service restricted. Inappropriate behavior includes the following: eating and drinking on transit vehicles, using foul language, harassment of other passengers and the driver, horseplay, fighting, carrying of weapons, possession of illegal drugs or substances, transporting hazardous substances on transit vehicles, and transporting open containers of alcohol.

MCPT will notify passengers in writing via the US Postal Service of any conditions or restrictions placed on their transportation service.

Passengers placed on conditional or restrictive service must be given an opportunity for a hearing before an Appeals Committee consisting of the Mayor of Macomb, Macomb's Community Development Coordinator and the Transit System Director. Written and oral testimony will be accepted from any persons wishing to give such testimony, and all relevant records concerning the matter will be made available to the passengers. A request for an appeal must be filed in writing within 60 days of the notification by the MCPT to the passenger of the conditional and/or restrictive service decision. The Appeals Committee must review the appeal and issue a decision within 30 days. If a decision on the appeal is not made by the Appeals Committee within 30 days of the completion of the process, the passenger's conditional and/or restrictive status will be lifted until such time as a decision by the Appeals Committee is made.

### **Safety and Security:**

MCPT drivers are properly trained in accordance with state and federal laws and regulations. MCPT drivers receive training in defensive driving, passenger assistance, emergency procedures, seat belt and wheelchair securement procedures, evacuation procedures, bloodborne pathogens exposure control, and other safety and security areas.

MCPT drivers are required to undergo drug and alcohol training and testing in accordance with Federal Transit Administration rules and regulations, including pre-employment, random, reasonable suspicion, post accident and return to duty testing.

MCPT drivers are required to perform pre-trip and post-trip inspections of their vehicles on a daily basis and any problems noted are immediately addressed by certified mechanics. MCPT has stringent policies for maintaining all demand response and fixed route vehicles. MCPT is committed to keeping all vehicles properly maintained, clean and in safe working order.

All passengers in demand response vehicles are to be seated and are required to use safety belts while vehicles are in motion. All wheelchair passengers will be secured to the vehicle utilizing wheelchair tie-downs. Passengers will not be required to wear safety belts if they have a documented medical condition that prohibits their use.

Children under the age of eight (8) years of age riding in MCPT demand response vehicles must be secured in appropriate child safety seats that meet the standards of the United States Department of Transportation. Child safety seats include infant seats, convertible seats and booster seats used with the vehicle lap shoulder belt system. Child safety seats will be secured in forward facing seats in the transportation vehicles. Passengers are required to provide the child safety seat. Drivers will assist passengers in securing child safety seats in the vehicles. Drivers will not place demand response vehicles in motion until children are appropriately secured.

MCPT vehicles may not operate when roads are icy or impassable because of heavy snow. Service cancellations will be broadcast on local radio stations.

MCPT drivers are trained in emergency evacuation procedures in the event of an accident. Passengers should follow driver's instructions and should remain calm. Passengers evacuated from vehicles should stay off the roadway in a safe location.

Passengers are responsible for notifying drivers if they or other passengers become ill, injured or are in distress while on MCPT vehicles.

MCPT vehicles have insurance coverage that complies with legally mandated minimums.

**Passenger Comment and Complaint Procedures:**

MCPT is committed to being responsive to passenger complaints, comments and recommendations. All complaints, comments and recommendations should be addressed to the following:

MCPT Transit Director  
223 South Randolph Street  
Macomb, Illinois 61455  
Telephone: 309-837-3941  
Fax: 309-836-3640  
TTY: 309-837-6402

All complaints, comments and recommendations will be handled in a timely and efficient manner.

**Information:**

MCPT is committed to providing quality public transportation for the residents of Macomb and McDonough County. Information concerning public transportation services can be obtained by contacting the following:

Demand Response and Out-of-County Non-Emergency Medical Transportation: 309-837-7433.

Fixed Route Transportation and Complementary ADA Paratransit Service: 309-298-3353.

This document is available in the following alternative formats upon request: Braille, large print, audiotape, computer disc.

MCPT reserves the right to make changes to policies and procedures at any time without notice.

MCPT and its provider agencies do not discriminate in admission to programs or treatment of employment in programs in compliance with the Illinois Human Rights Act, the U.S. Civil Rights Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act, the Age Discrimination in Employment Act and the U.S. and Illinois Constitutions. If you feel you have been discriminated against, you have a right to file a complaint with the Illinois Department of Aging. For information, call 1-800-252-8966 (Voice and TDD) or contact the Program Manager at WIAAA, 1-800-322-1051.

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