

## Public Works Alternative Transportation

401 Vernon Street Roseville. California 95678-2649

January 2012

For your convenience and for the convenience of your clients and students, Roseville Transit provides a photo identification (ID) card for *Client Aides*.

The Client Aide ID card is available to non-profit organizations that have qualified service provider staff who travel with clients or students who would be unable to travel safely alone. This ID card is accepted on Roseville Transit Local and Dial-A-Ride service.

The card entitles the cardholder to board for free and is valid only when the aide is accompanying clients or students and serves as eligibility for the discount fare for the aides' clients or students (all clients or students traveling with the aide are eligible to board at the discount fare without showing their own ID cards). It is valid for a one-year period.

To make this ID card available for use by any of your personnel, please fax or mail a letter on your organization's letterhead with the following information:

- Organization's mission
- List qualified personnel

Please inform your staff that when they come to our office to request their Client Aide ID card they will be asked to present a driver's license or some form of photo ID to validate their identity, complete a Client Aide Photo ID form and we will take their photo and issue the ID card at that time. Our office is open 8:00 am to 5:00 pm, Monday through Friday except for holidays for processing of ID card requests.

The first Client Aide ID card is provided free of charge; there is a three dollar (\$3.00) fee for lost or damaged cards. If a Client Aide ID card is due to expire, simply fax or mail a written request for renewal of the card, and we will provide a new card at no charge.

When a Client Aide leaves your organization, we request that their Client Aide ID card be returned to our office. If the program is misused the above privileges will be revoked for that individual and we will request that their Client Aide ID card be returned.

Please contact us at (916) 774-5293 if there are any questions regarding the Client Aide ID card.

Sincerely,

Lupe Nelson Administrative Clerk