How to track the City of Austin employee shuttle

To help plan your trips between buildings on the City of Austin shuttle route, you can track where the shuttle is located. This feature requires an Apple device with Internet access.

1. Make sure **Share My Location** is enabled. To enable, go to **Settings > Apple ID > iCloud > Share My Location**.
2. Add the City of Austin shuttle phone number to your contacts: 512-983-6985.

3. Open the **Find Friends** app and tap **Add** in the top right corner. Choose the shuttle from your contacts list and then tap **Send**. Choose to share your location indefinitely.
4. After you share your location, choose the shuttle contact in the Find Friends app and tap **Ask to Follow**. Follow up with the shuttle driver to complete confirmation of the tracking request. You can send a text message that says, “Hi! This is ______. I have requested to track the shuttle. Please approve. Thank you!”

5. To stop sharing your location, go back to the shuttle contact in the Find Friends app and tap **Stop Sharing My Location** at the bottom. Tap **Stop Sharing My Location** again to confirm. The shuttle will no longer be able to see your location, but this will not stop the shuttle from sharing its location with you.
6. If you wish to stop tracking the shuttle, select **Edit** in the top left corner of the Find Friends app. Then tap the red button to the left of the City of Austin contact. Tap the **Remove** option to the right to confirm.

You may also call or text the shuttle to check on its status, but keep in mind that the shuttle driver abides by the City of Austin’s hands-free ordinance so responses to phone communications will come as soon as possible.