

CCCT

Ride Guide

Updated: June 2016

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Introduction

The Carbon County paratransit service is called **CCCT**. The service is provided by LANTA under contract with a private company, Easton Coach Company of Easton, PA. A fleet of 22 vehicles is dedicated to this service and approximately 200 trips are scheduled on the system daily. Generally, people with special transportation needs use this service: the elderly, people with disabilities and persons enrolled in Medical Assistance.

This ride guide includes policies and procedures, rules and regulations, and guidelines for use of the paratransit system. The handbook will answer most questions about CCCT operations. All paratransit riders should review this handbook carefully and refer to it when questions arise.

CCCT Shared Ride Paratransit Service

CCCT Shared Ride Paratransit is a coordinated, paratransit (often referred to as shared-ride) transportation service available to residents and visitors within Carbon County who are registered and certified as eligible for sponsorship through available programs. Riders must make reservations for service prior to the day of travel. Service is dictated by the reservations made and does not operate on a fixed alignment or schedule. The service is scheduled in response to the demand as established by rider reservations and vehicle availability. The service is public transportation and is shared ride in nature in that service is scheduled to serve multiple rider trips at the same time.

CCCT vehicles are specially equipped with wheelchair lifts and other accessibility features that allow for maximum mobility for riders with disabilities.

CCCT has an established fare structure. The service is open to the general public. Any member of the public can ride the service for full fare. However, to make the service more accessible and affordable for

certain target populations, various programs sponsor individuals meeting certain eligibility criteria by providing funding for all or part of the rider's fare.

Some, but not all, of these sponsoring programs are listed below. At least one of the sponsoring programs, the Department of Human Service's Medical Assistance Transportation Program (MATP), has its own set of rules and regulations so please refer to material from Pennsylvania Department of Human Services for detailed program information. Sponsoring programs include:

The Pennsylvania State Lottery Shared Ride for Seniors Program is a program only for people 65 and older who cannot ride or do not have access to the regular CCCT fixed route bus service. An application and proof-of-age is required for eligibility. Riders pay 15% of the total trip cost; the balance is paid through State Lottery proceeds.

The Medical Assistance Transportation Program through the Pennsylvania Department of Human Services (DHS) provides people who are financially disadvantaged with access to transportation to access necessary medical treatment. To be eligible, riders must meet income categories that are maintained by DHS. DHS pays the full fare for people who are eligible for this program. An application is required as well as a check on eligibility within the DHS database for both the person and the services accessed. The lowest cost, most effective transportation mode is selected for each rider and these range from reimbursement for auto mileage expense, to reimbursement of regular CCCT fixed route bus service fares, to free access to CCCT paratransit service.

The Americans with Disabilities Act (ADA) Paratransit Program which grew out of the stipulations of the Americans with Disabilities Act of 1990 which made it a civil protection under the law for people with disabilities to have access to federally-sponsored public transit services. Persons with disabilities who, because of their disability are prevented from accessing a CCCT fixed route bus service that operates within $\frac{3}{4}$ (three-quarter) mile of their trip origin AND destination may ride CCCT. The term "fixed route bus service" refers to CCCT's Lynx fixed route bus service which operates on a fixed alignment on a publicly published schedule. An application is required to determine a person's eligibility for the ADA Paratransit program.

The Persons with Disabilities (PwD) Reduced Fare Program is available to people who have a disability, are 18 to 64 years old, and need accessible public transportation beyond that provided through the

ADA Paratransit Program. An application is required to determine a person’s eligibility for the PwD program. CCCT staff will assess whether or not there are other programs in the community that could underwrite the fare or discount the fare to the rider applying. PWD fares are the same as Shared Ride for Seniors Program fares (rider copay representing 15% of the total trip cost).

Various other social service and governmental fare subsidy programs also sponsor trips.

CCCT has a single application that requires information based upon the program sponsorship for which the applicant is applying. In broad terms, these are Shared Ride for Seniors, the Medical Assistance Transportation Program (MATP), the Persons with Disabilities (PwD) Program, and eligibility for ADA Paratransit.

For additional information about your specific transportation needs, please contact: 610-432-3200 or email CCCTinfo@lantabus-pa.gov.

Service Hours

CCCT service is available during the hours shown in the table below. Service for riders eligible under the ADA Paratransit program are different from those of the other sponsoring programs or what is available to the general public because ADA Paratransit service must be made available during the hours in which the corresponding fixed route bus service is available. These times represent the earliest pick-up and latest drop-off times that can be scheduled by a rider.

	Non-ADA Service	ADA Service Only
Monday-Friday	7:00 AM – 5:30 PM	Availability in specific locations is based on the schedule of the Lynx fixed route bus service.*

* The term “fixed route bus service” in this table refers to the Lynx fixed route bus which operates on a fixed alignment on a publicly published schedule.

There is no CCCT service on the following holidays: New Year's Day; Easter Sunday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; and Christmas Day. The dates for these holidays change annually.

Fares and Tickets

CCCT is not a free service. When applicable, payment for trips is expected when the trip is received and must be paid with CCCT tickets. Tickets must be purchased in advance. The tickets are available at CCCT's office, from the driver, or may be purchased by mail. More detailed information on purchasing tickets is available at <http://carbontransit.com/>.

Please contact CCCT for applicable rider fares. Fares are also listed at <http://carbontransit.com/fares/>.

Visitor Policy

Visitors from other communities are welcome to use CCCT services if they are eligible. CCCT will honor paratransit certifications from other transit systems. An individual from out of town requesting service may be asked to present proof of their certification. A letter stating paratransit eligibility is acceptable.

Documentation must include the name and date of birth of the eligible individual, the name of the certifying paratransit provider, the telephone number of the provider's paratransit coordinator, an expiration date (if any), and any conditions or limitations on eligibility. If the individual has indicated the need for a Personal Care Attendant (PCA), this should be noted in the documentation. Visitors should also provide the address for the location at which they will be residing while in the CCCT service area.

If the person does not have an identification card or other documentation from their local area, CCCT will require the person to provide documentation of their place of residence, and their disability if the disability is not apparent.

CCCT will not provide service to a visitor for more than twenty-one (21) days from the date of the visitor's first paratransit trip; visitors will be required to apply for CCCT in order to receive transportation beyond this twenty-one (21) day period. However, the twenty-one (21) days can be consecutive or divided

over several shorter visits. A visitor who expects to be in the Carbon County area for more than twenty-one (21) days should apply for a CCCT card as soon as possible after arriving in the area.

Important Information about ADA Paratransit

There is some confusion about what people with disabilities achieved in terms of mobility through the Americans with Disabilities Act of 1990. It is a civil rights law that extended the right to use existing public transit services funded by federal dollars, in the same way as anyone else in the community. It was not a service expansion program.

The ADA is a civil rights law, not a transportation law, or a social program. The ADA requires non-discriminatory access to the same level of mobility afforded the general public through the local fixed-route public transportation service. In the CCCT service area, the term “local fixed-route public transportation” refers to the Lynx which operates on a fixed alignment on a publicly published schedule. While complementary paratransit service is often used to provide this access, the ADA does not guarantee the availability of paratransit service.

Under the ADA, complementary paratransit service is not intended to be a comprehensive transportation system for people with disabilities. Where complementary paratransit is used to provide access to the mobility afforded by the local fixed route public transportation system, that paratransit system must be ‘equal’ to the fixed-route system. For example, the service area and days/hours of service for paratransit and fixed-route service must be the same and paratransit fares may not be more than twice the cash fare for a trip on local fixed route public transportation bus routes. Riders on the complementary paratransit system must be able to make their trip with a travel time that is equivalent to the time it would take to make the same trip on the fixed route bus network.

In accordance with ADA regulations, CCCT’s complementary paratransit service is only available for trips on which the origin AND destination of the trip are within ¾ mile of the Lynx and only during the hours when the corresponding fixed route service is operating.

As of July 2006, the bus used to provide the Lynx fixed route service is equipped with wheelchair ramps, “kneeling” mechanisms, and other features making the transit system fully accessible to people with disabilities.

To encourage the use of the fixed route public transportation system instead of the Shared Ride Paratransit door-to-door services, CCCT allows persons with disabilities to ride the Lynx fixed route service for ½ fare. For eligibility requirements for this reduced fare, please call (570)-669-6380. Applications for the reduced fare program are available at <http://carbontransit.com/application/> . The application can be printed from the website, but cannot be completed online.

Application and Certification Process

To apply for CCCT Shared Ride Paratransit service, the prospective user must complete an application. To request that an application be mailed to you, please call 610-432-3200. Applications are available at <http://carbontransit.com/application/>. The application can be printed from the website, but cannot be completed online.

Only original applications will be accepted, no duplicated or photocopied applications will be accepted. Applications will not be accepted by fax. Completed and signed applications can be mailed, or personally delivered, to CCCT Applications, 1060 Lehigh St, Allentown, PA 18103. Completed and signed applications may also be scanned electronically and emailed to CCCTapps@lantabus-pa.gov.

Applications for Senior Shared Ride service require proof of age. Applications for service under the Medical Assistance Transportation Program are subject to a confirmation of eligibility by LANTA through DHS. All applications for ADA Paratransit and PwD Program eligibility require a proof of age.

Instructions for completing the application are detailed on page 1 of the application.

Eligibility Standards for ADA Paratransit and PwD Programs

Eligibility is determined through a Certification of Disability form. As a result of this certification, the applicant's condition will be assessed as one of the following:

- **Incapable** – An applicant may be assessed as incapable of using the fixed route bus system, indicating that they are eligible for ADA Paratransit service. Assessments of incapable result from one of the following:
 1. A person is unable to board, ride, or disembark from the bus even if they are able to get to the stop and the bus is accessible. Persons in this category include individuals with mental or visual impairments who cannot navigate the bus system. Examples of navigating the bus

system include recognizing destinations and understanding the transfer process.

2. A person is unable to access the bus without wheelchair lifts or other accommodations. These persons are eligible for paratransit service if accessible buses are not available on the fixed route service which serves the trip they are making. This does not apply in the Lynx service area since the Lynx fixed route bus is equipped with wheelchair lifts or ramps.
3. A person with specific impairment related conditions that, when combined with architectural and/or environmental barriers, makes it impossible for the person to travel to a bus stop or from a bus stop to their final destination.

- **Conditional** – An individual with conditional eligibility is one who is approved for paratransit service for some trips or under certain circumstances/conditions.
- **Independent** – An applicant who is assessed as “independent” is deemed not eligible for paratransit service. However, under certain circumstances, an applicant assessed as independent may be eligible for paratransit service based on the requirements and regulations of the program that is sponsoring their trip.

All applicants will be notified of their eligibility status after the assessment is completed.

Application Policies and Procedures

Within twenty-one (21) days of receiving a completed application, the ADA application will be processed and LANTA will inform the applicant of their eligibility determination. Please note that an application is only considered complete when all information is provided, any omission renders an application incomplete. Incomplete applications will be returned to the applicant for proper completion.

If an application is approved, the rider will receive a letter providing the following information:

1. Name of the eligible individual and their unique ID number;
2. Assessment determination;
3. Expiration date of eligibility;
4. Conditions – including the use of a Personal Care Attendant (PCA);
5. CCCT Ride Guide; and
6. CCCT telephone number.

If eligibility is denied, the applicant will receive a letter explaining the reason or reasons for the denial. Also included will be instructions on filing an appeal.

If CCCT has not made a determination of eligibility within twenty-one (21) days following the receipt of a completed application, the applicant will be treated as eligible and provided service until and unless the applicant is determined to be ineligible for paratransit service.

Recertification

All CCCT paratransit riders may be required to recertify at reasonable intervals – usually every three years. A recertification packet will be mailed to you well in advance to allow maximum time for the process. In some cases, you may be asked to fill out and submit a new application.

Non-Eligibility Appeal Process

Because ADA paratransit eligibility is established as a civil right, there is a special obligation to ensure that “due process” is observed. Therefore, every application for eligibility will be processed by CCCT staff who will make the initial determination. If the decision is made to deny eligibility, a letter of denial is sent to the applicant. This letter will include the reason(s) for denial and the procedure which may be used to appeal the decision. An applicant or rider who wishes to appeal a decision of non-eligibility has sixty (60) days from the postmark date of the denial letter to make a written request to the CCCT Program Manager at 1060 Lehigh Street, Allentown, PA 18103. CCCT will respond within thirty (30) days of the receipt of the applicant’s appeal letter.

If the applicant or rider does not agree with the decision of the appeal, they may pursue an administrative appeal. An applicant has thirty (30) days from the postmark date of the letter informing of the decision of the initial appeal to request an administrative appeal. Requests for administrative appeals should be sent to Executive Director, LANTA, 1060 Lehigh Street, Allentown, PA 18103. The administrative appeals process will include a hearing where the applicant or rider can be heard and present information and arguments. The Appeals Board conducting this hearing will be made up of three (3) persons not involved in the initial eligibility determination. This will include the LANTA Executive Director (or designate), the other two members could be from an advocacy group, Carbon County Human Services or a social service agency. Preferably as least one person from the community will be knowledgeable of the disability in question and, if possible, ADA guidelines.

The applicant or rider may also pursue an option to request that the matter be reconsidered on the basis of

documentation from the rider's medical professional that the rider's condition has worsened since the date of the in person interview and evaluation.

The Appeals Board decision shall be issued to the individual in the appropriate accessible format and shall include reasons for the decision.

CCCT will not provide paratransit service to applicants who are pursuing an appeal. However, if the Appeals Board has not made a decision within thirty (30) days after the hearing, paratransit service will be provided. This temporary service will continue until a decision on the appeal is reached.

Important Points Regarding Eligibility Determinations

- CCCT is a limited, special transportation service. Sponsoring programs usually require that the lowest cost transportation mode be selected for riders as long as they are able to use it.
- CCCT eligibility does not include persons who find it uncomfortable or difficult to get to and from bus stops or to ride a bus.
- ADA Paratransit or PwD eligibility is a transportation decision, not a medical one. A doctor's letter certifying a disability is not the criteria for riding CCCT Shared Ride Paratransit. CCCT alone will determine paratransit eligibility based on information provided through the medical certification section of the application.

Scheduling Your Trip

To schedule your trip, call the CCCT reservation center at 570-669-6380. Service is available during the hours listed under Service Hours.

When scheduling a CCCT paratransit trip, the caller must be able to provide the following information: the rider's name; the rider's CCCT ID number; trip date and appointment time; pick-up address; destination address; number of guests (companions), if any; accompanying Personal Care Attendant (PCA), if applicable; and, if a return trip is desired, the return time.

Same day reservations are not permitted on CCCT paratransit. Riders may make ride reservations up to fourteen (14) days in advance and no later than 4:30 PM the day before their desired date of travel. CCCT does not provide same day service but does provide some allowance for 'urgent care' under the MATP.

A trip is defined as beginning at a pick-up location and ending at a destination location. A caller may make reservations for several trips for a rider during the same telephone call. The rider may also set up a 'subscription' reservation to eliminate the need to call for a routine trip. There are no 'wait-lists' for travel times, trips are only scheduled for trip times that are available at the time of the reservation.

Scheduling Tips

When making travel plans, please remember that service is based on availability. CCCT may not always be able to accommodate the rider at the exact time that you desire to travel. Also, trips scheduled for the CCCT paratransit system are not prioritized based on the purpose of the trip.

To improve the chances of service being available, try to schedule medical or other appointments for after 9:00 AM and before 2:00 PM.

Also, to avoid arriving at an appointment location before the location opens, or having to wait outside after a location closes, riders should try to not schedule themselves for the earliest or latest daily appointment times scheduled at that office.

Please be aware that CCCT service is not an extension of any type of custodial or other care service. Riders will not be scheduled to stay on vans for periods longer than necessary to accommodate custodial care needs. CCCT cannot guarantee that riders will not be left unattended. If a rider cannot be left unattended, caregivers of the rider should make necessary arrangements.

A subscription is a trip or series of trips that are booked to continue on a repetitive basis without the rider having to call frequently to arrange service. For example, a rider may travel three times a week for medical treatment so he/she schedules that trip in advance and it repeats until the rider calls to cancel it. Similarly, a work commute schedule would include daily service.

Cancelling a Scheduled CCCT Trip

If a rider has scheduled a trip and their plans change, we would appreciate it if we are informed. Please call the CCCT reservation center at 570-669-6380 to report any change. If a rider calls to cancel their reservation less than two (2) hours prior to the scheduled pick up time, it is considered a no-show. If a rider calls to cancel their reservation less than four (4) hours prior to the scheduled pick up time, it is considered a late cancellation.

Making Your Trip on CCCT Paratransit

This section provides information on what the rider will need to know regarding their trip.

Pick Up and Drop Off Procedures

CCCT is a 'door-to-door' service which means drivers will accompany riders to and from the front/main doors of the origins and destinations if requested. In some instances, a different door may be designated as the pick-up location for safety or operational reasons. CCCT vehicles will pull into apartment complex areas, parking lots, or behind commercial buildings if the van can be safely maneuvered and the wheelchair lift deployed. Under no circumstances is a driver permitted to go 'through the door' on either a pick-up or a drop-off.

CCCT requires riders to clear a path from their door to the van. It is required that this path be free of ice and snow accumulation or other barriers and wide enough of an area to permit the deployment of a wheelchair lift if necessary. Pets and other animals (except service animals) must be secured or CCCT personnel will not leave the van or open the van doors on the property.

When scheduling a trip, the rider will be provided an estimated pick up time. That time may change prior to travel. On the night prior to the scheduled trip, the rider will receive a confirmation phone call which will provide the scheduled pick-up time.

The driver may arrive up to fifteen (15) minutes before or fifteen (15) minutes after a scheduled pick up time. This is referred to as the "pick-up window". Riders should be ready fifteen (15) minutes before the scheduled pick up time, and watch for the van to arrive. A pick-up is considered "on-time" if the van arrives within fifteen (15) minutes before or fifteen (15) minutes after the scheduled time provided to the rider. Riders should have their tickets ready to provide to the driver upon boarding.

Riders should watch for the van and meet the driver at the front/main door of the residence or facility. In some instances, a different door may be designated as the pick-up location for safety or operational reasons. The pick-up location will be provided to you when you make your reservation. The driver is not permitted to leave the van out of sight. Due to these circumstances, drivers may not be able to come to the door at a pick-up location. In an instance where the driver cannot come to the door, riders are responsible to watch for the van and make their way to the driver who will wait at a location where he/she can keep the van in sight. If

you are being picked up at a facility with multiple doors, please make note of the designated pick up location for your trip.

The driver will wait for no more than five (5) minutes at a pickup location after arriving within the pick-up window. If the rider is outside, is in view of the van and is making their way to the van, the driver will wait until the rider is boarded. If the rider is not outside and making their way to the van within five (5) minutes, the van will leave. This will be recorded as a no-show. In these instances, riders should call 610-253-8333 to arrange for a new pick up time. The new pick up time will be based on vehicle availability. Riders should be aware that if they have scheduled a round trip and a no-show is recorded for the first leg of the round trip, the second leg, or return trip, will also be cancelled.

If a van arrives before the pick-up window, please board the van if you are ready. The driver will wait for the rider to a time that is five (5) minutes into the pick-up window. If, at that time, the rider is not outside, in plain view of the van and making their way to the van, the driver will leave the pick-up location.

Driver Assistance

If assistance is requested, the driver will walk alongside the rider between the location door and the van and will extend their forearm to serve the purpose of a guide rail for the rider. Drivers will only assist ambulatory riders with ascending or descending a maximum of three (3) steps. When transporting riders in wheelchairs, drivers are only permitted to negotiate one (1) step at the pick-up and drop-off locations and only if reasonably able. Drivers are not permitted to lift or take extraordinary measures to move riders to the van. Drivers will not assist any riders into or out of their house or any other facility. If the rider requires more assistance than what is described here, the rider must make appropriate arrangements on their own.

The driver will assist a rider with shopping bags or grocery bags. No more than three shopping bags or grocery bags will be permitted on a trip. The driver is not permitted to take articles into a rider's residence or other origin or destination location.

CCCT will not transport any rider who is too ill to sit up and be secured in their seat, or who is nauseous, vomiting, or bleeding. In such instances, the driver will first notify dispatch of the rider's condition and then, if necessary, the CCCT dispatcher will contact and advise medical services of either the rider's need for medical attention or will advise the driver that the rider must remain at the pick-up location until they are well enough to travel on the van. CCCT is NOT medical transportation. Drivers are not trained to provide any type of medical assistance to riders.

If a rider is going to be late or decides at the last minute that they do not wish to travel that day, we would appreciate it if we are informed. Please call the CCCT reservation center at 570-669-6380 to report any change. If a rider calls to cancel their reservation less than two hours prior to the scheduled pick up time, it is considered a no-show.

Trip Length

The area served by CCCT Shared Ride Paratransit is large: close to 400 square miles! Many trips are very long even when taken by car or bus. As a benchmark, the CCCT ADA Paratransit trip length standard is to schedule travel times that are equivalent to what it would take to get from an origin to a destination by the Lynx service – including transfers between buses – and the length of time to cover the distance from home to bus stop and from bus stop to the destination. CCCT establishes a standard for what is considered equivalent. For all non-ADA Paratransit trips, there are no specific regulations or requirements regarding the length of rider's trips. CCCT tries to make the rider's trip as efficient as possible so that no one is on board the vehicle for an unreasonable period of time. However, it is important to note that CCCT cannot guarantee a maximum amount of time a rider will be on the van. If a rider has circumstances under which extended trips may cause health or other issues (for example, the need to take medication at certain intervals or the inability to be in a van seat for a particular amount of time), the rider must make their own arrangements to address these limitations.

If you have concerns about the scheduling of your trip, please call 570-669-6380 to speak to a CCCT representative.

Securement / Tie Downs / Seat Belt Use

For rider safety during travel, CCCT riders are required to use seat belts or securement devices at all times. All riders who use wheelchairs must ride in designated securement areas only. Refusal to use seat belts or the appropriate securement system will result in the suspension of service. If a particular mobility device cannot be secured by the existing securement system, CCCT Safety staff will review the situation.

Riders who use wheelchairs are strongly encouraged to use the seatbelt securements on the wheelchair during transport.

Common wheelchairs and their users can be transported by CCCT. A common wheelchair is a wheelchair that does not exceed thirty (30) inches in width, forty-eight (48) inches in length, and does not weigh more than the capacity of the wheelchair lift of the vehicle including the weight of the rider. Riders who do not

use a wheelchair are allowed to use the lift mechanism provided that the mobility aid can be physically accommodated by the vehicle and its equipment.

Riders may board with a collapsible (folding) wheelchair. Riders who are able, may transfer themselves to a seat and store the collapsible wheelchair.

Traveling with Children

If you will be traveling on a CCCT vehicle with a child age 8 or under who weighs less than 80 pounds, you must provide a child safety seat that is required for the child's size in accordance with Pennsylvania law and you must properly secure the child in the safety seat. If the rider does not provide the required child safety seat and is not prepared to secure the seat and secure the child in the seat, the child will not be transported.

Children under 12 must be accompanied by an adult while riding.

Children ages 12 -17 may travel without an accompanying adult only if it can be demonstrated that they would be able to use public transit independently which will be determined through information provided as part of the medical certification.

Children who are registered riders must pay full or sponsored fares, and all rules applying to adult riders also apply to children. There are no reduced children fares on CCCT.

Other Mobility Aids or Equipment

Riders may travel with service animals that is trained to assist the rider. Service animals include dogs or other animals that have been specifically trained to detect needs and provide assistance to the handler. The rider should inform the reservation agent that they are traveling with a service animal when they make their trip reservation.

While all trained service animals are welcome to accompany their handler, it is expected that handlers will keep their service animals under complete control at all times and ensure that trained service animals will pose no threat to drivers, or other passengers and service animals on board. Should a service animal evidence aggressive or other inappropriate behavior, CCCT reserves the right to refuse future service.

Riders may also travel with portable oxygen or other equipment, provided that the equipment does not violate rules concerning transportation of hazardous materials. Oxygen tanks must be secured. Under no circumstances will 'large' oxygen tanks be transported on CCCT vehicles. The rider must be able to transport the oxygen tank without assistance from the driver. Riders must provide their own oxygen supply sufficient for the duration of the trip. Please note: occasionally there are delays in service due to a variety of reasons. Riders should consider bringing a spare portable oxygen tank.

Guests (Companions)

Riders who are ADA paratransit eligible will be allowed to travel with at least one guest (companion), such as a friend or relative. The fare for the companion will be the same as the fare for the ADA paratransit eligible rider.

Additional ADA guests accompanying the rider will be allowed on a space available basis only and will be charged the discounted co-pay fare.

Please note that CCCT requires that the rider reserve a space for the companion when the rider reserves their own ride. The companion must have the same trip origin and destination as the rider.

Personal Care Attendant (PCA) – Escort

A Personal Care Attendant (PCA) is someone designated or employed specifically to assist the paratransit eligible rider in meeting their needs. CCCT recognizes a PCA as a mobility aid to the eligible rider.

CCCT does not provide personal care attendants (PCAs). If you require a PCA, you must provide your own.

A PCA must be aged 12 or older. The PCA must have the same trip origin and destination as the rider. In addition, CCCT requires that space for the PCA must be reserved at the same time that the rider reserves their trip. No fare is charged for a PCA.

Through the eligibility process, it will be determined whether or not a rider requires a PCA.

Traveling with Animals

Riders may travel with a service animal that is trained to assist the rider. Service animals include dogs or other animals that have been specifically trained to detect needs and provide assistance to the rider. The rider should inform the reservation agent that they are traveling with a service animal when they make their trip reservation.

While all trained service animals are welcome to accompany their handler, it is expected that handlers will keep their service animals under complete control at all times and ensure that trained service animals will pose no threat to drivers, or other passengers and service animals on board. Should a service animal evidence aggressive or other inappropriate behavior, CCCT reserves the right to refuse future service.

Any animal other than a trained service animal cannot be transported unless it is secured in a carrier. The rider should inform the reservation agent that they will be traveling with a secured animal.

No-Shows and Late Cancellations

A “no-show” is recorded when a rider books a trip and when the van arrives, the rider is not available for travel or declines service. The van driver will wait no more than 5 minutes after arriving at a pick-up location within the pick-up window. If the rider is outside, is in view of the van and is making their way to the van, the driver will wait until the rider is boarded. If the rider is not outside and making their way to the van within five (5) minutes, the van will leave. This will be recorded as a no-show.

A “no show” is also recorded when a rider cancels a trip within two (2) hours of the scheduled pick up time. A “late cancellation” is recorded when a trip is cancelled within four (4) hours of the scheduled pick up time. Trips can be cancelled by calling the CCCT reservation center at 570-669-6380.

No-shows do not include trips that are missed for reasons that are beyond the rider’s control, for instance; scheduling problems, late pick-ups, and other operational problems. If a van has not arrived within 30 minutes of the scheduled pick up time and the rider is no longer available for travel, a no-show will not be recorded.

If a van arrives before the pick-up window, please board the van if you are ready. The driver will wait for the rider to a time that is five minutes into the pick-up window. If, at that time, the rider is not outside, in plain

view of the van and making their way to the van, the driver will leave the pick-up location. That will be recorded as a no-show. If the van leaves prior to five (5) minutes into the pick-up window, a no-show will not be recorded.

No-shows and late cancellations can result in disruptions to the service for other riders. Riders should make every attempt to avoid no-shows and late cancellations.

CCCT has a no-show and late cancellation policy which includes progressive consequences for continued no-shows or late cancellations. Continued infractions can lead to suspension of service. CCCT will take the following actions in response to repeated rider no-shows:

At least one (1) no-show in a 12 month period – CCCT will send the rider a warning letter listing the no-show date(s) and a copy of the no-show policy.

At least two (2) no-shows in a 12 month period – CCCT will send the rider a warning letter listing the no-show dates and informing the rider that if another no-show occurs in the twelve (12) month period, a 14 day suspension will be issued. Also, if no-show trips are for a subscription reservation, the subscription will be stopped for six (6) months and the rider will need to call and reserve each individual trip.

At least three (3) no-shows in a 12 month period – CCCT will send a letter to the rider listing the no-show dates and informing them of a fourteen (14) day suspension of their CCCT service and, if applicable, the stoppage of their subscription for six (6) months. The letter will also include the suspension start and end dates as well as the date service may resume. Any suspension will go into effect ten (10) calendar days from the date of the letter. If the rider had a subscription reservation, after the fourteen (14) day suspension, and for the next six (6) months, they will need to call and reserve each individual trip they plan to make.

At least four (4) no-shows in a 12 month period – CCCT will send a letter listing the no-show dates and informing the rider of a thirty (30) day suspension of their CCCT service. The letter will also include the suspension start and end dates as well as the date service may resume. Any suspension will go into effect ten (10) calendar days from the date of the letter. Also, if the no-show trips are for a subscription reservation, the subscription will be cancelled. If the subscription is cancelled, a new one may be requested but not until 6 months after the suspension ends.

At least five (5) no-shows in a 12 month period – CCCT will send a letter listing the no-show dates and informing the rider of a ninety (90) day suspension of their CCCT service. The letter will also include the suspension start and end dates as well as the date service may resume. Any suspension will go into

effect ten (10) calendar days from the date of the letter.

A rider who contests a suspension or termination of paratransit service may appeal the decision through the Suspension of Service Appeal Process.

Rider Behavior

Neither profanity nor abusive language/conduct is acceptable on CCCT vehicles, or when communicating with any representative of CCCT.

Weapons will not be allowed on CCCT vehicles.

Riders must use headphones when listening to any type of audio from electronic devices.

Eating or drinking is not allowed on CCCT vehicles. Medical exceptions may be made with appropriate documentation from a physician.

Smoking is not permitted on CCCT vehicles.

Service will be suspended or refused to riders who engage in violent, seriously disruptive or illegal conduct that affects the safety of the rider, the driver or fellow riders. The severity of the incident will determine whether a rider is suspended temporarily or permanently. For example, a rider whose behavior threatens or has threatened the safety of CCCT personnel or other riders may be refused service (permanent revocation of eligibility). Any rider whose service is suspended or terminated will receive a letter notifying them of the suspension or termination and the effective dates of the suspension or termination. A rider who contests a suspension or termination of paratransit service may appeal the decision through the Suspension of Service Appeal Process.

Suspension of Service Appeal

Anytime CCCT suspends or terminates a rider's service, that rider has the right to appeal CCCT's decision. To file an appeal, the rider must submit a letter to the CCCT Program Manager, LANTA, 1060 Lehigh Street, Allentown, PA 18103. The appeal must seek to refute the basis for which CCCT has made the decision; for

example, if a rider can show that they did not no-show on one or more of the dates listed in the letter from CCCT informing them that they are being suspended due to excessive no-shows. A hardship caused by the termination or suspension is not grounds for appeal.

Letters of appeal must be postmarked within five days of the letter informing the rider of the suspension/termination. Depending upon the situation, CCCT may choose to delay the suspension or termination while processing the appeal.

Emergencies and Inclement Weather

Fortunately, CCCT's safety record is excellent so you should feel very safe while riding. However, in the unlikely event that you are a rider on board a van that is involved in an accident, please remain calm and follow the van driver's instructions. Evacuate the van quickly when asked to do so. You might also be asked to provide information as a witness and we do ask for your cooperation. If there are injuries, emergency services will be contacted.

CCCT paratransit services are often curtailed or cancelled due to inclement weather. The best way to find information about service disruptions is at <http://carbontransit.com/>

When there is ice and snow, we require riders to clear a path from their door to the van. It is required that this path be free of ice and snow accumulation and wide enough of an area to permit the deployment of a wheelchair lift if necessary.

Submitting Suggestion, Complaints, Inquiries about CCCT

If you have a suggestion or a comment about our services, please call 610-432-3200. You may also e-mail CCCTinfo@lantabus-pa.gov or write to: CCCT Program Manager, 1060 Lehigh St, Allentown, PA 18103.

If you are submitting a complaint or comment about a particular trip, specific details help CCCT address your issue. Please include the following information when calling or writing:

- Name, address and telephone number;
- Day and time of experience;
- Vehicle number and/or driver's name, if applicable;

- Reservation Agent's name, if concerning a telephone conversation; and
- Explanation of incident, suggestion or comment.

If you are on a CCCT vehicle or are waiting at home or at your destination for service and need immediate assistance regarding your trip, call the CCCT reservation center directly at 570-669-6380.