

**PASSENGER COMMENT & COMPLAINT PROCEDURES**

COUNTYLINK is committed to being responsive to our passengers' needs. We encourage your comments and recommendations. Please address your comments to the following address:

Transdev - COUNTYLINK  
1530 W. Altorfer Drive  
Peoria, IL 61615  
Telephone: (309) 273-1430  
Fax: (309) 401-3802

Illinois Relay Service for the Hearing Impaired  
(The system is open 24 hours and is free of charge):  
TTY dial.....1-800-526-0844 or 711  
Voice user dial.....1-800-526-0857 or 711

**FARE INFO AND DAYS AND HOURS OF SERVICE**

Reservations may be made from 8:00 a.m. to 5:00 p.m., Monday - Friday

Service hours are from 5:00 a.m. to 6:00 p.m., Monday - Friday, with the final pick up time no later than 5:00 p.m.

Fares are \$6.00 per one-way trip. Exact cash payment or prepaid pass/ticket is due at time of service.

COUNTYLINK is closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

**SERVICE AREA**

COUNTYLINK service must begin or end in the rural part of the County; generally outside the Peoria City limits and the CityLink service area. Service is available in the following areas:

Brimfield, Edelstein, Edwards, Elmwood, Glasford, Hanna City, Kickapoo, Kingston Mines, Laura, Mapleton, Oak Hill, Orchard Mines, Princeville, Smithville, and Trivoli.

Service is also available in limited geographical areas of Bartonville, Chillicothe, Dunlap, Mossville, Rome, and Tuscarora. Please call CountyLink for details.

**CONNECTING SERVICES**

Connecting services in Peoria can be made by calling:

Greater Peoria Mass Transit District

CityLift – (309) 999-3667  
CityLink – (309) 676-4040

Peoria Charter Coach – Toll free: 1 (800) 448-0572 or (309) 688-9523 for service to Midway and O'Hare Airports in Chicago | Website: PeoriaCharterCoach.com

Burlington Trailways – Toll free: 1 (800) 992-4618 or (319) 753-2864 | Website: BurlingtonTrailways.com

We Care Inc. Shuttle – (309) 263-7708 | Website: WeCareOfMorton.com

COUNTYLINK reserves the right to make changes to this handbook without notice.

Upon request, service information shall be made available to the public in large print, Braille, audio tape, a computer disk, or alternative languages.



COUNTYLINK, provided by Transdev, in partnership with Rural Peoria County Public Transportation, provides transportation for people living in rural Peoria County. Anyone is eligible to ride. COUNTYLINK is partially funded by Title III of the Older Americans Act, through CIAA, IDOA and IDOT, as well as through donations from individuals and businesses. We welcome all contributions!



**Rural Peoria County  
Public Transportation  
Passenger Information**

**[www.ridecitylink.org/about/countylink](http://www.ridecitylink.org/about/countylink)**

## **SERVICE**

COUNTYLINK operates a door-to-door service. There are no fixed routes or designated stops for getting on or off the vehicles. You are picked up at your home or another specified location and dropped off at your destination. Door-to-door service is provided for all our passengers. Door-to-door service means the COUNTYLINK driver will ensure that any passenger will be picked up at their door and dropped off at the front door of their destination. The COUNTYLINK driver is responsible for assisting the passenger to and from the vehicle.

A personal care attendant may accompany a passenger at no extra charge. Companion riders may accompany a passenger but must pay a fare. Please be sure to notify COUNTYLINK at the time you schedule your ride that a personal care attendant/companion rider will be riding with you so that we can be sure that there is a seat available for this individual.

Service animals are allowed on COUNTYLINK vehicles. At no time will any animal other than a service animal be transported. Service animals will be required to remain on the floor and out of the aisle area of the bus. The passenger utilizing the service animal will be responsible for the conduct of the service animal.

Service to persons using respirators or portable oxygen will not be denied, however the apparatus must be secured at all times while the vehicle is in motion.

Adequate time will be given for individuals with disabilities to board or disembark the vehicle.

COUNTYLINK drivers will assist passengers in loading and unloading reasonable packages from the vehicle. For safety reasons and for the consideration of other passengers, COUNTYLINK must insist on a limit of four (4) total items not weighing more than ten (10) pounds each. Drivers are not to go beyond the threshold of a passenger's residence or the main door of a building such as an apartment or office building.

## **RESERVATIONS SCHEDULING PROCEDURE**

Reservations can be made 24- hours in advance to 14 days in advance. Passengers are encouraged to call as far ahead as possible for reservations. A pickup or drop-off time may be adjusted by the dispatcher, if necessary, in order to maintain efficiency. There is a 15 minute window on either side of the scheduled time. Please be ready at least 15 minutes prior to your scheduled pick up time, and understand you may be picked up 15 minutes after your scheduled time.

## **CANCELLATION PROCEDURE**

\*COUNTYLINK encourages and appreciates patrons who cancel in a timely manner. Cancellations should be made 24-hours in advance or as early as possible to allow other passengers the opportunity to schedule into that time slot.

\* For cancellations call (309) 697-3305. Cancellations can be made during office hours (8:00a.m.-5:00 p.m.) or by COUNTYLINK voice mail, which is available during non-business hours.

## **PASSENGER NO-SHOW PROCEDURE**

Scheduling a trip and then failing to use the service without proper cancellation of the trip causes serious transportation and scheduling problems for COUNTYLINK and all of its passengers. It is the responsibility of this agency to ensure that as many passengers as possible have the opportunity to participate in the program. When you schedule a ride and do not ride, you are eliminating the possibility of accommodating someone else who needs the service.

All passengers are asked to be ready a minimum of 15 minutes prior to your scheduled pick-up time. The bus will wait no more than five minutes past the scheduled pick up time before proceeding on to the next location. Passengers are expected to be ready and watching for the bus upon arrival. Passengers who fail to board the vehicle within the five minute waiting period will be a "no-show."

## **WHEELCHAIR/LIFT INFORMATION**

COUNTYLINK vehicles are equipped with a wheelchair lift and wheelchair securements. Passengers needing mobility aids must provide their own. Passengers must ensure ramp and wheelchair paths are properly paved/smooth and kept clear of snow, ice, parked cars, trash and other obstructions. COUNTYLINK complies with ADA guidelines.

## **SAFETY**

All passengers are to be seated and are required to use seat belts while vehicles are in motion. All wheelchair passengers will be secured to the vehicle utilizing wheelchair securements. Safety restraints must be utilized on all passengers.

COUNTYLINK is committed to the safe operation of its vehicles, including the safe boarding and exiting of passengers.

## **EMERGENCY PROCEDURES**

COUNTYLINK's vehicles may not operate when roads are icy and unsafe or during inclement weather. Should COUNTYLINK close due to inclement weather, passengers will be contacted on an individual basis. COUNTYLINK drivers are thoroughly trained in emergency evacuation procedures in the event of an accident.

Basic procedures include following driver's instructions, remaining calm, implementing an orderly evacuation of the vehicle if warranted, staying off the roadway in a safe location until further notification, calling for emergency response if required, and not smoking near the vehicle. Passengers are responsible for notifying the driver if they or another passenger is ill, injured, or in distress while on the vehicle.

## **PASSENGER CONDUCT AND RESPONSIBILITIES**

COUNTYLINK will not be responsible for checking/signing persons in or out of any facility. If a personal care attendant is needed, it is the responsibility of the passenger to provide one. COUNTYLINK requires all passengers to be courteous and considerate of other passengers and the driver. Instructions from a driver are to be followed by all passengers. Behavior that may affect the safety of other passengers, the driver, or create a safety hazard for other passengers/drivers or others will not be tolerated. A case-by-case ruling will decide the continuation of service for such persons or groups and may require the presence of one or more escorts to be provided by the family/residential or daycare facility/social welfare/health care agency as appropriate. Inappropriate behavior will result in the passenger being suspended from riding on COUNTYLINK vehicles until behavior is rectified. Inappropriate behavior includes eating, drinking, the use of tobacco products, foul language, disruptive behavior, harassment of other passengers or the driver, horseplay, fighting, carrying of weapons, possession of illegal drugs or substances, or having open containers of alcohol on the vehicle. Transportation of any hazardous substance (acids, gasoline, oil, fuels, etc.) is prohibited. Weapons of any sort are not allowed on COUNTYLINK vehicles. Taking prohibited items on a COUNTYLINK vehicle may result in an immediate suspension of service.

***COUNTYLINK reserves the right to refuse service to any individual violating these procedures.***