AIRPORT SHUTTLE INFORMATION

At each scheduled break during the academic year, the Office of Student Affairs coordinates an airport shuttle service running from campus to and from the Indianapolis International Airport as well as Chicago O’Hare. This document contains important information about the service.

The Shuttle Ride:

- Indianapolis airport shuttles will cost $25 each way and Chicago airport shuttles will cost $50 each way.
- You should expect the trip from campus to the airport to take close to one and a half hours (four hours for Chicago). Please choose your shuttle departure time to allow enough time for travel, getting through security, and arriving at your gate.
- You are allowed to take one carry-on and one checked bag with you on the shuttle.

When Can I Sign Up for the Shuttle?

- There will be a post on the Office of Student Affairs My Rose-Hulman page when the shuttle service online registration site is live. This is generally about 4-5 weeks before break begins.

How Do I Sign Up for the Shuttle?

In order to reserve a shuttle, you will need to log into Banner Web and click on the “main” tab. At the bottom of this screen, you will need to click on the “Airport Shuttle Reservation System” link. From there, you can select which shuttle(s) you would like to take, by clicking on the “make reservation” link to the right of your chosen shuttle. Finally, you can either follow the instructions to pay online through eMarket, or stop by the Office of Student Affairs (lower level of the Union) to pay for your reservations. **Your reservation is NOT guaranteed until it has been paid for.** Please print your confirmation page when you have completed the process.

Other Important Information to Consider

- Your reservation will be cancelled if you do not pay within 3 days of reserving a seat. This is done so that no one can hold a spot for a long time while others are trying to sign up for that spot. An e-mail notification will be sent to you if your reservation is cancelled.
- If your parents are involved in any way with your travels, please pass this information (and subsequent shuttle emails) along to them.
- Remember, if there are openings, you can sign up for a shuttle whenever you like. However, you are only guaranteed a spot if you sign up by the advertised deadline.
- Because we are basing the size of the shuttles on the number of reservations, we cannot issue refunds after the shuttles have been scheduled.
- Your confirmation email will include information regarding shuttle pick-up/drop-off locations. Print that page for your reference, and carry it with you during your travels.
- If you miss your shuttle, you can check availability for a later shuttle, however we **CANNOT** delay them. Please purchase your plane tickets accordingly. We cannot guarantee rides if you miss your shuttle.

Questions? **Contact Kyle Washburn at washbukd@rose-hulman.edu or 812-877-8607.**
DEPARTURES FROM ROSE:

- Your shuttle (vans and busses) will depart from Hadley Hall Circle at the scheduled departure time. Please arrive at least 10 minutes before your shuttle is scheduled to depart. Expect shuttle transportation time to be approximately 1.5 hours to the Indianapolis airport and 4 hours to Chicago O'Hare.

- We CANNOT wait for people if they are running late. Other students have flights to catch, so the shuttles will leave on time.

- Please bring no more than one checked bag and one carry-on item. Many of the shuttles are full, so there will not be a lot of room for extra luggage.

DEPARTURES FROM INDIANAPOLIS AIRPORT:

BUSSES

- If your scheduled shuttle is a bus, transportation is provided by "Carey Limousines."

- The bus will be at the "Ground Transportation Center" at the airport, directly across from baggage claim. You will need to sign-in at the Carey Indiana Check-in counter.

- Bus drivers do NOT have a list of students and will not be able to accommodate changes in schedules as they are committed to driving at the designated times. It is imperative that you arrive for your shuttle bus on time. We will most likely not be able to accommodate students who miss their shuttle.

- Please bring only one checked bag and one carry-on item. Most of the shuttles are full, so there will not be a lot of room for extra luggage.

DEPARTURES FROM CHICAGO O'HARE AIRPORT:

- NOTE: These instructions are tentative and may change. Please keep an eye out for an email should these details change.

- Shuttles will depart from Terminal 5 at the lower level baggage claim by Door 5D.

- Please arrive early so the driver can verify that everyone is there.

- Bus drivers will have a list of students but they will not be able to accommodate changes in schedules as they are committed to driving at the designated times. It is imperative that you arrive for your shuttle bus on time. We will most likely be unable to accommodate students who miss their shuttle.

- Please bring only one checked bag and one carry-on item. Most of the shuttles are full, so there will not be a lot of room for extra luggage.

All payments are final. Shuttle service is based on the number of students who sign up for each time slot. Therefore, we cannot reimburse payments for missed or cancelled shuttles.

If you have any questions regarding the Airport Shuttles, please contact Kyle Washburn at 812-281-1578.
Airport Shuttle Schedule for the 2022-2023 Academic Year

Fall Quarter Break (Thanksgiving):

Departing Rose:
- Thursday, November 17th – 9:00 a.m.
- Friday, November 18th – 5:00 a.m.
- Friday, November 18th – 10:00 a.m.
- Friday, November 18th – 2:00 p.m.

Departing Indianapolis Airport:
- Saturday, November 26th – 6:00 p.m.
- Saturday, November 26th – 11:00 p.m.
- Sunday, November 27th – 8:00 a.m.

Departing Rose to Chicago O’Hare:
- Friday, November 18th – 5:00 a.m.

December Holiday Break:

Departing Rose to Indianapolis Airport:
- Tuesday, December 20th – 3:30 p.m.
- Wednesday, December 21st – 5:00 a.m.
- Wednesday, December 21st – 10:00 a.m.
- Wednesday, December 21st – 2:00 p.m.

Departing Rose to Chicago O’Hare:
- Wednesday, December 21st – 5:00 a.m.

Winter Quarter Break:

Departing Rose:
- Thursday, February 23rd – 9:00 a.m.
- Friday, February 24th – 5:00 a.m.
- Friday, February 24th – 10:00 a.m.

Departing Indianapolis Airport:
- Saturday, March 4th – 6:00 p.m.
- Saturday, March 4th – 11:00 p.m.
- Sunday, March 5th – 8:00 p.m.

Departing Rose to Chicago O’Hare:
- Friday, February 24th – 5:00 a.m.

Spring Break:

Departing Rose:
- Friday, April 7th – 3:30 p.m.
- Saturday, April 8th – 5:00 a.m.
- Saturday, April 8th – 10:00 a.m.

Departing Indianapolis Airport:
- Saturday, April 15th – 8:00 p.m.
- Saturday, April 15th – 11:00 p.m.
- Sunday, April 16th – 8:00 p.m.

Departing Rose to Chicago O’Hare:
- Saturday, April 8th – 5:00 a.m.

End of School Year:

Departing Rose:
- Friday, May 26th – 9:00 a.m.
- Saturday, May 27th – 5:00 a.m.
- Saturday, May 27th – 8:00 a.m.

Departing Rose to Chicago O’Hare:
- Saturday, May 27th – 5:00 am