

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

Important Dates to Note: Spring 2017

Tuesday, 1/31 **Transportation Begins**

Wednesday, 2/8 **No Transportation**
SCSD No School

Week of 2/18- 2/26 **No Transportation**
SCSD Winter Recess

Week of 3/11-3/19 **No Transportation**
SU Spring Break

Week of 4/14-4/23 **No Transportation**
SCSD Spring Recess

Friday, 5/2 **Last Day of Transportation**

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

Weather Related Cancellations: 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 any cancellations. We post weather cancellations as soon as we are notified, so be sure to check Blackboard frequently.

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 canceling 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.

Transportation Schedules: Transportation schedules are posted by 6:00PM 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.

Bus Stop Location: All scheduled trips leave from and drop off at **College Place (in front of Sims Hall)**. Riders must check-in with the driver and present their SU student ID when boarding the bus. If you are not checked off, the driver will not know to return to pick you up.

Departure Procedure: The bus transports numerous students to many different sites in and around Syracuse. For this reason, punctuality is essential. The bus will leave from College Place at the scheduled time so arrive at least **5 minutes before the pick-up time specified on Blackboard**. The bus 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.

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 may arrive late because it has encountered traffic or other conditions which are beyond our control, but the bus 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 in case you miss the bus.

Three (3) Strike Policy: Riders are responsible for notifying the Shaw Center any time they will be missing a scheduled pick-up and/or drop-off. Attendance is taken at every pick up on College Place and at sites. If a rider misses a scheduled pick-up 3 times without notifying the Shaw Center; they will be removed from the bus schedules and will have to come into the office to discuss the possibility of reinstating transportation. To prevent this from happening, please contact the Shaw Center transportation coordinators via email or phone about any cancellations prior to your scheduled trip. Riders in the SU Literacy Corps should send the cancellation template to literacy@syr.edu no later than 8:30AM the day of their cancellation, all other riders may email shawcenter@syr.edu, or call 315-443-3051.

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