



**Regulation
for IST's Passengers Transportation Service
between Alameda and Taguspark Campi**

**CHAPTER I
GENERAL PROVISIONS**

Article 1
Scope

1. This regulation establishes the conditions for the usage of the shuttle bus at Instituto Superior Técnico's (IST) service.
2. The shuttle bus is an internal service of IST provided in good faith to its staff (teaching, technical and administrative), as well as to students, and other collaborators.
3. The service's goal is to improve accessibility to Taguspark campus, and mobility in between the campi of Alameda and Taguspark.
4. The service is provided on a not for profit basis, without any competition with any other bus service for passengers or goods.
5. Service's routes and schedules are established according to the annual academic calendar at Taguspark campus.

**CHAPTER II
COMPETENCES**

Article 2
Competences

It is the competence of IST, via its Taguspark campus' Financial Office:

1. To manage, monitor, and plan the service.
2. To execute the means required for a proper functioning of the service, and for an adequate usage of the available resources.

**CHAPTER III
USAGE CONDITIONS**

Article 3
Access Conditions

The shuttle bus driver controls the access to the bus, and may ask for passengers' identification, who must present IST's identification card, or any other equivalent card.

Article 4
Usage Rules

1. The driver will not wait for passengers; hence, they should arrive to the shuttle bus stop a few minutes before scheduled arrival.
2. The number of passengers cannot exceed the maximum established for each bus, according to current legislation.
3. It is not allowed to transport any materials that may damage the bus, being totally forbidden to transport any inflammable or explosive materials.
4. It is forbidden to smoke, to take meals, or to leave any dirt inside the bus.
5. Passengers must respect driver's instructions, concerning bus usage conditions.

Article 5
Responsibilities

1. Passengers are insured according to current legislation.
2. Besides civil responsibility, according to current legislation, IST cannot be held responsible for any flaw or lack of service, whatever the motive may be (e.g., delays due to traffic, strikes, drivers' absence, buses' malfunctions, and budget constraints leading to a reduction or termination of the service).

**CHAPTER IV
INFORMATION**

Article 6
Publicity

The schedule will be posted at a public place at Taguspark campus, and at IST's website <https://tecnico.ulisboa.pt/en/campus-life/services/mobility-and-transport>.

Article 7
Changes

IST reserves the right to change schedules and bus stops, according to circumstances. Information will be disseminated as soon as possible, in order to avoid any inconveniences to passengers.

Article 8
Complaints and other Requests

1. Information related to shuttle bus functioning should be sent to Taguspark campus' Financial Office, via email to agaft@tecnico.ulisboa.pt.
2. Any suggestion, complaint, or compliment, should be sent via email to sugerist@tecnico.ulisboa.pt.

**CHAPTER V
FINAL PROVISIONS**

Article 9
Omissions

All situations that are not dealt with by the current regulation will be addressed on a per case basis by IST.

Article 10
Updates

The current regulation may be updated, in case IST wishes to do so, considering the improvement of usage conditions or any other circumstances.

Article 11
Entry into Force

The date of entry into force of the current regulation is the day following its approval by IST's Board of Directors, maintaining its validity until further changes.

Approved at the Board of Directors meeting of 2016/09/29.