

General Rules

- **Student Should:**

- Be familiarize with transportation rules.
- There is no female supervisor inside the bus.
- Service fees will not be removed after the last date of free cancellation and will be added to the student account.
- The student is responsible to pay for the cost of any willful damage she has made to the vehicles.
- Student is responsible to make her own alternative arrangements, if she misses the scheduled pick-up time.
- Student have to arrange transportation in case of any unexpected or emergency obstruction or conditions preventing the availability of the bus.
- Student shall commit to the time schedule her chose at the registration time to avoid overloading a bus at the peak time.
- Notify the changes of current address to Transportation Section in order to reassign to the bus of the new address – depends on availability of seats.
- Be aware, duration of some trips could exceed up to two hours in some buses, depending on area, number of register students in the bus and traffic.
- Collect Transportation card from the place and date announced by Transportation section, present the card whenever is requested by Transportation supervisor. In case of not collecting the card or not using the bus without request to cancel the service in the announced date of cancelation, the service fees will not be removed.
- If the student is registered at least in one trip and the rest of trips are on the waiting list, the fee will still be imposed.

- **Student Should Not:**

- During the trip, students are not allowed to:
 - Ask for special transportation arrangements from the vehicle driver.
 - Be confrontational or aggressive towards the driver or students.
 - Argue with the driver about the route and shortcuts.
 - Stand in the bus (for safety reasons).
 - Enter into a verbal communication with bus drivers for any reason.
 - Play music in the bus.
 - Open the windows and communicate with outsiders.
 - Violation of traffic safety measures (not putting seat belt - sit incorrectly).
 - In case of violating this provision, disciplinary procedures shall be enforced.

- **Procedures:**

- Apply online for the Transportation Services on the self-service Banner .
- Student must make sure to fill the matching data according to house plate data that contain house, street, zone number.
- Student will receive an automatic email from Transportation Section that confirm the approval of application or of waiting list in case no availability of seats in the chosen time.
- In case a student wants to change her schedule timing, the student should contact the Student Transportation Section by email or phone.
- Student must collect the card; otherwise, student will not be allowed to use the service.
- Student must pay transportation fees before the end of the course.