



4036 ADOLFO RD. ~ CAMARILLO, CA 93012
(800) 966-7114 ~ FAX (805) 484-0694
Email: custserv@rdtsi.com

March 31, 2017

Parent/Guardian of:

, CA

Dear Sir/Madam:

R&D Transportation Services Inc (R&D) is contracted by the Regional Center to provide transportation broker services that consist of Scheduling, Billing/Contract Administration, Customer Service Center, and Quality Assurance for Field Operations. Although not a direct transportation service provider, R&D coordinates with the Regional Center service providers that operate safe, reliable, and efficient transportation services. To support the services outlined, R&D's Customer Service Representatives are available to keep the riders, families, and care-providers informed of changes in schedules and/or any transportation-related matters.

In the course of transporting participants, situations may arise which require immediate contact of a caregiver. For this reason, it is important that participant's telephone information be current at all times.

Our records note your telephone as "PHONE #". If this number is incorrect, we have enclosed a **Contact Information Update Form** for your review and completion. We also ask that you provide emergency contact information. Please provide three emergency contacts along with address and telephone number. Emergency numbers are valuable if there is urgency in contacting a caregiver and we are unable to reach anyone at the main contact phone number.

Once the form is completed, please return to our office for processing. For your convenience, you can choose one of the options below when returning the completed form.

Return Mailing Address:	For submissions via fax or e-mail:
4036 Adolfo Rd.	Toll Free Fax#: (866) 529-6102
Camarillo, CA 93012	E-mail: custserv@rdtsi.com

Thank you for your prompt response. If you have any questions about the information requested, please contact our office. Our toll free telephone number is 1-800-966-7114. Our business hours are 6:00 a.m. to 6:30 p.m., Monday through Friday. R&D representatives will be happy to assist you with any questions and concerns.

Thank you for your attention to this important matter.

Sincerely,
R&D Transportation Services Inc.
Customer Service Department



4036 ADOLFO RD. ~ CAMARILLO, CA 93012
(805) 529-7511 ~ FAX (805) 484-0694
Email: custserv@rdtsi.com

Contact Information Update Form

Participant Name:	UCI #:	Program:	Vendor:
Regional Center:			

CONTACT INFORMATION (PLEASE PRINT):

Current Telephone Number (include area code): _____

Contact Person: _____

Relation to Participant: _____

E-Mail Address: _____

EMERGENCY CONTACT INFORMATION (PLEASE PRINT):

Emergency Contact #1: _____

Relation to Participant: _____

Address: _____

Telephone Number (include area code): _____

Secondary Telephone Number (include area code): _____

Emergency Contact #2: _____

Relation to Participant: _____

Address: _____

Telephone Number (include area code): _____

Secondary Telephone Number (include area code): _____

Emergency Contact #3: _____

Relation to Participant: _____

Address: _____

Telephone Number (include area code): _____

Secondary Telephone Number (include area code): _____

Thank you for providing the information necessary to maintain participant records current.