

APPLICATION FOR SUPPORT PERSON PASS

The completed application can be delivered or mailed to Kingston Transit, 1181 John Counter Blvd, Kingston, ON K7K 6C7 or faxed to (613) 542-1504

Part A - Applicant Information - To be completed by Applicant or Legal Guardian

<input type="checkbox"/> New Permit	<input type="checkbox"/> Renewal Permit	FOR OFFICE USE ONLY
		Permit Number (if applicable) <input style="width:100%;" type="text"/>
Last Name of Applicant <input style="width:40%;" type="text"/> First Name <input style="width:40%;" type="text"/> Initial <input style="width:20%;" type="text"/>		
Street No. and Name or Lot, Con. And Twp. <input style="width:80%;" type="text"/> Apt. No. <input style="width:20%;" type="text"/>		
City, Town or Village <input style="width:60%;" type="text"/> Prov. <input style="width:10%;" type="text"/> Postal Code <input style="width:30%;" type="text"/>		
Date of Birth <input style="width:20%;" type="text"/> Sex <input style="width:10%;" type="text"/> Telephone No. <input style="width:30%;" type="text"/>		
Year <input style="width:10%;" type="text"/> Month <input style="width:10%;" type="text"/> Day <input style="width:10%;" type="text"/>		
Signature of Applicant or Legal Guardian _____	Date <input style="width:20%;" type="text"/> Year <input style="width:10%;" type="text"/> Month <input style="width:10%;" type="text"/> Day <input style="width:10%;" type="text"/>	

Part B - Health Information - To be completed by an Authorized Regulated Health Practitioner

Instructions: Health practitioners must complete Sections 1, 2 and 3 below, verifying that the applicant requires a support person in order to assist with communication, mobility, personal care or medical needs or with access to goods or services.

Section 1 - Assessment of Health Conditions

- Any degree of physical disability caused by bodily injury, birth defect or illness
- Mental impairment and/or developmental disability
- Learning disability or dysfunction in one or more of the processes involved in understanding or spoken language
- Mental disorder
- Injury or disability for which benefits were claimed or received under the *Workplace Safety and Insurance Act, 1997*

Section 2 - Status of Condition

Check only ONE condition

- Permanent - Requires reassessment in 5 years
- Temporary Condition - Estimated length (maximum 12 months)

Section 3 - Regulated Health Practitioner

I certify that the applicant requires a support person or companion in accordance with the information in Sections 1 and 2.

Regulated Health Practitioner's College Number

Telephone No.

Year
 Month
 Day

Signature of Regulated Health Practitioner _____

Date

I am registered with:

- College of Physicians & Surgeons of Ontario
- College of Occupational Therapists of Ontario
- College of Physiotherapists of Ontario
- College of Chiropractors of Ontario
- College of Nurses of Ontario
- College of Chiropodists of Ontario

Please print or stamp name and address of Regulated Health Practitioner.

* Any health documents filed in support of this application are privileged - subject to the confidentiality provisions of the Municipal Freedom of Information and Protections of Privacy Act (MFIPPA).

* This form is available in an alternate format upon request.



SUPPORT PERSON PASS (SPP)

General Policy Statement

The *Support Person Pass (SPP)* is a free Kingston Transit bus pass issued to eligible individuals who need to be accompanied by a support person or companion. The individual to whom the permit is issued will only receive a *Support Person Pass* in conjunction with using another regular fare media (i.e. monthly pass, multi-ride card, etc.). A passenger is only considered a 'support person' if accompanying the individual requiring support.

Eligibility Criteria

To qualify for a *Support Person Pass* the individual must be certified by a recognized health practitioner as meeting the criteria outlined below. This definition includes disabilities of different severity, visible as well as non-visible, and disabilities the effects of which may come and go.

The definition of "disability" under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* is as follows:

- (a) *any degree of physical disability, that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device*
- (b) *A condition of mental impairment or a developmental disability*
- (c) *A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language*
- (d) *A mental disorder, or*
- (e) *An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.*

The definition of a "support person" under the *Guide to the Accessibility Standards for Customer Service, Ontario Regulation 429/07* is as follows:

- 4. (8) *"support person" means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.*

Which health practitioners may certify an application for a *Support Person Pass*?

A licensed physician, chiropractor, registered nurse practitioner (extended class), physiotherapist or occupational therapist, chiropodist and podiatrist may certify the applicant's condition on the permit application.

Types of Permits Issued

Permanent Permit – If an applicant's health practitioner has certified that the applicant has a permanent disability, Kingston Transit will not require any future recertification. If certified as having a disability that may improve (subject to change), recertification will be required every five years as a condition of renewal. If the condition necessitating a *Support Person Pass* improves, or if anyone comes into the possession of a valid permit issued in the name of a deceased person, the permit must be returned to Kingston Transit.

Temporary Permit - Temporary permits are issued when the disability is expected to last more than two months to a maximum of 12 months, but is not considered a permanent disability. This permit is not renewable.

Obtaining an *Application for a Support Person Pass*

The applicant may choose to:

- Download and print the *Application for Support Person Pass* at:
<http://www.cityofkingston.ca/residents/transportation/transit/accessible.asp>
- Pick up an application or request that an application be mailed from:
Kingston Transit
1181 John Counter Blvd
Kingston, ON K7K 6C7

Completing the *Application for a Support Person Pass*

The entire form must be completed in order to be processed.

- The applicant completes Part A – Applicant Information section on the front of the *Application for Support Person Pass*
- A recognized health practitioner completes Part B – Health Information, Sections 1, 2 and 3

Submitting an *Application for a Support Person Pass*

Completed applications (with Part B – Health Information duly completed by a recognized health practitioner) can be taken or mailed to:

Kingston Transit
1181 John Counter Blvd
Kingston, ON K7K 6C7

Renewing a Temporary Permit

Holders of temporary permits must reapply for a permit if a permit is still required because of their continued disability. To ensure they are still eligible for the *Support Person Pass*, they must have an application form recertified by a recognized health practitioner

Effective Date

This policy is effective December 1, 2009.

Additional Information

This policy is in support of the City of Kingston's *Accessible Customer Service Policy* (Section 5f), which was approved by Council on September 1, 2009. To obtain a copy of the City's *Accessible Customer Service Policy*, visit the City of Kingston website at:

<http://www.cityofkingston.ca/residents/social/accessibility/policies.asp>

Additional Information

If you require additional information or have any questions or concerns with the above policy, please contact the Municipal Call Centre at 613-546-0000 or contactus@cityofkingston.ca.

This form is available in an alternate format upon request.