

Williams Lake Transit

# handyDART User Guide



## Welcome to Williams Lake Transit handyDART

handyDART is accessible, door-to-door shared transit service for people with permanent or temporary disabilities that prevent them from using fixed-route transit without assistance from another person. handyDART picks you up at your accessible door and drops you off at the accessible door of your destination.

City of Williams Lake



Williams Lake Transit offers two types of accessible transit service:

- Fixed route
- handyDART

**Fixed route service** includes either low floor buses with ramps or lift-equipped buses on fixed routes and schedules.

Many handyDART customers use a combination of fixed-route and handyDART services depending on their travel needs and destination. Attendants travel free on fixed-route service when you show your handyPASS. Courtesy Seating on fixed route buses accommodates scooters, wheelchairs and other mobility aids. If you need more information about using fixed-route service, including the use of a mobility aid, contact your local transit office.

This **handyDART** information will help customers, caregivers and family members become familiar with accessible transit services, offer travelling tips, safety information and answers to frequently asked questions.



## handyDART Booking Information

When you book a trip, please have this information ready:

- Your name
- The day, date and time you need to travel
- Identify if you have an attendant or companion or an assistance animal
- Your pick-up address – street name and number
- Your drop-off address – street name and number and phone number if available
- Your appointment time
- Any special instructions (e.g., side door)
- Type of mobility aid you will be using (wheelchair, walker, etc.)

### When Your Ride Comes

When you book a trip, you will be given a 20-30 minute pick-up window.

You should be ready at the first accessible door of your pick-up location at the beginning of your pick-up window.

Example: For a 9:00 a.m. pick-up, the pick-up window is 8:45 a.m - 9:15 a.m. Therefore, you should be ready at 8:45 a.m.

handyDART may send a taxi rather than a handyDART vehicle. If this happens, you pay a regular handyDART fare. You are not required to pay the fare on the meter nor tip the driver.

### Customer Responsibilities

You are expected to do the following:

- Ask for the assistance you require from the driver, e.g., to take your arm or push your wheelchair
- Be at the pick-up location at the start of your pick-up window
- Carry your own parcels – a maximum of two parcels carried on your lap
- Cancel trips a **minimum** of two hours ahead of pick-up time



## **Cancelling a Trip**

handyDART resources are limited and always in demand. If you must cancel a trip, it is important that you call the handyDART office as soon as you can. By cancelling as far in advance as possible, you help us improve service to all our passengers.

## **Types of Trips**

### **Subscription Trips**

Subscription trips are scheduled once a week or more at the same location and time for an extended period. An example would be a biweekly physical therapy appointment. To request this service, you must contact handyDART to check availability. Subscription trips are cancelled on holidays.

### **Reservation trips**

Reservation trips are one time or occasional trips. These trips are scheduled on a first-to-call basis. You need to book a trip in advance of the date required but no more than 14 days in advance.

# handyDART Safety

## Driver Assistance

### The driver will:

- assist you on and off the vehicle by the stairs or on the lift or ramp
- secure CSA-approved car seats, wheelchairs, walkers and scooters in the vehicle
- assist you with your seat belt
- assist you to and from accessible entrance doors

### The driver will not:

- search a building or other areas for you
- maneuver wheelchairs on stairs or unsafe ramps
- carry parcels for you
- search you or your bag for your fare

## Wheelchair, Scooter and Mobility Aid Guidelines

handyDART vehicles have a side ramp or a rear lift that can accommodate most wheelchairs or scooters. Your wheelchair or scooter must meet size, weight and safety guidelines. Your mobility aid should not exceed 2 feet by 4 feet (24" by 48" or 60.96 cm by 121.92 cm) or 800 lbs (362 kg). Larger sizes may be accommodated with prior approval. Contact handyDART or see the Mobility Aid Guide online.

## Using the Lift or Ramp

All customers using wheelchairs or scooters will use the lift or ramp to get on and off the handyDART vehicle. Ambulatory customers may be able to use the lift if needed. In some cases the bus seat layout or the securement of passengers using wheelchairs or scooters may prohibit ambulatory customers from using the lift.

## **Assistance Animal**

Assistance animals that are certified are allowed on public transit at all times. If you're using an assistance animal while travelling on one of BC Transit's services, the animal must wear its harness or leash. You may be asked to produce your Guide Animal Certificate.

## **Transporting Children**

An adult must accompany children under the age of six. Children less than 18 kg (40 lbs) must be carried in a CSA-approved car seat, supplied by the accompanying adult.



## **handyPASS**

To access Taxi Saver vouchers, customers must first get a handyPASS. Refer to Form H2: handyPASS Photo Specifications.

Show your handyPASS when travelling on the fixed-route bus to allow your attendant to ride free.

## Taxi Saver

When handyDART cannot accommodate your travel needs, you can use Taxi Saver vouchers for one-time trips within city limits. A limited quantity of Taxi Saver vouchers are available to permanently registered handyDART riders only. They provide a 50% subsidy towards the cost of taxi rides. You will need to have a permanent handyPASS to use the vouchers.

### Booking a Taxi Saver Trip

To book a Taxi Saver trip, call your local area taxi company directly. Be sure to confirm that the taxi company accepts Taxi Saver vouchers. When you call to book your taxi, tell the dispatcher if you need a wheelchair-accessible vehicle.

### How to Use the Vouchers

1. When you reach your destination, present your handyPASS to the driver.
2. Use your Taxi Saver vouchers to pay the dollar amount of the taxi meter fare.
3. Use cash to pay anything that is not a whole dollar amount (for example, if the taxi fare is \$5.80, you would pay \$5.00 using vouchers and 80¢ in change).

### Rules

1. Taxi drivers cannot make change for Taxi Saver vouchers.
2. You may not use vouchers as tips.
3. Taxi Saver vouchers are not transferable to other individuals or transit systems.

### Taxi Service Commendations or Complaints

If you have a compliment or complaint about the service you received when using Taxi Saver vouchers, please contact the manager of the taxi company that served you. Please have the name of the taxi company, the day and time of the trip, and the trip destination.



## Policies and Guidelines

### **'No Show' or a 'Late Cancellation'**

If handyDART arrives during the pick-up window and you are not there, the driver will not wait. Your file will indicate a 'No Show' and other trips booked that day will be cancelled automatically. If you need these trips, contact the handyDART office immediately.

A 'Late Cancellation' occurs when you cancel a trip within two hours of your scheduled pick-up. It is very difficult to offer trips to other customers with short notice.

### **Service Restriction Penalty**

For handyDART riders who have three (3) unexplained no-shows or late cancellations within 30 days, there will be a two (2) week service suspension imposed.

Subscription riders who have three (3) unexplained no-shows or late cancellations within 30 days will also lose their subscription trip status. They will only be permitted to book one-off trips after their suspension period has ended.

Note: handyDART riders will be notified after 24 hours via telephone and/or mail each time a no-show or late cancellation occurs.

### **Appeal Process**

Incidents will not be counted as a no-show or late cancellation where the customer has called with a valid reason (something beyond the customer's control), within 24 hours.

### **Behaviour Guidelines**

In order to ensure excellent service for all passengers, handyDART reserves the right to require a customer travels with an attendant or to suspend service for any customer who consistently does not meet handyDART guidelines or for inappropriate behaviour.



## Frequently Asked Questions

### **May I use the fixed-route bus and handyDART for different trips?**

We encourage you to use the transit service that best meets your travel needs. Sometimes you may be able to use the fixed-route bus for a trip, while for other trips you may need the extra assistance of handyDART.

If you are not familiar with using the bus, call your local transit service for more information.

### **May I bring an attendant?**

If additional assistance is required handyDART customers may travel with an attendant.

Please let your transit operator know if the person travelling with you is your attendant.

Attendants travel free and must board and exit at the same stop as the customer requiring assistance. An attendant can not be a registered handyDART customer.

Your driver will ensure that the securements are properly fastened. Attendants do not need to help load and secure mobility aids on the handyDART bus (this is required on conventional transit).



### **May I travel with a companion(s)?**

You may travel with family members and friends on handyDART, space permitting. A companion is a person who travels with you as a friend and is not required for your assistance. All companions pay full fare. You must let the dispatcher know that you wish to travel with a companion when you book your trip.

### **How are an attendant and a companion different?**

An attendant is a person who travels with you because you need their assistance to travel. An attendant is responsible for your care and assistance during the entire trip. Customers requiring an attendant must notify handyDART at the time the trip reservation is made. Attendants are not required to pay a fare. An attendant cannot be a registered handyDART customer.

### **May I bring a pet on board?**

Only small fur-bearing and feathered pets contained in secure, clean, hand-held cages are permitted on the bus. Cages (hard and soft shell) must be small enough to fit on your lap. If your pet poses a health or safety risk, if it misbehaves, or if the bus is full, the driver reserves the right not to allow the pet on board.

### **Can I bring parcels and bags on handyDART?**

You may bring two parcels with you but these must be held on your lap. If you are going to the airport you can bring luggage. Just tell the customer service agent when you book the trip to ensure that space is available.

## **Can I book trips for a group of customers?**

Group trips can be arranged and provided for handyDART customers, their attendants and companions if space is available. To arrange for a group trip, call your local handyDART office to speak to a customer service agent. Trips can only be provided if space is available.

## **How do I make a commendation or complaint about handyDART service?**

We appreciate your feedback on our service. For complaints or commendations, call your local municipality or regional district – visit [www.bctransit.com](http://www.bctransit.com) for contact information or ask the office.



## Service Information

### Booking a Trip 250-398-7812

#### Service Hours

Monday to Friday	8:00 a.m. – 5:00 p.m.
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Saturday	10:00 a.m. – 4:00 p.m.
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Sunday and holidays	No Service
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#### Office Hours

Monday to Friday	8:30 a.m. – 3:30 p.m.
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You can call to book your trips anytime during office hours.

## Fares

Visit [www.bctransit.com](http://www.bctransit.com) or phone the handyDART office for information on fares.

When you call BC Transit, the information being collected and/or recorded is for the purposes of providing custom transit service and will only be used for the purposes of safety and travel. It is being collected under the authority of the *BC Transit Act* and is subject to the *Freedom of Information and Protection of Privacy Act*. If you would like further information around the collection of this information, please contact the Freedom of Information Department at BC Transit at 250-385-2551.

[www.bctransit.com](http://www.bctransit.com)