

Office Use Only

Date Received: _____
 Denied Approved Start Date: _____
 First Pickup: _____ AM PM
 Return Pickup: _____ AM PM

Subscription Request Form

To be considered for Dial-a-Ride Subscription service, all of the following criteria must be met:

- Certified to use Metro Bus Dial-a-Ride, except those with Temporary or Visitor certifications
- Request is for travel to the **same** destination at the **same** time — **at least** three times a week

Requests for Subscription Service are reviewed the first Monday of each month and the five working days following. Approval is based on meeting the set criteria, as well as the availability of service. Subscriptions do not expire; however, if rider cancels 50% or more of the scheduled trips in the month the service may be removed. Riders may place subscriptions on hold for up to 30 days without being required to reapply for subscription. Any other changes to the subscription require reapplication. Please note that pickup times are subject to change based on availability. For more information, refer to the Metro Bus Subscription Policy available on ridemetrobus.com.

1) Applicant Last Name: _____ First: _____ MI: _____

2) Who to contact regarding this request: _____

Relationship: _____ Phone: _____

3) Traveling with Personal Care Attendant? Yes No

4) Traveling with a wheelchair or scooter? Yes No

5) Days Subscription Requested: Sun Mon Tue Wed Thu Fri Sat

6) First Ride

Pickup Address: _____ Apt # _____

City: _____ Zip _____ Phone: _____

Requested Pickup Time: _____ AM PM

Drop off Address: _____ Apt # _____

City: _____ Zip _____ Phone: _____

Requested Appt Time: _____ AM PM

7) Return Trip

Pickup Address: _____ Apt # _____

City: _____ Zip _____ Phone: _____

Requested Pickup Time: _____ AM PM

Drop off Address: _____ Apt # _____

City: _____ Zip _____ Phone: _____

Requested Drop off Time: _____ AM PM

SUBMIT FORM TO: Metro Bus Dial-a-Ride, 665 Franklin Ave NE, St. Cloud MN 56304

Email: info@stcloudmtc.com Phone: 320.252.1010 Fax: 320.251.3499 Website: ridemetrobus.com