Guidelines and Policy Agreement for Cart Service Use

We are pleased to accommodate your on-campus transportation needs through the use of our carts. In order to keep this system running smoothly, we must request your cooperation in complying with the following guidelines:

1. Each student must have a signed disability verification form on file with the Student Disability Services office to receive services for longer than one week. It is your responsibility to return the completed form to us within one week to ensure continuation of this service.

2. No cart runs will be made before 7:45 a.m. or after 4:15 p.m.

3. Service is provided on a "first-come-first-served" basis. (Exception: Any student who requests transportation from one class to another will receive priority over a student who requests transportation from a class to his/her car, lunch, etc.)

4. Any cancellations/changes must be made no less than one-hour prior to the scheduled pick-up time. If this is not done, the rider will be considered a "no show." After two (2) "no shows," the student will be dropped from the cart schedule.

5. Promptness is essential to the success of the on-campus transportation program. Because we have many rides scheduled in succession, you must be ready for pick-up at the scheduled time. If you are late, we will not be able to wait for you or return to pick you up. You will be marked as a "no show" when you are not at the designated pick-up location. Note: Please keep in mind that cart service may run slightly behind schedule due to on-campus traffic.

6. If you are unsure of a pick-up point, please ask. We have set points for pick-up and drop-off and will not alternate these without advance approval.

7. Please have alternative arrangements for rainy days. Cart service may be cancelled due to inclement weather.

Student Name: ___________________________ Red ID: ___________________________

Telephone Number: _____________________ Email Address: _______________________

I have read and understand SDS Cart Service Guidelines. I understand that service will be suspended if I do not abide by the guidelines stated above.

Student Signature: ______________________ Date: ____________________________