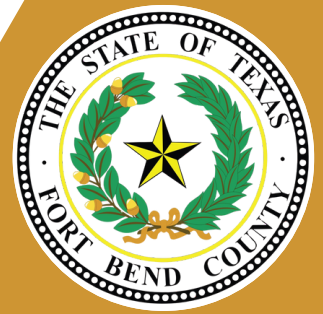


FORT BEND COUNTY PARKS TRANSPORTATION PROGRAM

**Connecting Communities Through
Shared Experiences**

FORT BEND COUNTY PARKS TRANSPORTATION PROGRAM

Connecting Communities Through
Shared Experiences



GENERAL INFORMATION

Physical Address: 15710 Old Richmond Rd. Sugar Land, TX 77478

Mailing Address: 301 Jackson St. Richmond, TX 77469

Office Number: 832-471-2583

Email: parktransit@fortbendcountytexas.gov

Website: COMING SOON....

Office Hours: Monday-Friday 9:00 a.m.-4:00 p.m.

Service Hours: Monday-Saturday based on reservation requests *ONLY

No Holidays, No Holiday Weekends.

Changes to operating hours due to emergency events (weather and other emergencies on the website, and/or announced via public media outlets (social media, radio, television, etc.) through Fort Bend County Office of Emergency Management, when applicable, and any other sources deemed necessary and/or available.

FORT BEND COUNTY HOLIDAYS

New Year's Day

Dr. Martin Luther King Jr. Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Fort Bend County Fair Day

Veterans Day

Thanksgiving

Christmas Day

**Dates are available on the website and are subject to change*

<https://www.fortbendcountytexas.gov/your-county/about-us/county-holidays>

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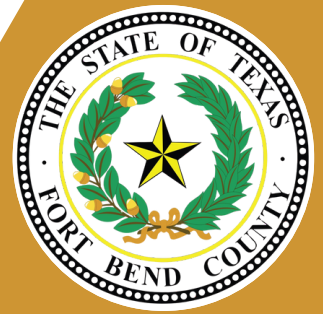


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FORT BEND COUNTY PARKS TRANSPORTATION PROGRAM

Connecting Communities Through Shared Experiences



The Fort Bend County Parks Transportation Program was created to provide group transportation for organized outings that encourage recreation, learning, and community connection. By offering safe and coordinated travel, the program helps expand access to parks, cultural activities, and group events. This initiative provides reliable transportation for day trips for eligible approved Community Based Organizations in Fort Bend County, Texas that bring people together and promote engagement throughout the region.

PROGRAM OVERVIEW

Community Based Organizations in Fort Bend County, TX may request transportation for day trips that align with educational, recreational, cultural, or service-based purposes.

Examples include:

- Visits to parks or recreation sites
- Group outings to cultural or historical locations
- Volunteer and service projects
- Community celebrations and special events

Each trip is subject to availability, coordinated to match group needs, and vehicle capacity, allowing participants to focus on their experience rather than the logistics.

ELIGIBILITY

Groups must meet the following criteria:

- MUST be a Fort Bend County Community Based Organization approved by Fort Bend County Elected Officials (e.g. County Commissioners or County Judge) and the Fort Bend County Parks Director.
- All eligible organizations or authorized representatives/requestors must receive pre-approval by the Elected Official of the respective precinct of residence/domicile and the Fort Bend County Parks Director.
- Have a minimum of 15 confirmed participants, with total passenger capacity determined by available vehicles and accessibility needs

HOW TO REQUEST TRANSPORTATION

1. Submit a Request Form

Complete the Community Transportation Trip Request Form and Group Roster & Waiver. (Pages 9-12).

2. Contact Our Office

Email: [parktransit@fortbendcountytexas.gov] or Phone: [832-471-2583]

3. Fort Bend County Elected Official and Parks Director Approval

Preapproval of Bus Usage comes from applicable Fort Bend County Elected Official (of the precinct of residence/domicile of the organization) and Fort Bend County Parks Director.

FORT BEND COUNTY PARKS TRANSPORTATION PROGRAM

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HOW TO REQUEST TRANSPORTATION (CONTINUED...)

4. Commissioner's Court

Request gets submitted to Commissioner's Court for Bus Usage Final Approval.

5. Online Requests (Coming Soon)

PROGRAM GUIDELINES

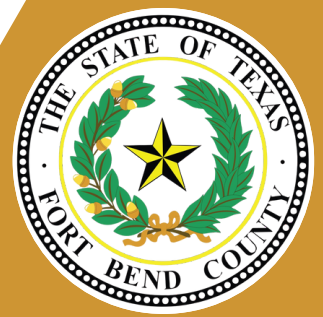
- Trips must support recreation, education, or community engagement.
- Requests must be submitted at least three weeks in advance.
(Trips MUST be pre-approved through applicable Fort Bend County Elected Official and Fort Bend County Parks Director.)
- Transportation is available for single-day group trips originating in Fort Bend County and extending to approved destinations within a reasonable travel distance.
- Vehicles are designed for medium-sized groups, and trips are scheduled using one of the County's two available busses, which seat 32 and 36 passengers respectively.
- Availability is determined by schedule, staffing, and vehicle capacity.
- All participants must be registered and complete a waiver before travel.
- Cancellations must be done within a 24 hour notice.

PASSENGER GUIDELINES

- No late arrivals to pick-up location, busses will leave pick-up location at scheduled time.
- This is a round-trip service, passengers must remain on the vehicle from beginning to end.
- Passengers shall follow the driver's instructions.
- Do not stand or sit in the aisle or stairwell.
- Passengers should not move from their seats while the vehicle is in motion.
- Immediately notify the driver if a beverage or food is spilled.
- Do not speak to the driver while the vehicle is in motion, unless it is an emergency.
- Drivers shall secure all wheelchair tie-downs for passengers utilizing wheelchairs.
- All items brought onboard shall be secured from movement, it must not block entrances, exits, aisles, take up seating space or passageways.
- Parks Transit Operators cannot pick-up groups in residential neighborhoods or drop-off passengers at private homes or subdivision clubhouses. Pick-up and Drop-off Location must be a Fort Bend County Facility.

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PROHIBITED ACTIVITIES

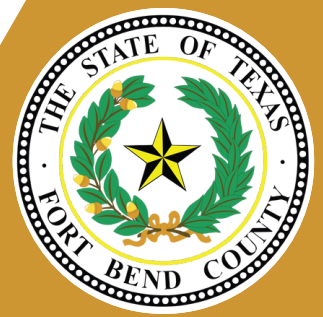
- Trips for personal leisure activities.
- Lack of shoes, shirts, or wearing inappropriate attire.
- Consumption of alcohol or illegal substances.
- Riding under the influence.
- Smoking.
- Use of abusive language or gestures.
- Portable Speakers.
- Agressiveness.
- Littering.
- Defacing property or equipment.

OTHER CONSIDERATIONS FOR TRIP COORDINATORS

- You **MUST** receive a confirmation email securing your reservation.
- You **MUST** receive a confirmation email stating that your request was approved by Fort Bend County Commissioner's Court.
- Trip coordinator is responsible for the group at all times, and must accompany the group.
- Ensure that trip destination is accessible by bus.
- Arrange for admission tickets and parking fees for the bus driver.
- Inform all passengers that busses do not have restrooms and rest-stops can be made at any time upon request.
- Roster/Waiver Forms are required to confirm passenger count. Additional passengers may not be added after trip has been confirmed.

FORT BEND COUNTY PARKS TRANSPORTATION PROGRAM

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FREQUENTLY ASKED QUESTIONS

Who can request transportation?

Any **eligible Community Based Organization in Fort Bend County** that promotes recreation, education, or service-related activities.

Is there a cost to participate?

No. The program is provided as a service by Fort Bend County Parks and Recreation to support access and inclusion.

How many passengers can be accommodated?

Fort Bend County operates two mid-sized buses—one with 32 seats and one with 36 seats—to serve community trips. Group sizes are coordinated based on the number of participants, accessibility needs, and trip details.

How far can groups travel?

Trips may include destinations within Fort Bend County or surrounding regions, extending to approved day-trip distances as determined by the Parks and Recreation Department.

Can passengers get picked up from their home address?

No. Passengers will only be picked up/dropped off at any Fort Bend County facility designated on the application. Individual Pick-Ups/Drop-Offs to individual home addresses is not allowed.

What days can be booked?

Monday-Saturday. Busses do not operate on County Holidays or County Holiday weekends. Please refer to County Holiday Schedule <https://www.fortbendcountytexas.gov/your-county/about-us/county-holidays>

Must I remain on the bus for the entirety of the trip's duration?

Yes, once you have signed the appropriate waiver form, you are required to remain on the bus for the entirety of its duration.

How do I know my trip was approved?

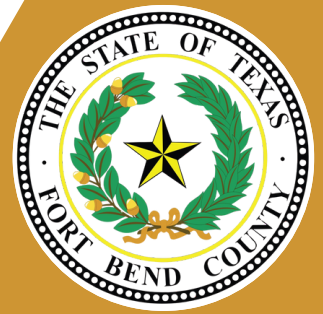
A confirmation letter will be e-mailed to the trip coordinator. Upon receipt of the confirmation letter, the trip coordinator should review all information included. Notify the *Fort Bend County Parks and Recreation Transportation Department immediately at 832-471-2583 if any of the trip information listed on the confirmation is not correct.*

What locations are prohibited?

- No over-night stays.
- No out-of-state trips.
- No travel to racetracks, bingo, or gambling establishments.

FORT BEND COUNTY PARKS TRANSPORTATION PROGRAM

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Parks Transportation Trip Request Form

CONTACT INFORMATION

Organization/Group Name : _____

Address of Organization/Requestor : _____

County Precinct # : _____

Date Submitted : _____

Group Coordinator/Point of Contact : _____

E-Mail : _____

Phone : _____

TRIP INFORMATION

Trip Destination/Purpose : _____

Destination Address : _____

Trip Date : _____

Pick-Up Time : _____

Return Time : _____

Day of Week : _____

Pick Up/Return Location : _____

Location Address : _____

Itinerary Details (List all stops, addresses, and contact numbers including rest breaks)

Expected Number of Participants : _____

Wheelchair Lift Needed? Yes No Expected

Number of Wheelchairs : _____

Alternate Dates (if preferred date unavailable)

1. _____ 2. _____ 3. _____

Submit Completed Form To: Fort Bend County Parks & Recreation – Community Transportation Program
Email: parktransit@fortbendcountytexas.gov Phone: 832-471-2583

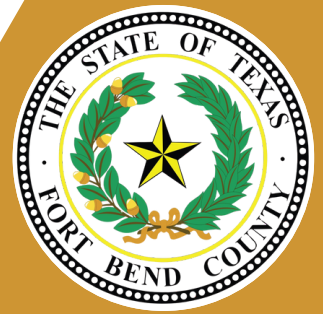
FOR ADMINISTRATIVE USE ONLY

Date Received : _____ Reservation Number : _____

Date Confirmation Sent : _____ Follow-Up Actions : _____

FORT BEND COUNTY PARKS TRANSPORTATION PROGRAM

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THIS WAIVER MUST BE FILLED OUT BY EACH USER. WHERE THE USER IS UNDER THE AGE OF 18, A WAIVER MUST BE FILLED OUT BY THE MINOR'S PARENT OR LEGAL GUARDIAN.

FORT BEND COUNTY PARKS TRANSPORTATION PROGRAM ACKNOWLEDGEMENT OF RISK, RELEASE AND WAIVER OF LIABILITY AGREEMENT

Notice: This is a legally binding agreement. Please read it thoroughly and understand its contents. THIS **ACKNOWLEDGEMENT OF RISK, RELEASE AND WAIVER OF LIABILITY AGREEMENT** sets forth the terms and conditions applicable for participation in travel and group activities (herein referred to as "Activity") with Fort Bend County Park & Recreation.

Participating in this Activity is voluntary and may present inherent dangers and risks, both anticipated and unanticipated, including all manner of injury (both physical and emotional), paralysis, death, damage to property or to other participants, or other losses. **NONETHELESS, I AGREE THAT I ASSUME ALL RISKS, WHETHER KNOWN OR UNKNOWN TO ME.**

Following consideration and recognition of the inherent risks of participation in Activity, I, **RELEASE FROM LIABILITY** and **WAIVE THE RIGHT TO SUE** Fort Bend County, Texas, its employees, officers, volunteers, and agents (collectively "the County") from any and all claims, including those resulting from any physical injury, illness, death, pain or suffering, or economic loss, that I may suffer due to participation in this Activity, whether participation is supervised or unsupervised expressly **including but not limited to loss, injury or death caused or contributed to by the negligence or gross negligence of Fort Bend County and/or its employees, officers, volunteers and agents.**

If I require medical treatment, the County is authorized to obtain medical treatment for me. **I AGREE NOT TO HOLD THE COUNTY RESPONSIBLE FOR ANY CLAIMS RESULTING FROM ANY MEDICAL TREATMENT.**

I agree as Parent/Guardian of the below named minor child to indemnify and hold harmless Fort Bend County, its employees, officers, volunteers and agents (collectively "the County") from and against any and all claims made by the minor child arising out of or caused by, directly or indirectly, from any physical injury, illness, death, pain or suffering, economic loss, that the minor child may suffer due to participation in this activity **including but not limited to loss, injury or death caused or contributed to by the negligence or gross negligence of Fort Bend County and/or its employees, officers, volunteers and agents.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of Texas. I understand the legal consequences of signing this document including **(A) RELEASING COUNTY FROM ALL LIABILITY, (B) WAIVER OF MY RIGHT TO SUE COUNTY, AND (C) ASSUMPTION OF ALL RISKS OF PARTICIPATING IN THIS ACTIVITY.**

I certify that I have read this Agreement and agree with the contents of this Agreement. I presently have no physical infirmities or limitations that prevent me from participating in Activity safely. I agree that if any portion of this Agreement is held invalid or unenforceable, I will continue to be bound by the remaining terms. By my signature, I warrant that I am at least 18 years old; that I have the legal authority to sign this **ACKNOWLEDGEMENT OF RISK, RELEASE AND WAIVER OF LIABILITY AGREEMENT**; and that I sign it of my own free will.

Signature of Individual/Guardian: _____ Date: _____

Printed Name _____ Name of Minor Child (if any) _____