

## Shuttle Service Guidelines

The primary purpose of Moravian College's shuttle bus service is to safely and efficiently move students between the officially designated shuttle stops between the Main and Hurd campuses. We are staffed and equipped appropriately to fulfill that purpose. Requests to stop anywhere else between these stops cannot be accommodated due to shuttle schedule impacts.

Requests for transportation to destinations other than the officially designated shuttle stops will be considered on a case by case basis. However, in order for the request to be considered, the request must meet the following criteria:

- The trip does not negatively affect Moravian College's normally scheduled shuttle services between the campuses.
- The destination must be within the Lehigh Valley area.
- Highway travel is not permitted.
- FMPC drivers are not permitted to drive rental vans to off-campus destinations.

If your request meets all of the above criteria, please submit your request through the FMPC School Dude work order system located on the Amos page, listed under Quick Links or through the FMPC website. Only a request submitted through School Dude will be considered, requests submitted via email or phone cannot be considered since we cannot guarantee tracking those requests. Once a School Dude request has been submitted, we will notify you if your transportation request can be accommodated. Please allow 48 hours for a response. FMPC cannot guarantee that these requests can or will be accommodated.

If your transportation request is approved, you must make available a departmental account number to charge these services to, please include the account number on your School Dude request.

Please note that these trips may be cancelled on short notice if we experience any mechanical failures within the shuttle fleet that would affect our regular services between the campuses.

If your transportation request is not approved, the College has favorable agreements with both Levy and 1<sup>st</sup> Student Bus Services for large ridership numbers and Enterprise Rental and A-1 Limousine for van and small bus trip services.

The contact information for those services is as follows:

Levy School Bus Company  
(215) 536-4567 Ext. 122

A – 1 Limousine  
(484) 275-6600

First Student  
(800) 774-3135

Enterprise  
(610) 746-3300