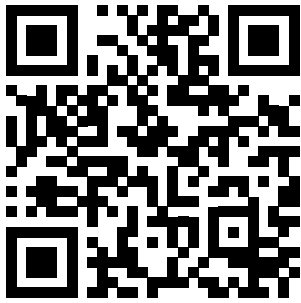


# Stratford Shuttle

The Stratford School of Interaction Design and Business is pleased to offer a daily shuttle from Main Campus to Stratford.

## Waterloo to Stratford

- ➔ Monday - Friday, 8:00 AM
- ➔ Hagey Hall (HH) Bus Turnaround near Ring Road

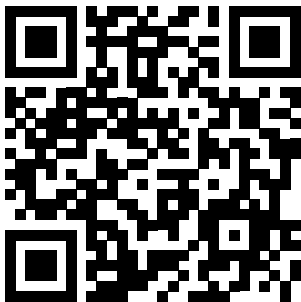


See Directions on Google Maps

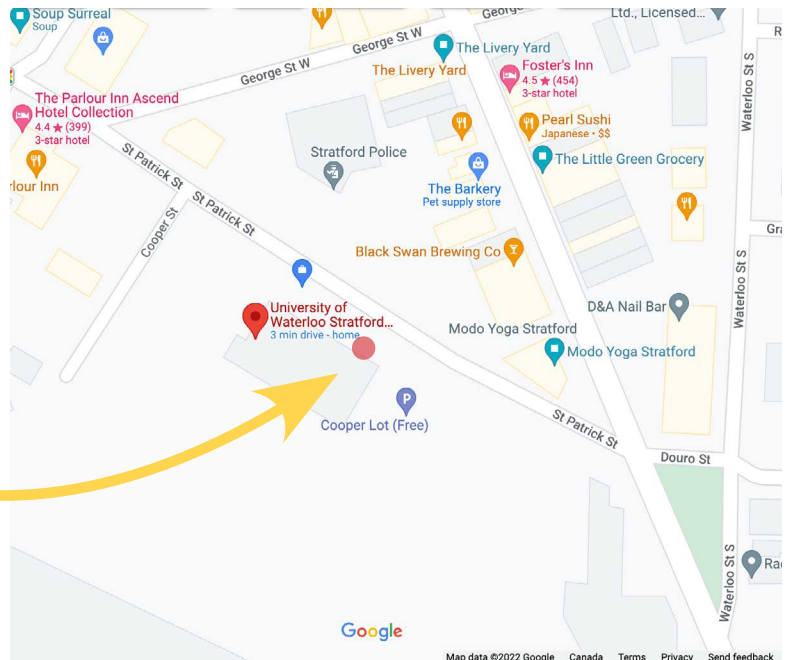


## Stratford to Waterloo

- ➔ Monday, 6:15 PM
- ➔ Tuesday - Friday, 5:00 PM
- ➔ Stratford School of Interaction Design and Business



See Directions on Google Maps



# Shuttle Info

The shuttle provider is DriverSeat shuttles.



- ➔ Seats 11 people
- ➔ \$10 via Watcard, paid after your ride
- ➔ Payable in Media Services
- ➔ Failure to pay will result in a hold placed on your student account



- 1** Reserve your seat on Patron Portal
- 2** Show driver confirmation
- 3** Pay invoice in Media Services

## So what's actually happening?

When your reservation is booked, the shuttle seat is automatically “checked out” to you, and will automatically be “returned” after the return time, then you will be billed for the usage.

These processes are automatic, and don't need to be picked up from Media Services.



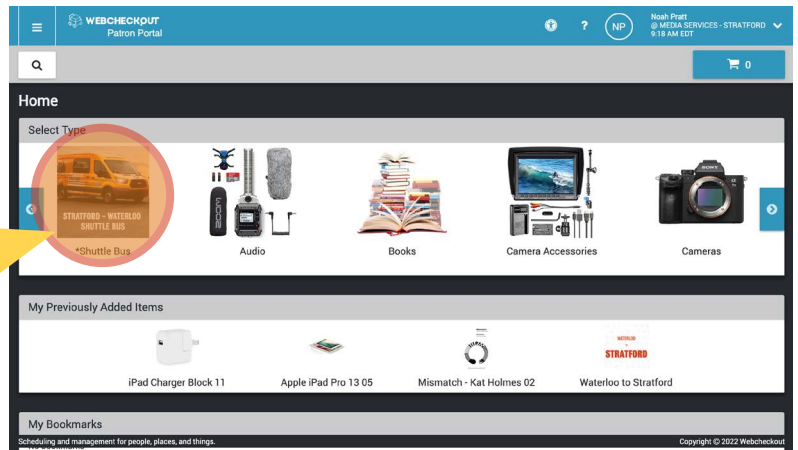
# 1. Reserve on Patron Portal

All shuttle seats must be reserved on [Patron Portal](#).

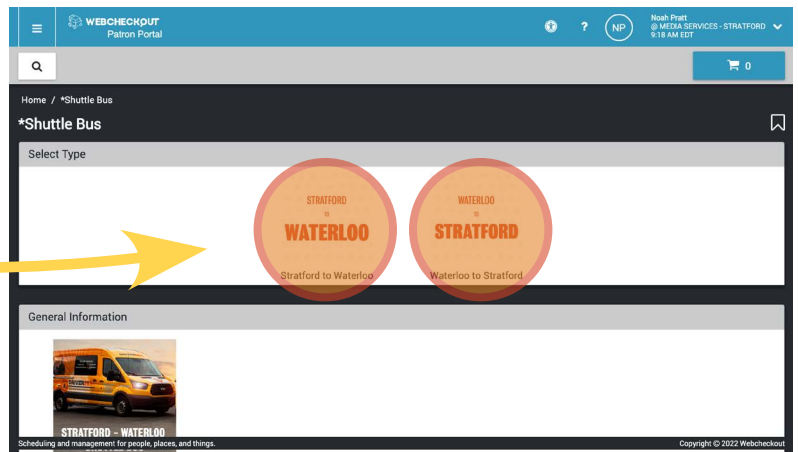


Access Patron Portal

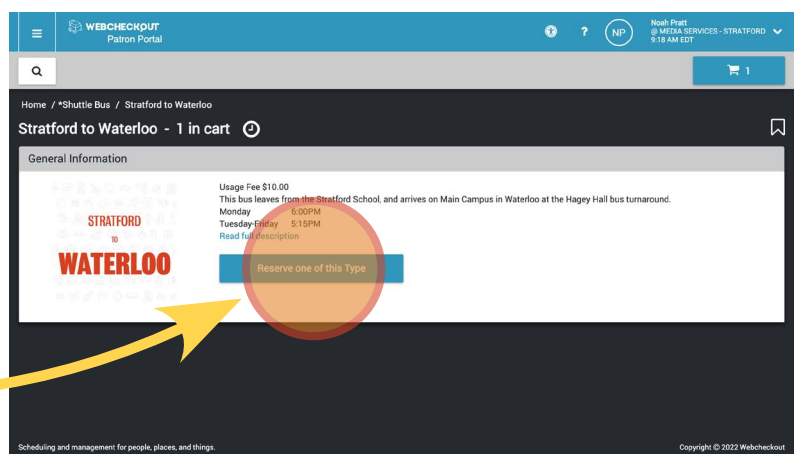
Navigate to the Shuttle Bus resource



Select which bus you would like to take



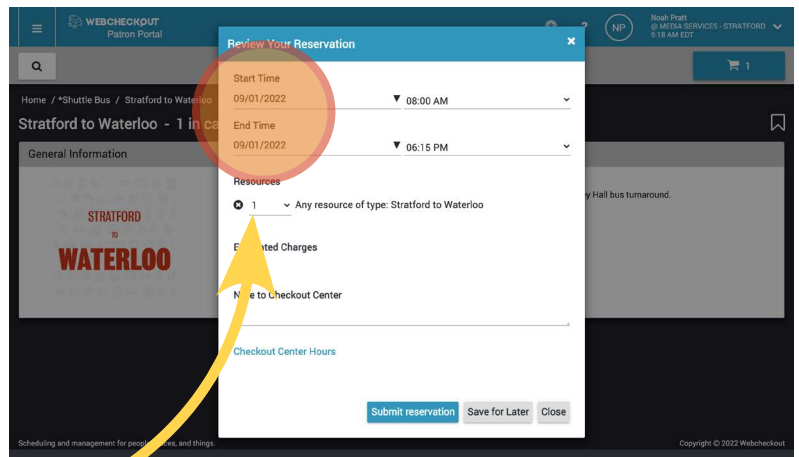
Select "reserve one of this type" to add it to your cart



# Select which date you would like to ride

Reservations are automatically set to the next weekday, but can be set to any day needed. You only need to change the date you would like to ride the shuttle.

If you're booking a seat for the day of, you can change the start time as needed.



Media Services staff may also edit your reservation as needed.

## Reservation Errors

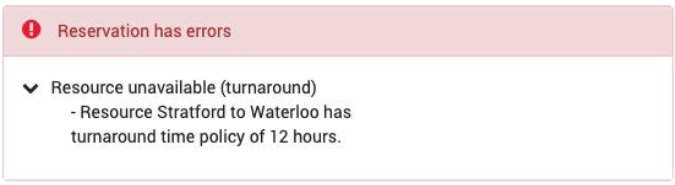
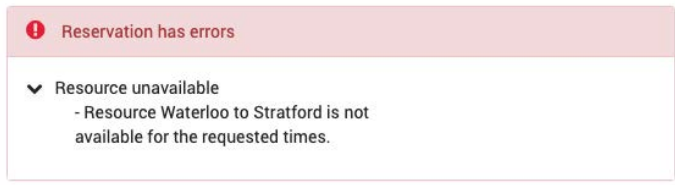
- Signature not on file
- Need to complete Equipment Loan Agreement



- Turnaround Policy, Resource not available
- Seats are no longer available for your chosen date



Complete your Equipment Loan Agreement



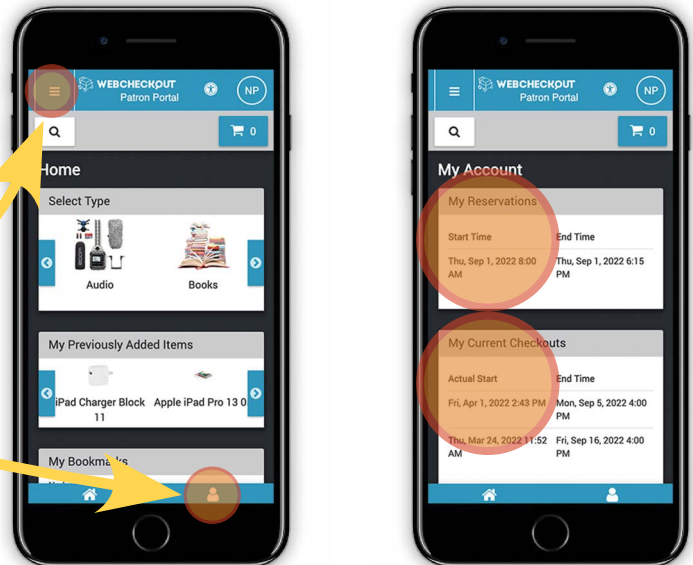
# We can also help you reserve shuttle seats in Media Services

# 2. Show driver confirmation

Shuttle seat confirmation must be provided from [Patron Portal](#).

## Access your confirmation through your account

This will likely be within current checkouts, but may also be within my reservations depending on the times set.

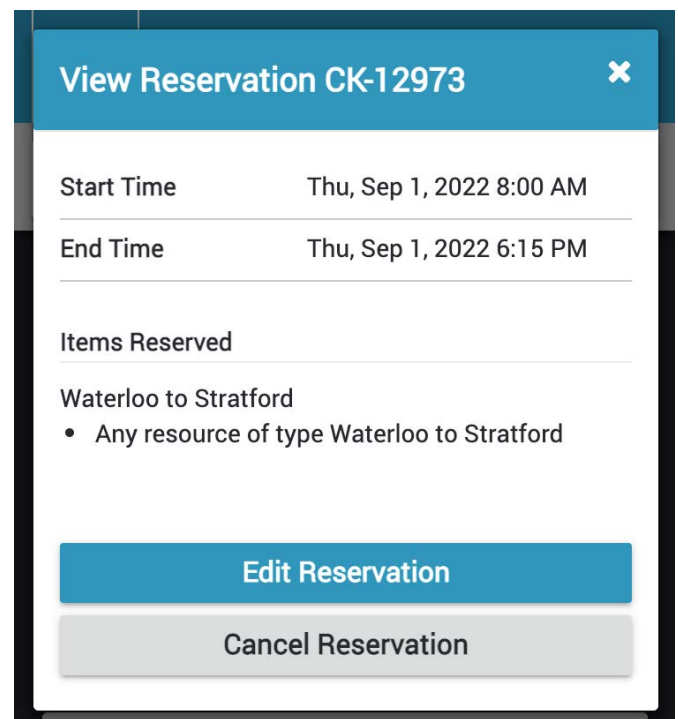


## Show driver your confirmation

You only need to prove that you have a seat reserved for the shuttle on the day that the shuttle is being ran. The items reserved could be the following:

- Any resource of type... (shuttle)
- Strat-Waterloo##
- Waterloo-Strat##

It's the date that matters!

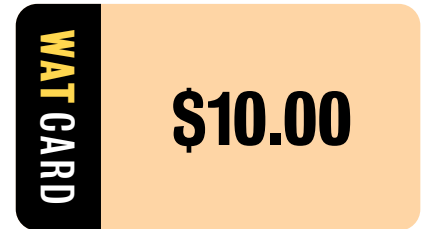


## Next, enjoy the ride!

At this point, your shuttle seat should be checked out to you, and after your checkout has been “returned”, you will be billed \$10 for the usage. This invoice must be paid by WatCard in Media Services.

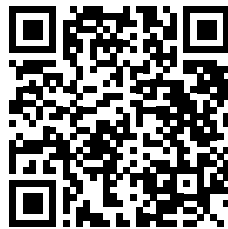
# 3. Pay Invoice in Media Services

After using the Stratford Shuttle, you will be billed a usage fee of \$10 for the seat. This must be paid in Media Services, or your student account will be put on hold, barring you from graduating or class selection.



**Invoices are paid in Media Services via WatCard only.**

- 1 Reserve your seat on Patron Portal**
- 2 Show driver confirmation**
- 3 Pay invoice in Media Services**



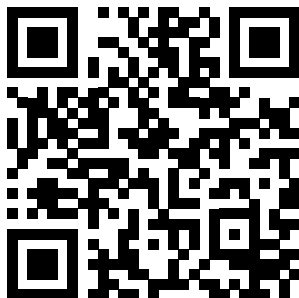
Access Patron Portal



Complete your Equipment Loan Agreement

## Waterloo to Stratford

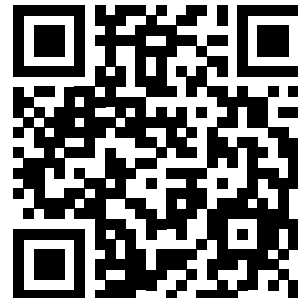
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