



# WEST VALLEY COLLEGE

**Disability and Educational Support Program (DESP)**  
**(408)741-2010**

## **TRAM POLICY**

Tram service is a service provided by DESP to improve access to classes for students with a disability that impacts mobility. The Tram runs Monday through Thursday from 8:30 am until 4:30 pm, Fridays from 8:30 am until 2:00 pm. To qualify for Tram service a student must make a request for the service at the DESP office. An appointment with a counselor will be necessary to complete required paperwork. You will need to provide documentation of the mobility issue, including a doctor's verification of the limitation in mobility, and a completed DESP intake form.

Following approval of the mobility accommodation, you will be scheduled to meet with Chris Bateh, our Tram driver. Pick-up and drop-off times and locations will be arranged with Chris. In addition, tram ridership rules will be reviewed. If you are going to be absent on a given day, you must call 741-2451 and leave a message for Chris before 8 am on the morning of the absence. *If you need to deviate from your agreed upon schedule, you must notify Chris one day in advance.*

Please note: Any changes to the agreed upon schedule can only be met if they do not impact other student's scheduled rides. Also, if you want to use the Tram on an "as needed" basis only instead of setting up a regular schedule, this will again be contingent on availability. Students with regularly scheduled rides have first priority.

***Note: The mobility staff cannot run errands for students, provide personal attendant care, or handle other requests that do not specifically relate to academic needs.***

Print Name \_\_\_\_\_ ID# \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_