PRM-009

Provision of Mass Transit and Charter Services at the University

Effective Date Thursday, July 12, 2007

Status Final

Last Revised Tuesday, April 21, 2026

Policy Type University

Contact Office Parking and Transportation Services

Oversight Executive
Senior Vice President for Operations

Applies To Academic Division and the Medical Center.

Table of Contents

Policy Statement
Procedures

Reason for Policy

The University is committed to providing safe, dependable, and courteous transit services to the University community. To achieve economies of scale and greater efficiency, the University has authorized the Department of Parking & Transportation to provide a fixed-route service and to offer charter services when available.

Definition of Terms

Mass Transit Standards

Description

A passenger transportation system in which the vehicle capacity for transporting passengers is greater than 15 passengers or with a passenger count of 30 passengers per hour or more.

University Grounds

Description

The areas where administrative functions, teaching, and research facilities, as well as athletic and recreational facilities of the University, that are used by members of the University community are located.

Policy Statement

The Department of Parking and Transportation's University Transit Service (UTS) is the only entity authorized by the University to provide fixed-route mass transit services to faculty, staff, students, program participants, and visitors. Schools/departments/units may transport riders from point-to-point to promote more efficient operations provided the demand is below mass transit standards based on vehicle size or passengers per hour. Additionally, the University may sanction certain types of supplementary programs, such as on demand services and paratransit operations.

The UTS service area is defined by parking, residential, and employment densities and road capacities within reasonable proximity to University Grounds in Charlottesville. Expansion of service to new locations or alterations to service must meet mass transit standards; or be directly linked to the promotion of safe transportation or continuity of operations; or result in significant net gains for the University's student body, faculty/staff, and/or visitors, as determined by the Department of Transportation. If these criteria are not met, the school/department/unit may address the transportation needs from their own school/department/unit resources.

In addition, if feasible, UTS may provide fee-based chartered bus service in support of University-wide events or for University schools/departments/units and other affiliated organizations on a first-come, first-serve basis. (Contact utschart@virginia.edu for specific information.) If UTS is unable to provide the charter services due to staffing or equipment limitations, nothing in this policy will preclude schools/departments/units from using vendors to provide charter services.

Compliance with Policy:
Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination in accordance with relevant University policies.

Direct questions about this policy to Parking and Transportation Services.

Procedures

For questions, quotes, or to arrange a charter over the phone, contact the Charter Representative at utschart@virginia.edu.
Charter Service Reservations

Related Information

Goods & Services Guide under "Bus Charter Service" for information about charters.

Major Category Physical Resource Management

Next Scheduled Review Saturday, April 21, 2029

Revision History

Minor clarifications 4/21/26; Confirmed 9/2/25; Added Compliance section 7/21/21; Updated 3/28/11.

Supercedes Policy Text

VII.Q.3 University Transit Services (UTS).

Approved By Policy Review Committee

Approved Date Thursday, July 12, 2007