SHUTTLE SERVICE RIDER GUIDELINES

The shuttle Assumption of Risk form must be re-executed each semester.

- Each Student or Employee shall apply for the CCC Shuttle Service at the Campus Safety & Security Office by executing a CCC Shuttle Service Assumption of Risk.
- The Assumption of Risk form can be obtained from the Office of Safety & Security, Registrar’s Office, Business Office, and Advising Office.
- Upon completion of all required documentation, each Student or Employee must present required forms to the Campus Office of Safety & Security, which will update their ID card for use of the Shuttle.
- A valid CCC ID is required to ride the Shuttle. Riders must swipe their ID card over the proximity reader in order to board the Shuttle. ID card is not transferrable. Any individual transferring an ID card to another person may have Shuttle privileges revoked.
- The Shuttle must follow the designated route and stop at the designated areas. No unauthorized stops or requests for such stops are permitted.
- Students utilizing the CCC Shuttle Service are expected to have read and abide by all CCC Policies and Rules expressed within the Student Handbook and Board Policies. Failure to comply with these guidelines may result in the suspension or termination of a Student’s ability to use the Shuttle and further discipline.
- Violating the Student Code of Conduct or any other District policy or State and Federal laws at any time while on-board the vehicle is prohibited.
- All violations of the policy will be reported to the Campus Office of Safety & Security and consequently to the Dean of Student Services for judicial review. The Campus Office of Safety & Security shall in turn generate an Incident Report and distribute same.
- Minor Children are not permitted to ride the Shuttle, unless they are registered CCC students or accompanied by an adult with a valid CCC ID.
- No amplified radios are permitted. Headphone/ear buds are required for all iPods/phones and similar sources of music that make sound others may hear.
- Smoking is not permitted.
- No consumption of food or drink is permitted.
- No bicycles are permitted.
- No alcohol is permitted. Passengers shall not ride the Shuttle in an inebriated state.
- No weapons or transport of hazardous materials or illicit substances is permitted.
- No disruptive behavior or inappropriate language is permitted.
- Pets are not permitted. Service animals are allowed.
- City Colleges of Chicago is not responsible for articles left on the bus. Items found by the driver will be brought to the Campus Office of Safety & Security on the campus of the Shuttle’s origin.
- Each Student and Employee is solely responsible for his or her own on-time arrival to class and work. Any Shuttle delays are not an acceptable excuse for tardiness.
- Acts of vandalism, property theft, or damage caused by the rider shall be grounds for immediate revocation of Shuttle privileges, and financial restitution shall be the responsibility of the rider.
- Any activity that limits the driver’s ability to operate the vehicle safely or affects the safety of the passengers is prohibited, including, but not limited to, rowdiness or drunkenness, as deemed by the driver. Individuals engaged in such behavior may be asked to exit the vehicle. Drivers may use discretion and take into consideration personal safety, the safety of passengers, and safety of the public when making such decisions.
- Extending any part of the body or placing any objects through the windows and outside of the bus while it is in motion is prohibited. Spitting or littering from the vehicle is prohibited at all times.
- Law enforcement may be contacted to assist in the removal of passengers, when necessary.
- Riders are subject to video surveillance while riding on the Shuttle.

For questions, comments, inquiries, or concerns please contact Administrative Services by email at: shuttle@ccc.edu

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