



SAN DIEGO STATE
UNIVERSITY

Student Disability Services
Division of Student Affairs
San Diego State University
5500 Campanile Drive
San Diego CA 92182 · 4740
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Guidelines and Policy Agreement for Cart Service Use

We are pleased to accommodate your on-campus transportation needs through the use of our carts. In order to keep this system running smoothly, we must request your cooperation in complying with the following guidelines:

1. Each student must have a signed disability verification form on file with the Student Disability Services office to receive services for longer than **one week**. It is your responsibility to return the completed form to us within one week to ensure continuation of this service.
2. No cart runs will be made before 7:45 a.m. or after 11:00 p.m.
3. Service is provided on a "first-come-first-served" basis. (Exception: Any student who requests transportation from one class to another will receive priority over a student who requests transportation from a class to his/her car, lunch, etc.).
4. Any cancellations/changes must be made no less than one-hour prior to the scheduled pick-up time. If this is not done, the rider will be considered a "no show." After two (2) "no shows," the student will be dropped from the cart schedule.
5. Promptness is essential to the success of the on-campus transportation program. Because we have many rides scheduled in succession, you must be ready for pick-up at the scheduled time. If you are late, we will not be able to wait for you or return to pick you up. You will be marked as a "no show" when you are not at the designated pick-up location. **Note:** Please keep in mind that cart service may run slightly behind schedule due to on-campus traffic.
6. If you are unsure of a pick-up point, please ask. We have set points for pick-up and drop-off and will not alternate these without advance approval.
7. Please have alternative arrangements for rainy days. Cart service may be cancelled due to inclement weather.

Student Name: _____

Red ID: _____

Telephone Number: _____

Email Address: _____

I have read and understand SDS Cart Service Guidelines. I understand that service will be suspended if I do not abide by the guidelines stated above.

Student Signature: _____

Date: _____