

# Student Disability Transportation

## Policies and Procedures

Enrolled students with a permanent or temporary disability that require transportation while on-campus, should submit an application form through the University Health Service office. If approved through UHS, the transportation coordinator will contact you to receive a copy of your class schedule. The student will then be requested to provide the following information:

- the days the rides are needed
- the times the rides are needed
- the pickup location and destination of each ride
- the length of time transportation will be needed

The Parking & Transportation office will request all students to adhere to their schedule and be at the arranged location at the scheduled time. Please note that rides will only be given on campus to and from classes. The driver will wait only five (5) minutes beyond the scheduled time. If student is not at scheduled location within this time frame, it will be considered a “no show”. Three “no shows” or “no calls” will be interpreted as riders no longer needing the service. Students will have to contact the Parking & Transportation office to be reinstated. Riders are responsible for canceling their regularly scheduled rides no later than 24 hours before the scheduled time. In emergency situations, riders have to call the Parking & Transportation office a minimum of one (1) hour prior to the scheduled ride. Students who consistently cancel rides may also result in a discontinuation of services. All changes to your schedule should be submitted 24 hours in advance to the Transportation Coordinator. Same day requests will be considered based on driver availability.

I understand the policies and procedures for student transportation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send to: Andrea Walton

Drop off at 109 Fauver Stadium, send fax (585) 275-8097, or via email: [awalton@parking.rochester.edu](mailto:awalton@parking.rochester.edu)