

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Regulations of the On-campus Rehabus Service**

**Purpose**

- To facilitate students/ staff with special needs in attending classes/ going to offices and participating university-related activities, such as talks and extra-curricular activities organized by the University or student societies.

**General Notes**

1. Rehabus operates within the campus **on a pre-booked basis and is free of charge.**
2. The provision of Rehabus service is subject to availability.
3. Service hours (excluding public holidays and special dates\*):
  - i. Day service <sup>#1</sup>  
Mon - Fri: 8:15am - 6:45pm  
Sat: 8:15am - 1:15pm
  - ii. Evening service <sup>#2</sup>  
Mon - Fri: 6:45pm - 8:45pm

\* *Special dates include Chinese New Year's Eve, Christmas Eve and New Year's Eve.*
4. Care-takers are allowed to accompany the student/ staff with disabilities in taking the Rehabus when needed.
5. The Office of Student Affairs (OSA) and Transport Office reserve the right of reviewing the service and updating the regulations from time to time.

**#1 Day Service Regulations**

1. Eligibility (in the order of priority):
  - i. Full-time students with permanent disabilities (priority will be given to undergraduate students)
  - ii. Full-time students with temporary injuries as endorsed by the University Health Service (UHS)
  - iii. Part-time postgraduate students with permanent disabilities
  - iv. Full-time/ part-time staff with permanent disabilities/ temporary injuries as endorsed by UHS
2. The booking form of service for the coming week must be submitted **at or before 12 noon of every Friday (If the Friday happens to be a public holiday, please submit the booking form ONE working day before the public holiday.)**
3. Cancellation/ Change of booking should be made **at least ONE working day beforehand.**

**#2 Evening Service Regulations**

1. Eligibility (in the order of priority):
  - i. Full-time students with permanent disabilities (priority will be given to undergraduate students)
  - ii. Part-time postgraduate students with permanent disabilities
2. Each eligible service user can make booking of **maximum 12 round trips per academic year** (from August 1 to July 31). A maximum of 3 bookings per month can be made.
3. Booking of evening service has to be made **at least TWO weeks beforehand.**
4. Cancellation/ Change of booking should be made **at least ONE working day beforehand.**

## **Booking Procedure**

### **I. Students/ staff with permanent disabilities:**

First time users please contact Student Disability Support Services of OSA for registration.

Tel: 3943 5441      Email: [sdss@cuhk.edu.hk](mailto:sdss@cuhk.edu.hk)

After registration, eligible service users may start using the service by submitting the booking form to Transport Office (e-mail: [rehabus@cuhk.edu.hk](mailto:rehabus@cuhk.edu.hk)).

### **II. Students/ staff with temporary injuries:**

1. Please make an appointment with the University Health Service (UHS) at 3943 6439 to obtain the endorsement for using the Rehabus service. You need to bring along the medical documents of your injuries when attending the consultation session.
2. After submitting the UHS certificate to the Transport Office, eligible service users may start using the service by submitting the booking form to Transport Office (e-mail: [rehabus@cuhk.edu.hk](mailto:rehabus@cuhk.edu.hk)).

## **Contact Information**

<b>Registration &amp; Enquiries</b> <b>(for students/ staff with permanent disabilities):</b> Student Disability Support Services, Office of Student Affairs Tel.: 3943 5441      E-mail: <a href="mailto:sdss@cuhk.edu.hk">sdss@cuhk.edu.hk</a>	<b>Enquiries</b> <b>(for students/ staff with temporary injuries):</b> Transport Office Tel: 3943 7992
<b>Booking Rehabus:</b> E-mail: <a href="mailto:rehabus@cuhk.edu.hk">rehabus@cuhk.edu.hk</a>	

## **Office hours**

Mon - Thu:    8:45am - 1:00pm  
                  2:00pm - 5:30pm  
Fri:            8:45am - 1:00pm  
                  2:00pm - 5:45pm

### **Emergency contact of Rehabus service (non-booking related) outside office hours:**

Security Office  
Tel: 3943 7999

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