1. **If you can, use SAFEWALK**: During fall and winter terms, Safewalk will arrange to meet you at a designated time and walk you anywhere within a 20-minute radius, including bus stops and residences. Call ahead to find out the exact schedule and to make arrangements. *Current information about Safewalk may be obtained at the Entrance Station desk.*

(See flyer for this year, following page)

2. **Using SECURITY: 3-1131:** When Safewalk is not available, or if you feel a situation requires a Safety officer, call Safety (3-1131) for an escort. Do not assume that because you are "only" going to the Lawyers Club or a nearby parking structure that you should not ask for an escort. Safety will readily escort you. They have people in the area and will be willing to escort you anywhere on campus all night, and they can usually get someone over here quickly. Also, when taking a cab, you may call Safety to have someone with you while waiting.

3. **INSTRUCTIONS FOR TAKING A CAB HOME**

**Eligibility:** The Law Library will pay for staff members to take a cab home when
- unable to drive, take a bus, get a ride or arrange an escort to walk home
  - or arrange a combination escort/Nite Owl Ride
- and when leaving the library after dark

**Arrangement:** Through ParaTransit, we have an arrangement with Yellow Cab to allow staff to call for a cab at midnight or later and charge it to a purchase order number.

**Instructions**
- Call Yellow Cab, 9-663-3355, a half-hour in advance of your pick-up time. [This is NOT Night Ride Service. It is regular cab service.] Arrange a pick up time (especially on Fri. and Sat. nights). The cab drivers will only wait 5 minutes.

  Tell the dispatcher: "I am calling for a taxi ride from 801 Monroe at the Legal Research loading dock entrance off Monroe Street to [destination]. Charges are to be to LEGAL RESEARCH through ParaTransit purchase number number XXXX ."

  [purchase order number is available from the Outpost Training Manual, copies of which are at the Entrance Station and in the Circulation Desk tasksheet drawer.]

**Log the call**
- At the Entrance Station, on the log for taxi rides taken, note the date you called for a cab. This is important, as we must reconcile the cab company statement with that log.

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**paying/tip**
- When you reach your destination, the driver will put it on our account. *Tell the driver to add a 15% tip to the charge and sign the receipt.* (Don't play with the amount of the tip--we've authorized 15% and would like to have it used consistently.)

**receipt**
- The driver should know to keep the receipt and turn it in; do not accept it, should he offer it to you; *tell him instead to keep it and turn it in.* Receipts will be sent to the library separately.

**protect the purchase order number**
- You don't need to have the purchase order number with you. If you would feel more comfortable having it available, memorize it. We don't want the account number written down for unauthorized use.