

Request for Subscription Trip Reservations

Cornwall Transit Specialized Service

Subscription trip reservations can be arranged for trips that are taken on a regular basis over extended periods. Once approved, you are not required to call to book these trips: they are automatically scheduled. Subscription trip requests are not approved based on the nature of the trip, but on the availability of the service. Specialized Service cannot always accommodate Subscription trips when and as requested, as there is a limit to the space available.

Registrant Information & Subscription Trip Guidelines

Last Name

First Name

Street Address

City

Province

Postal Code

Telephone (day)

- The trip must be for a minimum of 8 weeks.
 - The trip must be on the same day(s) of the week, at the same time(s), at a minimum of two (2) times per week.
 - The trip must be from the same pick-up address going to the same destination.
 - One request form for each subscription trip is required.
 - Requests for trips must be submitted at least four (4) weeks in advance of the first date transportation is required.
 - Passengers will be notified when a Subscription Trip booking has been confirmed. Until that time, passengers must continue to book individual trips.
 - Once Subscription Trip arrangements are scheduled, passengers must use the booking at least 75% of the time over a three-month period or the booking may be cancelled, and the passenger will be asked to call and book their trip each week.
 - Note: We recognize that there may be circumstances out of the control of passengers that contribute to occasional cancellations of Subscription Trips; however, the passenger is responsible for maintaining acceptable levels of usage when a Subscription trip booking is created.
 - No show fees apply – a charge of \$3.25 is required to be paid before the next trip is taken.
 - A Subscription Trip booking can be put on hold for a maximum of four (4) weeks with at least 48 hours' notice.
 - Any change to the day, time, or origin of pickup or destination requires a new request.
 - All Subscription Trip bookings that fall on statutory holidays are automatically cancelled (with the exceptions of Easter Monday, National Truth and Reconciliation Day and Remembrance Day). These cancellations do not count towards the minimum usage requirements 75% over a 3-month period.
 - Subscription Trip bookings will be reviewed regularly for minimum usage and continued need.
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Subscription Trip Booking Request

Day(s) of the week:

 Monday Tuesday Wednesday Thursday Friday Saturday

Start Date _____

End Date _____

Pickup Address: _____

Pick up time for outgoing trip: _____

Address of Destination: _____

Return Pick up Time at Destination: _____

(Note – completion does not signify acceptance of Subscription Trip booking request. You will be advised when a Subscription Trip may become available.)

Please address and return all information to:

Cornwall Transit
863 Second Street West,
Cornwall ON, K6J 1H5

Main Transit Office: 613.930.2636
Booking & Cancellations: 613.930.2636
Fax: 613.932.9906

Office use only - section required for tracking purposes

Date Received

Date Approved

Comments:

