

Wickkiser International Companies, Inc
Special Needs / Unaccompanied Minor Forms

Unaccompanied Minor/Special Needs forms are provided for Special Needs passengers needing extra assistance or minors less than 16 years of age. Wickkiser International Companies, Inc. requires all minors less than 16 years of age to have a Special Needs/ Unaccompanied Minor Form on file at our main office in Ferndale, WA, in order to travel on our shuttles. Due to this company policy you will need to fax or mail a copy of the completed, signed form to our Ferndale Office. Please fax your form: 360-380-1538 or mail to 1416 Whitehorn Street, Ferndale, WA 98248. If a passenger needs special assistance on our shuttles, we will do our best to accommodate this passenger. At the present time, there is no charge for this special service.

In order to avoid any confusion, print all of your information on the form. Be sure to include any special phone numbers for contact people. A form needs to be filled out completely for **Each Way** the individual travels.

The party meeting the passenger MUST show photo ID (it must match the name on the form) and this party must sign the Special Needs/Unaccompanied Minor Release Form, (prior to your passengers' release).

The individual or parent at departure understands that if the Special Needs/ Unaccompanied Minor is not met on time, there will be a charge of \$75.00 per hour, billed in 15-minute increments. The individual or parent signing permission for us to transport the Special Needs/Unaccompanied Minor gives us permission, in the event that the receiving party is not located within 30 minutes of scheduled time, to either: *

#1 Return the Special Needs/Unaccompanied Minor to their original destination at full expense to the originating party.

#2 Turn the Special Needs/Unaccompanied Minor over to police as an abandoned individual.

*The above situations are proper protocol only when all attempts by Dispatch to contact the passengers' receiving parties have failed.

The pick-up party will need to produce picture identification, and sign the Special Needs/ Unaccompanied Minor Release form when your passenger is met.

There are two places that you can meet your Special Needs/ Unaccompanied Minor:

#1 If your passengers' destination is SeaTac Airport, you can **try** to meet the bus upstairs, at the second bus-unloading area in front of North West Airlines toward the South end of the building. **Due to airport security regulations, we are unable to wait upstairs for more than a few minutes at this location.**

#2 If you are unable to meet the bus upstairs, we will transport your Special Needs / Unaccompanied Minor downstairs to the south end of the building, on the lower baggage claim level, at Door #00.

If the passengers' departure is from SeaTac Airport, they can meet the bus at the regular departure location, downstairs at the south end of the building, on the lower baggage claim level, at Door #00.