

Saturday Bus Service Schedule Extension Policy & Procedures

Policy Statement

This policy is addressing the rules and regulations that govern extending the bus service schedule beyond the normal Saturday bus schedule free of charge, for the Academic Departments and Schools.

Reason for Policy/Purpose

The bus service manager receives several requests from the departments to extend the bus service schedule on Saturdays beyond the normal Saturday schedule free of charge. In order to regulate these requests while using the University resources efficiently, this policy was initiated.

Who Approved This Policy

Transportation Committee.

Who Needs to Know This Policy

AUC Academic Departments and Schools.

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

Upon department's request, Saturday bus schedule can be extended (free of charge) to cover the 13 official bus routes; policy and procedures below.

Bus Service Schedule Extension Policy

- The request has to be sent from the department to the Transportation Office at least 7 working days ahead, email: transport@aucegypt.edu.
- Reasons for extension of the service should be either academic make-up classes or mid-term exams.
- Other reasons (such as conferences and special events organized by students' clubs/departments) would be charged; please contact carpool@aucegypt.edu for details.
- Make-up classes/Mid-term exams should have at least 400 students attending for the service extension request to be approved.
- If the request was approved, the Transportation Office will extend the service to cover the 13 official bus routes instead of the 3 routes working normally on Saturdays (R1, R5 and R12). However, the official Saturday arrival/departure schedule is fixed, as follows:

Arrival:

- 8:50 AM
- 11:20 AM
- 3:10 PM

Departure:

- 1:15 PM
- 5:15 PM
- 8:00 PM

Bus Service Schedule Extension Procedures

1. Department should send a request (7 days ahead) to transport@aucegypt.edu, specifying:
 - Reason for bus service extension request (make-up class/mid-term exam).
 - The exact name(s)/section(s) of the course(s).
 - Number of students expected to attend.
 - The beginning/ending time of the class/exam.
2. The Department will receive an email from the Transportation Office whether the request was approved/rejected within 3-4 working days.
3. If the make-up class/ mid-term exam fall on one Saturday, the department will be responsible for announcing the bus schedule to its students.
4. For make-up classes/ mid-term exams covering more than one Saturday, the Transportation department will announce the schedule to all AUC and post it on its Webpage in the schedule section.

History/Revision Dates

Origination Date: October, 2015

Last Amended Date: December, 2016

Next Review Date: February, 2017