

IAIA TRANSPORTATION POLICY

1. Student Life will provide student transportation on the school van to and from internships, medical appointments, and art stores for large purchases on a pre-arranged basis.
2. Student Life staff will provide transportation evenings and weekends according to the transportation schedule.
3. Notify Student Life or the shuttle driver 24 hours in advance of scheduled medical appointments for which you need transportation. Do not schedule medical appointments at 8:00 AM.
4. Student Life staff will only provide emergency transportation for medical emergencies which do not require an ambulance; otherwise, the ambulance will be called for all emergencies. Students are responsible for payment of ambulance charges.
5. The Student Life van will leave campus or the departure locations at the time listed on the van schedule. A student who misses the van, for whatever reason, is responsible for finding his/her own ride.
6. For IAIA sponsored events, the driver will pick up students at the designated time and location. It is the student's responsibility to find return transportation should they miss the van.
7. Student Life staff will not pick up students at private homes or apartments; nor will Student Life provide transportation to move furniture or personal items for off campus students or students moving from student housing to an off-campus residence.
8. All IAIA policies, including those relating to smoking, illicit drugs or alcoholic beverages, apply to school vans.
9. IAIA students, faculty and staff have priority in riding the van. All others are provided transportation on a first come-first serve basis and only if he/she has a completed and approved Transportation Waiver form on file in Student Life.
10. IAIA will not transport students to the Albuquerque International Sunport.
11. Arrangements with the driver should be made at least 24 hours in advance to confirm availability, and students making requests with less than 24 hour notice are encouraged to secure alternate transportation.