



CENTER FOR
STUDENT
INVOLVEMENT

SCOTTIE SHUTTLE POLICY

The Scottie Shuttle is a twenty-five passenger bus provided by the Center for Student Involvement for the Agnes Scott College community to aid in facilitating connections between students/faculty/staff and the greater Decatur/Atlanta area. All people utilizing the Scottie Shuttle have the right to expect a safe space, a safe trip, and a reliable service. The shuttle is available for use to departments and student organizations as part of their efforts to create a vibrant social life.

The Scottie Shuttle is FREE for Agnes Scott students only. Seats on the shuttle are available on a first-come, first-served basis. In the event that capacity has been met during special events, a ride share code will be provided in order to receive a discount on a shared ride app such as Lyft and Uber. **Guests are not permitted on the shuttle at any time.** Drivers have the right to check for proper institution identification to ensure all riders are students, faculty, or staff of Agnes Scott College. **Food and drinks, except for water in closed containers, are not permitted on the bus.** The shuttle leaves from the Main Loop at regularly scheduled intervals and returns to the Main Loop at specified times, unless communicated otherwise. If a student misses the final shuttle back to campus, they are responsible for their transportation back to campus. The schedule and days of operation are determined by the Center for Student Involvement using the input and feedback of students and the college community. During college closures, holidays, and breaks, the shuttle will not operate, unless communicated otherwise. The schedule will be sent to the community via email and posted on social media through the Center for Student Involvement. Real time route information can be found by downloading the *Passio Go* app and selecting Agnes Scott College. Any suggestions for future locations should be emailed to csi@agnesscott.edu.

The Scottie Shuttle provides transportation for exclusive use to student organizations and department trips. Student organizations are required to pay a fee of \$75 per day. Departments are required to pay a fee of \$100 per day. All trips must remain within the confines of the state of Georgia. Student organizations and departments requesting use of the Scottie Shuttle are also required to submit a request form. The link to the request form can be found on the Center for Student Involvement website at www.agnesscott.edu/csi. Student organizations and departments should contact Jennifer Duncan, Assistant Director of Student Involvement and Alston Building Manager at jduncan@agnesscott.edu, for shuttle availability and scheduling *prior* to submitting a request. All requests for use of the shuttle must be submitted at least **14 days** in advance of use. All cancelations must be submitted **7 days** in advance of the scheduled request. Any cancelations less than 7 days, will be charged the entire fee. Any questions regarding shuttle rentals should be directed to the Center for Student Involvement.

Effective March 1, 2020