



TRANSPORTATION HANDY GUIDE

740-312-0168

Central Dispatch Office

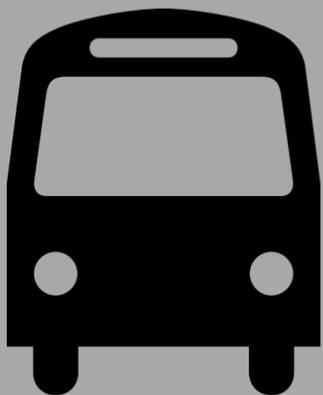
Monday-Friday 6:00am-5:00pm

Marjorie Case, Lead Driver

mcase@pcs4dd.com

www.pcs4dd.com

WELCOME



- Pick up and drop off times occasionally vary due to traffic delays and weather. PCS recommends a five (5) minute window on either side of the scheduled pickup time as an appropriate timeline for transportation.
- If a delay is more than the timeline, and you have not received any communication, please contact the number above.
- PCS prides itself on managing a clean and safe fleet of newer model vans and buses. PCS ask our passengers to conduct themselves in a dignified and responsible manner by disposing of any litter, and showing respect for the driver, aides, and other passengers.

Absent for the Day



- Call the Central Dispatch number above immediately when it is known you will not attend that day. Calls made early can help PCS distribute information important to drivers.
- Inform the Central Dispatch Office if you plan to be absent on a future date, so it may be noted and scheduled.

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Transportation Protocols

- PCS Transportation is available for adults in the Columbiana County Board of DD programs.
- PCS Transportation will follow the announced closings or cancellations by PCS.

Safety is our Priority

- Seat belts need to be worn at all times.
- Parents, guardians and care providers who are to be home when the individual returns home, should be at home before the scheduled drop off time. If an emergency arises and you cannot be home, it is your responsibility to make arrangements for a responsible adult to be present for drop off and call the Central Dispatch Office so that drivers may know the change.
- Drivers are required to follow procedures on proper wheelchair lift operation. Wheelchair brakes are engaged and straps are properly placed for safe transport of individuals utilizing wheelchairs. The Central Dispatch Office is to be notified if these procedures are not met.



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