

## FOR OUR RIDERS WITH SPECIAL NEEDS

Our bus is equipped with a wheelchair lift. Anyone may use the lift at any time. Personal care attendants and service animals may also accompany you. Small carts or baby strollers may be loaded on the lift, but must be held onto and kept out of the aisle, or tied down by the driver. Only service animals are permitted on the bus. Portable oxygen is allowed.

Please indicate if you need to use the lift prior to your ride.

When the bus arrives to pick you up:

- > Indicate to the driver that you would like to use the wheelchair lift. If this is your first time using the lift, also let the driver know that.
- > Stay back at least 6 feet from the lift door, which is located on the side of the bus.
- > Wait for the driver to tell you when it is safe to board the lift. Then back onto the lift platform. Make sure to set your brakes.
- > Once securely on the lift, firmly grasp the handrails located on each side while the lift is in operation.

## HOLIDAYS

Seymour Parks and Recreation is closed on:

- New Year's Day\*\*\*\*\*Martin Luther King Day
- President's Day\*\*\*\*\*Good Friday
- Primary Election Day\*\*\*\*\*Memorial Day
- Juneteenth\*\*\*\*\*Fourth of July
- Labor Day\*\*\*\*\*Columbus Day
- Election Day\*\*\*\*\*Veteran's Day
- Thanksgiving Day\*\*\*\*\*Thanksgiving Day After
- Christmas Eve\*\*\*\*\*Christmas Day

**\*\*\*The City of Seymour Parks and Recreation is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of age, sex, disability, religion, or national origin, as protected by Title VI plan. For more information or to file a Reasonable Modification or Civil Rights complaint, contact Human Resources at City of Seymour at 812-522-4020.**

# SEYMOUR PARKS DEPARTMENT

## PASSENGER'S USER GUIDE



We get you where you want to go!

SERVICES FUNDED IN PART BY:  
Seymour Parks and Recreation and  
INDOT.

301-309 N. Chestnut St.  
Seymour, IN 47274  
812-569-1359 or  
812-522-6420

Increment Weather

Please turn to the city's facebook page and all other local radio stations, newspapers, and media for possible delays or closings.

Our city bus service is called Seymour Parks and Recreation Bus. What this means to you is personalized transit service within and around Seymour. Complete information is available by calling 812-522-6420. Information on our activities will be posted on Facebook, posted in City Hall, and The Seymour Community Center.

#### **HOW MUCH DOES IT COST?**

The fare for our bus ride is based off of how far we travel for each trip. Please reach out to Allycen Wheeler at 812-569-1359 or [awheeler@seymourin.org](mailto:awheeler@seymourin.org).

**SAFETY:** Seat belts must be worn at all times. All wheelchairs must be secured. Any child, riding with an adult, that is less than 4 years of age and/or less than 40 pounds, must ride in an approved car seat., provided by the adult passenger. The adult will be required to strap the car seat into the bus seat and strap the child into the car seat.

#### **HOURS**

Mondays thru Thursdays: 6:00 am to 6:00 pm

Fridays: 6:00 am to 5:00 pm

Dispatcher on duty only Mon.-Fri.: 7:00 am to 4:30 pm

**However, no calls after 4:00 pm, if scheduling rides for the following business day .**

If you call after normal office hours, we will have 24 hours to return your call on the next business day. Call back during normal office hours for immediate attention. For all after hour cancellations, please leave a message.

#### **MAKING A RESERVATION**

To be able to ride our Parks and Recreation Bus you will need to call Allycen Wheeler at 812-569-1359, or stop in at The Seymour Community Center, or City Hall. There is always sign-up sheets located at The Seymour Community Center. This is first come first serve, and our spots fill quickly for each individual trip.

#### **WAITING FOR THE BUS**

Make sure that you are ready for pickup 5 minutes before your scheduled time. **If you do not catch your scheduled ride, you will be charged for that ride anyway! You will be required to pay for this ride with \$4.00 cash or 2 tokens.** The bus will only wait 3 minutes after your scheduled pickup time, before reporting you as a no-show.

#### **CANCELING YOUR TRIP**

Please call us to cancel or change your trip as soon as you know that your schedule has changed. If you do not call to cancel your ride 10 minutes before your scheduled time , you will not be refunded!

#### **PROHIBITED ACTIVITIES**

No smoking or chewing tobacco and no open containers of alcohol are permitted on the bus.

Illegal acts, threats of acts of physical violence will not be tolerated.

Any rider who poses a "direct threat" to the health or safety of others will be denied service.

**REASONABLE ACCOMODATION:** We will make every effort to accommodate your needs as best we can.

**Policy on: Disciplinary Action/ Suspension**

**Date: May 2024**

**Purpose:** to provide direction for the application of disciplinary action and/ or suspension of difficult community members and to provide community members with an appeal process for such action.

**Policy Statement:** The actions described in the following guidelines, when displayed upon entering or socializing in the Community Center, will be considered disorderly conduct and subject to appropriate disciplinary action. The actions listed in the guidelines are not all inclusive, but a guide towards recognizing and understanding the types of actions/behaviors which will result in the denial of use of the Community Center and/or the bus at any given time. Additionally, the Community Center director is interested in providing a formal process for community members to issue an appeal in response to disciplinary action.

**Guidelines:**

1. Exhibiting dangerous/hazardous/disruptive behavior including, but not limited to the Director, bus driver, other community members. (This can include any loud, raucous, unruly, harmful, harassing, or other related behaviors)
2. Willful intimidation of the Director or other community members or other behavior that warrants alarm for the safety of other persons.
3. Violation of any federal, state, or municipal civil and criminal law.
4. Extending any object or portions of one's body through the door or window of the Community Center bus.
5. Spitting in or on the property of the Community Center and/or the bus.
6. Destroying, defacing, or otherwise damaging the property of the Community Center and/or the bus.
7. Displaying any sexual harassing behavior towards any directors, assistant directors, other city employees, and./or other community members while utilizing the Community Center. (This includes the use of explicit language. Dialogue, display of sexually graphic materials, or any other sexually harassing behaviors.)
8. Speaking of human genitalia areas in any manner.
9. Asking for money from community members and/or city employees.
10. Carrying out any act which tends to create or incite and immediate breach of peace. This includes, but is not limited to fighting, pushing, hitting, dangerous horseplay, use of foul/obscene/racist/sexually explicit language or discussion, noisy, or boisterous conduct, threats of any sort, or any other dangerous action, or actions likely to provoke a violent reaction, fear, and apprehension.
11. Throwing any object at Seymour Community Center property, Directors, Assistant Directors, City employees, or any other community member utilizing the Community Center.
12. Speaking poorly of fellow community members
13. There is to only be **one person** in the bathroom at a time. There are four gender neutral bathrooms. Two located downstairs, and two located upstairs. Once you are in the bathroom the door must be locked.