

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
JUROR INFORMATION REGARDING  
CITY OF PHILADELPHIA EMPLOYEE SHUTTLE INFORMATION

In the event of a transit strike, the City of Philadelphia will shuttle City employees and jurors from several remote locations to the Municipal Services Building in the morning, and provide a return shuttle in the afternoon and evening.

**Citizens summoned for jury duty are eligible to travel to and from the Municipal Services Building via city employee shuttle. Jurors should report to one of the sites indicated below. Jurors must present their jury summons to the driver in order to board the shuttle. Jurors serving multiple days will receive further instructions from the Jury Commissioner. (See “Rules for Use of Shuttle” below)**

#### Shuttle Pickup Points with Parking

There will be three shuttle pickup/dropoff points with associated parking, as follows:

1. Northwest Corner of Belmont Avenue and South Concourse Drive in West Fairmount Park. Park along the 4900 block of South Concourse Drive.
2. Columbus Boulevard (east side) at the foot of Spring Garden St., the former Streets Dept. trash transfer station. Park in the lot.
3. Poplar St. between 8<sup>th</sup> and 9<sup>th</sup> Sts. Park in the vacant lots on 8<sup>th</sup> and 9<sup>th</sup> Sts. just above Poplar.

The City will provide parking control attendants in the morning, and periodic Police checks, but it is NOT RESPONSIBLE FOR THE SECURITY OF YOUR VEHICLE WHILE IT IS PARKED IN THE DESIGNATED AREAS.

In addition, there will be shuttle pickup/dropoff points without parking, as follows:

1. **Spring Garden St. at 8<sup>th</sup> and 10<sup>th</sup> Sts.**
2. **South Broad St. at Oregon, Snyder, and Washington Avenues.**

#### Shuttle Routes and Stops

- Route 1 - From **Belmont Avenue and South Concourse Drive** directly to the MSB.
- Route 2 – From the lot on the **east side of Columbus Boulevard at Spring Garden St.** Will stop for passengers at **8<sup>th</sup> & 10<sup>th</sup> and Spring**

**Garden Sts.** Then to the front of the MSB.

- Route 3 – **From 9<sup>th</sup> and Poplar Sts.** directly to MSB.
- Route 4 – (No associated parking) **From the northeast corner of S. Broad St. and Oregon Ave., stopping at Snyder Ave, and Washington Ave.,** to the MSB.

## Rules for Use of Shuttle

1. Shuttle bus service will begin at 6:30 AM and end at 9:30 AM and will resume again from 3:00 PM to 7:00 PM.
2. ONLY the following are eligible to ride the shuttle:
  - a) City employees with City ID;
  - b) Employees of the 'Authorities' such as RDA, PHDC, PHA, PIDC, etc. with their Authority picture ID cards;
  - c) Jurors on the way to serve, or at the end of their service. They must show a summons to ride in the morning and either a court paycheck or an "attendance voucher" from the court in the afternoon.
  - d) Contractors' employees working at City sites will be eligible to ride the shuttle if and only if their names appear on lists made available to the shuttle operation in advance by the departments with which they contract.
3. Shuttles will not make any stops or pick-ups other than those designated above. No exceptions.
4. Return trips to the parking lots and the S. Broad St. route will begin at 3:00 PM. Boarding will be in front of the MSB only.
5. Last shuttle returning to the parking lots and the S. Broad St. route will begin boarding at 7:00 PM in front of the MSB.

## When Shuttles are not Operating

Employees having optional commitments such as half-days or doctor's appointments are responsible for making their own way back to their cars during the shuttle's off-duty hours. However, in emergency cases departments are encouraged, as resources permit, to assist in transporting employees back to shuttle parking areas during the day.