Transportation Service Request Packet

Please Return to:
Woodlawn Place
Disability Services for Students
1903 W. Michigan Avenue
Mail Stop 5277
Kalamazoo, Michigan 49008-5277

Or Email
Katie Lynne Edson, Transportation Coordinator
dss-transportation@wmich.edu
Disability Services for Students  
Transportation Service Request

The purpose of DSS Transportation Service is to meet the on-campus transportation needs of students with temporary mobility disabilities. Before transportation can be considered, this form must be completed and attached with documentation from a physician. Once the form has been submitted, it may take 5-7 business days for transportation to start.

Student Contact Information
Name: ________________________________
Win number: __________________________
On campus address: ____________________
Phone number: _________________________
Injury Type: ____________________________
Date of Injury: _________________________
How long will you need transportation? : __________________

Can you briefly describe your injury and why you need transportation?

Please check or circle all that apply.
Can you stand in a moving vehicle?
___ Yes, I can
___ With moderate difficulty
___ With extreme difficulty
___ No, I cannot
Once on a WMU bus route, can you get to a seat or a wheelchair position by yourself?
___ Yes
___ No
___ Sometimes

Do you know where to get on/off the bus?
___ Yes
___ Yes, I know where some stops are located
___ No

How long can you stand and wait without support or sit in an outdoor environment?
_____ minutes

Is your health condition or transportation disability temporary?
_____ Yes, I expect it to last for __________ (indicate time)
_____ No, it is a permanent condition
_____ I do not know
  • If so please contact Jayne so you can set up Metro County Connect

Which of the following mobility aids do you use? (Check all that apply)
___ Cane
___ Walker
___ Crutches
___ Wheelchair
___ Hand push scooter
___ Other
Disability Services for Students
Transportation Terms & Conditions

DSS Transportation Service is available Monday through Friday 8am to 9:30pm. Please read the terms and conditions for transportation and check all the boxes to verify that you agree to the terms.

_____ 1. Students approved for on-campus transportation must request rides at least five (5) business days in advance by calling 269-387-2143.

_____ 2. Cancellations - If a student needs to cancel the ride for any reason, he or she must call 269-387-2116 and e-mail dss-transportation@wmich.edu at least 24 hours in advance.

_____ 3. Ride service will be terminated, should the student cancel or not be at the pick-up point three (3) times. Students whose ride privileges have been revoked, may appeal through DSS director.

_____ 4. Riders must remain seated until the utility cart comes to a complete stop. Please keep arms and legs inside the cart.

_____ 5. Riders are prohibited from sitting in the driver’s seat.

I, __________________________, agree to the above policy for on-campus transportation. I understand the agreement for being provided rides will be terminated upon violation of this agreement. I also understand that my conduct for violation may be reported to Student Conduct for evaluation.

______________________________   Date: ______________

Please note that we operate using a volunteer system. In the case that your driver does not show please contact our office (269)-387-2116 between 8am-5pm. If you are stranded please contact DPS at (269)387-5555. If it is after 8pm please call (269)-387-RIDE. This is WMU on campus transportation at night.