



APPLICATION FOR *PARA TRANSPO SERVICE*

This form is for use by persons who wish to apply for the City of Ottawa's Para Transpo Service. Individuals with disabilities, which prevent them from being able to use OC Transpo's regular, fixed-route transit service, may be eligible to use Para Transpo's door-to-door service.

The information obtained in this certification process will only be used by Para Transpo to assess the applicant's eligibility and to provide transportation services appropriate to their needs. All information contained in this application will be kept confidential.

If you have any questions or need assistance to complete this application form, please call Para Transpo at 613-244-1289 (TDD 613-244-4833).

WHO QUALIFIES:

Persons with a disability would generally be considered eligible for Para Transpo service if by attempting to use OC Transpo's regular fixed-route transit service, their health would be severely endangered or the attempt would likely lead to bodily harm.

A person with a disability, who does not qualify for Para Transpo's door-to-door service in the summer months, may still be eligible for service during the winter.

Eligibility will be assessed using a weighted evaluation system based on the information provided in this application form and service will be provided to those who have the greatest functional need for Para Transpo's door-to-door service.

Please Note:

Para Transpo service is not a service for persons who have at times experienced difficulty in using OC Transpo's fixed-route service.

It is also not meant to replace a person's private automobile or OC Transpo's fixed-route service when the fixed-route service is limited, not operating or not convenient.

Eligibility is not based on age, income or the availability of others to travel with the applicant on regular fixed-route transit.

As you complete this application form, please keep in mind that:

You may now be able to use OC Transpo's regular transit service for at least some of your trips. Many of OC Transpo's fixed-routes use wheelchair accessible buses and have equipment (including ramps and other devices) to assist individuals with disabilities. Priority seating is available for those who have difficulty standing on a moving bus and if an attendant is required to assist you while using regular transit, your attendant travels free of charge. OC Transpo's regular transit Bus operators have all received special training on how to assist persons with disabilities. They make stop announcements at major intersections and transfer points, and other stops are announced upon request. For further information on the accessibility of OC Transpo's regular transit service, please call OC Transpo at 613-741-4390.

HOW TO APPLY FOR PARA TRANSPO SERVICE:

The City of Ottawa's Para Transpo service provides door-to-door transportation for persons with a disability who are unable to use OC Transpo's regular fixed-route bus service. Before you can use the Para Transpo service, you must:

1. Fill out Part A of this application.
2. Have your health care professional review part A and then complete Part B.
3. Return the completed application (Parts A and B) to Para Transpo.

Failure to completely fill out parts A and B of the application will delay the application process.

YOU WILL BE NOTIFIED ABOUT YOUR ELIGIBILITY

- Para Transpo will notify you of your eligibility by mail. If you have not been notified within 21 days of submitting your application, please call 613-244-1289.
- If we require additional information about how your disability affects your use of OC Transpo's regular transit fixed-route services, we may have to speak to your health care professional and/or you may be requested to come in for an interview.
- If you are denied eligibility, you will have the right to appeal. Information on the appeals process will be sent to you.

fill in the blanks as required):

1. I have an attendant with me
2. I need to travel less than an average city block
3. I receive travel training for the stops I use
4. The path is free of ice and snow
5. Other _____

7. C. I can never get to and from a regular transit bus stop. (Please explain why)

8. Check one box only:

(Regarding the use of OC Transpo's regular fixed-route service)

8. A. I can usually get on and off an OC Transpo regular transit bus.

8. B. I can get on and off an OC Transpo regular transit bus only if (circle all that apply):

1. The bus has a wheelchair lift or ramp
2. I have an attendant with me
3. Other _____

8. C. I can never get on or off an OC Transpo regular transit bus. (Please explain why)

9. Check one box only:

(Regarding OC Transpo's regular fixed-route service)

9. A. I can usually ride on an OC Transpo bus operating on a regular fixed-route.

9. B. I can ride on an OC Transpo bus operating on a regular fixed-route only if (circle all that apply):

1. I have an attendant with me
2. I have received travel training
3. Every bus on my route is accessible
4. A seat is available
5. The driver announces my stop
6. Other _____

9. C. I cannot ride on an OC Transpo bus operating on a regular fixed-route.

(please explain why)

10. Will you require a Personal Care Attendant to be with you every time you use Para Transpo? If the answer is yes, Para Transpo will only provide service when an attendant is traveling with you. However the attendant will travel free of charge.

Yes No

11. Please check the item(s) that you will usually have with you when you ride on Para Transpo?

- | | |
|---|---|
| <input type="checkbox"/> Manual wheelchair | <input type="checkbox"/> Service animal |
| <input type="checkbox"/> Powered wheelchair | <input type="checkbox"/> Cane |
| <input type="checkbox"/> Powered scooter | <input type="checkbox"/> White cane |
| <input type="checkbox"/> Walker | <input type="checkbox"/> Oxygen bottle |
| <input type="checkbox"/> Crutches | |
| <input type="checkbox"/> other _____ | |

Your answer to the above question will ensure that appropriate Para Transpo service is provided.

12. I hereby certify that to the best of my knowledge, the information given above is correct and I authorize the health care professional who has completed Part B to provide Para Transpo with additional information.

Signature of Applicant _____ Date _____

Please Note:

The REQUEST FOR PROFESSIONAL CERTIFICATION (Part B attached) must be filled out by an appropriate health care professional.

WHO CAN CERTIFY: If your disability prevents you from using OC Transpo's regular fixed-route service, one of the following health care professionals, *as appropriate to your case*, may be able to certify you as Para Transpo eligible.

- | | |
|---|--|
| <input type="checkbox"/> Physician | <input type="checkbox"/> Occupational therapist |
| <input type="checkbox"/> Physical therapist | <input type="checkbox"/> Certified psychologist |
| <input type="checkbox"/> Ophthalmologist/Optomtrist | <input type="checkbox"/> Vocational rehabilitation therapist |
| <input type="checkbox"/> Chiropractor | |

13. If you are not the applicant but have completed this application on the applicant's behalf, you must provide the following information:

Your name _____

Address _____

Daytime Phone Number (____) _____

Relationship to applicant _____

I certify that to the best of my knowledge the information given above is correct.

Signed _____

Date _____

WHEN YOU HAVE COMPLETED PART A, take or mail Parts A and B to your health care professional.

When Part B has also been completed:

Mail parts A and B to: Para Transpo Eligibility
1500 St. Laurent Blvd.
OTTAWA ON K1G 0Z8.

If dropping off in person, our offices are located at 875 Belfast Rd.

PART B: TO BE COMPLETED BY A HEALTH CARE PROFESSIONAL.

You are being asked by the Para Transpo applicant named in Part A to provide information regarding his/her ability to use OC Transpo's fixed-route transit services.

Please note that Para Transpo is not a service for persons who have at times experienced difficulty in using OC Transpo's fixed-route service.

It is also not meant to replace a person's private automobile or OC Transpo's fixed-route service when the fixed-route service is limited, not operating or not convenient.

Eligibility for Para Transpo service is not based on age, income or the availability of others to travel with the applicant on regular fixed-route transit.

Persons with a disability would generally be considered eligible for Para Transpo service if by attempting to use OC Transpo's regular fixed-route transit service, their health would be severely endangered or the attempt would likely lead to bodily harm.

A person with a disability, who does not qualify for Para Transpo's door-to-door service in the summer months, may still be eligible for service during the winter.

The information you provide will allow us to evaluate the request and to provide the appropriate service. Thank you for your cooperation in this matter.

CERTIFICATION PROCESS:

1. The applicant (or representative) has completed Part A. Please read Part A in its entirety and then complete and sign Part B.
2. Part A and B of the application must be filled out COMPLETELY or it will delay the application process.
3. If you have any questions, you may call Para Transpo at 613-244-1289.

Profession (check one)

- | | |
|---|--|
| <input type="checkbox"/> Physician | <input type="checkbox"/> Occupational therapist |
| <input type="checkbox"/> Physical therapist | <input type="checkbox"/> Certified psychologist |
| <input type="checkbox"/> Ophthalmologist/Optomtrist | <input type="checkbox"/> Vocational rehabilitation therapist |
| <input type="checkbox"/> Chiropractor | |

1. I have read Part A in its entirety. Yes No

Please describe in detail how the applicant's disability affects their ability to use OC Transpo's regular fixed-route service.

**2. It is my professional opinion that the applicant has a disability that:
(Check the one box that best explains the difficulty the applicant has in using
OC Transpo's regular transit fixed-route service.)**

- A. Makes it difficult for them to use OC Transpo's regular fixed-route service in the winter.
- B. Makes it difficult for them to use OC Transpo's regular transit fixed-route service in the summer and winter.
- C. Usually prevents them from using OC Transpo's regular fixed route service in the winter.
- D. Usually prevents them from using OC Transpo's regular fixed-route service in the summer and winter.
- E. Usually prevents them from using OC Transpo's regular fixed route service unless an attendant accompanies them.
- F. Other: (Please explain)

3. If the applicant qualifies for Para Transpo service, it is my professional opinion that they will require the service for:

- Less than 3 months (indicate length of time service is required)** _____
- 3 months** **6 months** **1 year** **3 years or more**
- Winter only (3 years or more)** **Other** _____

Signature of Health Care Professional

Date

Print Name

Street Address

City

Province

Postal Code

Telephone Number () _____

THANK YOU FOR YOUR ASSISTANCE

Please return this application (Part A and B) to the person seeking Para Transpo certification or:

Mail parts A and B to: Para Transpo Eligibility
1500 St. Laurent Blvd.
OTTAWA ON K1G 0Z8.

If dropping off in person, our offices are located at 875 Belfast Rd.

Fax to: 613-244-4329