# Standing Order Request Form

1. **Passenger Information (Please Type or Print)**

Last Name First Name Middle

1. **Days of the Week: Please circle the day(s) of the week you would like a standing order:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |

1. **Go Ride: Trip Information**

**Pickup**: Address Unit/Apt

City Phone: ( )

Requested Pickup Time AM / PM

**Drop Off**: Address Unit/Apt

City Phone: ( )

Requested Appointment Time AM / PM

1. **Return Ride: Trip Information**

**Pickup**: Address Unit/Apt

City Phone: ( )

Requested Pickup Time AM / PM

**Drop Off**: Address Unit/Apt

City Phone: ( )

Contact Information: The person to contact with questions regarding this request.

Name Phone: ( )

**RETURN FORM via mail, fax, or email to the service provider in your county.**

Email request forms to [transitlink@metc.state.mn.us](mailto:transitlink@metc.state.mn.us)

|  |  |
| --- | --- |
| **Anoka/NW Ramsey County**  Anoka County Traveler  1440 Bunker Lake Blvd NW  Andover, MN 55304  763-324-3020 | **Carver/Scott County**  Smart Link Transit  1615 Weston Court  Shakopee, MN 55379  952-279-6110 |
| **Dakota and Washington/SE Ramsey County**  First Transit  3400 Hwy 13 W  Burnsville, MN 55337  952-736-5979 | **Hennepin County**  Transit Team  1154 N 5th Street  Minneapolis, MN 55411  612-332-7075 |

## This form should be used for standing order requests only.

A standing order is a trip that goes from the same pickup address to the same drop-off address at the same time, on the same days each week.

You must use the Transit Link service for 3 consecutive weeks without no-shows or late cancels prior to requesting a standing order. Use this form if you are requesting a new standing order or to make changes to an existing one.

### Standing order requests are reviewed monthly and are not guaranteed.

#### INSTRUCTIONS

1. **Passenger Information**: Please fill out all of the information listed in this section.
2. **Days of the Week**. Circle the days of the week that the standing order is needed. The standing order must be used for the same days every week.
3. **Trip information**: Go Ride. Provide the complete address and telephone numbers for both the pickup and drop off locations. Requested Time: This is the time you would like to get picked up. If you have a time which you must arrive at your destination by, please enter it as an appointment time. (Example: Work start time or doctor’s appointment.)

**NOTE:** An appointment time means we will do our best to ensure that you arrive at your destination NO LATER than that time. Please allow yourself time to get from the front door of the vehicle to your final destination within the building.

1. **Return Ride**. Please complete this portion with complete address and telephone numbers. The requested time is the time that you wish to be picked up at your destination.

**NOTE**: When filling your standing order request Transit Link providers may negotiate with you to establish a pickup time that may be 30 minutes later than your requested time. This will be done to accommodate appointment times and other riders needs on our shared ride service.

If you have questions about completing the Standing Order Request Form, contact the service provider in your county at 651-602-5465.

Updated: February 2021