

Removing a Pickup/Drop off Point Policy & Procedures

Policy Statement

This policy is addressing the rules and regulations that govern removing an existing pickup/drop off point in any of the existing bus service routes.

Reason for Policy/Purpose

The bus service management reviews the pickup/drop off points for all the bus routes on an annual basis in order to remove the underutilized points. This would enhance the commuting time.

Who Approved This Policy

Transportation Committee.

Who Needs to Know This Policy

All members of the AUC Community, especially those who use the bus.

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 Bus Service management could remove a pickup/drop off point upon an annual evaluation of points' usage percentage; policy and procedures are below.

Removing a Pickup/Drop off Point Policy

- At the end of each academic year, the bus service management would evaluate the pickup/drop off points in each of the official routes.
- The pickup/drop off points would be evaluated for utilization during normal working days, when students, faculty, & staff are actually using the buses.
- The pickup/drop off points would be evaluated for utilization at all the arrival/departure time slots.
- Pickup/drop off points which are found to be utilized by less than 10% of the total number of the route's riders or a total of 10 riders out of the route's riders (whichever is less) would be recommended for removal from the route starting the next semester (Summer session).
- The minimum distance between any consecutive pickup/drop off points is 750 meters. Pickup/drop off points which are found to be less than 750 meters away will be particularly re-evaluated for consolidation.

Removing a Pickup/Drop off Point Procedures

1. During the last 2 months of the Spring semester in each academic year, a bus service staff member will be assigned to a route to evaluate all the pickup/drop off points utilization.
2. Pickup/drop off points evaluated as "under-utilized" would be recommended for removal by the Bus Service management, to be submitted to the Bus Service committee for decision.
3. Pickup/drop off points that get the approval to be removed would be reflected on the bus service schedule starting the following Summer session.

History/Revision Dates

Origination Date: January, 2013

Last Amended Date: December, 2016

Next Review Date: February, 2017