

TRANSPORTATION POLICIES

Title:	Transportation Policies and Procedures
Policy Number:	SA 14/08.2018
Effective Date:	September, 2018
Issuing Authority:	Office of the President

1. RATIONALE

The purpose of these policies and procedures is to administer the transportation services offered by RHU.

2. DEFINITIONS

- 2.1 Regular shuttles: For a fee of 600,000 LBP per semester, RHU offers its students regular bus shuttles to transport them to and from RHU.
- 2.2 Free shuttles: RHU provides its students with free shuttles from and to Mechref gate every day.

3. POLICY

A) Regular Shuttles:

Regular shuttle services run on a specific schedule set by the Student Affairs Office at the beginning of each semester. Fees and times are unwavering for all students.

B) Free Shuttles:

Free shuttles are available upon need.

C) Requests:

Bus shuttles can be requested by departments, colleges, clubs, or societies in case of any out-of-campus activity they are part of. Approval to those requests should be from the Student Affairs Office.

4. PROCEDURES

A) Regular Shuttles:

Students who wish to use the regular shuttles should fill out the Bus Slip and pay the fees at any branch of BankMed before the set deadline. They then have to get the bus sticker from the finance department, which would allow them to use the bus shuttles whenever they need them.

B) Free Shuttles:

Students who wish to use the free shuttle services should wait at the Mechref gate during the bus routing times.

C) Requests:

Departments, colleges, clubs, or societies that wish to request a bus shuttle to transport them to and

from activities must fill out a Bus Request Form and submit it to the Student Affairs Office prior to the date needed.

5. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU student, faculty, and staff member to familiarize themselves with policies and procedures relevant to the transportation services, and to adhere to its contents.

6. RELATED DOCUMENTS

- a. Bus Request Form
- b. Bus Slip

7. APPROVAL AND REVIEW

OFFICER RESPONSIBLE:

AUTHORITY:

POLICY REVIEWED BY:

EFFECTIVE DATE:

REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature: 

Date: