

UC Davis Policy and Procedure Manual

Chapter 300, Travel and Transportation Section 31, Davis-Berkeley Intercampus Bus

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Responsible Department: Fleet Services

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I. Purpose

This section provides the policy and procedure regarding use of the Davis-Berkeley Intercampus Bus.

II. Policy

- A. The intercampus bus is used primarily to transport interlibrary loan material, intercampus mail, data processing material, and other priority materials to and from the Davis and Berkeley campuses.
- B. The intercampus bus provides transportation for approved passengers between the Davis and Berkeley campuses.
 - 1. Approved passengers include registered students, faculty, or staff.
 - 2. Other approved passengers include but are not limited to visiting professors, volunteers, or others with an official business or educational involvement with the University.
 - 3. Intercampus bus service cannot be used for commuting to a non-University place of employment.
- C. Persons/items not allowed on the intercampus bus include but are not limited to the following:
 - 1. Children
 - 2. Luggage, except as noted in III.D, below
 - 3. Sports equipment
 - 4. Bicycles
 - 5. Pets, except for guide, signal, or service dogs to aid persons with disabilities
 - 6. Hazardous, flammable, infectious, or explosive materials of any kind

III. Procedures

- A. Reservations are required for all passengers.
 - 1. Credit card payment is required at time of reservation
 - 2. Approved passengers shall make reservations at <http://www.berkbus.ucdavis.edu>.
 - 3. A UC Davis Kerberos password or UC Berkeley CalNet authorization is required to make reservations.
 - 4. If you require wheelchair access to ride the bus, call 530-752-0788 two days prior to your scheduled trip so that a bus can be scheduled to accommodate your request.
 - 5. Go to <http://berkbus.ucdavis.edu> for reservation/cancellation procedures.
- B. Passengers are allowed to bring carry-on items or luggage that meets the following requirements:
 - 1. Each passenger is allowed up to two carry-on items that do not exceed 7"x12"x19" and can be safely stored under the seats or in the overhead racks during transport.

2. Passengers may be allowed to bring one additional luggage item to be transported in the cargo hold of the bus if space is available.
 - a. On buses without a separate cargo area, this additional item is not allowed.
 - b. Passengers are responsible for loading and unloading their item in the cargo hold.
 3. Neither the University nor the bus driver is responsible for damage to or loss of any item transported on the bus.
- C. University materials to be transported on the intercampus bus must be processed through the Mail Division.

IV. Further Information

Additional information is available from Fleet Services; (530) 752-8287; berkbus@ad3.ucdavis.edu; <http://berkbus.ucdavis.edu>.