

**Everything about  
STANDING ORDERS.....**

**What is a standing order?**

A standing order is an on-going reservation for a repeated trip that a rider takes from the same place, to the same place at the same time, on the same day or days of the week, at least once a week, for a period of at least one month. Examples of standing orders could be trips to work, school, worship, dialysis, or physical therapy. Although standing orders are not required by the Americans with Disabilities Act, East Bay Paratransit offers them as a convenience to our riders.

**How will a standing order help me?**

Once a standing order is set up, the trips will continue to be scheduled automatically, unless or until you call to cancel or reschedule them. You no longer have to call to make reservations for those trips.

### **How do I set up a standing order?**

Phone East Bay Paratransit at (510) 287-5000 and explain that you want to set up a standing order. Give the agent your trip details.

### **Will the standing order start immediately?**

No, it takes at least a week for East Bay Paratransit's scheduling department to set up a standing order.

### **How will I know if my standing order request is set up?**

A customer services agent will call you back to let you know what times are available for your trip. Our scheduling department will look for a space on a vehicle at the time you request. Because of other trips occurring at the same time, however, we may not be able to give you the exact time you want. Tell the agent whether you want the standing order being offered or not.

### **What if I am offered a time I don't want?**

If you don't want the time you are offered, you may turn it down and continue to make individual reservations for your trips. If you choose, you may re-submit your request every 30 days. From time to time, East Bay Paratransit may also establish a waiting list for people wanting peak hour standing orders.

### **What if I want to change my standing order?**

To change your order, call our customer services center and tell the agent what changes you want to make. It will take at least a week to process any change. East Bay Paratransit cannot guarantee that we can fill your new request. A customer services agent will call you back to let you know what is available. If you do not want to accept the new offer, you can elect to keep your current standing order or you can cancel your current order and start making individual reservations.

**Requests for changes are subject to two important limitations.**

First, we do not take requests to change a standing order more than once every 30 days. If you have some special circumstances that mean that you must change a standing order in a shorter time, you may be granted an exception.

Second, we do not normally allow requests for a change to your pick-up time of less than 30 minutes.

**The driver can't make changes!!!**

Please do not tell your driver that you want to make a change in the trips that you have scheduled. He/she can not make any changes; the customer services agent must make the change for you.

**What if I have a standing order but don't want it a particular day or for a short period of time?**

If you need to temporarily cancel your standing order for

any period of time - even a day – call East Bay Paratransit at (510) 287-5000 and tell the agent exactly what day or days you want to cancel. Once this time has passed, your standing order will start up again automatically. Make sure you call to cancel at least one hour in advance of the pick-up time on the first day you want to cancel. If you do not cancel your standing order on days you know you will not be traveling, you can be assessed a “no show” for the trip. Excessive no-shows can result in service suspension. If you leave the area for a while or have to cancel for a long period of time, we can put your standing order “on hold.” Contact us when you are ready to travel again and we will work with you to re-establish your standing order, although we cannot guarantee it will be at exactly the same time.

**Once my standing order is set up, will the time ever change?**

Occasionally, in order to accommodate all the riders who

want standing orders, we may need to adjust your pick-up time. We will call you in advance to let you know if we have to make any changes to your standing order.

### **What happens to my standing order on holidays?**

Except for trips to and from dialysis, there is no standing order service on the following holidays. If you want your standing order trip on one of these days, **you must call to make a reservation for that day.**

- New Year's Day
- Birthday of Martin Luther King Jr.
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

### **Can I get more information on how to use East Bay Paratransit?**

All certified riders are given a Riders Guide that has many details about using East Bay Paratransit. Riders may request materials in accessible formats, including large print, Braille, audiotape, or computer disc. If you have misplaced your Riders Guide, call the certification department at (510) 287-5000 to ask for another copy.

### **How to contact East Bay Paratransit:**

**East Bay Paratransit Office  
1722 Broadway  
Oakland, CA 94612**

**(510) 287 – 5000**

**Toll Free 1-800-555-8085**

**Fax (510) 628-0719**

**TTD/TTY (510) 287-5065**

**[www.eastbayparatransit.org](http://www.eastbayparatransit.org)**