

Intermodal, regional building located at 2015 Tumble Weed Trail, Spearfish, SD

# Passenger Handbook







"No one shall be denied a ride based on race, color, national origin, religion, sex, disability, political affiliation, or belief in any other consideration prohibited by law."

www.prairiehillstransit.com

Revised February 2023

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# INTENT OF THE PASSENGER HANDBOOK

Thank you for being a part of the Prairie Hills Transit community of riders. We hope your trips with us are an enjoyable experience.

Prairie Hills Transit is pleased to serve the residents of Butte, Custer, Fall River, Harding, Lawrence, Meade, and Perkins Counties along with limited service in Pennington County for public transit services. The goal of Prairie Hills Transit is to provide transportation to riders of all ages by providing safe, reliable, and affordable public transit services.

These policies serve as a guide in making decisions that affect passenger responsibility and safety when riding with Prairie Hills Transit.

An electronic copy of this handbook is available on our website at www.prairiehillstransit.com.

All policies will be enforced in a consistent, and fair manner. If you feel you have been treated unfairly, an appeal process and telephone comment numbers are included in this handbook.

Mission Statement: Will promote, support, and deliver safe and efficient public and specialized transportation for patrons in its service area.

# **SERVICE DAYS & HOURS**

Current service hours may be found on our website or by calling dispatch at 605-642-6668 between 7 a.m. and 5 p.m.

All requests for rides should be made between 7:00 a.m. and 3:00 p.m. the business day before you need transportation or earlier. If your transportation needs are outside the established hours of service, call and we will make every effort to accommodate your request.

Following are the days and hours as of February 2023 for **in-town service** for Prairie Hills Transit service:

#### **Belle Fourche**

Monday through Friday 8 am to 4 pm. Daily trips to Spearfish are available. Schedule an appointment between 10 am to 1 pm.

#### Custer

Monday through Friday 8 am to 4 pm

#### **Edgemont**

Tuesday, Wednesday, Friday 8 am to 2 pm

#### **Hot Springs**

Monday through Friday 7 am to 4 pm

#### **Lead & Central City**

Tuesday & Thursday 9 am to 3 pm

#### **Spearfish**

Monday through Friday 7 am – 7 pm Saturday 8:30 am - 4 pm Sunday 8:30 am - 1 pm

#### **Sturgis**

Monday through Friday 7 am to 4 pm

<u>Hours may change without notice</u>. The most up-to-date information will be posted on the website <u>www.prairiehillstransit.com</u> or by calling dispatch.

## DISPATCH CONTACT FOR YOUR COMMUNITY

Butte County 605-642-6668 or 877-673-3687 Custer County 877-673-3687 or 605-673-3687 Fall River County 877-673-3687

Lawrence County 605-642-6668

Meade County 605-347-0086 or 605-642-6668

Perkins County 605-374-3189

# **SCHEDULING RIDES**

#### **REQUEST SERVICE**

- Dispatch will answer your call **MONDAY THROUGH FRIDAY 7:00 am to** 5:00 pm.
- After dispatch hours, riders may make a detailed request on voicemail. These messages are checked after 7:00 a.m. Monday through Friday.
- When scheduling your ride please provide the dispatcher with your first and last name, phone number, appointment time, and destination. Your pick-up time will normally be a half hour before your appointment time for an in-town ride.
- For future ride requests, online booking is available at <a href="www.prairiehillstransit.com">www.prairiehillstransit.com</a>. If you need help using this convenient service, please call our dispatch and they will walk you through the process.
- Advance ride requests may be made by calling the listed phone numbers the day before a ride is needed.
- Requests made on voicemail for next-day service, cannot be guaranteed.
- Traveling with a service animal is permitted and must be declared to dispatch at the time the ride is scheduled. See page 18 regarding service animals.
- Riders who require a regular ride (work, therapy, school, etc.) may create a standing ride request that can last up to a year. The rider must notify dispatch of changes or cancellations to a standing ride schedule in advance.
- If you are calling to arrange transportation and have not ridden with Prairie Hills Transit before, you will need to provide your name, phone number, date of birth, and address before transportation can be provided. If you use a mobility device such as a walker, wheelchair, cane, etc., or require other assistance provide that information also.

#### Note:

If you need to schedule a ride or make changes to an existing ride, dispatch must be contacted for the change to be effective. Drivers **cannot** take ride information.

For any questions on fares or suggested donations, please contact dispatch or visit our website. If an individual, over the age of 60, is unable to afford transportation service, arrangements can be made at the Prairie Hills Transit office at 2015 Tumble Weed Trail, Spearfish, SD 57783, or by calling the phone number for your community.

## **OUT-OF-TOWN SERVICE AND SCHEDULE**

Out-of-town trips may be as short as 4 hours or an all-day trip depending on passenger count and time of appointments. Drivers are unable to assist any passenger with the use of oxygen or other medical equipment, administer medication, or help with other personal needs. If you need assistance, please bring your personal care attendant. Please inform Dispatch if you use a mobility device (wheelchair, electric cart) or will need the lift to help you board when you schedule your ride.

Trips between communities require a paid fare. It may be paid by the individual or by another entity. Additional trips in an out-of-town location do require an additional fare of \$1.50 one-way to be paid by the rider. Riders are encouraged to use the fare box for any cash payment.

#### Out-of-town rules and schedule

- All Reservations are needed by 3:00 P.M. the previous business day
- Appointments should begin between the hours of 10:00 AM & 2:00 PM
- Appointments beginning before 10:00 AM or after 2:00 PM require advanced approval and may result in a higher fare amount.
- Each additional stop in Rapid City requires payment of \$1.50 for each stop.
- Rides scheduled may be for any purpose.

# Northern Hills to Rapid City includes scheduled stops in Belle Fourche, Central City, Lead, Spearfish, Whitewood, Piedmont, Summerset, and Blackhawk (\$20 round trip)

Monday, Tuesday, Wednesday, Thursday, and Friday

Appointments scheduled between the hours of 10:00 AM & 2:00 PM only

#### **Custer County to Rapid City** (\$20 roundtrip)

First and Third Thursday of the Month

Appointments scheduled between the hours of 10:00 AM & 2:00 PM only

#### Fall River County to Rapid City (\$20 roundtrip)

First and Third Friday of the Month

Appointments scheduled between the hours of 10:00 AM & 2:00 PM only

#### **Lemmon to Rapid City** (\$30 roundtrip)

First Tuesday and Third Wednesday of the Month

#### **Lemmon to Bismarck** (\$25 roundtrip)

Second Wednesday and Fourth Thursday

#### **Lemmon to Faith** (\$20 roundtrip)

First Wednesday of the month

## REGULARLY SCHEDULED CITY-TO-CITY SERVICE

Belle Fourche to/from Spearfish	Monday through Friday. Call Dispatch for availability	
Edgement to from Het Chrings	Tuesday, Wednesday, and Thursday no earlier than 9:00 a.m. and	
Edgemont to/from Hot Springs	returns no later than 2:00 p.m.	
Lead to/from Spearfish	Thursday only. Call Dispatch for availability.	
Lemmon to/from Hettinger, ND	Monday through Friday. 3 trips a day	
Whitewood to/from Spearfish	Thursdays only- Call Dispatch for availability.	

## **YOUTH TRANSPORTATION (Ages 2-12)**

No child will be transported unless a Youth Transportation form is on file at Prairie Hills Transit. This form is for your child's safety.

- Children will be picked up and dropped off at the address you provide.
- The driver will watch the child until they are through the door before leaving. A wave at the door from your daycare provider, babysitter, or parent is needed and appreciated for your child's safety.
- It is your responsibility to contact us regarding changes in your child's schedule. For safety reasons, we cannot take transportation changes from your child or daycare provider.
- Routes are determined based on the quickest and best route for all children. There are no guarantees on pickup or drop-off times.
- Parent or Guardian of child should ensure the child is ready to board, see the noshow and cancel arrival policy on page 9
- Drivers may not leave the vehicle unattended to look for a child who did not show up for pickup. Dispatch will be contacted by the driver and every attempt will be made to locate the child.
- If all efforts to contact the parent, guardian, or emergency contact person or persons fail the local police department will be contacted.
- Negative behavior issues will not be tolerated. All rides given to children should be a positive experience. Parents or guardians will be contacted to reference an issue.
- Please contact Dispatch if your child has not reached their destination within 45 minutes of pickup time.

## **HOLIDAY SERVICE**

No scheduled service or office staff is available on the following holidays. **The exception** for transportation service is for dialysis appointments on a holiday.

New Year's Day Memorial Day Easter

July 4<sup>th</sup> Labor Day Thanksgiving

Christmas

## **CURB-TO-CURB SERVICE**

Prairie Hills Transit's vehicles routinely provide curb-to-curb service. Curb to curb means we will pick you up at the curb of the location of your choice and you are dropped off at the curb of your drop-off location.

The following policies explain the meaning and intent of curb-to-curb service for Prairie Hills Transit riders.

#### **Private Homes:**

- Prairie Hills Transit bus drivers may not enter a private home or apartment for any reason.
- Bus drivers will offer assistance to passengers from the curb onto the vehicle or lift; and from the vehicle or lift to the curb.
- Any rider needing assistance from their door to the vehicle or from the vehicle to their destination's door should let the Prairie Hills Transit Dispatcher know at the time the ride request is made. Prairie Hills Transit will provide the requested door-to-door assistance if the safety and well-being of the passenger and the bus driver are not jeopardized.

## 24-hour care facilities and Public buildings:

- Prairie Hills Transit bus drivers may assist passengers into and from the entrance door
  or doors of a medical facility or public building. Bus drivers may assist passengers to
  the check-in desk. When picking up passengers from a business/medical facility, bus
  drivers may go through the entrance door or doors of the building to locate the
  passenger. Bus Drivers will not go past this point.
- Bus drivers will only enter the front entrance of nursing homes, medical facilities, shopping centers, or businesses in an attempt to find passengers. If the rider is not found, Dispatch may be contacted to locate the rider.

# **CHANGING OR CANCELLING SCHEDULED RIDES**

Please call at least one hour before your scheduled pickup to cancel or change your ride.

- If dispatch is notified less than 1 hour in advance of your scheduled pickup time it will be marked as a No Show and penalties may apply.
- If you cancel with the driver at the door, additional penalties may apply.
- When the driver arrives and you are not there for your scheduled pickup time the ride will be marked as a **No Show** and penalties may apply.

## NO-SHOW AND CANCEL-ON-ARRIVAL POLICY

Any "no-show" or "cancel-on-arrival" incurred by a passenger will be documented on their account. When there are 3 occurrences in a row then the following guidelines will be followed by PHT Management.

• Passenger is suspended for one week without notice. Any missed fares will be made before service can resume.

An appeal process can be initiated by writing to 2015 Tumble Weed Trail, Spearfish, SD 57783.

## **SCHEDULED PICKUP AND RETURN TRIPS**

#### **20-Minute Window Rule**

Prairie Hills Transit makes every effort to arrive as close to the scheduled pick-up time as possible. Due to the demand for services, arrival times can vary. A 20-minute pickup window has been established for everyone's benefit. If the bus arrives 10 minutes early, please be waiting and ready to board the bus so Prairie Hills Transit vehicles stay on schedule for all of our passengers. All passengers should anticipate an early bus arrival of up to 10 minutes before or 10 minutes after the scheduled pickup time.

Example: If you schedule a 10:00 AM pickup, the bus may arrive as early as 9:50 AM or as late as 10:10 AM. Be prepared to leave any time within the 20 minute window and schedule your rides accordingly. If you've waited more than 10 minutes for your scheduled pickup, please contact dispatch for assistance.

## **Five Minute Rule**

If the driver arrives before the scheduled pickup time they will wait 5 minutes beyond the scheduled pickup time at the pickup location before leaving and will mark the rider as a **No Show.** If you anticipate being late for your scheduled ride contact dispatch to see if we can accommodate you at a later time for the same-day fare. If the bus does not arrive by 10 minutes after the scheduled pickup time, please contact dispatch for assistance.

Prairie Hills Transit has this rule to keep our buses on schedule and to get our riders to their destinations on time. If the bus has to go back for a passenger after they have been a "No Show" a double fare will apply.

## SCHEDULED RETURN TRIPS

For your return trips passengers may schedule a specific pickup time or a **Will Call** trip will be set up.

A **scheduled pickup** requires the passenger to be ready at the set time. If the rider is not ready a later return by a Prairie Hills Transit bus will result in a higher fare.

Will Call riders will contact dispatch when they are ready to be picked up. Will Call riders will be subject to wait for time based on service demand. We make every effort to pick up our Will Call passengers in a timely manner. If a bus does not arrive after 15 minutes please call dispatch for assistance.

Please follow the above policies to assure all Prairie Hills Transit's clients reach their destinations in a timely manner.

#### **SEAT BELT POLICY**

All passengers of Prairie Hills Transit are required to wear a seat belt when seat belts are available in the vehicle. Passengers who refuse to wear available seat belts will be denied service.

Prairie Hills Transit bus drivers will ensure appropriate seat belts provided for the safety of all passengers are used.

# SMOKING, ELECTRONIC CIGARETTES, VAPING, ALCOHOL, AND SMOKING TOBACCO

Strictly prohibited on the bus.

# SURVEILLANCE SYSTEM

Prairie Hills Transit vehicles are equipped with surveillance systems. These are for security purposes only. Recordings are NOT AVAILABLE to passengers or the public.

# **VEHICLE BACKING POLICY**

Drivers will not pull into residential driveways or park in a position requiring them to back up.

# **FARES**

- Riders living independently under age 60 MUST pay a fare for each ride.
- Senior riders living independently who are age 60 and above, are expected to donate for each ride **in** their home community.
- Senior riders living independently who are age 60 and above, <u>must pay</u> a fare for trips <u>outside</u> their home community.

- Riders living in a nursing home or an assisted living <u>must pay</u> a fare unless other payment arrangements have been made.
- Any person riding who does not provide the services of an attendant or an escort for a passenger is required to pay the appropriate fare.

# **FARE PAYMENT OPTIONS**

- When your ride is booked the dispatcher can/will tell you if there is a fare you must pay.
- Payment is required at the time of service unless previous arrangements have been made with the administrative office.
- Donations for seniors: Over the age of 60 passengers are asked to donate for the ride or rides they take (in-town only). Anyone who cannot donate for a medical trip please contact the Prairie Hills Transit administrative office for help.
- Cash payment: When paying cash the exact fare is required. The driver doesn't carry change. Cash payment is also accepted for tokens in all communities Prairie Hills Transit operates.
- Check payment: Checks for the exact amount are accepted for individual rides, and tokens at various locations in all communities Prairie Hills Transit operates.
- Credit Card payment: Can be taken over the phone or in-person.
- Non-sufficient funds returned check will be charged a \$30.00 service fee. Service will be suspended until the non-sufficient fund and service fees are paid to Prairie Hills Transit.
- Prairie Hills is the licensed community "non-ambulance" medical transportation provider for the Department of Social Services, Medical Division. If you are eligible for transportation benefits under Medicaid, your transportation fares will be billed directly to Medicaid. We will need your date of birth, and Medicaid number, and we will verify with the State of South Dakota your transportation eligibility.
- Transportation costs can be billed to you if authorized by the Administrative office. All payments are due 5 days after receipt of the billing. If the invoice becomes 30 days late, the finance charge will be added plus a late fee of \$25.00 per month.

## **COMING SOON:**

Prairie Hills Transit recognizes the advancement in technology. We are currently establishing a method to pay your fare using a smartphone app to download or a swipe card system, similar to a pre-paid debit card. Check or website for updates.

# **TOKENS, TICKETS, AND PASSES**

Bus transit tokens, tickets, or passes may be purchased during business hours in person or by mail at the Spearfish Regional Bus office, 2015 Tumble Weed Trail, Spearfish, SD 57783. The office is located off of I-90, Exit 8 South on McGuigan Road to Tumble Weed Trail. Payment may be made by mail, check, debit card, credit card, or cash.

In other communities, the tokens or tickets for the specific community may be purchased with cash, check, or credit card. Payment by credit card can be done by calling the office.

For youth transportation and activities fares including tokens and passes, see the information on the web page about youth transportation or contact the administrative office for more information.

# **REFUSING SERVICE**

Prairie Hills Transit reserves the right to refuse service to any passenger who is:

- Intoxicated to the point the rider is a safety risk to themselves, other riders, or the driver
- Belligerent/rude towards drivers, dispatchers, administrative staff, or other passengers
- Poses a safety or health threat to themselves or others
- Has unreasonable personal hygiene
- Is not wearing a shirt or footwear
- Is carrying a weapon
- Transports pets without a designated carrier, other than service animals

# **BEHAVIOR POLICY**

**First offense**: Riders posing a safety risk will be immediately refused service by the bus driver and a follow-up warning letter will be sent by PHT Administration to the rider requesting a signature of the acknowledgment of behavior.

**Second offense**: Discontinued service for one week. An acknowledgment letter will be sent from PHT Administration.

**Third offense**: A final letter will be sent from PHT Administration to the rider and service will be discontinued based on the event and potential risk.

# CHILD PASSENGER RESTRAINT SYSTEM

Prairie Hills Transit recommends any child under five years of age or weighing less than forty pounds use a child passenger restraint system. The bus driver is not able to assist with the securement of the child seat provided by the adult. There are integrated child seats (ICS) available in many of our vehicles. When scheduling a ride for a child under five years of age or weighing under forty pounds let dispatch know. If we are unable to accommodate the child's need with an ICS seat, the parent will be required to provide and secure a child seat.

# **MOBILITY DEVICE SECUREMENT**

All persons using mobility devices are required to have their devices secured while aboard a transit vehicle. The bus driver may decline service to a rider who refuses to allow his or her device to be properly secured.

# **ESCORTS AND ATTENDANTS**

Personal care attendants/escorts are persons who are directly involved in the mobility assistance of their attendees and will be allowed to ride free of charge but are required to follow all other policies.

- PERSONAL CARE ATTENDANT (PCA): A person providing all necessary care and assistance to a rider before, during, and at the rider's destination. While PCAs may travel with a passenger with a disability, transportation agencies are not required to provide a personal care attendant or personal care attendant services to meet the needs of passengers with disabilities on PHT trips.
- ESCORT: A person accompanying a rider to give guidance and/or assistance to the rider at their destinations.

# **FOOD AND DRINKS**

Drinks and food may be transported but must remain closed.

# **WEATHER**

## **Weather Related Access to Private Homes**

 Passengers are responsible for snow removal to make their homes accessible to the Prairie Hills Transit vehicles and drivers. Bus drivers may not assist passengers through snow or across the ice when the passenger or the driver is in jeopardy of injury. • If a passenger schedules service knowing there is no cleared access or safe loading area where the rider can be picked up safely, the trip will be considered a no-show and the no-show policy will apply.

## SEVERE WEATHER PASSENGER GUIDE

- Stay informed of local weather conditions which may affect Prairie Hills Transit services.
- Wear appropriate winter clothing and footwear. Care providers are responsible for ensuring that passengers are properly dressed for their ride. This includes proper coats, hats, gloves, and/or footwear.
- Bus Drivers cannot assist passengers with their clothing. Passengers who are not adequately dressed for the weather conditions may be refused service.
- Avoid delay by having the correct fare and being ready for your pickup.
- Use the handrail (s) while boarding and disembarking and watch your step at all times.
- Wait until the bus comes to a complete stop before boarding or unbuckling your seat belt and leaving your seat.
- Clean footwear of snow and slush before boarding so it does not cause a danger to yourself and others.
- Be prepared for sudden stops and wear your seatbelt while riding the bus. The bus may have to make a sudden stop to avoid an accident, person, road debris, etc.
- Allow additional travel time as severe weather can increase time intervals between bus pickups.
- Some routes may be shortened or canceled
- Bus service on less traveled streets-especially those not plowed or sanded may be canceled.
- Absolutely NO alley travel during severe weather.
- In case of severe weather, all passengers will be taken home immediately.

## SERVICE CANCELLATION DUE TO SEVERE WEATHER CONDITIONS

In the event extreme weather conditions exist which make travel unsafe, Prairie Hills Transit reserves the right to discontinue services for all rides regardless of trip purpose until conditions are safe for travel in your area.

Every attempt will be made to announce service cancellations due to weather on media outlets at the discretion of the media company. Closures will be posted on the Facebook page.

# **ADA SERVICES**

The ADA is civil rights legislation for persons with disabilities to receive transportation services equal to those available to people without disabilities. The majority of Prairie Hills Transit vehicles are equipped with lifts and are for use by anyone. In accordance with the Americans with Disabilities Act, (ADA) a wheelchair or mobility aid that exceeds 30 inches in width, 48 inches in length, or weighs more than 1000 pounds when occupied may be refused transportation. Special accommodations to those using mobility devices exceeding the dimension of a wheelchair and mobility aids under ADA regulations may only be approved by the Operations Coordinator or the Executive Director.

Inquiries about special accommodations must be made at least 24 hours in advance for service consideration. When you are scheduling your ride, please inform Dispatch if you require a lift to board the bus.

Prairie Hills Transit bus drivers are not permitted to assist passengers in mobility devices up or down any steps or non-ADA-compliant ramps. If such a condition exists passengers are responsible for arranging assistance.

# REASONABLE MODIFICATION

Prairie Hills Transit will make a reasonable modification to policies, practices, and procedures to avoid discrimination and ensure that its programs are accessible to individuals with disabilities. PHT drivers will assist with the use of lifts, ramps, and securement systems but they are not required to provide "attendant" services. Attendant services include assisting with the use of oxygen or other medical equipment, administering medication, or helping with other personal needs.

# RESPIRATORS AND PORTABLE OXYGEN EQUIPMENT

Portable oxygen equipment and portable respirators are permitted on Prairie Hills Transit vehicles. The driver will assist you in securing this equipment on the vehicle. Drivers are not qualified to assist you when using this equipment. If you need assistance with portable life support equipment, please arrange to bring a qualified attendant along with you. (*Revised July 2015*)

# **INDIVIDUALS WITH SERVICE ANIMALS**

According to the Americans with Disabilities Act (ADA), service animals shall be permitted to accompany individuals with disabilities in vehicles and facilities.

- A service animal is an animal that is specially trained to do work or perform tasks for a person with a disability.
- Animals whose sole function is to provide comfort or emotional support DO NOT qualify as service animals following Circular ADA C 4701.1.

The service animal may be refused transportation if it is not under the control of the handler, is not housebroken, and is disruptive or threatening to the safety of others. Service may still be provided to the individual if the service animal is excluded from riding with the individual.

# **HELPFUL SUGGESTIONS WHEN RIDING THE BUS**

## **SHOPPING**

- Drivers will assist with loading/unloading up to five packages or shopping bags. No cases of water or other beverages. Passenger must arrange their assistance to load/unload these items. All items must be securely stowed before the vehicle moves. We do not transport furniture or large items.
- Consider carrying an insulated grocery bag to place your frozen and refrigerated items when returning from the grocery store. The bus may not be able to return for you as soon as you are done shopping.
- Check for your items around your seat before exiting the bus.
- If you think you have left something on the bus, all lost and found items are taken to the home bus facility where your bus is housed. Please contact dispatch for directions as to how to retrieve your item.

## **MEDICAL EMERGENCIES**

- Prairie Hills Transit is not an emergency ambulance service. If you require emergency medical attention please call 911.
- If a medical emergency occurs while Prairie Hills Transit is transporting a passenger the driver will contact dispatch and medical personnel may be called.
- If you have a medical condition you feel we should be aware of let dispatch know before scheduling services.

# **TITLE VI**

Prairie Hills Transit is committed to providing non-discriminatory service following the Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin on programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d). Prairie Hills Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

# **APPEALS PROCESS**

If you think that you have been discriminated against by Prairie Hills Transit a written appeals process can be initiated by writing to Prairie Hills Transit, 2015 Tumble Weed Trail, Spearfish, SD 57783.

Appeals may also be presented in person at the above address. Please call the office in advance if special accommodations or requirements are needed.

Questions concerning the appeals process can be answered by the Prairie Hills Transit Executive Director at 605-642-6668 Ext 104.

Prairie Hills Transit may, at its discretion, provide service during the appeal process. Each case will be considered individually.

## **CONTACT INFORMATION**

Administrative Offices	Your local number or 605-642-6668
Scheduling, Dispatch, and Information	.Your local number or 605-642-6668
After Hours Message Phone	Your local number or 605-642-6668
Comments, Compliments, and/or Complaints dial yethe following Administrative Staff:	our local number and ask for any of

EXECUTIVE DIRECTOR
DEPUTY DIRECTOR
OPERATIONS SUPERVISOR
FINANCE MANAGER
HUMAN RESOURCE MANAGER
JEFFERSON LINES
MAINTENANCE

For an after-hours voice message for a specific department please use the above list

This transit agency is committed to providing non-discriminatory service. To request more information or to file a discrimination complaint, contact this transit agency.

Prairie Hills Transit is proud to be an active member of these organizations













**Belle Fourche Chamber of Commerce**