

**SWITA 2021-2022**  
**IN-TOWN TRANSPORTATION ROUTE**  
**REGISTRATION FORM**

Start Date: _____
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RIDER NAME \_\_\_\_\_ GRADE \_\_\_\_\_ SCHOOL: \_\_\_\_\_

PARENT/GUARDIAN NAME(S): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMERGENCY CONTACT 1: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMERGENCY CONTACT 2: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PICK UP LOCATION**, (address before school) \_\_\_\_\_

**DROP OFF LOCATION**, (address after school) \_\_\_\_\_

**BUS SCHEDULE:**     **ON CALL ONLY**    *\*All Schedule changes must be called or emailed into the office!*

Please fill out each day below unless your child is “on call” only. If you have special instructions, such as “drop off at Grandma’s on Wednesdays,” please indicate that along with the address and a phone number.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Riding?    Y    N	Riding?    Y    N	Riding?    Y    N	Riding?    Y    N	Riding?    Y    N
School Start Time: _____	School Start Time: _____	School Start Time: _____	School Start Time: _____	School Start Time: _____
School End Time: _____	School End Time: _____	School End Time: _____	School End Time: _____	School End Time: _____
Special instructions this day:	Special instructions this day:	Special instructions this day:	Special instructions this day:	Special instructions this day:

**LIST ANYONE OTHER THAN THOSE ABOVE ALLOWED TO PICK UP YOUR CHILD FROM THE BUS:**  
 \_\_\_\_\_

# **MASKS ARE REQUIRED ON ALL SWITA VEHICLES**

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BY FEDERAL MANDATE EFFECTIVE IMMEDIATELY MASKS THAT COVER THE MOUTH AND NOSE ARE REQUIRED ON ALL FORMS OF PUBLIC TRANSPORTATION, WHICH INCLUDES ALL TYPES OF SWITA TRANSPORTATION INCLUDING FOR MEDICAL TRIPS, TAXIS, AND SCHOOL TRANSPORTATION.

Previously, it was SWITA's policy to *request* that masks be worn. However, now masks must be worn in order to ride a SWITA vehicle. Failure to do so, aside from a few exceptions (see the next page), will be grounds for denial of service. Also, failure to properly wear the mask (not covering nose and mouth) will result in denial of service. SWITA is not required to provide riders with masks, however, if you do not have a mask and need to ride the driver may have a limited supply, but this is not guaranteed. It is the rider's responsibility to provide their own mask.

Please speak with your driver to report a problem or call  
1-866-279-4720.

SWITA drivers are also required to wear masks while transporting passengers, but they may remove them if no one else is in the vehicle.

**NO MASK = NO RIDE**

### **What constitutes a mask?**

- Mask means a material covering the nose and mouth of the wearer, face shields are not considered masks for purposes of this mandate.

### **What situations are exceptions to the rule?**

- A child under the age of 2 years;
- A person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.); and
- A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations.

*The exemption for a person with a disability is a narrow exception that includes a person with a disability who cannot wear a mask for reasons related to the disability. CDC will issue additional guidance regarding persons who cannot wear a mask under this exemption here.*

### **The CDC Order also states that the requirement to wear a mask shall not apply under the following circumstances:**

- While eating, drinking, or taking medication, for brief periods;
- While communicating with a person who is hearing impaired when the ability to see the mouth is essential for communication;
- If unconscious (for reasons other than sleeping), incapacitated, unable to be awakened, or otherwise unable to remove the mask without assistance; or
- When necessary to temporarily remove the mask to verify one's identity, such as when asked to do so by a ticket or gate agent or any law enforcement official.

*In addition, persons who are experiencing difficulty breathing or shortness of breath or are feeling winded may remove the mask temporarily until able to resume normal breathing with the mask. Persons who are vomiting should remove the mask until vomiting ceases. Persons with acute illness may remove the mask if it interferes with necessary medical care such as supplemental oxygen administered via an oxygen mask.*

**Southwest Iowa Transit Agency**  
**Rules and Regulations SWITA In-Town Transit Service**

1. Seat belts will be worn at all times while riding the bus. The rider must be able to belt themselves, or have the assistance of an aide.
2. Once the passenger is in his/her seat, they are to remain in that seat until he/she has arrived at the designated location.
3. Riders must follow posted signs and the instructions of the driver for the safety of themselves and others.
4. SWITA is not responsible for lost or stolen items. Any items turned in to SWITA and not claimed are retained for a short period of time and then donated or disposed of.
5. No violence, rude behavior, stealing, littering, vandalism, horseplay, foul language, or bullying will be tolerated. The driver may issue a verbal warning, specify assigned seating, and/or refer the incident to the SWITA office. SWITA reserves the right to suspend the riding privileges of any rider not following these rules and regulations. Severe or repeated violations may result in revocation of riding privileges. Video recordings are utilized in SWITA vehicles.
6. New riders must register at least a week prior to the start of their service as routes and pickup/drop off schedules must be modified.
7. Changes to a regular schedule or pickup/drop off locations must be made two business days prior to the change taking effect. Emergency changes or riders not riding due to illness, etc. must be called into the office as soon as possible. It is the responsibility of the rider/guardian to notify the school if applicable of any changes.
8. Alternate pick up and drop off arrangements for your passenger will be used in emergency situations only. Calling in multiple times during the week to change the pickup and drop off location changes the route and affects our other passengers' pick up and drop off times.
9. Riders are responsible for being on time. A rider not riding without contacting the office first is considered a no-show. After three no-shows, SWITA will charge the account for a ride and will discontinue stopping until notified by the guardian. **Remember** our buses are on very tight schedules and not able to wait for children who are not ready. The bus waits about 1 minute per stop.
10. All rides must be pre-paid. It is the guardian's responsibility to keep track of how many rides you prepaid for. If you provide an email address, we will notify you if your rider's account is low or out of rides. A negative balance will result in rides being suspended until payment is received in the office. You may call the office at 712-243-2518 to find out how many rides are available.
11. SWITA requires a minimum payment of two weeks of rides. For example: If your rider rides both ways 5 days a week on a \$1.50 per ride route, you would be required to put \$30 on your account.

Rider Name: \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**Yes, I have read and agree to the SWITA In-Town Transportation Rules and Regulations.**  
**By electronically submitting this form I acknowledge SWITA's Rules and Regulations.**

712-243-2518/800-842-8065 \*\* [swita@swipco.org](mailto:swita@swipco.org) \*\* [www.swipco.org](http://www.swipco.org)

*SWIPCO is an equal opportunity provider, lender, and employer.*