




Policy Name: Student Transportation Policy

Policy Number: Administrative Policy
03.50.06.01

Date: October 20, 2025

Review Date: October 20, 2025

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO


Signature



ADMINISTRATIVE POLICY STUDENT TRANSPORTATION POLICY

Policy Title: Student Transportation Policy

Policy Type: Administrative

Policy Number: #03.50.06.01

Approval Date: October 20, 2025

Responsible Office: Division of Student Affairs

Responsible Executive: Vice President for Student Affairs/Dean of Students and/or Designee

Applies To: Talladega College Students and Authorized Personnel

POLICY STATEMENT

Talladega College is committed to providing safe, reliable, and convenient transportation to support the needs of its students. The DEGA Shuttle Service offers scheduled transportation for Move-In Day, Move-Out Day, select holiday breaks, and weekly Walmart runs. These services enhance student access to essential goods and services while fostering a supportive campus environment.

All services operate in compliance with Alabama state laws, the Americans with Disabilities Act (ADA), and the Talladega College Student Code of Conduct to ensure safety, respect, and accountability.

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DEFINITIONS

- **Good Standing:** A student who has no outstanding disciplinary sanctions and is current on financial obligations to the College.
- **Authorized Personnel:** College employees or contracted staff approved by the Division of Student Affairs and/or Designee
- **Reservation:** An official booking of a shuttle seat confirmed through Student Affairs.
- **No-Show:** Failure to utilize a reserved shuttle seat without prior cancellation.

CONTACTS

The Division of Student Affairs officially interprets this policy. The Office of the Dean of Students is responsible for obtaining approval for any revisions as required by *Creating and Maintaining Policies (2025)* through the appropriate governance structures.

Questions regarding this policy should be directed to deanofstudents@talladega.edu.

STAKEHOLDERS

- Division of Student Affairs
- Office of Campus Police
- All Currently Enrolled Students residing in on-campus housing who are in Good Standing
- Authorized Personnel and Contracted Drivers

POLICY CONTENTS

Scope and Availability

The DEGA Shuttle Service is available exclusively to currently enrolled Talladega College students residing in on-campus housing who are in good standing with the institution. Access to this service is considered a privilege rather than a right. Continued use of the shuttle service is contingent upon adherence to this policy, the Talladega College Student Code of Conduct, and all



applicable laws. Failure to comply with these standards may result in suspension or permanent revocation of shuttle service privileges.

SERVICE OPERATIONS

Move-In & Move-Out Day Service

- Available at the start and end of each semester to transport students and belongings between designated campus housing and authorized drop-off points.
- Advance sign-up required.
- Luggage limits may apply based on capacity.

Select Holiday Break Service

- Operates during designated holiday periods (Thanksgiving, Winter, and Spring Breaks).
- Transportation is provided to designated transportation hubs.
- Reservations must be made at least **five (5) business days** in advance.

Walmart Shuttle Service Policy

- Weekly schedule published via the Office of Student Affairs.
- First-come, first-served boarding.

Guidelines and Restrictions

- **Identification:** Valid Talladega College ID required to board.
- **Conduct:** Students must remain seated and follow driver's instructions.
- **Prohibited Items:** Weapons, alcohol, cigarettes, vapes, other tobacco products, and illegal substances.
- **Capacity Compliance:** Passenger capacity must comply with all applicable safety regulations and transportation laws of the State of Alabama.
- **No-Shows:** Two no-shows in a semester may result in suspension of privileges.

Safety and Emergency Protocols

- Passengers must remain on board during breakdowns until assistance arrives.
- Medical emergencies are reported immediately to Campus Police and EMS.
- Severe weather delays or cancellations will be communicated via email/text alerts.

Theft

- Defined under Alabama Code § 13A-8-2.
- Any theft associated with transportation services will result in referral to Campus Police and disciplinary action.



Misconduct

- Includes harassment, vandalism, physical altercations, and refusal to comply with instructions.
- Consequences: removal from shuttle, disciplinary action, and possible restitution.

LIABILITY

Assumption of Risk

By reserving a seat or boarding the DEGA Shuttle Service, passengers acknowledge and accept the inherent risks of vehicular travel.

Waiver of Liability

Prior to first use, all passengers must sign a waiver releasing Talladega College, its trustees, officers, employees, and agents from liability, except in cases of gross negligence or willful misconduct.

Health Insurance

Students are strongly encouraged to maintain active health insurance. Proof may be requested before shuttle use.

Personal Belongings

The College is not responsible for lost, stolen, or damaged items.

ENFORCEMENT AND DISCIPLINARY ACTIONS

- Violations documented and reported to the Dean of Students.
- Sanctions may include warnings, suspension of shuttle privileges, restitution, or referral to law enforcement.

DRIVER AUTHORITY

Drivers may refuse service to noncompliant passengers and contact Campus Police when necessary.

EDUCATION AND COMPLIANCE

The Division of Student Affairs will:

- Track compliance through reservation records, incident reports, and disciplinary actions.

PUBLICATION

This policy will be published on the Talladega College website, in the Student Handbook, and through official communications from Student Affairs.



REVIEW SCHEDULE

- **Next Schedule Review:** 10/20/2028
- **Approval:** 10/20/2025
- **Revision History:** NA
- **Supersedes:** NA

RELATED DOCUMENTS

- Talladega College Student Code of Conduct
- Americans with Disabilities Act of 1990 (ADA)
- Alabama Code § 13A-8-2 (Theft)

FORMS

- Shuttle Service Reservation Form/Waiver of Liability

INDEMNIFICATION

Students and passengers agree to indemnify and hold harmless Talladega College, its trustees, officers, employees, and agents against any claims, damages, or liabilities arising out of their misconduct, negligence, or violation of this policy while utilizing the DEGA Shuttle Service.