

Transportation for Gettysburg College Business

Rentals and Field Trips

Vehicle rental and field trips are for Gettysburg College business only

<u>Vehicle/ Seats</u>	<u>Rate</u>
Sedan/ 4	\$35 per day
Minivan/ 6	\$40 per day
Passenger van/ 11-12	\$45 per day
Minibus/ 29 passenger max.	\$135 per day
Rental company/ as requested	Agency price*

<u>Driver/ Vehicle Types</u>	<u>Rate</u>
Regular Driver/ cars and vans	\$9.75 per hour
Certified Driver/ minibus	\$13 per hour

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.



3rd Party Services

While Gettysburg College tries to make our campus accessible to everyone, local personal travel while you are here is not offered through our services. We have partnered with several other services to allow students and staff a variety of transportation options.



Free to Gettysburg College employees! Just show your college ID. Visit www.ridethetrolley.com for more information.



Zipcar is an car sharing service. Vehicle, fuel, and insurance are included! Sign up now at: www.zipcar.com/gettysburg



Download these apps via the Apple Store or Google Play

Gettysburg College Transportation Services positively impacts the student, faculty, and staff experience by connecting them to a rich local, regional, and global community while being socially progressive, environmentally friendly, and fiscally responsible.



Transportation Services for Employees of Gettysburg College

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

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)

During high volume travel times around holiday breaks, the beginning / end of the semester, and reading days, charter services are not offered. Please make sure to have your shuttles booked at least 7 days prior to traveling to guarantee a seat. Requests after this deadline may not be able to be accommodated. Below are some of the busy travel days and respective deadlines for the upcoming year.

- October 7th and 10th – Reading days**
 - November 21st and 26th– Thanksgiving**
 - January 20th and 21st– Return to campus**
 - March 9th and 18th– Spring Break**
- Make your reservations now!**



* 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 trip.

Shuttles

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

<u>Location</u>	<u>Per Person</u>
Harrisburg	\$25 each way
BWI/ Shady Grove	\$30 each way
Dulles	\$35 each way

BWI, Dulles, and Shady Grove Shuttle Times

Departing Campus: 6am - 9am - Noon - 3pm - 6pm

Departing MTC: 9am - Noon - 3pm - 6pm - 9pm

Charters

Travel to or from Mass Transit Center (MTC) using times other than scheduled shuttle times

<u>Location</u>	<u>Per Vehicle</u>
Harrisburg	\$95 each way
BWI/ Shady Grove	\$115 each way
Dulles	\$135 each way
Reagan (charter only)	\$145 each way

Please keep in mind that we need 72 business hours advanced notice to ensure availability. All shuttles and charters can be booked on-line from the college website:

www.gettysburg.edu/about/offices/fa/transportation



Look for this symbol to find sustainable solutions!

Harrisburg Shuttle Times

We have adjusted the Harrisburg shuttle times to better serve our customers. The new times were organized around the Amtrak schedule, and service more trains with less wait time.

Shuttle Letter	Depart Campus	Drop off at HB Amtrak	Drop off / pickup at HB Airport	Pickup HB Amtrak	Arrive at Campus
A	5:30 am	6:30 am	7:00 am	7:30 am	8:30 am
B	6:45 am	7:45 am	8:15 am	8:45 am	9:45 am
C	8:15 am	9:15 am	9:45 am	10:15 am	11:15 am
D	9:30 am	10:30 am	11:00 am	11:30 am	12:30 pm
E	10:45 am	11:45 am	12:15 pm	12:45 pm	1:45 pm
F	12:00 pm	1:00 pm	2:00 pm	2:30 pm	3:30 pm
G	1:45 pm	2:45 pm	3:15 pm	3:45 pm	4:45 pm
H	3:15 pm	4:15 pm	5:00 pm	5:30 pm	6:30 pm
I	5:15 pm	6:15 pm	7:00 pm	7:30 pm	8:30 pm
J	7:00 pm	8:00 pm	8:30 pm	9:00 pm	10:00 pm

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.

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 MDT: 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 second 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.

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

