Evening MBA and Weekend MBA Programs
Weekend Shuttle Policies and Procedures

I. Sign-Up
- All shuttle registration will be done online at:
  http://www.pontarelliischicago.com/Chicago_Booth.htm
- Sign-ups and cancellations on a weekly basis will be due by 1:00PM (CST) on Friday (week-of), at which time the online polls will close.

II. Missed Shuttle Rides
- All notification of reasons for missing a shuttle ride should be directed to Caitlyn Olofsson via E-mail.

III. Stand-By Riders
- Un-registered riders are allowed to use the shuttle as “stand-by” passengers, but are not guaranteed a seat on that particular shuttle and are not to take a guaranteed seat away from any registered shuttle rider.
- Shuttle vehicle size will be determined by the number of signed-up students, guaranteeing a seat for each rider and thus limiting the availability of “stand-by” seats.
- Stand-by riders may board the shuttle in a “first-come, first-served” basis only after all registered riders have boarded the vehicle.

IV. Outbound Shuttle Boarding
- Shuttle riders (registered and stand-by) will proceed directly to the shuttles and will check in with the drivers before boarding.
  - The driver will check students names and allow registered riders to board.
- Stand-by riders must wait to the side of the shuttle until all registered riders have boarded.
  - Stand-by riders will be given a card with a number on it to determine what order stand-by riders are allowed to board if seats become available.
- Prior to the shuttle departure, and once all registered riders have boarded, the number of remaining seats available will be determined.
- Stand-by riders will then be allowed to board in the order in which they arrived if seats are available.

V. Pick-Up Information
- Inbound (AM - from airports to Gleacher):
O’Hare
- Pick-up will be on the lower level outside the baggage claim area at door 2A at 8:15AM and door 3G at 8:20AM.
- The shuttle will depart from the center lane at both gates.

Midway
- Pick-up will be on the lower level outside of the main terminal at door 4.
- The shuttle will depart at 8:30AM.

- Outbound (PM - from Gleacher to airports):
  - Outside the main entrance of the Gleacher Center at 4:40PM.

VI. Shuttle Reminders and Other Information
- All registered riders will need to sign or initial the bus roster prior to boarding. If the list is passed while in transit, be sure you sign or initial beside your name. This is the only way our office can confirm use of the shuttle.
- The drivers must leave at the designated times and shuttles cannot wait for delayed flights.
- If you experience any problems with the shuttle during the quarter, please inform Caitlyn Olofsson at 312-464-8676 or Caitlyn.Olofsson@ChicagoBooth.edu.
- The shuttle vehicles come in various sizes, but all should have “Pontarelli” written somewhere on the vehicle. If you are unsure about the vehicle, please confirm with the driver that he/she is with Pontarelli for the University of Chicago prior to boarding.
- Vehicle types include:
  - Sedan
  - SUV
  - 15-Passenger Van
  - Mini-bus
  - Large Capacity Bus