

Picking up of Arriving Faculty and Staff to-from Airport*Effective as of: 01.01.2006**American University of Armenia**Policy for Publication**Policy Number: Number Not Yet Assigned*

Following the information received from the AUA Oakland office on faculty/staff arrivals and departures, the Director of AUA Services arranges the airport pick-ups and departures. Normally, the Housing Assistant/Driver of the Faculty Services Office would meet the new faculty/staff. She/he would also meet international students when requested by the Academic Department/students. He/she will orient faculty/staff and students in the apartment showing how the water tanks, gas tanks, heating system/boiler, and other devices work, and informing them about the precautionary measures to be taken when using such equipment. Prior to that, he/she attaches hard copies of the precautionary measures for using water and gas tanks, as well as those for fire precautions in the apartment.