



SAN DIEGO STATE  
UNIVERSITY

Student Ability Success Center  
Division of Student Affairs  
5500 Campanile Drive  
San Diego, CA 92182-4740  
Tel: 619-594-6473  
Fax: 619-594-4315  
TTY: 619-594-2929

### ***Guidelines and Policy Agreement for Cart Service Use***

We are pleased to accommodate your 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 Ability Success Center 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. Hours of operation are Monday through Thursday 7:45 a.m. to 11:00 p.m, and Fridays 7:45am to 4:00p. No cart runs will be made outside of these hours of operation.
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, the library, 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, and will need to re-register for consideration for continuation.
5. Promptness is essential to the success of the campus transportation program. Since 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. 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 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 the SASC Cart Service Guidelines. I understand that service may be suspended if I do not abide by the guidelines stated above.

Student Signature: \_\_\_\_\_

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