

TP01 (Transit Plus)

1. After accepting an order, the fare information will come up on the screen
2. Once the customer enters the car, greet them and verify the client ID by asking for the Transit Plus card, see that the name on the card matches the name on the order
3. Go to FORMS, put the arrow next to TP01 and press Select
4. Enter the 3-5-digit number on the Transit ID and press SEND
5. TURN THE METER ON and start the ride by only taking the customer to the drop off address on the order
6. Once at the drop off address, turn the time off on the meter and put the card in park, the client needs to pay a co-pay of \$4.00 (transit ticket or cash) and any dollar amount over \$14.60 in cash (See Transit Plus Fare Structure Sheet for help)
7. At the time the ride is over collect the money, turn off the meter

Other Info:

- As a provider of this ride, you are to go nowhere except for the **pick-up** and **drop-off** addresses on the fare screen
- If a client has no Transit Card, contact dispatch before servicing
- Transit Plus U-Pass Service, it will say UPASS on the Transit card and order. No co-pay required, cash only after \$14.60 – You must complete a voucher for all UPass rides in order to get paid for the co-pay: mark **UPASS** at the top of the voucher (You will get paid the \$4.00 co-pay through a direct deposit to your skylight card once you submit the voucher)
- A Transit Plus rider can only bring 1 adult passenger at no extra cost **if** the order says PCA (Personal Care Attendant)