

## EARLY LEARNING

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### Taxi Request Procedure

#### *How to fill out a Taxi Request Form, step-by-step.*

*Please let your parents know that there is a two-way, 15-minute window for pick-up times. This means the taxi could arrive for pick-up 15-minutes **earlier** than the requested pick-up time or 15-minutes **later** than the requested pick-up time. This is for every taxi request, every time.*

1. **Today's Date:** Write the current date you are filling out the form. The Admin. Asst. will write on the form the date of when they received it.
2. **Staff Requesting Taxi:** Write your first and last name.  
**Staff's Phone:** Write your work cell phone number here. If there is any issue with the request, you will be contacted on your work cell phone by either Harborside Taxi or by an Admin. Asst.  
**Date & Day Transportation is Needed:** Please use this format; Tuesday, February 21, 2023.
3. **Department to be Charged (circle one):** Circle your program type here.
4. **Name of Event Being Attended:** Please be specific: "Play & Learn Group", "School", "Doctor's Appointment", "Dentist Appointment", "DSHS Appointment", etc.
5. **Pick-Up Time:** It is very important to think about several factors when determining a pick-up time. It is vital you consider allowing *some* time for possible traffic back up, traffic accidents, or other unforeseen circumstances. It is also important to make sure the family does not arrive too early (or late!) to your event or their appointment. Consider these things: where the family lives, where the event or the appointed is located, how long do I think it would take **me** to drive that distance, how long will it take the parent to get the car seat or seats buckled in and get the child or children buckled into them. Lastly, consider other things that may be specific to a family (outdoor pets that may cause a delay, difficult to find house, etc.).  
**Return Pick-Up Time:** Put the time down that the event officially ends. If a Play & Learn Group ends at 3:00pm that is what you will write in this space. If the taxi request is for a Doctor's appointment and a return trip home is needed, please do your best to gauge when the appointment will be over and put that time here. This space should not be left blank if there is a return trip to the family's home.  
**# of Adults:** Write how many adults will be riding in the taxi.  
**# of Children:** Write how many children will be riding in the taxi.
6. **Mark One (Only if Applicable):** Sometimes, a family only needs a taxi ride TO an event or only needs a taxi ride to bring them home from an event. If this doesn't apply, simply leave the area blank.
7. **Parent Name:** Write the parent's first and last name here.
8. **Pick-Up Address:** Please be specific and accurate. Is there an apartment number? Is it a Road, Street, Avenue, Circle, Loop, or Boulevard? Is it NW, SW, SE, SW, NE? Write the City and Zip Code.
9. **Parent Phone:** Write the parent's phone number here. If the parent is Spanish speaking only, write in your work cell phone number here—you will be the contact person for any questions from Harborside Taxi.

10. **Transport to This Address**: Write the complete address of where the event or appointment is located. If it is a business, it is okay to write “PCHS...” and then the address. Please remember the instructions in #9 above for being specific and accurate with this address.
  11. **Return to This Address**: If the return trip is taking the family back home to the original pick-up address, you can simply write “Back Home” here. It **IS** okay for the family to be returned to a different address, you just need to provide that address here.
  12. **Additional Information**: Write anything here you feel may be helpful to the taxi driver. Examples: “This is a long, dirt road and you will see a blue mailbox on the right after you pass a huge cedar tree,” “Family has 2 large dogs that will be outside; please call family (or staff person if Spanish only speaking) when you arrive.”
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1. Admin. Asst.’s Work Cell Phone—360.932.9283
  2. Admin. Asst.’s Desk Phones—360.478.6889 – 360.478.6860 – 360.478.6887
  3. Harborside Taxi Phone—360.535.9804