



Tulare County Board of Supervisors  
 2800 W. Burrel Ave.  
 Visalia, CA 93291  
 Phone: (559) 636-5000  
 Fax: (559) 733-6898  
 Email: [stepuptc@co.tulare.ca.us](mailto:stepuptc@co.tulare.ca.us)



The LOOP Bus Program, available to community- and faith-based organizations, school districts and local government entities, provides at-risk youth with free transportation to activities that connect them to mentoring and gang prevention programs throughout Tulare County. The program is funded by Measure R and the Tulare County Board of Supervisors.

The LOOP bus cannot be used for services that would typically be provided by a school bus, which includes field trips during school hours. The LOOP bus cannot be used to take youth outside of Tulare County or make trips into the mountain areas of the county.

Requests must be submitted two weeks prior to service. Please complete the following form:

Date completing application: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of requested service: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Applicant Organization: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
 Print

**GENERAL INFORMATION**

CONTACT NAME: \_\_\_\_\_  
 PLEASE PRINT

MAILING ADDRESS: \_\_\_\_\_  
 STREET ADDRESS

\_\_\_\_\_  
 CITY STATE ZIP CODE

DAYTIME TELEPHONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CELL \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

<i>FOR TULARE COUNTY USE:</i>	<i>APPLICATION:</i> _____
Approved/denied by BOS _____	Date: _____
Applicant Contacted with Final Determination _____	Date: _____
Number of youth transported: _____	Date: _____



1) Describe the “At Risk Youth” component of your request and the activity students will be doing:

---

---

---

---

---

2) Describe the size of the groups to be served:

---

---

3) Provide the date(s), locations and times for your requested trip(s):

Pick up location: \_\_\_\_\_ Pick up time: \_\_\_\_\_ Date: \_\_\_\_\_  
STREET ADDRESS, CITY, ZIP AM/PM

Drop off location: \_\_\_\_\_ Drop off time: \_\_\_\_\_ Date: \_\_\_\_\_  
STREET ADDRESS, CITY, ZIP AM/PM

Return pick up: \_\_\_\_\_ Pick up time: \_\_\_\_\_ Date: \_\_\_\_\_  
STREET ADDRESS, CITY, ZIP AM/PM

Return drop off: \_\_\_\_\_ Drop off time: \_\_\_\_\_ Date: \_\_\_\_\_  
STREET ADDRESS, CITY, ZIP AM/PM

Pick up location: \_\_\_\_\_ Pick up time: \_\_\_\_\_ Date: \_\_\_\_\_  
STREET ADDRESS, CITY, ZIP AM/PM

Drop off location: \_\_\_\_\_ Drop off time: \_\_\_\_\_ Date: \_\_\_\_\_  
STREET ADDRESS, CITY, ZIP AM/PM

Return pick up: \_\_\_\_\_ Pick up time: \_\_\_\_\_ Date: \_\_\_\_\_  
STREET ADDRESS, CITY, ZIP AM/PM

Return drop off: \_\_\_\_\_ Drop off time: \_\_\_\_\_ Date: \_\_\_\_\_  
STREET ADDRESS, CITY, ZIP AM/PM

Please use this space to describe any special aspects of your transportation request:

---

---

---

\*\*\*Please read the LOOP bus policies on the following page prior to submitting your application.\*\*\*

# LOOP Bus Policies

## **Two week requirement**

In order to ensure adequate time for processing the required planning, we **MUST** receive the completed application form in a timely manner. The completed form will be accepted no later than two (2) weeks before the requested service dates.

## **Cancellations:**

Please cancel requests as soon as you know you will not require the LOOP services. A 24-hour window is required by operations to properly cancel LOOP services. Any cancellation not received at least four (4) hours before the initial pick-up time will be considered a No Show / No Call.

## **No Show / No Call:**

The first (1) No Show / No Call will cause the LOOP service to issue a written warning to the applicant. The second (2) No Show / No Call; within a six month floating period will cause a denial of future LOOP service for 30 days. No Show / No Call policy is site specific, not organization wide.

## **Consent form responsibility:**

The applicant is responsible for the consent and emergency information forms that are required ride the LOOP bus.

## **Advance reservations:**

LOOP bus reservations can be placed up to three months in advance of service request date.

If applicant fails to meet its obligations, the County of Tulare can terminate services without cause up to five (5) business days prior to service.