

Adrian College's Academic Services

Policies and Procedures for Accessible Cart

Adrian College's accessibility cart is meant for the sole purpose of providing on-campus transportation of campus community members with temporary or permanent mobility concerns. The primary use is for transporting students who demonstrate a need to get to classes and offices during daytime hours. The accessibility cart may also be used to transport those demonstrating physical need during special campus events.

Arranging Transportation

A student who wishes transportation assistance with the accessibility cart should schedule their ride 24 hours in advance to ensure that someone will be available to pick them up.

Students may call Academic Services (4413) or Danielle Ward (4094) at any time. *If staff is available*, students can receive transportation. Due to staff limitations and other factors, transportation is not guaranteed.

Students must demonstrate need for use of the accessibility cart in the form of a doctor's note, documentation of disability, or prior approval from the Disability Specialist.

Providing Student Transportation

Transportation will be provided by trained drivers who are students working for Academic Services. All Academic Services student workers will be trained to drive the cart in order to better accommodate needs. Drivers of the accessibility cart will be trained on how to drive the accessibility cart, where to park it, and how to assist riders in entering and exiting. Drivers will also be trained to use the wheelchair anchors.

Drivers/staff will sign a contract stating that if they damage the accessibility cart or cause damage to the campus they are responsible for the cost of repair. Student drivers will have charges directly applied to their student accounts.

Providing Transportation at Special/Weekend Events

If the cart is requested for transporting those with need on weekends or for special events, and it is deemed by Academic Services that use is appropriate, a key will be left with the safety office and the appropriate office will be responsible for driver and care of the accessibility cart. The Academic Services staff and/or student workers are not responsible for transporting anyone outside of our normal hours of operation. Prior approval for use can be requested by calling Linda Jacobs, Director of Academic Services (x4093) or Danielle Ward, Disability Services Specialist (x4094).

Accessible Cart Storage

The accessibility cart is stored in the Ward Admissions House garage. There is a garage key on the accessibility cart key ring that allows the driver to pick up the cart. The key is not universal—and can only be used for the accessibility cart.

The cart is to be parked in the middle of the two Admissions carts. Also, the garage door must be locked after entrance and exit.

When possible, the accessibility cart will be brought to Academic Services (Jones Hall) in the morning, parked at the Charles Street entrance to Jones Hall, and be ready for mobility support for the day. At the end of the work day it will be returned to Admissions.

Accessible Cart Maintenance

Maintenance is provided by the Plant Department. Kevin Green is the Plant contact. He also has a back-up key.