

## **Guidelines for SU Cab Service**

The following guidelines are to be followed by students for their own safety and correct billing during the travel.

1. The students would be given the contact information of the driving agency, the rates to which have been negotiated upon and listed with the email. The student should order a cab and provide their exact location to the driver.
2. A student should find their partners to share the cab beforehand, the details of whom have to be included in the travel form. The cost will be split equally among the people travelling in the cab.
3. It is mandatory to carry your BITS ID card during travel. Students who have not received their BITS ID need to apply for provisional verification with the SWD or show BITS Email ID.
4. Every student must fill the travel form, available with the cab driver, with all the required details.
5. Every student should take a picture of the meter reading of the cab at the starting of the trip and at the end and upload the same on the google form that will be sent to you before your trip.
6. Every student has to **compulsorily** upload the picture of the signed travel form at the end of the journey with all the required parameters filled out. Failure to do the same could result in incorrect charges on the students' mess account.
7. The student does not have to pay for any expenses/fines/tolls during the journey. Any such expenses should be paid by the driver and mentioned on the travel form.
8. The Student Union will not be held responsible for any incorrect charging from the mess account if any student fails to abide by these guidelines.

**Note :** With regards to booking or cancellation of cabs through this service. Its a request to kindly get your plans finalized at least 1 week before travel.

In case of cancellations of bookings please convey the request to the contact of the driving agency and also convey the same to any of the undersigned.

No expense need to be born by the students during the trip, All costs will be added to your SWD accounts.

Kindly contact the below mentioned persons in case of any query/emergency:

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