

ADA PAX Pass-Up Form

Note to Operator: You are required to return the original copy to the Division Supervisor and give the carbon copy to the ADA pax.

Date:	Employee #:	Division:
Route #:	Block #:	Vehicle #:
Location on:		At/Near/Between:
Reason for ADA PAX Pass-Up: <input type="checkbox"/> Securement area full, ADA PAX? Y / N <input type="checkbox"/> Mechanical issue <input type="checkbox"/> Other, explain:		
Start Time of Incident:		Time Dispatch Cleared:
Did you get out of the seat and request that passengers move from the securement area? Y / N If "No," please explain:		
How was Dispatch notified? <input type="checkbox"/> ADA Pax Pass-Up <input type="checkbox"/> Other, explain:		
Dispatcher's response? <input type="checkbox"/> Next bus due in ____ minutes. <input type="checkbox"/> Alternate transportation will be provided. <input type="checkbox"/> Offer courtesy transfer, pax accepted transfer? Y / N		
Did you relay dispatch's response to the ADA pax? Y / N		

SEE EXAMPLE OF COMPLETED FORM BELOW

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Date: <i>March 22, 2013</i>	Employee #: <i>23456</i>	Division: <i>Platte</i>
Route #: <i>16</i>	Block #: <i>2</i>	Vehicle #: <i>9105</i>
Location on: <i>Colfax Ave</i>		At/Near/Between: <i>Broadway</i>
Reason for ADA PAX Pass-Up: <input checked="" type="checkbox"/> Securement area full, ADA PAX? (Y) / N <input type="checkbox"/> Mechanical issue <input type="checkbox"/> Other, explain:		
Start Time of Incident: <i>2:55pm</i>		Time Dispatch Cleared: <i>3:05pm</i>
Did you get out of the seat and request that passengers move from the securement area? (Y) / N If "No," please explain:		
How was Dispatch notified? <input type="checkbox"/> ADA Pax Pass-Up <input checked="" type="checkbox"/> Other, explain: <i>Radio was in fall back, I used my cell phone.</i>		
Dispatcher's response? <input checked="" type="checkbox"/> Next bus due in <u><i>15</i></u> minutes. <input type="checkbox"/> Alternate transportation will be provided. <input checked="" type="checkbox"/> Offer courtesy transfer, pax accepted transfer? Y / (N)		
Did you relay dispatch's response to the ADA pax? (Y) / N		