

Bus Service Riders' Policy

Policy Statement

This policy is addressing the different bus service riders' groups, the bus service offered to each group, and the exceptions to the policy.

Reason for Policy/Purpose

This policy regulates and sets the rules for riding the bus among the community members in order to avoid confusion and conflicts, and for smoother operations.

Who Approved This Policy

Transportation Committee.

Who Needs to Know This Policy

AUC Community Members.

Web Address for this Policy

<http://in.aucegypt.edu/services/bus-service-schedules/policies-and-procedures>

Contacts

Responsible University Official: Eng. Sherif Maged

Responsible University Office: Transportation Office/Bus Service

If you have any questions on the policy or procedure for, you may:

1. Call Bus Service Hotline at 01270000066, or
2. Send an e-mail to transport@aucegypt.edu

Policy/Procedures

The following are the different bus riders' groups, the eligibility of each group to ride the bus, and the exceptions to the policy (if any):

Group	Bus Service	Exceptions
Faculty (Full/Part time)	Ride the bus from the bus terminal, routes R1 – R13. They are not allowed to ride the bus with other groups (Buildings & Grounds, Security, Maintenance, Landscape, & Environmental Health & Safety).	No Exceptions
Students (Undergraduate/ Graduate/SCE)	Ride the bus from the bus terminal, routes R1 – R13. They are not allowed to ride the bus with other groups (Buildings & Grounds, Security, Maintenance, Landscape, & Environmental Health & Safety).	No Exceptions
Staff	Ride the bus from the bus terminal, routes R1 – R13. They are not allowed to ride the bus with other groups (Buildings & Grounds, Security, Maintenance, Landscape, & Environmental Health & Safety).	No Exceptions
Buildings & Grounds Staff	Ride a customized bus service provided to them based on their residence areas and working hours.	Buildings & Grounds staff members can ride the bus from the bus terminal in the following situations: <ol style="list-style-type: none"> 1. Exceptional leave earlier/later than official working hours (upon permission from the staff member's supervisor) 2. One hour early leave for females during the "2 years confinement period".

<p>Security Staff</p>	<p>Ride a customized bus service provided to them based on their residence areas and working hours.</p>	<ul style="list-style-type: none"> • Parking Security staff ride the bus from the bus terminal as they have different working hours than other security staff members. • ID Center Security staff ride the bus from the bus terminal as they have different working hours than other security staff members. • Security staff members can ride the bus from the bus terminal in the following situations: <ol style="list-style-type: none"> 1. Exceptional leave earlier/later than official working hours (upon permission from the staff member's supervisor) 2. One hour early leave for females during the "2 years confinement period".
<p>Maintenance Staff</p>	<p>Ride a customized bus service provided to them based on their residence areas and working hours.</p>	<ul style="list-style-type: none"> • Some maintenance staff ride the bus from the bus terminal as their cumulative number do not fill a single bus (their residence areas are scattered). Accordingly, they ride the nearest route to their residence from the bus terminal routes (R1 – R13). • Maintenance staff members can ride the bus from the bus terminal exceptionally if they would leave earlier/later than official working hours (upon permission from the staff member's supervisor).
<p>Landscape Staff</p>	<p>Ride a customized bus service provided to them based on their residence areas and working hours.</p>	<p>Landscape staff members can ride the bus from the bus terminal exceptionally if they would leave earlier/later than official working hours (upon permission from the staff member's supervisor).</p>
<p>Environmental Health & Safety Staff</p>	<p>Ride the bus either from the bus terminal (routes R1 – R13), or with the Security staff/Building & Ground staff, upon arrangement with the bus service.</p>	<p>No Exceptions</p>

<p>Outsourced Services' Staff (CIB, Daycare, Pharmacy, Food Service Vendors, Clinic "Medicare")</p>	<p>Ride the bus from the bus terminal, routes R1 – R13. They are not allowed to ride the bus with other groups (Buildings & Grounds, Security, Maintenance, Landscape, & Environmental Health & Safety).</p>	<p>No Exceptions</p>
<p>TA/RA, Consultants, Grant Positions</p>	<p>Ride the bus from the bus terminal, routes R1 – R13. They are not allowed to ride the bus with other groups (Buildings & Grounds, Security, Maintenance, Landscape, & Environmental Health & Safety).</p>	<p>No Exceptions</p>
<p>Others (Visitors, Alumni, etc...).</p>	<p>Ride the bus from the bus terminal, routes R1 – R13. They are not allowed to ride the bus with other groups (Buildings & Grounds, Security, Maintenance, Landscape, & Environmental Health & Safety).</p>	<p>No Exceptions</p>

History/Revision Dates

Origination Date: 2012

Last Amended Date: December, 2016

Next Review Date: November, 2017