



Airport Transportation Policy

NAME: **Airport Transportation Policy**
ISSUING DEPARTMENT: **Student Affairs**
ISSUED DATE: **July 26, 2016**
REVIEWED DATE: **October 22, 2019**
APPROVING AUTHORITY: **President's Cabinet**
DATE REVISED: **October 21, 2019**

PURPOSE

The purpose of this policy to outline the procedures for dropping off and picking up new and continuing international students attending Mansfield University.

SCOPE

This policy pertains to all faculty and staff responsibility for transporting international students to and from the airport.

RESPONSIBILITY

It is the responsibility of the Office of Student Affairs to update and implement the policy, as needed.

POLICY

- I. New International Students Arriving at Mansfield University for the First Time**
 - a. New international students should book flights that terminate at the Elmira/Corning Regional Airport (ELM). The airport is 45 miles from the Mansfield University campus is serviced by several airlines with connecting flights typically to and from cities, such as Detroit, Philadelphia, and Orlando.
 - b. Mansfield University will provide ground transportation to campus for new international students arriving at the Elmira/Corning Regional Airport. There is no additional cost to international students for this service.
 - c. Mansfield University employees or qualified students will drive University-authorized vehicles and must abide by all policies and procedures governing the authorized use of ground transportation vehicles for University business. All drivers will follow all applicable local, federal and state laws.

- d. New international students must provide their detailed flight itinerary to the Director of the Office of International Admissions and Student Services at least two (2) weeks in advance of their arrival.
- e. New international students who book flights terminating at other airports (Rochester, NY or Williamsport, PA, for example) will need to arrange their own transportation to the Mansfield University campus.
- f. Mansfield University will not provide transportation to and from any airport for personal trips.

II. Continuing/Returning International Students

- a. Continuing/returning international students who wish to request airport pick-up and/or drop-off must book flights leaving from/returning to the Elmira/Corning Regional Airport (ELM), as described above.
- b. Pick-up and drop-off services are available only for flights departing from or arriving at the Elmira/Corning Regional Airport between the hours of 6:00 a.m. and 10:00 p.m. Sunday through Saturday. There is no additional cost to the students for this service.
- c. Mansfield University employees or qualified students will drive University-authorized vehicles and must abide by all policies and procedures governing the authorized use of ground transportation vehicles for University business. All drivers will follow all applicable local, federal and state laws.
- d. Continuing/returning international students must provide their detailed Flight itinerary to the Director of the Office of International Admissions and Student Services at least two (2) weeks in advance of their departure or arrival.
- e. Continuing/returning international students who book flights terminating at other airports (Rochester, NY, or Williamsport, PA, for example), or who book flights departing from or arriving at the Elmira/Corning Regional airport outside of the hours described above will need to arrange their own transportation to the Mansfield campus.
- f. Mansfield University will not provide transportation to and from any airport for personal trips.

Distribution

This policy will be posted to the Policies and Procedures web page.