



# Hualapai Senior Services Center

Phone # (928)769-2375

## TRANSPORTATION REQUEST FORM

**\*\*\* 3 WORKING DAYS IN ADVANCE \*\*\***

**CHECK ONE BOX: (PLEASE TAKE A MOMENT TO READ THE BACK PAGE. THANK YOU!)**

NON EMERGENCY MEDICAL  SHOPPING

SOCIAL PROGRAMS - IRS Office, Social Security Office, DES Office, MVD, etc.

TODAY'S DATE:	APPOINTMENT DATE:	APPOINTMENT TIME:	PICK UP TIME:

PARTICIPANT'S NAME:	ESCORT'S NAME:

PHONE NUMBER:	PICK UP ADDRESS:

DESTINATIONS/ADDRESS/PHONE NUMBER:

DESTINATIONS/ADDRESS/PHONE NUMBER:

### FOR OFFICIAL USE ONLY

APPROVAL DATE:	APPROVED BY: (Director or Admin. Assistant)	ASSIGNED STAFF:

**DRIVER - PLEASE COMPLETE THE SECTION AT THE BOTTOM OF THIS DOCUMENT. YOUR INPUT IS IMPORTANT. THANK YOU!**

STARTING AND ENDING MILEAGE:	
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STARTING AND ENDING TIME:	
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## NON-EMERGENCY MEDICAL TRANSPORTATION

TO REQUEST TRANSPORTATION FOR A NON-EMERGENCY MEDICAL APPOINTMENT, PLEASE FOLLOW THESE STEPS:

- **ADVANCE REQUEST REQUIRED:** MUST BE REQUESTED **AT LEAST 3 DAYS IN ADVANCE.**

CHECK BOX:  YES, I HAD TURNED IN FORM WITH HEW TRANSPORTATION  NO

**THIS SECTION MUST BE SIGNED** BY THE HEW TRANSPORTATION PROGRAM MANAGER

OR ASSISTANT IF TRANSPORTATION SERVICES WERE DENIED THROUGH THEIR

PROGRAM: \_\_\_\_\_ DATE: \_\_\_\_\_

## SHOPPING TRIPS:

Please note the following important changes to our shopping trips:

- **Advance Request Required:** All shopping trips must be requested **at least 3 days in advance.**
- **Limited Destinations:** Trips will now visit **only two locations.**
- **No Group Transportation: Group transportation will no longer be provided.**
- **Pickup Time:** Please be ready at your scheduled pickup time to ensure a smooth and timely ride.
- **Staff Return Time:** Staff must return to the office by **4:00 PM.** Please ensure our staff member contacts the office to provide their current location and estimated return time.

## LOCAL TRIPS:

Please take note of the following changes to our local trip services:

- **Advance Request Required:** All local trips must be requested **at least 1 day in advance.**
- **Limited Destinations:** Trips will now include **two specific destinations** within the community.
- **Visitation Requirement: Door-to-door transport is only available** if the person you are visiting is **aware of and expecting your visit.**
- **Staff Return Time:** All staff must return to the office by **4:00 PM.** Please ensure our staff member contacts the office to provide their current location and estimated return time.

## SOCIAL TRIPS:

Please be advised of the following guidelines for our Social Program transportation services:

- **Advance Request Required:** All social program trips must be requested **at least 3 days in advance.**
- **Single Destination Limit:** Trips are limited to **one specific destination** such as the **IRS Office, Social Security Office, DES Office, MVD,** etc.
- **Pickup Time:** Please be ready at your scheduled pickup time to ensure a smooth and timely ride.
- **Staff Return Time:** All staff must return to the office by **4:00 PM.** Please ensure our staff member contacts the office to provide their current location and estimated return time.

**Important:** Please be ready on time for your pickup to ensure a smooth and timely trip.

**We appreciate your understanding and cooperation in helping us serve you better.**

**REMINDER:** Please be ready on time for your scheduled ride.

**To sign up for transportation or if you have any questions,** please contact Katelyn Whatoname or Antonia Cogburn at (928) 769-2375.

Thank you for your understanding and cooperation.

We look forward to seeing you soon!