**Holiday Shuttle Policy Sheet**

We are happy to be able to offer holiday shuttles for Messiah University students traveling over breaks. However, in order to keep this service free and available to students, we have a few policies we need to enforce to respect the time of our shuttle drivers and staff. Please carefully read through the policies below:

* You may only sign up for one departure spot and one arrival spot. Please do not sign up for someone other than yourself.
* Please be in front of the Larsen Student Union (2nd level) 5 minutes early for the shuttle.
* If you need to change your shuttle time, please reference your confirmation email to update your time. You can also cancel your slot and sign up for a new one instead.
* **If you no longer need a ride on the shuttle**, you **MUST** cancel it on the signup sheet. If you’re unable to update the signup sheet, email studentengagement@messiah.edu letting us know that you don’t need the shuttle anymore. You can also call 717-796-5240 and leave a message letting us know you need to cancel your shuttle.
	+ Failure to inform us of your cancellation will result in a warning.
	+ If you have a warning and do not show up a second time, you will be unable to use the shuttle for the rest of the semester.
* All shuttle signups must be made before the deadline (by midnight the day before the shuttle starts).
* Students are required to wear a mask on the shuttle.
* If you need to contact a shuttle driver, please email studentengagement@messiah.edu and we will reach out to the driver on your behalf.

If you have any questions, please email studentengagement@messiah.edu.

Thank you,

Ashley Barnes
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