

Instructions for Pick Up Program (PUP)

Once you have been approved to use The COMET's Pick Up Program (PUP). You will get a PUP card is in your approval letter if you plan to use a taxi service. Be sure to sign your PUP card and carry it with you when using PUP. Your PUP approval letter will tell you how much money you can spend on your rides. PUP cards cannot be used for anything other than your ride.

1. Set up a Ride

- Pick a ride service from the list you get.
- Call the company at the number listed for a ride.
- Some companies have apps to help you book a ride.
- If you need special assistance (such as a walker, manual wheelchair, power wheelchair, etc.) let that company know so they can help you.
- If you need a wheelchair-ready car, use a taxi company and let them know the day before.

2. Take the Trip

- Pick a ride service from the list you get.
- Call the company at the number listed for a ride.
- Some companies have apps to help you book a ride.
- If you need special assistance (such as a walker, manual wheelchair, power wheelchair, etc.) let that company know so they can help you.
- If you need a wheelchair-ready car, use a taxi company and let them know the day before.

3. Pay for the Trip

- After you get to where you are going, pay for the ride.
- If you do not have enough money on your pup card, pay what you can with your pup card, then pay the rest with your own money.
- Please tip your driver, but not with PUP cards.

4. Reorder Form – A reorder form will be in this letter for your next time you want to use PUP. To reorder, fill out the form and send it to:

- After you get to where you are going, pay for the ride.
- If you do not have enough money on your pup card, pay what you can with your pup card, then pay the rest with your own money.
- Please tip your driver, but not with PUP cards.

Cards will have more money put on them every month. If you fill out your log and turn it in.

