

## Information Sheet for JARA Shuttle Service at Forschungszentrum Jülich

- Submit requests to the JARA Office at Forschungszentrum Jülich, Ms Susanne Groß by telephone on 1815 or by email at [info@jara.org](mailto:info@jara.org)
- Please give at least 48 hours notice.
- The following information is required:
  - Number/name(s) of person(s) to be transported
  - Exact address in Aachen/building number and entrance at Forschungszentrum Jülich
  - Pick-up date and time (allowing for approx. 45 min. commute)
  - Passenger car (max. 3 persons) or van (max. 7 persons) required
- Shuttle service is provided by the Jülich Motor Transport Pool. Ring the Motor Transport Pool directly on 5310 if you need to change the details of your request.
- With the exception of professors, there is a three-person minimum per journey.
- Exceptions may be granted but must be approved by the JARA Office
- Costs for the shuttle service are usually only covered for transport between RWTH University/Aachen University Hospital and Forschungszentrum Jülich.