



## ESCORT/SHUTTLE POLICY

Campus Safety provides escorts as a service to PLU students, staff and faculty seven days a week, twenty-four hours a day at no additional cost to those that utilize the service. While walking escorts have been provided for years, a dedicated driving shuttle service was first implemented in 2005 in response to student demand. This service has provided over 26,000 escorts per year causing the program to be enhanced by adding additional transport vehicles and staff.

The escort and shuttle services are provided upon request to students, staff, and faculty. Due to the high demand of this service, Campus Safety has established expectations and rules by which users of this service are expected to abide. These rules are posted on the Campus Safety web page. As such, compliance with these expectations and rules are mandatory and use of the service implies understanding and agreement. Violation of these policies may result in disciplinary action through Student Conduct and/or loss of escort privileges.

### REQUESTING AN ESCORT

A PLU student, staff or faculty member may call x7441 or use a campus blue phone to request an escort and will be provided an estimated time of arrival. These arrival times can fluctuate depending upon the number of escorts pending and current staffing levels. The escorts will be serviced in the order received with the exception of *Special Escorts*, which are addressed later in this policy. Each escort will be dropped off using the most efficient route perceived by the escort officer.

As a courtesy to other escorts, Campus Safety asks that callers are ready to be picked up by the estimated time of arrival given. While Campus Safety strives to provide as accurate of a time as possible, delays experienced while waiting for escorts to meet them mean delays for all others that are pending. All escorts must present a valid PLU ID when entering the vehicle. All vehicle occupants must wear their seatbelts and must not cause any distractions that could hinder the driving ability of the Escort Officer.

Physical addresses must be given for all destinations within the escort perimeter (defined below). The only time intersections will be accepted as a destination is if they are on the perimeter of campus. Campus Safety will limit perimeter escorts to intersections with marked or regulated crosswalks whenever possible.

Requests for the Escort Officer to wait at a destination for a return trip will only be granted if there are no other escorts pending. Otherwise, a return escort must be called in and requested.

All students, staff and faculty requesting escorts are asked to be patient during times in which Campus Safety is responding to a priority situation. Escorts will not be dispatched during these times in order to keep the radio frequency available for the responding officers.

### ESCORT ALCOHOL POLICY

#### Origins

In order to help avoid drinking and driving, Campus Safety will pick up escorts at any location, regardless of whether it's primary business is to serve alcohol or not. Discretion will be used when picking up belligerent, disruptive or overly intoxicated individuals, and an escort may be denied if Campus Safety determines a risk is present.

#### Destinations

Escorts will not be provided to locations where alcohol is being served as a primary function, such as bars or parties. All escorts will be denied to a given house address if it is determined to most likely be the location of a party at that time.

Alcoholic beverages, including non-alcoholic beer, are not permitted in Campus Safety vehicles at any time. Anyone suspected of transporting alcohol must show the Escort Officer the contents of any item in their possession at their request, or transport may be denied.

Costs of cleaning an escort vehicle due to vomiting as a result of alcohol consumption will be the responsibility of the PLU member (see Nauseous and/or Sick Escorts below). The Student Conduct System may be used to facilitate restitution in these cases.

### FIELD ESCORTS

A field escort occurs when an escort request is made of the Escort Officer without calling Campus Safety as he or she is driving around campus. The escort officer is expected to relay all appropriate information to the Communications Officer for proper documentation of the escort. Field escorts may be denied at the discretion of the Escort Officer, particularly if the officer determines that there is a potential risk to the safety of anyone in the vehicle.



## SPECIAL ESCORTS

Special Escorts are an expedited service provided for mobility impaired students, staff and faculty by placing the escort at the front of the queue of other pending escorts. The decision to provide this service will be on a case-by-case basis and will be made by a professional representative of Campus Safety.

These escorts will only be provided when the escort origin and destination are academic locations or extreme cases where timing is essential. If the origin or destination is non-academic, such as a house, the Library or place of employment, the escort will have the same priority as all other escorts. Guests riding with the Special Escort will be dropped off at the same location and will not be allowed to continue elsewhere.

There is an expectation that all student, staff and faculty members call far enough in advance to allow sufficient time to arrive at their destination, including those with mobility impairments. The purpose of this policy is to provide support to community members who have a narrow window for transportation such as between classes.

## TRANSPORT OF GUESTS

Students, staff or faculty who bring guests into the Campus Safety Shuttle must identify guests to the Escort Officer before entering the vehicle. Students are responsible for informing guests of conduct appropriate at the university and in the escort vehicle and may be held responsible for the conduct of guests. The university reserves the right to declare guests unwelcome due to inappropriate behavior.

## LIMITED ESCORT USAGE

Campus Safety will not assist in moving, carrying or loading personal belongings. Bags, packs, groceries and other personal items must be able to be carried by the escorted person and be able to be contained or held within the escorted person's personal space during the ride so as to not interfere with other passengers or the driver.

## RESTRICTED FROM SHUTTLE

Campus Safety reserves the right to refuse or suspend escorts to anyone. Refusals may range from short term to permanent restrictions. Anyone permanently restricted from the escort service will receive documentation explaining why he or she has been restricted. If he or she would like his or her restriction reviewed or privilege re-instated, a written request must be submitted to the Director of Campus Safety, and an appointment scheduled to discuss the situation.

## PLU ESCORT BOUNDARIES

Campus Safety will not escort student, staff or faculty members beyond the designated boundaries, with the exception of the Gonyea House and special circumstances, which must have approval by Campus Safety professional staff.

The current boundaries are:

- North - 112<sup>th</sup> St.
- East - Pacific Ave.
- South - Tule Lake Rd.
- West - Spanaway Loop/Steele St.

## GENERAL COURTESY

All student, staff and faculty members will be expected to conduct themselves appropriately, and to treat Campus Safety members and fellow passengers accordingly. Foul and/or abusive language or comments will not be tolerated. Passengers are expected to behave in a way that will not inhibit the ability of the Escort Officer to perform his or her job as expected. *All PLU policies still apply throughout the duration of the escort.*

## ESCORTS WITH FOOD AND BEVERAGE

Open food and beverage containers will not be allowed in the vehicles. Soda bottles and coffees can be transported as long as the lid is properly secured and the beverage is not being consumed. To-go food containers may be transported as long as they remain closed. Food containers that have potential to leak must also be in a plastic bag.

## TRANSPORT OF ANIMALS

Animals will not be transported with the exception of service animals or other animals allowed by law.



## NAUSEOUS AND/OR SICK ESCORTS

To anyone who is feeling nauseous or believes he or she may become sick, airline style motion-sickness bags will be provided at no cost. In the event that someone becomes sick in the vehicle and is unable to utilize a motion-sickness bag, he or she will be assessed a \$75.00 cleaning fee. PLU students, staff and faculty are responsible for the actions of their guests and will be held accountable if their guest becomes sick. Other messes created by escorted persons may be assessed for similar cleaning fees.