



Albert Einstein College of Medicine

# Transportation Policies and Procedures

## I. Purpose

The purpose of this Policy is to outline offerings of Albert Einstein College of Medicine (Einstein) campus transportation, when it is available, and under what conditions.

## II. Scope

This Policy applies to all employees and medical students of Einstein. Services are also offered to Montefiore House staff (residents).

## III. Policy

### A. Shuttle Service

Shuttle service is provided Monday thru Friday, excluding holidays.

Einstein offers limited commuter shuttle service from the Einstein campus to the 180<sup>th</sup> street subway station in the Bronx. This shuttle is open to all members of the Einstein community, presenting a valid ID card. Passengers can access the MTA's 2/5 subway trains into Manhattan.

Additionally, [local and express shuttle service](#) is available to Medical Students and teaching faculty requiring transportation from the Einstein to Montefiore - Moses Campus. Medical students, Teaching Faculty and Montefiore House Staff have seating priority at any point along the route. It should be noted that local and express shuttles are not intended for employee commuting.

Departments requiring shuttle service for a special event should contact the Security Office at 718-430-2180 or [transport@einsteinmed.edu](mailto:transport@einsteinmed.edu).

### B. Car Service

Car service is available for medical students to locations not currently serviced by Einstein shuttles or during off-hours. Transportation will only be approved for required medical educational purposes; personal requests will not be granted. For example, transportation will be approved for any required educational purposes such as meetings with faculty or deans. The security office will confirm such appointments.

For off-campus students, transportation is provided for travel to/from Einstein campus during the student's lecture days only, exams, and other required visits (e.g., PDC class).

To obtain car service, can log into E-CAR

(<https://transportation.einsteinmed.edu/?returnUrl=/admin/studentlist>) or email

[transport@einsteinmed.edu](mailto:transport@einsteinmed.edu). When scheduling car service, patrons should allow time for traffic and other delays; the car service cannot be held responsible for delays.

### Tips for Using the Car Service

- Allow extra travel time to allow for traffic or weather delays.
- Reservations should be made as early as possible, at least 24 hours in advance or before 8:00 p.m. the day before.
- Reservations cannot be placed within 40 minutes of another reservation going to the same location or until the vehicle has filled all four seats.
- Please allow at least 60 minutes if a reservation must be modified.
- Reservations cannot be cancelled once a car number has been assigned. Cancellations will result in a cancellation charge.
- Please consider your colleagues that might also be scheduled to travel with you.
- Stops during a ride are not permitted.
- Always be on time for a reservation. Late charges may apply.
- For issues with reservations during off-hours, email [transport@einsteinmed.edu](mailto:transport@einsteinmed.edu).
- Transportation will only be approved for requirement medical education purposes. Personal requests will not be granted.
- Elective courses are not covered for transportation; however, students may use the campus shuttle and rideshare with third- and fourth-year student already traveling to the required location.
- Please remember to check with others in your rotation to plan ride sharing.

### C. Non-Medical Student Transportation

Best Deal Black Car Service and Vital Transportation Inc. are the vendors contracted by Einstein. Vital can be reached at 718.472.2800 and Best Deal can be reached at 718-798-5555. Department Administrators shall coordinate a purchase order and account number with the vendor.

### D. Issues

The Transportation Department will make every effort to notify our community of significant transportation delays. This information is disseminated through Twitter @AE\_Transport and well as our text app. To be notified through our text app. Send the message **TRANSPORT** to 333-111.

Any questions or concerns should be directed to the Security & Transportation Office at 718-430-2180 or [transport@einsteinmed.edu](mailto:transport@einsteinmed.edu).

### E. Useful Links

[How to get to Einstein](#)

[MTA](#)

[Zipcar](#)

[511NY Rideshare](#)

#### **IV. Definitions**

None.

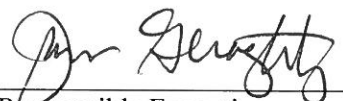
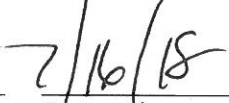
#### **V. Effective Date**

Effective as of: 9 July 2018

#### **VI. Policy Management and Responsibilities**

Einstein's Security Department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive for this policy. Einstein's Chief of Security and Transportation is the Responsible Officer for the management of this policy.

#### **VII. Approved (or Revised)**

	
_____ Responsible Executive	_____ Date