

## **FLORISSANT SENIOR BUS RESERVATION POLICY FOR SENIOR TRIPS**

City of Florissant Senior Citizen Bus Transportation is available to Senior Citizen Clubs and Organizations in Florissant wishing to take day trips. These Clubs/Organizations must be *Senior Citizen Clubs* with members 60 years of age or older with current Florissant Resident Picture IDs. There are two 25 passenger buses available. Requests for either one or two buses may be made up to 6 weeks in advance by calling the City of Florissant Health Department at 839-7654. There are certain days when buses are not available or only one bus is available due to city sponsored events. Dates and times must be approved by the City of Florissant Health Department before an event is planned. A minimum group of twenty club members is required to reserve a bus. Each bus is allowed six non-resident club members. All non-residents must pay an additional fee of \$2.00 each. An emergency name and contact number is required for everyone taking the bus.

Organizations/clubs are limited to three (3) trips each month. Trips to gambling establishments are limited to 3 per year per organization. All trips must be within a 50-mile radius of the City of Florissant and limited to a total of six hours.

**Trips cannot be scheduled in the same month of the request.** Reservations must be made **by the 25<sup>th</sup> of the previous month of the trip**, and may not be changed to a different location or event. Drivers are instructed to go only to the destination that is listed on the approved request form.

There will be a \$100.00 charge for the use of EACH bus. This fee includes the City of Florissant bus driver. However there is no attendant provided on these buses and no wheelchair accessibility. All riders must be able to get on and off the bus without assistance. One week in advance of the trip, the organization requesting the trip must submit a legible list of participants, resident card numbers, emergency contact information and the bus fee. This fee can be cash or a check made payable to the City of Florissant. This list and fee must be submitted to the City of Florissant Health Department located in St. Ferdinand Park. If the complete list and fee is not received at least one week prior to the trip, the reservation will be cancelled. The \$2.00 additional charge for each non-resident is also due at this time.

Please notify the Health Department at 839-7654 as soon as possible if you must cancel the reservation.

The City reserves the right to cancel or reschedule trips as extenuating circumstances dictates.

Effective Date: March 2015