

Clinical and Academic Policy	
	Policy Title Transportation for Clinical Education
	Policy Number OME-900.30
	Department/Office Office of Medical Education
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Purpose

In keeping with LCME standards 5.5 and 6.4, this document outlines transportation guidelines for Weill Cornell Medicine (WCM) medical students between the WCM main campus and required clinical sites to ensure there are appropriate resources for clinical instruction in ambulatory and inpatient settings.

Scope

This policy applies to WCM medical students who travel between the WCM main campus at 1300 York Avenue and all Required Clinical Education Experiences within the MD curriculum at WCM affiliates.

Policy

WCM provides medical students support for the following transportation methods when commuting between from the WCM main campus on 1300 York Ave to Required Clinical Education Experiences at affiliate sites.

1. Public Transportation

- Unless specifically outlined, students are expected to utilize the vast network of public transportation options available through the Metropolitan Transport Authority.
- Students should exercise vigilance and every precaution while commuting in New York City to ensure health and safety. Commuting as a group is recommended, and students are expected to proactively arrange this with their peers.
- Charges for public transportation will be reimbursed with appropriate documentation. The Student Reimbursement for Local Transportation Form is located on the Canvas LMS (under "Processes & Affiliate Sites" on the Policies page).

2. Shuttles

- Students are expected to use shuttles when available to ensure timely arrival to their clinical site, even when arrival times do not perfectly align with their clinical start time. This may require the student to arrive early.
- WCM operates morning shuttles to NewYork-Presbyterian Hospitals at Queens (NYP/Q), Brooklyn Methodist (BMH) and Westchester. All WCM-run shuttles are labelled with the "Weill Cornell Medicine" logo on the front and/or side. Further details are organized by affiliate site below. All shuttles depart from the NE corner of 68th and York Ave.

3. Lyft Pass and Rideshare Apps

- Students will be granted the Lyft Pass benefit for use during their clerkship year only.
- The Clerkship Lyft Pass covers the cost of rideshare travel between 1300 York and specific clinical affiliate sites when shuttles are not available, or when public transportation is not feasible. The hours extend from 7PM-5:30AM on Weekdays, and 24 hours on Weekends.

- Travel to and from locations outside of these specified clinical sites, to and from student housing (whether campus-provided or private housing), or for purposes that are not related to clinical education, is not eligible for the Lyft Pass benefit.
- There are limited circumstances where the Office of Medical Education will reimburse students for the use of ridesharing apps for travel not covered by the Clerkship Lyft Pass. These are fully outlined in this Policy below. Reimbursement for any other use requires pre-approval from the Office of Medical Education. Requests for reimbursement for reasons not covered in this policy are subject to review, and approval is not guaranteed.
- Where possible, students are expected to carpool with colleagues when using car travel. Students are expected to proactively arrange this with other students during their clinical rotations.

Clerkships at Affiliate Sites in New York City

1. NewYork-Presbyterian/Queens

- WCM-run shuttle: A single, WCM-provided shuttle leaves WCM at 6:30AM. This shuttle is for the use of all clerkships, sub-internship and/or elective students that start at or around 7AM or later.
- NYP-run shuttle: The Graduate Medical Education (GME) office at NYP/Q provides a shuttle traveling between NYPH and NYP/Q. While this shuttle is provided for specific residency programs, WCM medical students may utilize the shuttle, if space permits (refer to the NYPQ GME Shuttle Schedule located on Canvas in the Travel & Affiliate Site Information section of your clerkship's Policies, Processes, & Affiliate Sites page).
- The Lyft Pass benefit will only apply for students who are required to arrive at NYP/Q at or before 6:00AM. Students are expected to coordinate their travel with peers and carpool where possible. For later morning start times, the GME shuttle or public transportation should be used.
- Return travel from NYP/Q: All students are expected to utilize the NYP/Q GME shuttle or public transportation for return travel back to WCM.

2. NewYork-Presbyterian/Brooklyn Methodist Hospital

- WCM-run shuttle: A single, WCM provided shuttle leaves WCM at 6:15AM. This shuttle is for the use of all clerkships, sub-internship and/or elective students that start at or around 6:45AM or later.
- The Lyft Pass benefit will only apply for students who are required to arrive at BMH at or before 6:00AM. Students are expected to coordinate their travel with peers and carpool where possible.
- Return travel from BMH: All students are expected to utilize public transportation for travel back to WCM.

3. NewYork-Presbyterian/Lower Manhattan Hospital

- Students on the Emergency Medicine Clerkship will be reimbursed for rideshare services only for shifts beginning at or before 7:00AM. Students may submit their receipt (with date, time, origin and destination) for reimbursement.
- Shifts ending at 7:00PM or later will be covered by the Lyft Pass benefit. Carpooling with other students is expected where possible. Students should use public transportation for all other shift times.

4. NewYork-Presbyterian – Westchester Division

- WCM-run shuttle: A shuttle leaves WCM at 7:30AM. A return shuttle will depart Westchester at 5:00PM (refer to the Site Addresses & Shuttle Schedule located on Canvas in the "Travel & Affiliate Site Information" section of the clerkship's "Policies, Processes, & Affiliate Sites" page). All students are expected to take the shuttle to/from Westchester.

- Students will be reimbursed for rideshare services for travel between the NYP-Westchester and the Westchester Courthouse when undertaken as a part of their clinical experience. Students should retain and submit their receipt (with date, time, origin and destination) for reimbursement.
- For travel back to WCM from Westchester from 7:00PM or later, the Lyft Pass benefit will apply.

5. Ambulatory Care Clerkship Sites

- In general, the sites chosen for Ambulatory Care should be reachable by public transportation. Students will not be reimbursed for rideshare services to reach these locations without prior approval of Medical Education.

Extended Hours / Weekend Shifts at Affiliate Sites in New York City

- For important educational opportunities outside of normal clerkship hours (i.e., call, special educational discussions, clinical opportunities), and/or outside the hours when shuttle service is available, the Lyft Pass benefit will cover travel between the affiliate and 1300 York Ave after 7:00PM on weekdays and on weekends.

Houston Methodist Hospital (HMH) Clerkships

- Students assigned to clerkships at HMH in Houston, TX will be reimbursed for travel costs to/from Houston.
- Students on all services will be reimbursed for taxi and/or rideshare transportation to and from the hospital. When possible, you should carpool with a colleague. An email will be sent prior to your travel to Houston with detailed instructions regarding required documentation for reimbursement.
- Housing in Houston is provided at no cost to the student. Students will not be reimbursed for rental cars.

Office Preceptorships during Phase I, Area of Concentration (AOC) Research at Affiliates, Subinternships and Elective Experiences at Affiliates

- Students are expected to use public transportation for travel to affiliate sites for required activities outside of the clerkships. Reimbursement will be made for the cost of public transportation. Receipts are required and should be submitted with the "Student Reimbursement for Local Transportation" Form.
- Most preceptors during Phase 1 will be located at sites within a short distance of the main campus; however, if travel to a preceptor requires public transportation, students will be reimbursed for public transportation expenses to Brooklyn and Queens.
- Students enrolled in AOC, subinternships or elective experiences at affiliates and other sites in New York City should utilize public transportation or existing shuttle transportation. If the experience requires attendance outside of standard business hours, or where alternate options are not available, please contact Medical Education before the experience to allow review for eligibility for private car travel reimbursement.

Definitions

Required Clinical Education Experiences: Student learning encounters in patient care areas that must be undertaken in order to meet course requirements. These include clerkships, subinternships, electives, preceptorships, and Area of Concentration-related clinical research at affiliates.

Compliance with this Policy

Failure to adhere to this policy may result in student losing access to the Lyft Pass benefit. Egregious or repeated misuse of rideshare services will be considered a lapse in professionalism, with consequences including but not limited to the issuance of a professionalism report, reimbursement of the inappropriate charges from the student, and other disciplinary actions.

Contact Information

Questions can be directed to curriculum@med.cornell.edu

References

LCME standard 5.5 and 6.4

Policy Approval

This policy was reviewed and approved by the Executive Medical Education Committee (EMEC) on December 19, 2024.

This policy was endorsed by the WCM-Executive Policy Review Group on January 27, 2026.

Version History

Date	Author	Revisions
08/01/2020	Office of Medical Education	Original date of issue. Titled, "Transportation Guidelines & Policies."
12/19/2024	Office of Medical Education	Minor updates to 12/19/2024 version endorsed by WCM-EPRG on 1/27/2026. Revised to align with WCM standardized policy template. Retitled to, "Transportation for Clinical Education," and assigned policy number, "OME-900.30."

Appendix

N/A