Welcome to Transportation Services!

We are pleased to be able to provide employees and their families* with shuttles or charters to and from the following Mass Transit Centers:

- Harrisburg Airport (MDT)
- Harrisburg Train/ Bus Station
- Shady Grove Metro Station
- Baltimore Washington International Airport (BWI)
- Baltimore Washington International Train Station
- Washington Dulles International Airport (IAD)
- Reagan National Airport (DCA) (Charter Only)

Helpful Travel Tips!

- Shuttles should be booked when making your travel plans. Please keep our scheduled shuttle times in mind when booking your flights/ rides.

- When you are departing campus, you will need to leave at least 3 hours before a scheduled flight time. When you are departing a Mass Transit Center, you will need to land at least 30 minutes prior to the shuttle time.

- Shuttles operate on a request only basis, therefore reservations are required. Please make sure to make your reservation before the deadline to assure availability.

- We require a 24 hour notice for a full refund if you need to cancel your booked shuttle or charter.

* Family members of the eligible employee that are included in this benefit are spouse or partner and dependent children, step-children, and partner dependent children up to age 26 and all legal dependents. All passengers other than the employee must have a signed waiver before travel. The eligible employee must be traveling on the shuttle/ charter.

See the transportation website for more details.

Gettysburg College Transportation Services
Central Energy Plant
260 Constitution Avenue
Gettysburg, PA 17325
(717) 337-6923
transpo@gettysburg.edu
http://www.gettysburg.edu/about/offices/fa/transportation
Services offered by Gettysburg College Transportation

**Shuttles**
Travel to or from Mass Transit Centers (MTC) using scheduled shuttle times.

<table>
<thead>
<tr>
<th>Location</th>
<th>Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harrisburg</td>
<td>$25 each way</td>
</tr>
<tr>
<td>BWI/ Shady Grove</td>
<td>$30 each way</td>
</tr>
<tr>
<td>Dulles</td>
<td>$35 each way</td>
</tr>
</tbody>
</table>

Please have the following shuttle times in mind when scheduling all of your travel!

**Departure from Campus**
Our shuttles and charters depart campus from the following locations:
* The side entrance to the chapel on Stevens St.
* Constitution parking lot by the greenhouse
* The Gettysburg Hotel

Please be there no less than 15 minutes before your shuttle departure time!

**Pick up locations at Mass Transit Centers**

Please make sure that you turn on your cell phone as soon as you arrive at the Mass Transit Center!

Once you arrive at the pick up spot listed below, look for a white Gettysburg College van with blue lettering. Vehicles are not allowed to park and will have to continually circle the airport until they see you, so make sure that you are visible and on the lookout for our vans. Once you see the van, wave to the driver!

**Harrisburg**: Proceed to the exit on the baggage claim level but do not enter the garage. Once outside, go to the second curb and wait there.

**BWI**: Exit the baggage claim area at door B2 (at Southwest Airlines). Once outside, go to the curb and wait there.

**Dulles**: Exit the baggage claim area through door 3 on the middle level. Once outside, go to the curb and wait there.

**Shady Grove**: Enter the tunnel and go to the right. Once outside, look for the driver.

**Train/Bus terminal**: Wait outside of the main entrance and look for the driver.

The transportation office is open from 8am to 5pm Monday through Friday. If your flight is late or you are unable to find your driver and it is after business hours, please call the Department of Public Safety at (717)337-6912.

**Rentals and Field Trips**
Vehicle rental and field trips are for Gettysburg College business only

<table>
<thead>
<tr>
<th>Vehicle/ Seats</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedan/ 4</td>
<td>$35 per day</td>
</tr>
<tr>
<td>Minivan/ 6</td>
<td>$40 per day</td>
</tr>
<tr>
<td>Pick-up/ for cargo and towing</td>
<td>$40 per day</td>
</tr>
<tr>
<td>Passenger van/ 11-12</td>
<td>$45 per day</td>
</tr>
<tr>
<td>Minibus/ 29 passenger max.</td>
<td>$135 per day</td>
</tr>
<tr>
<td>Rental company/ as requested</td>
<td>Agency price*</td>
</tr>
</tbody>
</table>

For field trip cost estimates, use the vehicle rental rate. You must also add the hourly cost of the driver from the time you meet on campus until the time you return to campus. Other charges such as driver meal, fuel usage, tolls, and parking will be added to your final bill after the trip has been completed. For more information, visit the transportation website.

All employees wishing to rent a Gettysburg College vehicle must become a certified driver. Please follow the instructions on the transportation website. The process of becoming a certified driver can take several weeks, so please plan accordingly.

For more information on Transportation Services and to schedule your shuttle go to www.gettysburg.edu/about/offices/fa/transportation