

1. The Red Car shuttle service is for Guelph faculty and Guelph-Humber staff who are required to travel between the two campuses to fulfill their work responsibilities. Meetings should be booked around the existing Red Car shuttles to avoid single Red Car bookings. Cars are for work-related purposes only.
2. Student senators will select one representative every year that will have the authority to book Red Car shuttles on their behalf. Red Car will be provided for student senators attending Senate meetings at University of Guelph. Student senators may use open seats on a regularly scheduled Red Car to the University of Guelph and Guelph-Humber. Up to 20 one way Red Cars per year will be available for student senators in order to participate in senate sub-committees and related activities at University of Guelph.
3. To use the Red Car service a reservation needs to be made. Only Guelph-Humber Managers and Program Heads are authorized to approve personnel for travel via Red Car. All Red Car reservations are to be made through Jennifer Rich at the University of Guelph-Humber. Telephone: 416-798-1331 ext. 6084 or email [jennifer.rich@guelphhumber.ca](mailto:jennifer.rich@guelphhumber.ca). When making a reservation please ensure your contact information is provided. This includes: name, e-mail address, and phone number in case of emergency. No passenger may board the shuttle unless this information is provided.
4. **Reservations are very important in maintaining a manageable schedule and budget.** Maximum vehicle size is 8 passengers. You must take the Red Car at your reserved time. A copy of the Red Car master schedule will be emailed to scheduled passengers prior to the start of the semester. Please note there are **no individual passenger shuttles** unless prior authorization has been given.
5. If you need to change your shuttle time due to an extenuating circumstance, please call Jennifer Rich with 24 hours' notice to see if space is available on another scheduled shuttle. If you are not able to make your scheduled reservation due to an extenuating circumstance, please call Jennifer Rich with 24 hours' notice at 416-798-1331 ext. 6084 to cancel your booking.
6. All pickups and drop-offs from the University of Guelph will be at the University Centre. All pickups and drop-offs from the University of Guelph-Humber will be at the main entrance of the Guelph-Humber building.
7. Please arrive five minutes before your departure time. The "FIVE MINUTE RULE" is Applicable and the Red Car will wait no more than five minutes for passengers.
8. Every effort, within reason, will be made to accommodate your schedules. We are unable to provide single Red Car services unless there are extenuating circumstances. We do require your cooperation and flexibility in order to make this system run as smoothly and economically.