



LATE TRAIN - SHUTTLE POLICY

- **The shuttle will wait up to 10 minutes past the scheduled departure time for any trains that are arriving late.**
- **If passengers call Dispatch to say that the train is late, we will hold the shuttle for up to 10 minutes.**
- **If trains are more than 10 minutes late and the shuttle has departed then, Dispatch can authorize passengers to take an [UBER Pool](#) to work and submit their receipt for reimbursement. Receipts can be submitted by email to mbrooks@transactionassoc.com**