



Access Transit Application Form

JUNE 2023



SaskatoonTransit.ca/Access

GENERAL INFORMATION

Access Transit is a specialized public transportation service that provides on-demand trips for individuals with temporary or permanent disabilities who cannot take fixed-route¹ transit due to physical or cognitive limitations. Access Transit operates seven days a week, including stat holidays, and has a fleet of lift-equipped buses that provide trips within the city limits of Saskatoon. Access Transit provides a crucial service to individuals with disabilities in Saskatoon and aims to provide efficient customer service while also maintaining policies that ensure fair use of their services.

Details:

- Trips are booked up to three days in advance.
- Riders pay the same fare using the same fare payment options as fixed-route transit.
- Many Access Transit customers find using both fixed-route and Access services together to be very convenient to their lifestyle.
- Access drivers provide assistance from accessible door to accessible door.
- Drivers will assist customers up or down no more than one step, provided it is safe to do so.
- Access transit is a **shared-ride service, not a taxi service**, so trips are rarely direct from one point to another.

Access Transit passengers may encounter travel times of up to 75 minutes. Fares can be paid using cash, mobile ticketing (TGo or Transit app) or Transit Go Cards which are accepted on all Saskatoon Transit vehicles.

Access Transit has a No-Show and Late Cancellation policy to curb the high number of no-shows and late-cancelled trips. Accumulation of points above a certain level will result in restricted or limited use of Access Transit.

Applicants are encouraged to use Saskatoon Transit's accessible low-floor buses. For more information about Saskatoon Transit Services, call 306-975-3100 or visit SaskatoonTransit.ca.

Please send completed application forms to:



Mail:

Access Transit
422 46th Street East
Saskatoon, SK S7K 0W9



Email:

AccessTransit@saskatoon.ca



Fax:

306-975-3572

¹ Fixed-route transit means accessible transit that runs on a specific schedule.

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APPLICATION

- The purpose of the Application Form is to ensure all passengers meet the eligibility requirements.
- Any charges incurred for completing this form or for obtaining additional information are the responsibility of the applicant.
- The completion of the application form does not guarantee eligibility.
- Only fully completed, signed applications will be considered for approval.
- Incomplete forms will be returned and you will be required to provide complete information before your application will be reviewed.
- Applications are reviewed regularly. You may be required to reapply periodically to renew eligibility.
- Please photocopy the entire completed application for your records in case the original application is not received by Access Transit.
- Please review this application with your medical professional prior to submission.

Part A: must be completed by all applicants.

Part B: must be completed and signed by a qualified health care practitioner familiar with your disability
E.g., a Licensed Physician, Physical Therapist, Occupational Therapist, Psychologist, RN/LPN, Recreational Therapist or Optometrist.

For more information, please call Access Transit at **306-975-3555** or email AccessTransit@saskatoon.ca

APPEAL PROCESS

Applications must be submitted within 30 days (about 4 and a half weeks) of decision. Applicants whose application for Access Transit service is denied will receive a follow-up letter. If you have questions about a denied application, please call 306-975-3555 during business hours. Appeals to the decision may also be made in writing to:



Secretary, Access Transit Appeals Board
City Clerk's Office
City of Saskatoon
222 3rd Avenue North
Saskatoon, SK S7K OJ5

For enquiries regarding the appeals process, please contact the Secretary of the Access Transit Appeals Board, City Clerk's Office at 306-975-3240.

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PART B: ACCESS TRANSIT EXTERNAL ASSESSMENT

To be completed by a Health Care Practitioner (Registered Nurse, Registered Nurse Practitioner, Registered Psychiatric Nurse, Licensed Practical Nurse, Occupational Therapist, Physical Therapist, Rehabilitation Therapist, Optometrist or Physician).

Access Transit is a specialized public transportation service for those with temporary or permanent disabilities who are restricted in using regular transit bus service. Access Transit is a shared-ride transportation service, not a taxi service. Although Access Transit attempts to minimize travel time, passengers may ride on the vehicle for up to 75 minutes.

Any charges incurred completing this form or obtaining additional information are the responsibility of the applicant. The completion of the assessment does not guarantee eligibility.

The purpose of this assessment is to provide sufficient information about the applicant to permit Access Transit staff to assess the applicant's eligibility for the service. Access Transit may request more information from the person completing this assessment.

- All parts of this assessment must be completed and signed by a qualified health care practitioner familiar with the applicant's disability.
- Clearly describe the applicant's ability/inability to use regular transit and under what conditions.
- Any forms that are incomplete or with responses that are unclear will be returned.
- Incomplete applications will not be processed.

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PART B: Licensed Health Care Providers
External Assessment (please print)

Applicant's Last Name: _____

Applicant's First Name: _____

1. I have read section A (applicant's section) in its entirety.

- YES NO

If no, please review with the applicant before proceeding.

2. Does the applicant use a wheelchair or scooter on a permanent basis?

- YES NO

3. What is the general nature of the applicant's injury/illness, that may impact their mobility and cause restrictions when travelling outside of their home?

4. What are the objective medical restrictions that impact the applicant’s abilities?

Walking/Mobility/ Strength/ Endurance	<i>How far? Balance? Endurance affected by cardio/pulm? Assistance with standing/sitting? Manage stairs? How many?</i>
Vision/Perception	
Memory/Cognition	<i>Any deficits that pose concern?</i>
Behaviours or Attitudes that affect travelling?	
Other Health Concerns (that may affect mobility)	<i>Diabetes, Obesity, Angina, etc.</i>

5. Are the restrictions and limitations listed above expected to change over time?
(E.g., mobility after knee surgery will improve in a few months’ time)

- YES NO

Please explain: _____

6. What is the applicant’s current treatment plan?

7. What is the expected prognosis for recovery?

- Temporary (3-6 months)
 Long Term (up to 2 years)
 Permanent (never expected to improve)

8. Do the above restrictions vary with season and/or time of day? (E.g., night, winter)

YES NO

If yes, please explain: _____

9. Does the applicant's disability or health condition PREVENT or make difficult the use of low-floor buses which are buses without stairs?

YES NO SOMETIMES

Please explain: _____

10. Does the applicant's disability or health condition PREVENT the use of fixed-route transit schedules and bus stops?

YES NO SOMETIMES

Please explain: _____

11. Is the applicant capable of learning and using fixed-route transit system, after completing the travel training?

YES NO

Please explain: _____

12. In rare circumstances a customer may have medical or behavioural issues that can affect their own safety (or safety of others on board) while the bus is travelling. A mandatory attendant² will be required as a safeguard for such customers on ALL bookings. Based on this definition, do you feel a mandatory attendant is required for this applicant?

YES NO

If yes, please explain: _____

2 An attendant must travel with the client on all trips, all the time, no exceptions. An attendant does not pay fare.

13. Can the applicant be left alone at his/her destination or home?

YES NO

If no, please explain: _____

14. Did you complete a functional ability assessment (FAE) and/or a cognitive assessment of the applicant during the appointment?

YES NO

If yes, please explain and provide the date the assessment was completed:

15. Based on the applicant's restrictions and prognosis for recovery, how long does the applicant require the services of Access Transit?

Less than 6 months Temporarily up to 2 years
 6-12 months Permanently

INDICATE WHO COMPLETED PART B

Health care practitioner completing the form for applicant.

Physician's Name (print): _____

Relationship to Applicant: _____

Specialty: _____

Address: _____

Phone: (____) _____

How long have you (or your agency) been involved with the assessment of this person's condition?

Physician's Signature: _____

Date: ____ / ____ / ____
 Y Y M M D D

This information is being collected for use by Access Transit (which included the City of Saskatoon and *independent private contractors* involved in providing paratransit services) for processing of this form, determination of eligibility for Access Transit and provision of Access Transit to successful applicants. Information collected on this form may also be used by Access Transit for statistical research or transit training purposes, or to improve service in the Access Transit program. It is protected by the privacy provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*. If you have any questions, please call 306-975-3555.