

Cart Service

Procedures and Guidelines

PROCEDURES:

1. Submit a completed [Cart Service Request](#) form each term after course registration has been completed.
2. The Accommodations Support Coordinator or designee will review the requested drop-offs and pick-ups at the times requested. The student will be notified via email of the approval or to make notifications.
3. New students are required to meet with the SSD Counselor at least ten (10) working days prior to the start of the term to review their requests. Current students are required to submit their requests thirty (30) business days prior to the start of the term.
4. Priority will be given to students who submit their requests early.
5. Scheduled cart rides begin five (5) business days after approval. Unscheduled cart rides will be provided on an as needed basis by telephone or in person at the time the student calls for service.
6. Scheduled cart rides will have priority over unscheduled (one-time) cart rides.
7. Notify SSD regarding changes in cart ride schedules and locations as soon as possible.
8. Students **must** be at the designated pick-up locations at the scheduled times to ensure pick up.

GUIDELINES:

1. The SSD Counselor (or designee) determines Cart Services as an accommodation.
2. Priority registration should be utilized to ensure adequate time between classes.
3. Cart Service will be available at the times during which there are classes, including evening and Saturday classes.
4. Scheduling of cart rides will occur by submission of the Cart Service Request form. Unscheduled (one-time) cart rides will occur on an as needed basis at the time the call is made.
5. All pick-up/drop-off locations are indicated on the Cart Service Map, which are available at the SSD office.
6. SSD will do its best to notify students via email or telephone if carts are out of service. Only students who are on the current Cart Schedule will be notified.
7. If carts are out of service, SSD will contact students' faculty regarding the situation and encourage them to work with students in making alternate arrangements for class instruction, assignments, and testing. Only faculty for those students on the current Cart schedule will be contacted.
8. Two consecutive no shows for any specific pick-up may result in a cancellation of service for the pick-up only. Re-instatement of the cancelled pick-up is subject to review, approval, and availability.
9. Any questions or concerns regarding Cart Services should be immediately directed to the SSD office in person or at ssdmobil@csusb.edu.

I have read and understand, and agree to follow the Cart Services Procedures and Guidelines.

Name (Printed): _____

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____