

Shuttle Bus Policies and Procedures

As of 8/31/18

Shuttle Bus Eligibility

The following groups of people will be considered for shuttle privileges in the following order:

1) Student Group 1

- a. Enrolled in at least one face to face or hybrid course on both the UH Main campus and Sugar Land campus.
- b. Students with special accommodations on file with the UH Center for Students with Disabilities.

2) Faculty, Staff, Teaching Assistants

- a. Must have essential job responsibilities on both the UH Main campus and Sugar Land campus.

3) Student Group 2

- a. Enrolled in at least one face to face or hybrid course on both the UH Main campus and at least one of the following Wharton County Junior College Sugar Land campus' IMED 1301, ITSE 1301, ARTC 1302 or ARTC 1305 courses.

4) Exceptions

- a. Will be considered on an individual basis by University of Houston Sugar Land administration.

Shuttle Bus Stickers Distribution and Enforcement

At the beginning of each semester, there will be a “grace period” during which bus drivers will not check for shuttle bus stickers. The grace period will end at the conclusion of the week of the University’s *Official Reporting Date (ORD)* to ensure that students receiving the stickers are in fact eligible for the shuttle. UH Sugar Land’s Campus Support Services will communicate the official dates with UH students, faculty and staff, in addition to UH Transportation and Groome Transportation.

Stickers will be distributed by the UH Sugar Land Campus Support Services office beginning the day after the University’s *Official Reporting Date (ORD)*. Students with special accommodations on file with the Center for Students with Disabilities (CSD) will be able to receive a sticker at their convenience once the CSD has communicated with the Campus Support Services Program Manager.