



<b>Policy Subject:</b>	<b>OXFORD COLLEGE PARATRANSIT SERVICE</b>	<b>Adopted:</b>	1/18/2024
<b>Applicability:</b>	All Employees & Student Groups	<b>Revised:</b>	
<b>Responsible Office:</b>	Oxford College Transportation and Parking Services	<b>Reviewed:</b>	1/18/2024
<b>Responsible Executive:</b>	Senior Associate Dean of Finance, Operations, and Technology, Chief Business Officer		
<b>Policy Type:</b>	Administrative		
<b>Policy Contact:</b>	Director, Oxford Auxiliary Operations		
<b>Related Forms:</b>	<a href="#">Emory Paratransit Service (webpage)</a> <a href="#">DAS Registration Form -Students</a> <a href="#">DAS Registration Form - Faculty/Staff</a>		

- Eligibility for use of Oxford's paratransit service is determined by Emory's Department of Accessibility Services.
- Instructions for registering with DAS are provided at <https://transportation.emory.edu/paratransit-service>.
- Oxford College Transportation assists students, faculty, or staff who have been approved for paratransit assistance by DAS with navigating campus utilizing golf cart or minivan.
- Oxford College has available an ADA-accessible golf cart with a Bi-Fold Aluminum wheelchair ramp and tie-downs for passengers who utilize an assistive mobility device or may have significant mobility impairments.
- Passengers must be able to get into the cart without assistance. However, OTS will assist passengers using an assistive mobility device with securing their chair once it's onboard.
- Once a request has been received, OTS will contact the approved student, faculty, or staff to discuss their need and put together a transportation schedule, in advance of the start date.
- Oxford's paratransit service is limited to academic and/or Oxford business purposes only.
- Transportation assistance is offered Monday through Friday during normal business hours. Although we will do our best to accommodate evening and weekend requests, these cannot be guaranteed.
- Any adjustments to the agreed upon schedule will need to be requested with a minimum of 24-hours' notice.
- OTS will arrive at least 5 minutes before and wait for 5 minutes after each scheduled pick-up time. We will attempt to contact the passenger via the contact phone number provided prior to pulling away.
- We cannot guarantee transportation if the passenger misses their scheduled pick-up time.
- If a passenger is running late or needs an earlier pick-up time, they should contact their assigned driver as soon as possible.