



City of Gloversville

3 Frontage Rd, Gloversville, NY 12078

GLOVERSVILLE TRANSIT SYSTEM

...transportation into the future

ADA PARATRANSIT RIDER GUIDE

GLOVERSVILLE TRANSIT SYSTEM

109 W Fulton St
Gloversville, NY 12078
518-773-4528
518-7735-4563 FAX
ride-gts.com

Table of Contents

INTRODUCTION.....	1
APPLICATION PROCESS.....	1
VISITORS.....	2
SERVICE AREA.....	2
SERVICE HOURS.....	2
CONNECTING SERVICE.....	3
TRIP RESTRICTIONS.....	3
FARES.....	3
CURB-TO-CURB SERVICE.....	3
PERSONAL CARE ATTENDANTS and COMPANIONS.....	4
SERVICE ANIMALS.....	4
SCHEDULING RIDES.....	4
CANCELLATIONS.....	5
NO-SHOW POLICY.....	6
WHEELCHAIRS.....	6
DRIVER ASSISTANCE.....	7
GENERAL RIDERSHIP POLICIES.....	7
APPEALS PROCESS.....	7
COMPLAINT/GRIEVANCE PROCEDURES.....	8

INTRODUCTION

Gloversville Transit System (GTS) is the public transportation provider for the City of Gloversville as well as other parts of Fulton and Montgomery Counties. Our goal is to provide the best possible transportation service to our residents. Our vehicles are clean, safe, comfortable, and well-maintained, and our drivers are trained to serve you.

GTS is pleased to provide for the public transportation needs of area's residents and visitors, including those with disabilities. To accomplish this goal, GTS operates 2 services:

- Accessible bus service (both fixed and route-deviation routes)
- ADA paratransit

Buses on all routes are lift-equipped so they are accessible for individuals who use a wheelchair or cannot climb stairs. Our drivers receive special training in assisting people with disabilities. Drivers announce stops at key destinations and upon request to help passengers find their stops. You may travel with your respirator, concentrator, and portable oxygen. Service animals are welcome on-board buses. Our goal is to make our bus routes accessible to and convenient for everyone.

ADA paratransit provides comparable service to our bus service for individuals whose disabling conditions prevent them from riding our routes. ADA paratransit is provided according to the guidelines set forth by the Americans with Disabilities Act of 1990 (ADA) and as outlined in this guide. Persons who use this service must be certified as ADA paratransit eligible for all or some of their trip needs. The certification is valid permanently or as long as your medical provider confirms your need.

If you have any questions regarding this guide or our services, please call GTS at **(518) 773-4528**.

APPLICATION PROCESS

Any individual wishing to apply for ADA paratransit eligibility may:

- Download the application from our website, ride-gts.com
- Pick up an application at the GTS office at 109 W. Fulton St, Gloversville
- Call **(518) 773-4528** from 8:00 a.m. to 4:00 p.m., Monday through Friday, to obtain an application by mail

Part III of the application must be completed by a treating professional who is familiar with the applicant's disabling condition, and how that condition prevents the applicant from riding routes. A treating professional includes a physician, physician's assistant, nurse practitioner, chiropractor, psychiatrist or psychologist, social worker, naturopathic physician, licensed clinical behavioral health practitioner, or physical or occupational therapist.

Under the ADA, the standard for determining eligibility is not whether a disabling condition exists, but whether (or under what circumstances) the applicant's disabling condition prevents him or her from riding routes. In some cases, eligibility is established for certain circumstances only.

After both the properly completed application form AND the Verification of Eligibility have been received, a decision will be made within 21 days. If you are granted less than unconditional eligibility, the letter will state the reason for the determination.

If you are dissatisfied with your eligibility determination, you may appeal within 60 days of the date of the letter notifying you of your eligibility status. Please review the section on how to file an appeal later in this document.

VISITORS

Visitors can ride ADA paratransit. To ride either fax, email, or mail:

1. Documentation that you are already eligible for ADA paratransit (a copy of your eligibility letter or your photo ID), or
2. Documentation that you have a disability, such as a note from a treating professional, and documentation of residence, such as a utility bill.

Visitors may also apply in person at our office at 109 W Fulton St, Gloversville. When applying in person, no documentation of disability is required if the disability is apparent.

A visitor may ride the service for up to 21 days over a year, starting with the first day of travel. To continue to ride after 21 days of service are provided, you must apply for eligibility.

SERVICE AREA

ADA paratransit operates within $\frac{3}{4}$ -mile of a GTS fixed-route. All pickups and drop-offs must take place within the defined service area. We will determine whether your trip is in the ADA paratransit service area when you call to schedule a ride.

SERVICE HOURS

ADA paratransit operates the same days and hours as our fixed-routes.

Monday through Friday, depending on your location pickups start at 6:30 a.m. Trips must be completed by 5:30 p.m.

Saturdays, depending on your location pickups start as early as 9:30 a.m. Trips must be completed by as 2:30 p.m.

No service is provided on Sunday and the observance of the following holidays:

New Year's Day	President's Day	Memorial Day
Independence Day	Labor Day	Columbus Day
Veterans Day	Thanksgiving Day	Christmas Day

CONNECTING SERVICE

Utilizing GTS route-deviation service to Amsterdam, GTS connects with bus service operated by Capital District Transportation Authority (CDTA). Connecting service can be scheduled to and from common connecting/transfer points where services meet for passenger transfers. It is the responsibility of the passenger to schedule with the other agency for connecting service required to complete their trip. Pre-qualification with CDTA may be required.

Adirondack Trailways service departs Gloversville daily serving locations across New York the entire Country.

Schedule and fare information can be found at:

- **Capital District Transportation Authority (CDTA)**
(518) 482-8822
CDTA.org
- **Trailways**
(800) 858-8555
TrailwaysNY.com

TRIP RESTRICTIONS

ADA paratransit is comparable to route service. Just as with our route service, there are no trip restrictions or ranking of trips by trip purpose.

FARES

The fare is \$4 for each leg of a trip. Payment is required at the time of boarding.

Fares may be paid with cash, check or tickets. Eleven-ride tickets books are \$40. Eleven-ride ticket books may be purchased on board the bus or at the GTS offices at 109 Fulton St, Gloversville, or by calling **(518) 773-4528**.

When paying cash, please have the exact fare. GTS does not give refunds and our drivers do not make change. If a passenger does not have cash or a ticket, service will NOT be provided.

CURB-TO-CURB SERVICE

ADA paratransit is curb-to-curb service. GTS asks that passengers be ready for pickup **at the curb**. However, if you require assistance to and from the bus to the door, please let us know and the driver will assist you. The path from the door to the bus must be

accessible. Drivers will NOT assist passengers using wheelchairs up or down steps. Please arrange with someone else to assist you.

PERSONAL CARE ATTENDANTS and COMPANIONS

If you require the assistance of a personal care attendant, the attendant travels with you for free. At the time of scheduling a ride, please indicate if you will have a personal care attendant with you. Of course, the attendant must get on and get off at the same locations as you do.

At least 1 companion, more if space is available, may accompany you. Each companion will pay a fare. At the time of scheduling a ride, please indicate the number of companions who will accompany you. Of course, companions must get on and get off at the same location as you do.

A person requiring the services of a personal care attendant may also be accompanied by 1 or more companions.

SERVICE ANIMALS

Service animals are always welcome. The US Department of Transportation ADA regulations define a service animal as a dog, guide dog or other animal that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the animal must be directly related to the person's disability. The passenger must always have the service animal fully under control so as not to disrupt other passengers or the schedule. Drivers cannot and will not assume any responsibility for service animals. At the time of scheduling a ride, please indicate if a service animal will accompany you.

SCHEDULING RIDES

Rides on ADA paratransit can be scheduled the day before the trip or up to 14 days in advance. To schedule a ride, please call **(518) 773-7528**. To speak to a dispatcher, call Monday through Friday between 8:00 a.m. and 3:00 p.m. A telephone answering service is available at all other times. No requests for rides are accepted on Saturdays.

To help serve you better, we ask that you observe the following 4 tips:

1. Prepare for your call
2. Note your trip information
3. Schedule your return trip
4. Be ready to go at the scheduled time

Prepare for Your Call, please have the following information ready when you call:

- Name
- Date of travel
- Origin address
- Destination address

- Desired pickup and/or arrival time
- Whether you use a wheelchair or walker
- Info on any personal care attendant, companions, or service animal

The dispatcher will let you know your pickup and return times. GTS will make every effort to schedule your trip at the desired times. The ADA allows the ride to be scheduled up to 1 hour before or 1 hour after the requested times.

Note Your Trip Information

Please write your pickup and return times down. This will help you remember them. If you have a calendar, write the times on it.

Schedule Your Return Trip

GTS requires return trips to be scheduled. Please anticipate the latest possible time needed for their return and schedule a return trip for that time. If you are ready to return before your scheduled time, or if you will be later than your scheduled time, please call GTS immediately at **(518) 773-4528** and we will do all we can to accommodate your request.

Be Ready to Go at the Scheduled Time

Please be ready to go 15 minutes before the scheduled pickup time. GTS makes every effort to arrive as close to the scheduled pickup time as possible. However, GTS may arrive up to 15 minutes before or 15 minutes after the scheduled pickup time.

Example: If you schedule a 9:30 a.m. pickup, the vehicle may arrive between 9:15 a.m. and 9:45 a.m.

This 30-minute time period (of 15 minutes before to 15 minutes after the scheduled time) is called the pickup window.

Drivers, after arriving within the pickup window, will wait up to 5 minutes. Any passenger who is not at the scheduled pickup point and ready to go by that time, will be considered a no-show, and the driver will leave to pick up other riders. The driver will NOT return for a second attempt. The only exception will be passengers who have been detained during a medical appointment. If you know that you will be detained during a medical appointment, please call GTS at **(518) 773-4528** as soon as soon as possible. When you are ready, call GTS and we will dispatch the next available bus to pick you up.

CANCELLATIONS

If you are unable to make your scheduled ride for any reason, please call the office at **(518) 773-4528** no later than 3:00 p.m. the day before to cancel your ride. Drivers cannot make schedule changes for you. Cancellations made after 1 hour before the scheduled trip will be considered a no-show.

NO-SHOW POLICY

A no-show occurs when:

- You fail to show up for your scheduled trip
- You fail to cancel 1 hour before your scheduled trip
- You are not ready within 5 minutes of the driver's arrival during the pickup window

Riders will be suspended for no-shows if the following criteria are met during a 3-month period:

1. No-shows represent 10 percent or more of their scheduled trips, AND
2. The rider has 3 or more no-shows.

Only no-shows under your control will be counted. You will be given an opportunity to appeal the suspension before the suspension takes effect. Suspensions will be stayed during appeal.

After a second no-show, GTS will send you a warning letter. If you are suspended, GTS will notify you by registered mail of the date on which the suspension will begin. The date for the beginning of the suspension of service will be no less than 10 days from the date the letter is sent. The letter will indicate the times and dates of the no-shows that have occurred and your rights of appeal. Please see page 9 for a description of the appeals process.

The length of the suspension depends on the number of suspensions:

- First suspension: 5 days
- Second suspension: 10 days
- Third suspension: 15 days
- Fourth or higher suspension: 30 days

WHEELCHAIRS

The ADA defines a wheelchair as a mobility aid belonging to any class of 3- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered. We will make every effort to transport you and your wheelchair. However, if you and your wheelchair weigh more than what our wheelchair lifts are rated to carry or the wheelchair is too big for the lift platform, we will be unable to transport you. If it appears that the vehicle lift is strained, GTS will not be able to provide service until we have performed an evaluation. Please call GTS for an evaluation to determine whether we can accommodate your mobility device.

All wheelchairs and other mobility devices must be secured to the floor of the vehicle using the securement equipment. In the case where a mobility device is incapable of being properly secured by the securement devices, the driver will let you know and will

recommend that you transfer to a seat. In those cases, it will be up to you to decide to continue with the ride.

DRIVER ASSISTANCE

Drivers are specially trained to serve you. Drivers will:

- Deploy lifts for persons using mobility devices and those without mobility devices who cannot navigate the bus steps upon request
- Secure your wheelchair
- Assist you to and from the van to the first door of the building if requested

To ensure your safety and the safety of our drivers, drivers will NOT:

- Assist passengers using wheelchairs up or down steps or steep ramps
- Carry packages
- Dress passengers
- Search a passenger's body for the appropriate fare or ticket
- Clear pathways of ice, snow or other barriers

GENERAL RIDERSHIP POLICIES

GTS has established the following general ridership policies for ADA paratransit service. Many of the policies also apply to route service.

- If a passenger uses oxygen, the tank must be portable, i.e., the passenger must be able to carry the tank into the vehicle themselves, even if the passenger is in a wheelchair. Once on board, the portable oxygen tank must ride in a secure location, for example, in the passenger's lap, strapped to the wheelchair, in front of the passenger on the floor between seats, or on the floor behind the modesty panel.
- All passengers must wear seatbelts.
- All passengers using a wheelchair or scooter must use the restraint system that is used to secure the wheelchair or scooter to the floor of the vehicle.
- The number of packages a passenger can have along is limited to the number of packages that the passenger can carry.
- Drivers cannot accept tips.
- For safety reasons, GTS may request that passengers be accompanied by a personal care attendant.
- GTS may suspend or refuse service to any individual whose behavior and/or actions are violent, seriously disruptive, or illegal; cause a service interruption; or raise safety concerns.

Please visit our website, ride-gts.com, for additional ridership policies.

APPEALS PROCESS

You may appeal your eligibility determination or suspension from the program for violating our no-show policy. An appeal of an eligibility determination must be

submitted within 60 days of the date of the denial letter. A suspension for violating the no-show policy will be stayed during the appeal.

Your request for an appeal must be in writing. In the request either describe why you disagree with the determination or suspension or ask to present your case in person. You or a representative of your choosing may present on your behalf. A written decision will be made within 30 days the information for the appeal was received or the hearing was held.

Send appeal requests to: Gloversville Transit System
 3 Frontage Rd
 Gloversville, NY 12078

COMPLAINT/GRIEVANCE PROCEDURES

How to File an ADA Complaint:

Contact GTS by one of the means below:

Gloversville Transit System, Transit Director

3 Frontage Rd

Gloversville, NY 12078

518-773-4528 – bwarren@cityofgloversville.com

Follow the complaint process of the local transportation agency directly first. For more information on filing a complaint, contact the customer service department with the local transportation agency. If the transit agency is unable to resolve the complaint, you can file a complaint with the Federal Transit Administration Office of Civil Rights. Complaints should be filed within 180 days from the date of the incident. Download the FTA complaint form (<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/fta-civil-rights-complaint-form>) and mail it to:

Federal Transit Administration

Office of Civil Rights

Attention: Complaint Team

East Building, 5th Floor – TCR

1200 New Jersey Ave., SE

Washington, DC 20590

Include the following information with your complaint:

- Statement of events including the date(s) and time(s);
- Any supporting documentation.

You will receive a letter from the FTA that describes the findings of the investigation and any corrective action the transit agency is required to take to correct the problem. **For more information about the ADA and Public Transportation**, call an ADA specialist at 1-800-949-4232. All calls are confidential.

To file a Title VI complaint, follow the instructions on the City of Gloversville Transits Civil Rights/Title VI plan located at: <https://www.ride-gts.com/wp-content/uploads/2022/06/2018-City-of-Gloversville-Transit-Title-VI-Plan-FINAL-SIGNED-BRW.pdf>

The complaint form is located at: <https://www.ride-gts.com/wp-content/uploads/2015/09/COG-Title-VI-Complaint-Form-2018.pdf>.

To file any other type of complaint, contact GTS by one of the means below:

Gloversville Transit System, Transit Director
3 Frontage Rd
Gloversville, NY 12078
518-773-4528 – bwarren@cityofgloversville.com

Thank you for riding with GTS!