Shuttle Procedures

Signing Up
Only CSC office staff can sign you up for rides. Do not do it on your own! The TIME box refers to the time the shuttle will LEAVE Gustavus. Place an X in either the DROP (drop off) or GET (pick up) boxes. The rider’s name and the time they start and end work go in the RIDER box. The location and phone number of the location go in the LOCATION box. The name of the scheduled driver goes in the DRIVER box. Only two sites per time slots will be permitted. The shuttle drives on a 20 minute schedule, so pick a time slot that will get you to your site on time or back to campus in time.

Riding the Shuttle
Always wear your seatbelt!
Respect your driver.
Pick ups and Drop offs will take place in the LUND CIRCLE. When the weather gets cold, you may watch for the shuttle from inside the Campus Center’s back doors. If the shuttle doesn’t show, you should come up to the CSC and we will page the driver for you.
If your driver is sick, we will notify you as soon as possible. If a sub can’t be found, we’ll provide you with free tokens to use the St. Peter Transit bus.

Absences
Report any absence to the community service center (x6060) as far in advance as possible, preferably 24 hours ahead of time. It is important for shuttle drivers to know that they do not have to wait for you so that your absence does not consequently make other riders late. Unreported absences are not allowed.

Tardiness
Tardiness negatively affects all the people and organizations the shuttle services, so please be punctual. The shuttle will wait for you for 4 minutes. If you are running more than 4 minutes late, call the CSC so we can get word to your driver and/or re-schedule you for a later time that day. If tardiness of either variety becomes a habit, your driver will have a conversation with you about it. The conversation will be documented. After the second documented conversation, you will be removed from the shift for which you are consistently tardy. Your other scheduled shifts will not be affected.