Guidelines Governing the Use of Official Transport

Please read the following before booking:

- Transport services are restricted to Executive Officer or above, as well as VIP of the University. The priority shall be given to senior management of the University.

- Booking should be made as early as possible. Users should fill out the online booking form including all information of passengers. The booker will be confirmed if the service is available two working days before the date required.

- Cancellation and amendment must be made to CSO as early as possible for the optimal use of the transport services.

- Normal service hours for transport service are from 08:00 to 22:00. Limited service will be provided during non-service hours and general holidays.

- For the safety of the passengers and chauffeurs, the official vehicle service will be suspended when the Typhoon Signal no. 8 (or above) or Black Rainstorm Signal is hoisted.

CSO/OT/2018-03