Introduction

In 1997 the University introduced a shuttle bus service exclusively for students. The shuttle service links the Campus to the business centres of Papine and Liguanea from Monday to Saturday. Additionally, students are transported from the Campus to their homes in the nearby communities from 9:00 p.m. to 2:00 a.m. Services currently offered are listed below and schedules are posted on the website, on notice boards, at reception points and distributed to students.

- Campus to Liguanea - on the hour 8:00a.m. - 10:30p.m.
- Campus to Liguanea - on the half hour 7:30a.m. - 10:30p.m.
- Campus to Mona Rehabilitation Centre via the Hospital 7:20a.m. - 3:30p.m.
- Campus to Papine (including University Crescent) 2:00p.m. - 9:00p.m.
- Campus to surrounding communities 9:00p.m. - 2:00a.m.
- Campus to Liguanea - Saturdays - one bus 8:30a.m. - 4:30p.m.

Students are not required to pay as they enter the bus but must present their student identification cards. Currently, there are no buses with wheelchair access and students who are physically challenged are assisted on the bus by the drivers or fellow students.

The following are rules for appropriate behaviour/conduct on the bus:

- Obey the directions of the bus driver
- Stay seated while the bus is in motion
- Keep all body parts inside the bus
- No littering
- No tampering with bus controls, emergency exits or bus equipment
• Intimidating or threatening the bus driver or other passengers is prohibited
• Endangerment of passengers or safe travel is prohibited
• Eating is not allowed on the bus

Rental of Buses

The small fleet of five (5) thirty-seat buses and one eighteen-seat bus is available on a first come first served basis (using only authorised drivers) for rental at concessionary rates to OSSD/UWI departments outside of regular shuttle hours, on Thursday afternoons from 1:00 – 6:00 p.m. and on Saturdays and Sundays. The rates charged are intended to cover operational costs and therefore are less than the commercial rates.

Scheduling of trips is done on a Wednesday and units/individuals will be advised of the status of their request and of the arrangements for payment.

Though booking of the buses may be confirmed, service could be withdrawn with immediate effect due to unforeseen circumstances such as emergency repairs.

The staff complement (drivers) is limited by the amount of funds available and drivers working outside of an eight-hour shift are engaged at overtime; funding does not allow for more than one driver per bus/per trip and therefore time limits are set for trips out of town to avoid driver fatigue and concomitant challenges.

Drivers are advised of destinations, routes being used, anticipated stops, departure and arrival times back at the Campus and names of individuals in charge of the trips. Buses are only allowed to travel within the speed limits and therefore individuals must allow for adequate time to travel to and from stated destinations. No trip should return to the Campus after 8:00 p.m.

The drivers ensure that there are no unauthorised passengers on the buses. As per our insurance policy, only registered students and staff are permitted on the buses. Other passengers, for example friends and relatives of staff are not allowed. (Guests of the University are allowed with special arrangements with the insurance company at additional costs).

Groups travelling on the buses are picked up at arranged points on the Campus and returned to the said locations. Students/Staff may disembark at central locations on the routes back to campus (Half Way Tree, Liguanea, Papine) but will not be taken to or from their individual homes when returning from-going to from trips or from fixtures.

There should be no standing passengers and the load should not exceed the limit for the buses.

There should be no eating, drinking or smoking on the bus.
Those in charge of the groups are required to sign the declaration below:

Declaration

I ………………………………………………………………. of ……………………………………………….. (Full Name & Dept./Address) do hereby agree that I have read and understood the Office of Student Services and Development (OSSD) Student Shuttle Bus Service Policy and Operating Guidelines as published. I hereby undertake to abide by and comply with all the stipulations stated in the said Policy and Operating Guidelines. I also understand that failure to abide by these stipulations will be regarded as a breach and OSSD reserves the right to apply appropriate sanctions.

Signed……………………………………………………………………………………………………

Designation……………………………………………………………………………………………

Date……………………………………………………………………………………………………