



Ready to Work Shuttle Policy and Procedures Agreement & Release of Information (ROI)

When riding the Ready to Work (RTW) shuttle, riders must comply with the following information:

1. Riders must already have employment to ride
2. The shuttle will only be utilized to get to a place of employment and back to Hope House
 - a. Drivers are not allowed to stop at any time for a rider's personal errands.
 - b. The shuttle will transport manufacturing facilities located in North Transpark and South Industrial area.
3. All pick-ups and drop-offs will take place at the Hope House Parking Lot (112 W. 10th Avenue, Bowling Green, KY 42101).
 - a. Transportation to a rider's home or any other locations **will not** be permitted.
4. Basic guidelines and operations of the RTW shuttle are printed on the back of the tickets
5. The first 2 tickets will be free; then the ticket price will be set at \$35.
 - a. For participants/graduates of the Jobs for Life class, ticket price will be \$25.
 - b. Hope House reserves the right to change the ticket price at any time
 - c. Each ticket has 5 punches to ride to work and 5 punches to ride back to Hope House
 - d. Tickets have an expiration time of 2 weeks from the date of purchase. Riders are not allowed to carry over rides past the expiration date.
 - e. Riders are responsible for purchasing and planning the purchase of tickets ahead of time to ensure that they are able to ride when the current ticket expires or runs out of punches.
 - f. No ticket or no punches = no ride**
 - g. Drivers are not allowed to take cash or issue tickets. Riders who need tickets should be referred to the transportation coordinator or front office. They can also call Hope House for a credit/debit card purchase **during office hours.(M-F 9am-4pm)**
6. At any date or time that the shuttle does not operate or cannot accommodate a pick up for any reason, riders will be responsible for finding their own alternate transportation.

When riding the RTW Shuttle, riders must comply with the following behavioral standards:

1. All riders are expected to be respectful to the driver and other riders in the shuttle at all times. This involves not participating in the following behaviors on the shuttle:
 - a. Smoking or chewing tobacco or vaping
 - b. Possessing or being under the influence of illegal drugs
 - c. Drinking, possessing, or being under the influence of alcohol
 - d. Profanity or discussing inappropriate or offensive subject matter
 - e. Playing music out loud or having conversations out loud over the phone
2. If a rider has issues with another rider, the rider should inform the Transportation Coordinator via phone call or a 1 on 1 meeting regarding the issue.
 - a. Riders are **never** to threaten other riders or drivers or act out in any form of violence.

As a rider on the RTW shuttle, I _____ understand and will comply with the RTW shuttle Rider Agreement and Release of Information. I _____ understand that if I do not comply with any of these rules, that Hope House holds the right to suspend me from riding or to terminate my eligibility to ride permanently.

Turn over for Release of Information



CharityTracker Assistance Network
Shard Case Management Software - CharityTracker
RELEASE OF INFORMATION (ROI)

Participant Last Name: _____ First Name: _____ MI: ____ Gender: M or F

Address: _____ City / State: _____ Zip: _____

Date of Birth: ____ / ____ / ____ SSN: ____ - ____ - ____ Phone: ____ - ____ - ____

Race/Ethnicity: _____ Employer: _____ Hourly Rate: _____

The **CharityTracker Assistance Network**, *hereinafter referred to as "CharityTracker"*, is a shared, computerized record keeping system that captures information about people experiencing need for emergency services, including but not limited to assistance with utility bills, medications, rent/mortgage payments, etc. Hope House Ministries (Administering Agency) administers CharityTracker on behalf of participating agencies of the CharityTracker Assistance Network, including The City of Bowling Green. (Participating Agency).

I understand that all information gathered about me is personal and private and that I do not have to participate in CharityTracker. I have had an opportunity to ask questions about CharityTracker and to review the basic identifying information, which is authorized by this release for the CharityTracker Assistance Network Participating Agencies to share. I also understand that information about non-confidential services provided to me by CharityTracker participating agencies may be shared with other CharityTracker Participating Agencies. This Release of Information will remain in effect for 3 years from the date noted under my signature at the bottom of this page unless I make a formal request to this Organization that I no longer wish to participate in CharityTracker.

I authorize Hope House Ministries Inc., as a CharityTracker Administering Agency, to share my basic, identifying and non-confidential service transactions / information with other CharityTracker Participating Agencies. I authorize the use of a copy of this original to serve as an original for the purposes stated above. I further authorize Hope House Ministries Inc. (Administering Agency), as a CharityTracker Participating Agency, to share my dependent's basic, identifying and non-confidential service transactions / information with other CharityTracker participating Agencies.

X _____
Ready to Work Shuttle Rider - Signature

X _____
Hope House Representative Signature

X _____
Date

X _____
Date

The original of this Release of Information shall be kept on file with the Agency for a minimum of three years from it's expiration date.