



Nisqually Indian Tribe Airport Shuttle Policy and Procedures

Intent and Purpose:

The intent and purpose of this Policy is to set in place a system for Nisqually Tribal members and Tribal employees to receive free shuttle service from their home address located in Thurston Co. Washington to and from SeaTac airport. This will provide both convenience and substantial savings for airport transportation costs.

Availability:

Use of vans and shuttle buses owned and operated by the Nisqually Tribe Transit program.

- 1) Must be an enrolled Tribal member of the Nisqually Tribe or NIT employee.
- 2) Live in Thurston County; and
- 3) Must provide three (3) weeks' notice for a reservation.
- 4) Must also confirm reservation by phone, 24 hours prior to pick up time.
- 5) Airport service will be offered between the hours of 4:00 a.m. to 9:30 p.m. Sunday through Saturday, seven (7) days a week. (*note)
- 6) *In the event of a family emergency, (death in family), we will offer transportation with a 24-hour notice or less.*
- 7) We do not offer service on a Tribal recognized Holiday's.

Use Limitations:

Use of airport transit/shuttle will be limited to Nisqually Tribal members and up to 6 immediate family members residing in the same home. This shuttle service is limited to Nisqually Tribal members with a Thurston County home address. Preselect a pick-up time with a 15-minute window. The shuttle will not be available before 6:00 a.m. or after 7:00 p.m. Monday through Friday. The Nisqually Tribe is not responsible for missed flights due to passenger not on time, weather, traffic or any natural disaster.

Request for airport shuttle Use: #360-456-5236

The Motor Pool Coordinator/Dispatcher will receive a request form no less than three (3) weeks prior to travel. All required flight and passenger information needed is required at that time. Including a cell phone for 24-hour confirmation and communicating with the driver when and if needed.

The shuttle van driver will ensure that the vehicle is clean, road safe (maintained) before each trip, with a full tank of gas.

Cancellations

Nisqually shuttle Cancellation Policy. Customers can cancel a reservation at any time up to 24 hours before the scheduled pickup.

Luggage and Personal Items:

Passengers are responsible for reserving the correct vehicle to safely handle their luggage needs. Tribal Members with valuables, priceless items, and prescription drugs should keep these items in their possession during the ride. Luggage must safely fit inside the vehicle in accordance with the manufacturer's limit for the vehicle type. Nisqually shuttle and drivers are not responsible for damages items packed improperly. It is the customer's responsibility to ensure that any belongings kept with the customer in the main seating compartment of the vehicle are securely packed and fastened, and that any breakable items are protected while using the transportation service. Neither Nisqually Tribe nor operators assume liability in the event of damage, loss or theft of any such property and will not be responsible for losses incurred, including but not limited to, loss of future profit, potential income, and additional expenses or losses incurred as a result of lost or stolen baggage or personal property. Nisqually Tribe and shuttle operators are also not liable for lost items left behind in the vehicle by a customer. However, Operators do want to help customers reunite with lost items whenever possible. If an item is lost, the customer immediately contacts the Operator. All luggage will be secured in the rear of shuttle and will be loaded/unloaded by Nisqually shuttle driver, up to 50lbs. each.

Tipping Policy: Passengers riding with shuttle operators have the option to tip by cash.

Safety:

Seatbelts are provided for customer safety. Customers **must** wear safety belts while inside the vehicle and is the customer's responsibility to ensure the seatbelt is securely fastened, as required by law. Operators reserve the right to refuse service to parties out of compliance. Safety cameras have been installed in shuttle vehicles for driver and customer safety. The camera will initiate recording with any sudden swerve or stop and can be turned on manually to protect the Operator. Customers may be recorded as a result. All Nisqually Tribal shuttles will have a first aid kit, fire extinguisher and safety triangles.

Responsibilities of Passengers:

The following rules and responsibilities apply to any passenger in a Nisqually Tribal vehicle:

- 1) All people in the vehicle are always required to wear seat belts
- 2) The headlights of the vehicle should be kept on while the vehicle is being driven
- 3) There is absolutely no smoking allowed in tribal vehicles
- 4) No illegal drugs, narcotics or alcoholic beverages shall be allowed in any Tribal vehicle at any time
- 5) Up to six (6) Family members can use the airport shuttle at any one time
- 6) Vehicle must be kept clean, and all garbage must be removed from the vehicle prior to disembarking shuttle
- 7) No pets are allowed in vehicles

- 8) Be on time for your shuttle driver to facilitate an on-time arrival to the airport
- 9) Children under the age of 5 years must have a child approved car seat to transport, (provided by parent or guardian)

(*note) Hours subject to change due to weather, office closures, etc. Please confirm with the Transit Dept. for updates. 360-456-5236

Infraction process:

- 1) If a passenger presents a risk to the safe operation of the vehicle, they will no longer be eligible to use the airport shuttle service in the future.
- 2) No disrespectful behavior will be tolerated and may lead to losing rider privileges.

Certification

I certify that the above airport shuttle Policy was adopted at a regular meeting of the Nisqually Tribal Council held on the _____ day of _____ on the Nisqually Indian Reservation, Washington, at which time a quorum was present and voting _____ FOR _____ AGAINST _____ ABSTENTIONS.

ATTEST:

William Frank III, Chairman
Nisqually Indian Tribe

Jackie Whittington, Secretary
Nisqually Indian Tribe



Nisqually Tribe Airport Shuttle Request Form

360-456-5236

Date: _____ (3 weeks in advance)

Requestor name: _____ Tribal member _____ Employee _____

Contact Number: _____

Travel dates: _____ - _____

Number of passengers- Adults _____ Children under age 12 _____

Airline: _____

Departing Flight # and Time: _____ Pick up time _____

Arriving Flight # and Time: _____ Pick up time _____

Passenger Address: _____

Special needs _____

Must read and agree to Shuttle Policies & Guidelines: _____ (Initials)

Reservation taken by _____ Time and date _____ Confirmed _____

SIGNATURES REQUIRED

Requester: _____ Date _____

Motor Pool Coordinator: _____ Date _____

Received on: _____

Completed form, to be submitted to Motor Pool Coordinator. 8/2014

Form approved by: CEO

Date signed 3 / 16 / 2022

