

# **WHARTON BOROUGH SENIOR CITIZEN TRANSPORTATION PROGRAM**

**PASSENGER GUIDELINES**

**BOROUGH OF WHARTON  
10 ROBERT ST.  
WHARTON, N.J. 07885  
(973) 659-9111 Office  
(973) 361-5281 Fax**

**BOROUGH OF WHARTON**  
**SENIOR CITIZEN VAN**  
**GENERAL GUIDELINES**

1. Participants must reside in the Borough of Wharton and be 62 years of age or older.
2. All reservations must be made at least 48 hours in advance but not more than 20 working days before the requested appointment date.
3. All appointments must be made through Wharton Borough Senior Transportation Office at (973) 659-9111 by leaving a detailed message.

Your message must include your name, address, telephone number and your destination with pick-up time for shopping. Doctor's appointment please leave time of appointment, Dr's. Name and Address & Phone Number. The Senior van runs between the hours of 8:30 to 12:30 Monday thru Friday except when Town Hall is closed.

4. **SERVICE CATEGORIES ARE AS FOLLOWS:**

Local Area Medical Appointments – 8:45 AM 1<sup>st</sup> pick-up & all returns to residence by 12:30 PM. Tuesday & Thursdays (NOTE: We cannot accept medical appointments outside the 5 mile radius of Wharton due to travel time restrictions. Some of the restricted areas are Morristown, Hackettstown, etc.) Medical Appointments are Priority #1.

Shopping – Pick up starting at 8:30 & 9:30 AM and pickups at 10:00 & 11:15 AM. Shopping trips are Priority #2. Local “quick” shopping trips (i.e. Rite Aid, Wharton Farms, Sussex Meat Packing and any local banks), will be at 10:15 or 11:30. Pick-up time for Kohl's & Ledgewood Wal-mart is 9:00 on the 2<sup>nd</sup> Wednesday of the month.

Social Services – Senior Citizen Clubs pick up starting at 11:00 AM on scheduled meeting dates however we cannot make the return trip.

Nursing Home/Hospital Visits – same schedule as Medical Appointments, allowing a two hour visit before return.

Library – Pickup and return upon arrangement with the vehicle driver.

5. The Wharton Senior Citizens Van holds a total capacity of 20 passengers who are not in a wheelchair and two wheelchair bound seniors. The driver will offer assistance when necessary to prevent falls and/or injuries.
6. All injuries/accidents must be reported to the vehicle driver as soon as possible.
7. For safety reasons, the van will normally pick up passengers at the sidewalk or driveway in front of the passenger's residence. If the vehicle can safely pull in and out of a driveway, at the driver's discretion, the vehicle may pull into the private driveway if necessary.
8. Wharton Senior Citizen Transportation Program shall not operate when there is inclement weather. If the weather clears sufficiently, medical services may be resumed at the discretion of the Borough.
9. The vehicle driver will arrange pick up of the riders, as well as the route of travel from point of departure to point of destination and return.

The Borough of Wharton shall make every effort to continue to provide our seniors with an efficient transportation program. If you experience any problems with our service, please call the Borough Administrator at (973) 361-8444.

Your suggestions for improving the Wharton Senior Citizen Transportation Program are always welcome. Please call the office at any time.

Your patience is requested when the bus is running late. We will make every attempt to contact you if there is a change in the schedule.

The times, on the Daily Schedule, MUST be adhered to and CANNOT be changed.

Please DO NOT CALL to be picked up earlier. CANCELLATIONS must be called in by 8:30 AM on the day of your ride.

ALL RETURN TRIPS MUST BE COMPLETED BY 12:30 PM

**WHARTON BOROUGH**  
**SENIOR CITIZEN TRANSPORTATION**

**CERTIFICATE OF ELIGIBILITY**

**GENERAL PROVISIONS**

1. This Certificate of Eligibility for Service is to be completed by a physician, a psychologist or a Master's level clinician and will be required to be updated every three years or as the Borough deems necessary. After completion and certification by your physician, please return the forms to the Borough of Wharton, Senior Citizen Transportation Program, 10 Robert Street, Wharton, N.J. 07885. An identification card will be issued to you by the Borough. You cannot ride the Senior Citizen Van unless you have the proper Borough issued I.D. card.
2. The Borough of Wharton reserves the right to verify the Certificate by contacting the certifier/certifying agency completing the forms.
3. Any fees charged for the completion of the Certificate are the responsibility of the individual. The Borough of Wharton assumes no liability for these fees in any way.
4. Certificates will be treated as confidential records and kept on file by the Borough of Wharton.

**INSTRUCTIONS**

**IF YOU ARE 62 YEARS OR OVER**, please fill out the information card presented to you if you are new; or, if your previous information has changed, request a new card to fill out and return to the vehicle driver.

**CERTIFIERS:** Certifiers should complete Part II, Part IV and Part V

If you have any questions, please call the Borough Administrator at (973) 361-8444.

**PART I:        APPLICANT INFORMATION (Please Print)**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Sex:**    Male    ( )

          Female    ( )

**Emergency Contact (Name, Address & Telephone Number)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART II:    DOCTOR CERTIFICATION (Please Print)**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Agency/Office: (Name & Address)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **PART III: ELIGIBILITY DETERMINATION**

An individual, age 62 years or older, is considered appropriate for the Wharton Borough Senior Transportation Program if they exhibit the abilities necessary to utilize the service, and are capable of abiding by Wharton Borough Senior Transportation rules and regulations.

#### **ABILITIES NECESSARY TO UTILIZE THE WHARTON BOROUGH SENIOR TRANSPORTATION PROGRAM**

1. Ability to climb in and out of the vehicle or if wheelchair bound, ability to maneuver the wheelchair to a location where the vehicle driver will then be able to offer assistance to prevent falls and/or injuries.
2. Ability to remain seated and to leave seat belt on at all times (if applicable).
3. Ability to follow vehicle driver's instructions.
4. Ability to be on time and in agreed upon location as scheduled with the program.
5. Ability to maintain reasonable personal hygiene.
6. Ability to respect and maintain the private, personal space and wishes of the vehicle driver and/or other passengers.
7. Ability to follow Wharton Borough Senior Transportation rules and regulations.

#### **FOR SMOOTHER AND SAFER SERVICE TO ALL, THE FOLLOWING ARE RULES AND REGULATIONS FOR WHARTON BOROUGH SENIOR TRANSPORTATION PROGRAM**

1. Passengers must be on time for scheduled Wharton Borough Senior Transportation services. Please try to be considerate, be ready when the van is scheduled to pick you up. Although no one is rushing you; remember, others are waiting in the van. In addition, it is the responsibility of the passenger, family member, contact person and/or the referring agency to notify the Wharton Senior Transportation Program office of appointment cancellations as soon as possible.

2. Passenger aisles on Wharton Borough Senior Transportation vehicles must be kept clear at all times.
3. No verbal abuse of vehicle driver and/or other passengers is allowed. If you have a problem, call the Borough Administrator.
4. No physical abuse or threatening of vehicle driver and /or other passengers is allowed.
5. No smoking is allowed in the Wharton Borough Senior Transportation vehicles at any time.
6. Please be advised that the acceptance of gifts, money, or any type of gratuity, from those persons who use the Wharton Borough Senior Transportation Program is strictly prohibited.
7. No eating and/or drinking is allowed at any time.
8. No open alcohol or any illegal substance may be carried on and/or used in the Wharton Senior Transportation vehicles.

**PART IV: DOCTOR CERTIFICATION**

Please provide a brief statement explaining how the applicant is eligible according to the definition and criteria in Part III (continue on back if necessary).

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What special factors should Wharton Senior Transportation be aware of that could affect the safety of this person during transportation (e.g. seizures, medication, use of aid, such as a cane or walker?)

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**PART V: SIGNATURE PAGE**

**CERTIFIER SIGN HERE**

I hereby certify that \_\_\_\_\_ is physically and mentally fit to  
(Print Senior Citizen's Name)  
participate in the Wharton Borough Senior Citizen Transportation Program and is,  
therefore, eligible for this service.

Certifier's Signature \_\_\_\_\_

\_\_\_\_\_  
(Print Certifier's Name)

Date: \_\_\_\_\_

**SENIOR CITIZEN SIGN HERE:**

I have received a copy and understand the rules and regulations of the Wharton Senior  
Citizen Transportation Program as set forth above.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Please print your name)

Date: \_\_\_\_\_

\_\_\_\_\_  
**Official Use Only – Please do not write below this line.**

Permit # \_\_\_\_\_

Date Issued: \_\_\_\_\_