

ON-CAMPUS SHUTTLE SERVICE POLICY

On-campus transportation is available to qualifying students with temporary or permanent disabilities who register with the Disability Programs and Resource Center. The shuttle service is available during the Fall and Spring semesters, Monday through Friday, 8:30 a.m. to 4:30 p.m. During the Winter and Summer sessions shuttle service is provided 8:30 a.m. to 12 p.m. and 1 p.m. to 4:30 p.m. Arrangements for shuttle service can be made by calling the **DPRC** at (415) 338-2472.

Shuttle rides may be scheduled in advance or requested by telephone as needed. **Scheduled rides have priority over telephone requests.** When several rides are requested in the same time period, priority is given to students going between classes. All requests will be handled as promptly as possible. A slight delay may occur in picking up riders who are not on the regular schedule.

To request rides outside the DPRC's regular hours of operation, please call in advance the Parking and Transportation Office at (415)338-1441, Monday - Friday, 8am – 5pm. In the evening requests can be made through the Department of Public Safety at (415)338-7200. Same evening requests are dispatched in the order that they are received and may be subject to delays depending on volume.

IMPORTANT! PLEASE READ CAREFULLY!!

It is important to be on time for your rides. The shuttle cart drivers can only wait up to 3 minutes. Drivers are not able to assist riders to their classroom or wait while errands are being done.

Be sure to call the DPRC to cancel any rides you do not need either permanently or for the day.

If you have difficulty with any aspect of your shuttle service, contact DPRC immediately.

Three (3) "no shows" without prior notice will result in future rides being canceled.

**Disability Programs and Resource Center
Application for On-Campus Shuttle Service**

415-338-2472 Voice/TTY

415-338-1041 Fax

Name _____ Date _____

SFSU I.D. # _____

Street Address _____

City _____ State _____ ZIP Code _____

Phone Number _____ E-Mail _____

Do you need wheelchair accessible transportation? Yes _____ No _____

Can we leave a detailed message? Yes _____ No _____

Please fill in the times and location of the pickups that you want this semester. If the time you request is already taken, your shuttle schedule will be changed. Shuttle pickups may vary as much as 30 minutes from the requested time. When several people need rides at the same time, priority is given to students going between classes.

THIS IS NOT YOUR FINAL SCHEDULE. YOU WILL RECEIVE A COPY OF THE APPROVED TIMES FOR YOUR RIDES.

Day(s)	Time Requested	Time Confirmed	Pick-Up Point	Drop-off Point
<i>e.g. M W F</i>	<i>9:05</i>		<i>HSS by elevator</i>	<i>TH under the ramp</i>

Office Use: Approved Board Daily Schedule Copy Sent
