BADER INTERNATIONAL STUDY CENTRE
Transportation Policy

Approved 15 December 2014
Transportation Policy
The Bader International Study Centre operates a two-sheet sign-up system for course-specific Field Trips, Student Activity Trips and Minibus Transportation.

In each case, there is a ranked MAIN LIST for students and a ranked WAITING LIST for non-student members of the BISC community—the latter including faculty, faculty partners and family, and BISC staff (including SLCs). Students in each case enter their names on the main list in numerical order as soon as the list is posted; non-students simultaneously enter their names in numerical order on the waiting list. At an agreed-upon time deadline (clearly indicated for each trip) the student list is declared closed, and any remaining seats are allocated to the waiting list in numerical order.

Field Trips
The Bader International Study Centre operates a two-sheet sign-up system for spare seats that may become available on course-specific field trips and optional academic field trips. In each case, there is a ranked MAIN LIST for students and a ranked WAITING LIST for non-students. Students enter their names on the main list in numerical order as soon as the list is posted; non-students simultaneously enter their names in numerical order on the waiting list. If the main list becomes full students may also sign up on the waiting list with non-students. At an agreed-upon time deadline (clearly indicated for each trip) the student list will be declared closed, and any remaining seats will be allocated to the waiting list in numerical order.

The sign-up lists indicating the number of spare seats available will be posted on the Academic Travel notice board each week. If any payment is involved (usually for an optional trip) students will need to sign-up and pay (by cash or credit card) at Castle Reception. If there are no spare seats on a particular trip this will also usually be indicated on the notice board.

Persons, student or non-student, who have not been successful in obtaining a place may present themselves at departure time and take any "no-show" seat that may have come available on a first-come first-served basis (priority will be given to students over non-students). In case of dispute, the trip leader will refer to the lists and adjudicate.

Any queries or comments regarding field trips should be directed to the Academic Travel Manager, Ruth Cereceda, Rm 226, Ext: 4455, email: r_cereceda@bisc.queensu.ac.uk.

Unless otherwise specified, Mid-Term Trips are available to students and accompanying staff only. The Academic Travel Manager may at their discretion deem some field studies unavailable to non-students.

Student Activities Trips
The same general principles apply as for field trips. Unless otherwise indicated, student activity trips are restricted to students and accompanying staff only.

Any trips open to non-students will be clearly indicated as such during the sign-up period. The sign-up sheets will clearly indicate the cut-off deadline for students; non-student and any names will be transferred from a waiting list at that time, and posted by members of the Student Services department onto the Student Services notice board as soon after this cut-
of date as possible. Any queries or comments regarding Student Activities should be directed to the Student and Enrolment Services Manager, Tom Gallini, Rm 203, Ext: 4486, email: t_gallini@bisc.queensu.ac.uk.

Minibus Transportation
Sign-up sheets for regular minibus trips are available at Bader Hall Reception; the same general principles once again apply. Persons, student or non-student, who have not been successful in obtaining a place may also present themselves at departure time on a first-come first-served basis and take a “no-show” seat that may have come available.

The Bursar may occasionally deem it necessary for urgent professional reason to give a particular student precedence over another student or over a non-student. Any queries or comments regarding minibus transportation should be directed to the Bursar. The Bursar may at their discretion deem some minibus trips unavailable to non-students.

Insurance
Only members of the BISC residential community (students, faculty, faculty partners and family and staff) are covered by our insurance to travel on trips employing transportation not owned by the BISC. BISC-owned minibus transportation, subject to availability, can be offered in addition to visiting relatives and friends of members of the BISC residential community. Any queries or comments regarding minibus transportation for visitors to the BISC should be directed to the Bursar.

Alcohol and Anti-social Behaviour
No alcohol may be carried or consumed on any vehicle owned or hired by the BISC.

Obviously drunk or otherwise intoxicated passengers may be turned away from any vehicle owned or hired by the BISC. Any passenger behaving in a dangerous, threatening or anti-social way may be asked to leave any vehicle owned or hired by the BISC. The decision is at the discretion of the driver in the interests of road safety and other passengers’ safety and comfort.