

Travel/Transportation to rotation sites (A3.14j)

This document outlines transportation guidelines and policies for Weill Cornell Medicine PA students commuting to/from WCM Main Campus (1300 York Ave) or PA Program (570 Lexington Ave), Pennsylvania Station or Grand Central Station to required clinical sites. For commuting to/from off-campus housing and other transportation needs, please contact the Office of Financial Aid finaid@med.cornell.edu, and/or Student Affairs studentaffairs@med.cornell.edu. **Any deviation from this policy requires special approval from the PA Program.**

1. Supported Methods of Transportation to Clinical Sites:
 - a. Public Transportation (Subway, buses, trains, etc.):
 - i. Unless specifically directed otherwise, students are expected to utilize the vast network of public transportation options available through NYC MTA as their primary transportation method.
 - ii. Students should exercise every precaution while commuting to ensure health and safety. Commuting as a group is recommended, and students are expected to proactively arrange this with their peers. Additional guidance for safe commuting can be found at nyc.gov.
 - iii. Charges for public transportation will be reimbursed with appropriate documentation. **The Student Request for Transportation Reimbursement Form** is in Exxatt/Prism -> Resources -> General Information class 2025.
 1. Within 30 days of the end of the clinical rotation, submit a request for travel reimbursement form.
 - i. Reimbursement must be submitted BY ROTATION (one rotation per request form).
 - ii. The form **MUST** have on it the number of rides per method, for example: "18 days with 2 rides per day at \$2.90 per ride = \$104.40".
 - iii. The submitted request **MUST** include proof of payment (credit card receipt) unless paid by cash (which should be indicated on receipt).
 - iv. The submitted request **MUST** include a receipt with a date visible.
 - v. The form and required documentation should be consolidated to one PDF file.
 - vi. The complete file should be emailed to the clinical administrator.
 - vii. Reimbursements are processed and released directly to the student via WCM Student Accounting. Please do not ask about status of reimbursement; you will be notified when it has been disbursed.
 - b. Shuttles:
 - i. Students are expected to use shuttles when available to ensure timely arrival to their clinical site, even when arrival times do not perfectly align with their clinical start time. This may require the student to arrive early.
 - ii. WCM operates morning shuttles to NewYork-Presbyterian Hospitals at Queens (NYQ), Brooklyn Methodist (BMH) and Westchester. All WCM-run shuttles are labelled with the

“Weill Cornell Medicine” logo on the front and/or side. Further details are organized by affiliate site below. **All shuttles depart from the NE corner of 68th and York Ave.**

c. LyftPass:

- i. Students will be granted the “WCM Clinical Rotation Travel” Lyft Pass benefit for use during their clinical year only.
- ii. LyftPass is the only allowable ride share option for students with approved car travel; no other method will be reimbursed for rides in the NYC metropolitan area without permission.
- iii. LyftPass s covers the cost of rideshare travel between **the Weill Cornell Medicine main campus (1300 York Ave.), WCM PA Program (570 Lexington Ave.), Pennsylvania Station, Grand Central Station**, or the approved clinical site when shuttles are not available, or when public transportation is not feasible. The hours extend from 7PM-5:30AM on weekdays and 24 hours on the weekend.
- iv. There are limited circumstances where the PA Program will reimburse students for the use ridesharing apps for travel not covered by the LyftPass. These are outlined in the policy below. Refer to Lincoln Hospital comments below for an exception to this directive.
- v. Request for reimbursement for reasons not covered in the policy, are subject to review and approval is not guaranteed.
- vi. **Students are expected to carpool with colleagues** when using private car travel. Students are expected to arrange this with other students during their clinical rotations.
- vii. LyftPass may be used if students are required to be onsite at their rotation prior to 5:30AM or after 7:00PM only. Students must use the timecard feature in Exxatt/Prism.

*****Failure to adhere to these guidelines may result in student losing access to the LyftPass benefit. Egregious or repeated misuse will be considered a lapse in professionalism with consequences including but not limited to reimbursement of the inappropriate charges from the student and other disciplinary actions. *****

2. **Clinical Rotation Sites in the Greater NYC Area:** options available through NYC MTA.

a. *NewYork-Presbyterian/Queens:*

- i. WCM-run shuttle: A single, WCM provided shuttle leaves WCM at **6:30 AM**. This shuttle is for the use of all rotations/clerkships, sub-internship and/or elective students that start at 7:00AM or later.
- ii. NYP-run GME shuttle: The GME office at NYPQ provides a shuttle traveling between NYPH and NYPQ. While this shuttle is provided for specific residency programs, WCM medical and PA students may utilize the shuttle, but only if space permits (refer to the NYPQ GME Shuttle Schedule located on EXXAT in the Travel & Affiliate Site Information section of your clerkship’s Policies, Processes, & Affiliate Sites page)
- iii. These shuttles leave from the NE corner of 70th and York, NYP-run shuttles are white vans clearly marked with “NewYork Presbyterian” on the side.

- iv. The LyftPass benefit will only apply **for students who are required to arrive at NYQ at or before 5:30AM. Students are expected to coordinate their travel with peers and carpool.** For start times between 5:30-7:00 AM, the GME shuttle or public transportation should be used.
 - v. Return travel from NYPQ: All students are expected to utilize the NYPQ GME shuttle or public transportation for return travel back to WCM.
- b. *NewYork-Presbyterian/Brooklyn Methodist Hospital:*
- i. WCM-run shuttle: A single, WCM provided shuttle leaves WCM at **6:15 am**. This shuttle is for the use of all clerkships, sub-internship and/or elective students that start at 6:45AM or later.
 - ii. LyftPass benefit will **only apply for students who are required to arrive at BMH at or before 6:00AM. Students are expected to coordinate their travel with peers and carpool.**
 - iii. Return travel from BMH: All students are expected to utilize public transportation for return travel back to WCM.
- c. *NewYork-Presbyterian/Lower Manhattan Hospital*
- i. Students will be reimbursed for the cost of public transportation.
 - ii. Students *will be reimbursed for rideshare services* **for a shift beginning on or before 7:00AM or ending at 7PM or later. Carpool with other students is expected, where possible. Students should use public transportation for all other shift times and will be reimbursed for public transportation.**
- d. *NewYork-Presbyterian/Weill Cornell Main Campus*
- i. Students will be reimbursed for the cost of public transportation.
 - ii. The LyftPass benefit will only apply for students who are required to arrive at WCM Main Campus **at or before 5:30AM**. Students are expected to coordinate their travel with peers and carpool. Carpool with other students is expected, where possible. **Students should use public transportation for all other shift times.**
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- e. *NewYork-Presbyterian/Columbia*
- i. Students will be reimbursed for the cost of public transportation.
 - ii. The LyftPass benefit will only apply for students who are required to arrive at Columbia **at or before 5:30AM**. Students are expected to coordinate their travel with peers and carpool. Carpool with other students is expected, where possible. **Students should use public transportation for all other shift times.**
- f. *NewYork-Presbyterian – Westchester Division*

- i. WCM-run shuttle: A WCM provided shuttle is provided leaving WCM at **7:30AM**. A return shuttle will depart Westchester at 5:00PM (refer to the Site Addresses & Shuttle Schedule located in Exxatt). All students are expected to take the shuttle to/from Westchester.
1. In the event the shuttle is not available, students should travel in both directions with Metro North to White Plains station and, and can submit for reimbursement with the required receipt, proof of purchase, and proof of payment. Students will be reimbursed for rideshare or taxi services to travel between the NYP-Westchester and Metro North. Students should retain and submit their receipt (with date, time, origin, and destination) for reimbursement.

3. Other Clinical Rotation Activities:

a. *Extended/Weekend Clerkship Hours at Affiliates in the Greater NYC Area:*

- i. For important educational opportunities outside of normal rotation hours (i.e., call, special educational discussions, clinical opportunities), and/or outside the hours when shuttle service is available, the LyftPass benefit will cover travel after 7:00PM, or on weekend shifts between clinical sites and 1300 York, 570 Lexington Ave, Pennsylvania Station or Grand Central Station. Students will need to retain documentation from their preceptor that they participated in the activity. Where possible, students should always carpool with their colleagues.
1. Students will need documentation from their supervising preceptor that they did participate in the activity.
2. Students should use public transportation for all other travel times.

b. Lincoln Hospital

- i. Students must speak to Clinical Director and/or Assistant Clinical Director regarding transportation prior to the start of the rotation as carpool via LyftPass leaving from the PA Program (570 Lexington Ave.) or approved site (Grand Central, Penn Station, 1300 York Ave.) is an option at specific designated times.
1. Alternatively, if students take public transportation, it will be reimbursed.

c. *Office or External Elective Clinical Rotation Sites:*

In general, the sites chosen for Ambulatory Care should be reachable by public transportation. Students may not use rideshare services to reach these locations without prior approval of Medical Education.

- i. Students are expected to utilize public transportation for travel to affiliate sites in the Greater NYC Area for required clinical activities including elective rotations. Reimbursement will be made for metro card charges – receipts are required and should be

submitted with the appropriate information to the P.A. Program administration as per the above directions.

- ii. LyftPass may be used if students are required to be onsite at their rotation prior to 5:30AM or after 7:00PM only. Students must Use the timecard feature in Exxatt/Prism.
- iii. LyftPass benefit will cover travel to Whitestone for Family Medicine/Primary Care rotation from approved sites.
- iv. If travel to a clinical rotation site requires transportation utilizing other public transportation (for example the LIRR or NJ-Transit):
 - 1. The student must obtain prior approval by the Director or Assistant Director of Clinical Education *prior to the start of the rotation*.
 - 2. Request for reimbursement must be completed as per section 1a, above.
- v. Travel expenses to the elective and/or external sites outside of the Greater NYC Area are not regularly reimbursed; any exception to this must be approved by PA Program Administration *prior to the start of the rotation*. If approved, the reimbursement request must be completed as per section 1a, above.
- vi. Reimbursements for rental vehicles are *not* routinely approved and are not for rotations in New York. Any external rotations requiring the renting of a vehicle to facilitate transportation to and from a clinical rotation site will require pre-approval by PA Program Administration and will be considered on a case-by-case basis.