

Los Angeles Unified School District

Inter-Office Correspondence

To: All Staff
LAUSD Administrative Headquarters

Date: January 27, 2015

From: Office of the Building

RE: Union Station Shuttle Schedule
LAUSD Administrative Headquarters

The program providing shuttle service to Union Station continues to be met with a very positive response. Shuttles have been running on schedule as planned and ridership is increasing.

Morning:

Route: From Union Station to Headquarters and back to Union Station.

Schedule: Running continuously – *not* on a schedule – with the first pick up at Union Station at 5:30AM. Shuttles expected to arrive approximately **every 10 to 15 minutes**. The last pickup at Union Station will be at approximately 9:10 AM. Note that the shuttles are not allowed to stop and wait for more than 2 or 3 minutes. They are instructed to circle the Plaza until they have passengers to pick up.

Afternoon:

Route: From Headquarters to Union Station and back to Headquarters.

Schedule:

Departure times from Headquarters:	
<u>1st Shuttle</u>	<u>2nd Shuttle</u>
3:05PM	3:15PM
3:30PM	3:45PM
4:00PM	4:15PM
4:30PM	4:45PM
5:00PM	5:15PM
5:30PM	5:45PM
6:00PM	6:15PM
6:30PM	6:45PM

The pickup and drop off location at Union Station remains at curbside at Patsaouras Transit Plaza – east of the train tracks. **The shuttles will make their stops near the top of the escalators across the street from Bay #5 at the passenger loading zone.**

NOTE: between 9:10AM and 3:00PM, *no shuttle service will be provided to Union Station.*

<p>REMINDER: Traffic and other delays can cause shuttles to arrive later than scheduled. Please allow enough time to make your train!</p>
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Please contact the Office of the Building at (213) 241-1320 with any questions or concerns. Thank you.