

Rider Responsibility for use of the Parking & Transit / Shaw Center Transportation

Important Dates to Note: Fall 2016

Monday, 9/19	Transportation begins
Monday, 10/10	No Transportation SCSD No School
Tuesday, 11/8	No Transportation SCSD No School
Friday, 11/11	No Transportation SCSD No School
Tuesday, 11/15	No Transportation SCSD Half day
Week of 11/19-11/27	No Transportation Thanksgiving Break
Thursday, 12/8	Last day of Shaw Center Transportation

Along with the dates listed above, any additional cancellations or modifications will be posted via Blackboard to all passengers.

1. Transportation schedules are posted by **6PM on Blackboard** for the following day. Riders must self-enroll in the group to see the schedules (see attached instructions). Be advised that the transport times listed will be as close to your requested times as we can make them and may vary from day to day. **You need to check the posted schedule regularly for changes, cancellations, etc.** If you have transportation questions or issues after checking Blackboard, contact the Shaw Center.
2. All scheduled trips leave from and drop off at College Place (in front of Sims Hall). Students must check-in with the driver and present their SU student ID when boarding the bus/van. If you are not checked off, the driver will not know to return to pick you up. All van riders must wear seatbelts at all times.
3. **DEPARTURE PROCEDURE** – The bus/van transports numerous students to many different sites in and around Syracuse. For this reason, punctuality is essential. The bus/van will leave from College Place at the scheduled time so **arrive at least 5 minutes before your scheduled departure**. The bus/van will not wait for you beyond the scheduled departure time. **If you miss the trip to your site, the pick-up trip that day is automatically canceled unless you contact the Shaw Center to remain on the schedule.**
4. **PICK-UP PROCEDURE** – Wait outside your site where dropped off, unless otherwise noted, **5 minutes before** the pick-up time specified on Blackboard. The bus/van may arrive late because it has encountered traffic or other conditions which are beyond our control, **but the bus/van cannot wait for you if you are late for pick-up. There will be no additional pick-ups between scheduled runs to sites. Keep attached orange card for taxi contact information.**
5. Missing two scheduled bus/van trips without notification to the Shaw Center will result in the loss of transportation privileges. Riders who no longer require transportation service must notify the Shaw Center immediately to be removed from the schedule.
6. When schools are closed, most community organizations are also closed, but not always. Check with your site to make sure. If your site is open, arrange alternative transportation ahead of time.

To CANCEL Transportation:

If you are cancelling transportation for the day, you must **contact the Shaw Center at shawcenter@syr.edu or (315) 443-3051**. SU Literacy Corps must cancel **ONLY** through literacy@syr.edu and also contact the site. **All riders should include name, route, destination and times of transport in all messages.**

WEATHER RELATED CANCELLATIONS, SEE BELOW

In the event of inclement weather or if Syracuse City Schools are closed, the Shaw Center will cancel transportation as necessary. Please see Blackboard for weather related cancellations.