**SERVICE/SERVICE AREA**

**Harrison County Public Transit** **(HCPT)** is a demand responsive, advanced reservation, shared ride transportation service for Harrison County Residents. **HCPT** is open to the public including persons with disabilities. In addition, **HCPT** vehicles are wheelchair accessible.

Demand response transportation means that HCPT transit drivers will aid from the door of the trip origin to the door of the trip destination. This means that the driver will assist the rider when boarding and exiting the vehicle and will make sure the passenger is safely within their destination before leaving. The driver will tie down wheelchairs, secure packages, and assist with seat belts. **Seat belts must be worn at all times while riding HCPT.** If passengers require a caregiver, the HCPT office must be notified that an attendant will be riding with the passenger.

**Harrison County Public Transit** has no restrictions on the purpose or number of trips which may be taken on a time-and-space available basis. Riders are required to share the vehicle with other riders who are traveling at the same time in the same direction.

**SERVICE HOURS**

Monday through Friday 5:00 AM – 5:00 PM

**HOLIDAYS**

HCPT will adhere to the Holiday schedule set forth by the Harrison County Courthouse. Holidays are subject to change. Notice will be given in advance.

**Accessibility**

Individuals with mobility disabilities are welcome to use wheelchairs and manually powered mobility aids, i.e., walkers, crutches, canes, braces, or other similar

devices designed for use by individualswith mobility disabilities. Vehicles with wheelchair lifts will accommodate standees upon request. HCPT also transports individuals traveling with portable oxygen tanks and respirators. For safety reasons, portable oxygen tanks must be able to be secured.

**REASONABLE MODIFICATIONS**

Individuals needing a service accommodation or modification should notify the transit office of the request when making a reservation. For more information regarding the reasonable modification policy or how to file a reasonable modification complaint, please contact HCPT at (740) 942-1369. Attempts will be made to honor all reasonable modification requests.

**TRANSPORTATION OF CHILDREN**

HCPT will allow one child under the age of five (5) free transportation. Children twelve and under must be accompanied by an adult to ride on a HarrisonCountyTransit vehicle. Car seats and booster seats, for infants and children required by law to be transported, must be provided and installed by the parent or guardian.The date on the car seat cannot be past the expiration date.

**FARES (One-Way Trip)**

* Within the Village of Cadiz: $2.00
* Within Harrison County: $4.00
* Extra stops are $.50 if scheduled, $1.00 if same day
* Out-of-County: $10.00 up to 40 miles
* An additional twenty-five cents per mile (40 miles to 50 miles). Trips over 50 miles are an additional $1.00 per mile which will also include a $7.50 per hour wait time fee after the first hour.
* Extra stops are $3.00 if scheduled, $6.00 if same day.
* Same-day service – Fare doubles per one-way trip based on availability.
* One child under 5 can ride FREE with adult
* Payments made upon pick-up (exact change required)

* Aides to the elderly/disabled needing assistance - No Charge

**SERVICE ANIMALS**

HCPT welcomes service animals. Service animals must be under the constant control of its handler.

**PERSONAL CARE ATTENDANTS**

Personal care attendants traveling with a customer to provide assistance to the customer will ride free of charge. The personal care attendant must be picked up at the same location as the customer to be eligible for the free fare.



**Harrison County Public Transit**

**Phone (740) 942-1369**

 **Relay Service Dial 711 or**

**TTY (800) 750-0750**

**(For the Hearing Impaired)**

**536 North Main Street**

**Cadiz, Ohio 43907**

<https://www.harrisoncountyohio.org/public-transit>

**February 2024**

***Mission Statement:***

**HCPT’s mission is to provide safe public transportation service to area residents in a timely, courteous, and cost-effective manner**

**THIS BROCHURE IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST**

***SERVICES FUNDED IN PART BY: The Federal Transit Administration, the Ohio Department of Transportation, and Passenger Fares***

**Comments/Complaints**

HCPT welcomes comments. Please contact the Transportation Director, Nate Hercules, at (740) 942-1369 to provide a comment or complaint.

**TITLE VI**

HCPT operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI or for more information on the civil rights program, or the procedures to file a complaint, contact the HCPT Director of Transit at (740) 942-1369 (TTY 800-750-0750) or email nhercules@harrisoncountyohio.org or visit our office at 536 North Main Street, Cadiz, Ohio 43907. For more information visit our website: <https://www.harrisoncountyohio.org/public-transit>.

Complaints may be filed directly with the FTA with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

**TRIP RESERVATIONS**

Trip requests are accepted between 6:00 am and 2:00 pm on weekdays. Trip requests should be made at least 24 hours in advance. Trips over 50 miles must be scheduled at least seven (7) days in advance. Reservations are not accepted on weekends or after office hours.

To arrange a ride, contact the Harrison County Public Transit office at **740.942.1369**. Furnish your name, address of your destination, and your desired arrival time. If scheduling a return trip, provide your pickup time and returning address. Please advise the scheduler if you will require special assistance.

* Unscheduled pickup time (e.g., return trip from grocery store, beauty shop, etc.) may require longer than 30-minute wait periods.

*Shopper Shuttle* travels to New Philly, Steubenville, and St. Clairsville on the second Thursday of each month; call for more information.

**PICKUP WINDOW**

In order to avoid delays, passengers should be ready to depart at their scheduled pickup time. HCPT suggests clients be ready to be picked up fifteen (15) minutes before scheduled pick up time. Passengers should wait where they can observe the vehicle’s arrival and be seen by the driver. Passengers must have the correct fare to pay each driver.

**CANCELLATIONS AND NO SHOWS**

Passengers must be on time to avoid delays to other passengers. If a passenger fails to cancel a scheduled trip or cancels less than two hours before the scheduled pickup time, he/she will be considered a “no-show”. Persons with excessive no-shows may be subject to cancellation fees and service suspension. **Trips may be cancelled by contacting the office at 740.942.1369.** Cancellations must be received no later than two hours before the scheduled pickup time to avoid being considered a no-show.

According to the Americans with Disabilities Act, it is not discrimination for an entity to refuse to provide service to an individual with disabilities because that individual engages in violent, seriously disruptive, or illegal conduct. However, an entity shall not refuse to provide service to an individual with disabilities solely because the individual’s disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience employees or the entity or other person.

**SAFETY**

Seatbelts must be worn at all times while the vehicle is in motion. All wheelchairs and mobility devices must be secured with a 4-point securement system. Passengers must remain seated with seatbelts fastened until the vehicle has come to a complete stop.

**RIDER COURTESY RULES**

* Do not eat, drink, or smoke on any HCPT vehicle.
* Be polite and courteous to others.
* Do not expect excessive driver assistance.
* No profanity on board the transit vehicle.
* No loud music or noise during transport.
* Seatbelt must be worn.
* **Ridership privileges will be suspended immediately for the following actions:**
* Physically harming a passenger, driver, service provider staff person
* Threatening passengers or staff with bodily harm on a transit vehicle or over the telephone
* Intentionally damaging a transit vehicle or transit property in any manner
* Other actions that pose a direct health or safety threat to themselves or others
* Ridership privileges may be suspended **for a thirty (30) day period** for the following actions: (first offense will be a warning)
* Smoking on a transit vehicle
* Refusing to wear a seatbelt
* Having 20% no-shows within thirty (30) days. After thirty (30) day suspension, No-Show fees should be paid before rescheduling transportation

**Weather closings and cancellations**

HCPT reserves the right to close all or part of the service during inclement weather. Scheduled passengers will be notified of any service delays, closings, or cancellations. If you are unsure, please call our office @ 740.942.1369.

**ADA COmplaints**

HCPT operates in compliance with Title II of the ADA Act. HCPT does not discriminate on the basis of disability. If you feel you have been discriminated against on the basis of disability you may file an ADA discrimination complaint. To file a complaint contact, (740) 942-1369 (TTY 800-750-0750); email: nhercules@harrisoncountyohio.org;or visit our office at 536 North Main Street, Cadiz, Ohio 43907.

For more information: <https://www.harrisoncountyohio.org/public-transit>