

SHUTTLE SCHEDULE

Effective March 9 – May 17, 2020

Monday – Friday Except Holidays Please verify the LIRR Schedule for times & possible delays online: <http://lirr42.mta.info/>

Main Driver Schedule: **ON REQUEST TIME 12 -3 PM-CALL or TEXT** *No shows will not be considered for future on request pick up

(RC) Reggie Cayo	(516) 445-5402	7:00 am – 2:30 pm	(JM) Jose Maradiaga-Gonzalez	(516) 532-4022
(DM) Dennis McGuire	(516) 641-7324	8:00am – 6:30 pm	Merrill Hughes (seasonal/substitute)	(516) 641-7290
(JC) Joe Carrieri	(516) 445-8307	1:30 pm – 8:30 pm	Main Office Line	(516) 367-8346

*Drivers will wait a **maximum of 6 minutes** after the scheduled train arrives

NOTE: Inclement weather or changes may result in delays or cancellation of service. **Ask a Driver about signing up for email alerts!**

MAIN CAMPUS/SYOSSET LIRR STATION/WOODBURY GENOME CENTER SHUTTLE

CSHL GRACE		WOODBURY GENOME CENTER		SYOSSET LIRR STATION (Located in Westbound Platform "A" Parking Lot)		WOODBURY GENOME CENTER		CSHL GRACE	See Map
	Depart	Arrive	Depart	Arrive	Depart	Arrive	Depart	Arrive	
AM	6:50 RC	--	--	7:00	7:02	--	--	7:10	A
AM	7:30 RC	--	--	7:40	7:45	8:00	8:05	8:20	B1
AM	8:00 JM	--	--	8:10	8:15	--	--	8:25	A
AM	8:30 JM	--	--	8:40	8:50	--	--	9:00	A
AM	8:55 RC	--	--	9:05	9:10	--	--	9:20	A
AM	9:00 JM	--	--	9:10	9:15	9:30	9:30	9:45	B1
AM	9:30 RC	--	--	9:40	9:45	--	--	9:55	A
AM	10:00 JM	--	--	10:10	10:20	--	--	10:30	A
AM	10:00 RC	10:15	10:25	10:30	10:45	--	--	10:55	B2
AM	11:00 JM	--	--	11:10	11:10	11:25	11:25	--	A
AM	--	11:25	11:25	11:40	11:45	--	--	11:55	B2
PM	12:00-3:00	*Please Call Reggie Cayo at (516) 445-5402 OR Dennis McGuire at (516) 641- 7324 to Schedule a Ride*							
PM	On Request	*Please Call Dennis McGuire at (516) 641- 7324 OR Joe Carrieri at (516) 445-8307 to Schedule a Ride*							
PM	3:20 JC	--	--	3:30	3:50	--	--	3:59	A
PM	3:30 DM	3:50	3:55	4:05	4:15	--	--	4:25	B2
PM	4:00 JC	--	--	4:10	4:25	--	--	4:35	A
PM	4:30 DM	4:50	4:55	5:10	5:15	--	--	5:25	B2
PM	5:00 JC	--	--	5:10	5:25	--	--	5:30	A
PM	6:00 JC	6:15	6:20	6:30	6:40	--	--	6:50	B2
PM	6:20 DM	--	--	6:30	6:30	--	--	6:40	A
PM	7:00 JC	--	--	7:10	7:15	7:30	7:30	7:45	B1
PM	8:00 JC	--	--	8:13	8:20	--	--	8:25	A

WEEKDAY DOWNTOWN HUNTINGTON SHUTTLE

CSHL GRACE -	RITE AID	STOP & SHOP	CSHL GRACE -Arrive	See Map
AM 11:00 RC	11:10	11:15	11:30	D

WEEKDAY UPLANDS FARM SHUTTLE and CSH LIRR (PM drop off only)

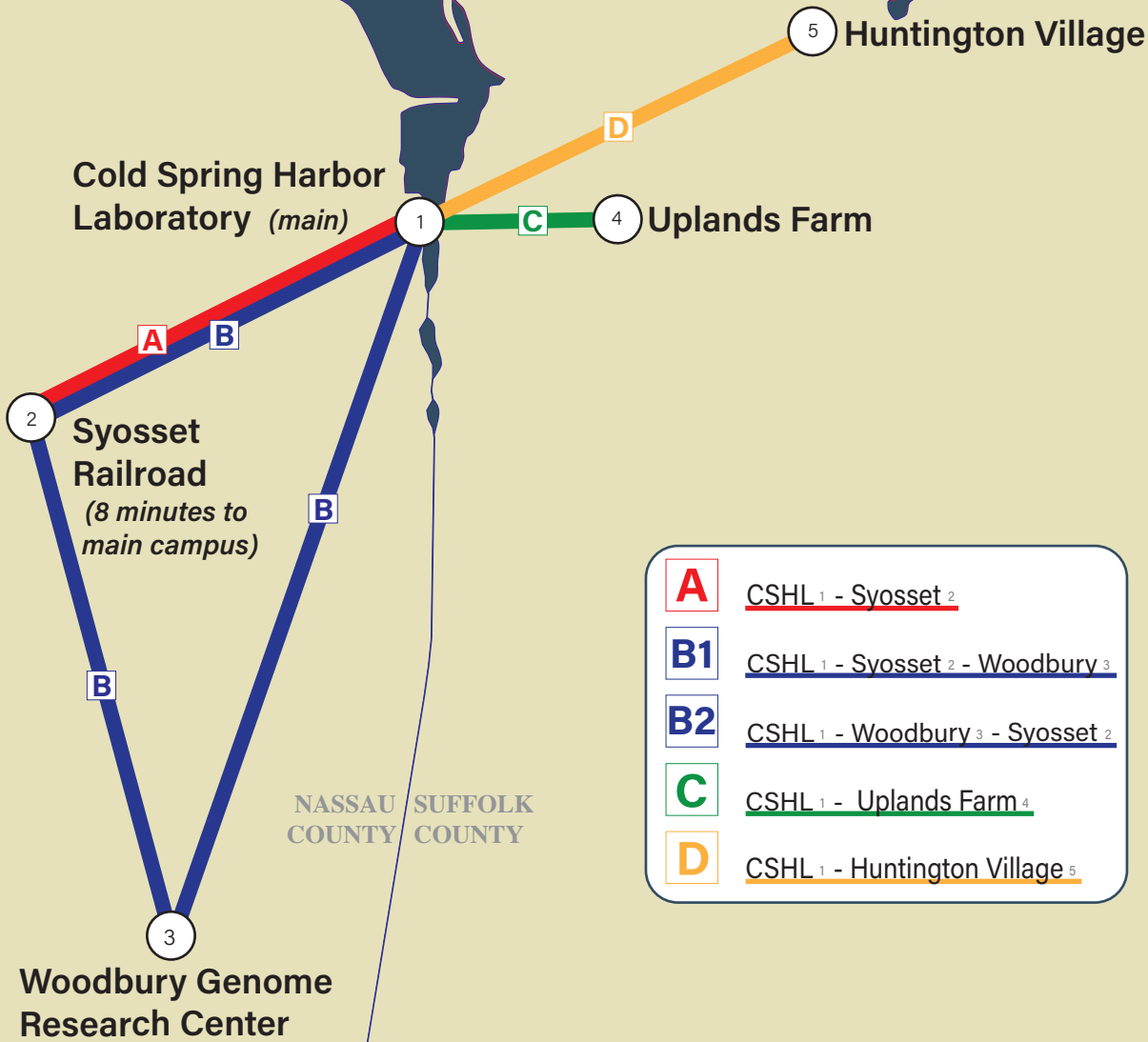
CSHL GRACE - Depart	UPLANDS	UPLANDS*	CSHL GRACE - Arrive	See Map
AM 7:10 RC	7:15	7:15	7:20	C
AM 8:40 RC	8:45	8:45	8:50	C
PM 5:30 DM*	5:35	5:35 to CSH LIRR drop off only*	6:10*	C
PM 6:45 DM*	6:50	6:50 to CSH LIRR drop off only*	7:10*	C
PM 7:45 JC	7:50	7:50	7:55	C

SATURDAY DOWNTOWN HUNTINGTON SHUTTLE

CSHL GRACE - Depart	RITE AID	STOP & SHOP	CSHL GRACE - Arrive	See Map
AM 11:00	11:10	11:15	11:30	D
PM 12:00	12:10	12:15	12:30	D
PM 1:30	1:40	1:45	2:00	D
PM 2:00	2:10	2:15	2:30	D
PM 2:30	2:40	2:45	3:00	D



Shuttle Routes



A	<u>CSHL₁ - Syosset₂</u>
B1	<u>CSHL₁ - Syosset₂ - Woodbury₃</u>
B2	<u>CSHL₁ - Woodbury₃ - Syosset₂</u>
C	<u>CSHL₁ - Uplands Farm₄</u>
D	<u>CSHL₁ - Huntington Village₅</u>

Cold Spring Harbor Laboratory Complimentary Shuttle Service

Operation/Procedure

The purpose of the complimentary Cold Spring Harbor Laboratory (CSHL) shuttle service is to provide transportation for employees, students and visitors to/from main campus and the Syosset-Long Island Railroad station, Woodbury Genome Center and neighboring town of Huntington in a safe and convenient way. The CSHL shuttle service is run by the Meetings and Courses Program, the main office is located in the lower level of Grace Auditorium. We serve the entire campus community and our scheduled routes are based on average ridership levels.

The CSHL shuttles run year-round except on Institute observed holidays, and when ordered closed because of hazardous road conditions due to inclement weather. When a shuttle driver notifies management of their absence (ex: vacation or personal time scheduled), passengers are notified as much in advance as possible by notices which are posted in all shuttles should an upcoming change need to take place and by the shuttle drivers themselves. Passengers can also sign up on an email distribution list should last minute changes (ex: driver sick absences) come about by emailing the transportation coordinator, Andrea Newell at newell@cshl.edu. Management works to find a replacement should a driver absence occur. If a substitute shuttle driver is not available at a last minute request, passengers should always be prepared to arrange for alternative transportation, such as a Syosset taxi/Uber or Lyft service, in the event the shuttle is canceled or missed due to excessive train delays.

Operators

The shuttle drivers are trained in safe driving habits and required to take a NYS certified defensive driving course every three years, but will periodically be monitored for safety, performance, and customer satisfaction. Currently on staff, there are 3 full-time drivers, one part-time AM shift driver and one seasonal conference driver which serves as substitute to a full-time driver when an absence occurs.

How to View the Shuttle Schedule & to Request a Ride during “On-Request Time”

The standard shuttle schedule is available online on the employee intranet or CSHL public website. This shuttle schedule is based off of the Long Island Railroad (LIRR) train schedule. The drivers adhere to train delays but not past a 6 minute delay. See shuttle schedule for additional notes.

“On-request time” is a specific time of day the shuttle drivers are able to provide individual rides upon request. The shuttle drivers can be contacted directly via cell phone or text message. Their contact information is located on standard shuttle schedule. In addition, to any inquiries about this shuttle service or to request a ride, contact the main office at 516.367.8346 or ext. 8346 from a campus phone or by emailing your request **24 hours** in advance to the transportation coordinator, Andrea Newell, at newell@cshl.edu. The shuttle pick up point and drop off point is located at Grace Auditorium, also note you may be contacted if a scheduling conflict arises.

*Shuttle Operational Hours: (*see shuttle schedule)*

Monday – Friday	6:50 a.m. – 8p.m.
On-Request Time (M-F):	12 p.m. – 3 p.m.
Saturday (Huntington town shuttle only)	11 a.m. – 3 p.m.

Passenger Riding Rules

- When the seating is at max capacity in the shuttle van (@ 14 passengers), a 2nd trip will be made after the initial trip. Seating is on a first come first serve basis.
- No open food or drink, littering or smoking allowed in the vehicle.
- Please check for all personal possessions before disembarking the vehicle.
- In accordance with CSHL's Security Vehicle policy, drivers will not allow passenger to board and disembark the shuttle unless it is at an established stop.
- Please be respectful and courteous to the shuttle drivers and other passengers.
- **NOTE:** Shuttle drivers cannot guarantee that they will be able to standby at a location, due to accommodating the scheduled routes for other passengers.
- **NOTE:** Shuttle drivers are often asked to drop passengers off at their respective laboratory/office locations upon arrival to the campus. Please note: as a courtesy, the shuttle driver will honor these requests when feasible but understand it will delay arrivals and departure times on the timetable.
- The shuttle system is intended to transport employees, students and visitors and our highest priority is to ensure passenger safety on every trip. Due to safety concerns, children under the age of 7 years old or under 80lbs. will not be allowed to be transported in shuttle vehicles without being placed in certified child safety seat.
 - Due to space constraints, passengers traveling with children may need to wait for the next shuttle to accommodate those traveling without children.

Administration and Understanding:

This policy is administered by the Meetings and Courses Program. Questions regarding policy, operations, or schedules should be directed to the Manager of Conference Office Operations, Rachel Lopez at rlopez@cschl.edu.

Amendments or Termination of this Policy:

The Meetings and Courses Program office in accordance with the Director of Security reserves the right to modify, amend, or terminate this policy at any time.