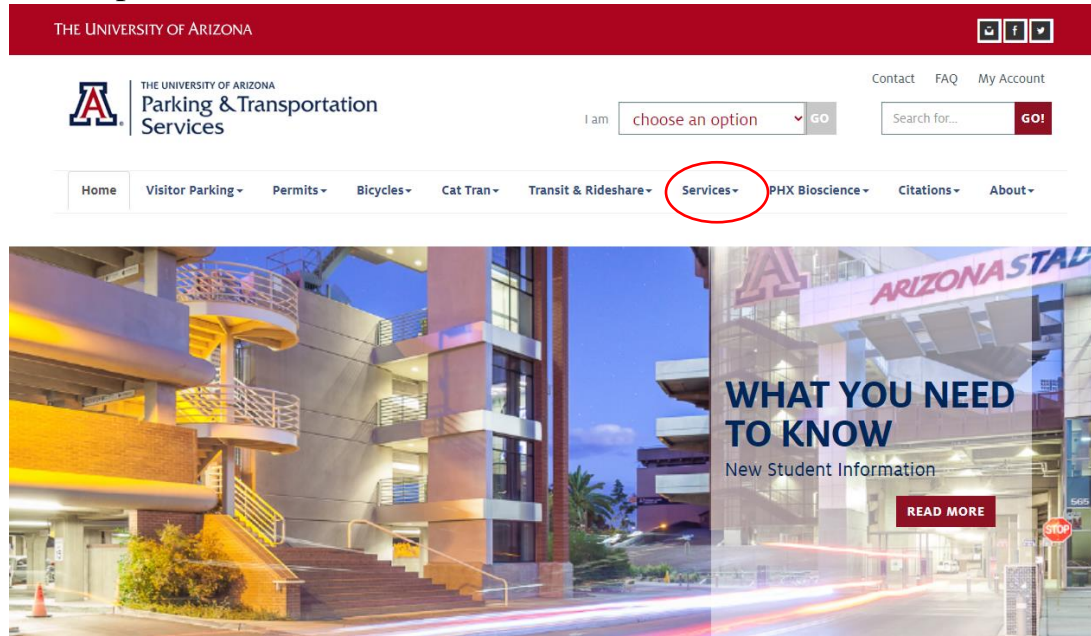
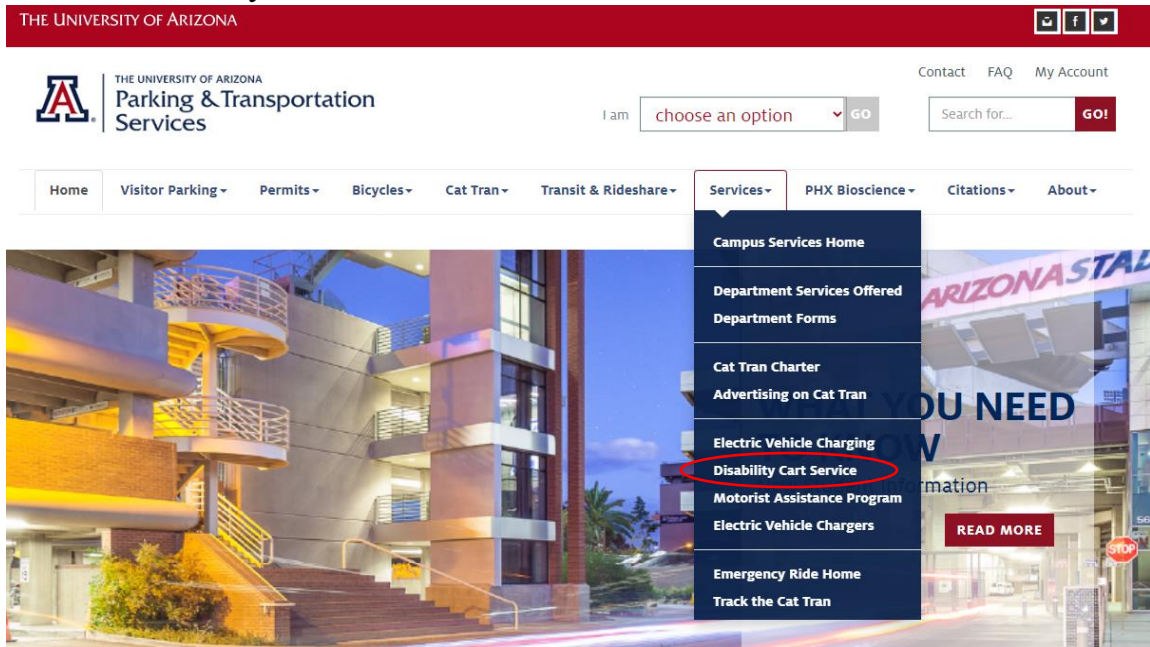


# Disability Cart Service Ride Scheduling

1. Go to <https://www.parking.arizona.edu/>
2. Click drop-down icon “Services”



3. Select “Disability Cart Service”



4. New Riders: You must read and agree to our Rules and Regulations found on the webpage. Keep in mind, you will not be able to schedule pickups until Disability Cart Service inputs your information into the system. Please follow the instructions included in your Welcome Email to get added into our system. Once you receive confirmation from a member of our team that you have been added into our system, please return to the webpage. You will scroll down and select “Schedule a Pick Up”.

Existing Riders: Your information should already be inputted into our system and it should allow you to schedule rides as you have an active service date. (Please consult with Campus Health or PTS if you need an extension for your service date.) Scroll down to the bottom of the page and select “Schedule a Pick Up”. If you are unable to schedule rides after creating your profile, please contact dispatch at (520)626-2278.

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Cart Service Map  
Includes information on qualification for service and pickup points around campus.

GETTING SERVICE

Disability Cart Service is a free service in partnership with Campus Health and Disability Resource Center. Applications/schedule forms are only available in person at the following locations:

- Parking and Transportation Services
- Campus Health Service
- Disability Resource Center

If you are temporarily disabled, contact a Campus Health representative at (520) 621-6493, Mon., Tue., Thurs., Fri., 8:00 a.m. to 4:30 p.m. and Wed. 9:00 a.m. to 4:30 p.m.. Closed on University holidays.


If you have a permanent disability, contact a DRC representative at (520) 621-3268, Monday through Friday, 8am to 5 pm. Completed forms must be faxed to the Cart Service at (520) 621-2595 or emailed to [PTSCartservice@email.arizona.edu](mailto:PTSCartservice@email.arizona.edu).

Every attempt will be made to meet the rider's request for service but the volume of requests may limit service and availability. Advance scheduling is required. For additional information, call the Cart Service at (520) 626-2278.

**SCHEDULE A PICK UP →**

5. After selecting “Schedule a Pick Up”, the system will prompt you to sign in using your NetID and Password. (Same login used for UAccess & D2L).

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Log in with your NetID and Password


NetID

Password

**LOGIN**

6. Please check each of the following to indicate that you have read and agree to each rule. Enter your initials in the designated text box and click the "Submit Agreement" button. Once you agree to these rules you will be redirected to the Disability Cart Service online scheduling app where you may place and manage your ride appointments.

### Disability Cart Service - Passenger Agreement

 Please check each of the following to indicate that you have read and agree to the each rule. Enter your initials in the designated text box and click the "Submit Agreement" button. Once you agree to these rules you will be redirected to the the DCS online scheduling app where you may place and manage your ride appointments.

**Rules**

<input checked="" type="checkbox"/> <b>Tardiness:</b>	Cart Service assumes no responsibility for late arrivals at the designated pick-up points. The cart driver will wait 2 minutes for the rider. After 2 minutes, driver will proceed to their other scheduled pick-ups. If the rider is late and misses the pick-up, they will need to call Cart Service (626-2278) to arrange an "add-on" pick-up. The rider will be picked up after the regularly scheduled passengers or if a Cart Driver is nearby your location.
<input checked="" type="checkbox"/> <b>Cancel a pick-up:</b>	Notify Cart Service (626-2278) 24 hours in advance to cancel a regularly scheduled pick-up or for an entire day. If the rider is unable to notify us 24 hours in advance due to illness or other circumstances, call at least one hour prior to your first scheduled time.
<input checked="" type="checkbox"/> <b>No-Show Cancellation Policy:</b>	Failure to show up four (4) times at your designated pick-up points without calling the Cart Service office will result in a cancellation of service.
<input checked="" type="checkbox"/> <b>Conduct:</b>	The rider is required to treat the Cart Service drivers, Office staff and all other riders with respect at all times. Inappropriate language and/or behavior are unacceptable. Parking and Transportation Services reserves the right to deny service to anyone.

7. You will then be redirected to the Disability Cart Service Scheduling App.

Disability Cart Service - 7:30am to 6:40pm Mon-Fri

(Jan 2 - Jan 6) ~ 2023

Weekly Ride Schedule Passenger: [REDACTED]

Previous This Week Next

Add Ride Appointment

Instructions

Adding Appointments

Viewing & Editing:

7:30AM to 6:40PM Mon-Fri

MONDAY Jan 2	TUESDAY Jan 3	WEDNESDAY Jan 4	THURSDAY Jan 5	FRIDAY Jan 6
7 AM	7 AM	7 AM	7 AM	7 AM
8 AM	8 AM	8 AM	8 AM	8 AM
9 AM	9 AM	9 AM	9 AM	9 AM
10 AM	10 AM	10 AM	10 AM	10 AM
11 AM	11 AM	11 AM	11 AM	11 AM
12 PM	12 PM	12 PM	12 PM	12 PM
1 PM	1 PM	1 PM	1 PM	1 PM
2 PM	2 PM	2 PM	2 PM	2 PM
3 PM	3 PM	3 PM	3 PM	3 PM
4 PM	4 PM	4 PM	4 PM	4 PM
5 PM	5 PM	5 PM	5 PM	5 PM
6 PM	6 PM	6 PM	6 PM	6 PM

8. Please read our “Helpful Tips” section on our website and keep those tips in mind when scheduling your rides. **All rides must be submitted before 7PM the day prior to your scheduled pick-up to ensure your ride is added to the itinerary.** Any rides made after 7pm will be added to our “add-on cart” which is an itinerary that runs on a first-come, first-serve basis.