

TRANSPORTATION POLICY

FOR INTERNATIONAL STUDENT SERVICES



Select transportation is provided by the offices of International Student Services. There are specific guidelines in using the transportation provided. Please understand that at no time is there a guarantee that transportation will be available, even if a vehicle has been reserved. Acts of nature or other outside factors may cause a trip or airport shuttle to be cancelled. The offices of International Student Services are not responsible for any additional costs that you may incur as a result of the cancellation. In the case of an airport shuttle, the offices will try to have a make-up shuttle as soon as conditions safely allow.

Each individual must make their own transportation request. The request must be made in writing (email is okay) and received by the deadlines posted in the Transportation Schedule.

Airport transportation is provided to the Columbus International Airport (CMH) only. Airport shuttles are available only on the dates provided in the Transportation Schedule. There is a \$10 fuel charge for using the shuttle. If there is a family emergency and you need to go to the Columbus Airport then you must make a request for special transportation. There may be an additional fee for this service.

Transportation to the Greyhound Bus Station in Cambridge, OH, is provided on a case-by-case basis. You must turn in the request in writing at least one week prior to the day you need the transportation.

There are various trips or programs offered during the semester. For some of the trips, transportation is free. For select trips, there may be a charge for transportation due to the rising cost of gasoline. You must sign up by the deadline and spots are given on a first come- first served basis.

Spots are limited on every shuttle and trip. If you sign up for transportation and do not show up, you may be penalized by not being permitted to use the provided transportation for up to one semester. If there is a behavioral or other problem you may be penalized with further necessary action. The driver for each shuttle or trip is in charge and you must comply fully with that individual.





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Activity Requests

Activity Requests are another transportation option. Activity Requests are for those students who would like to schedule and pay for an activity outside of the International Student Services's sponsored outings. In order to make an activity request, you must find a driver qualified to drive a college van and turn in the Activity Request Form and deposit. The deposit should be the estimated cost of the use of the van. The program is paid for entirely by the group of students participating and the exact mileage and balance is due the first business day after the program. Please turn in Activity Requests two weeks prior to the event.



Other transportation options available are:

- Friend with vehicle, offer to pay for gas, parking, etc.
- Buckeye Tours, 740-439-2353
- [Greyhound Bus](#) from Cambridge
- A taxi service