

**SENATE BILL #2003**

**Title: Continuation of the ASUW Safe Ride Shuttle System**

**Date: March 15, 2002**

**Authors: Vice President Rose and Executive Kinney**

**Sponsors: Senators Kirkbride, Novotny, Sapp**

1. WHEREAS, the ASUW Safe Ride Shuttle System (Safe Ride) was
2. established by the Associated Students of the University of Wyoming
3. (ASUW) for pilot operations in FY 2001; and
4. WHEREAS, the mission of the ASUW Safe Ride Shuttle System is to
5. provide safe, reliable transportation for University of Wyoming students
6. and members of the Laramie community during the evening and early
7. morning hours; and
8. WHEREAS, the need for a public transportation system in the City of
9. Laramie has been clearly demonstrated throughout the last year of the
10. program and should be continued in FY 2003; and
11. WHEREAS, operation of the 2001-2002 program has been a joint effort
12. between ASUW and UW Fleet Operations; and
13. WHEREAS, management of day-to-day operations, including personnel,
14. marketing and budgetary issues, is a time-intensive task for student managers
15. to undertake; and
16. WHEREAS, Fleet Operations currently operates the daily UW Shuttle Service
17. and serves as the primary provider for University transportation at the
18. University of Wyoming; and

19. WHEREAS, ASUW is quickly depleting its fiscal resources through  
20. the support of various programs and will be unable to maintain funding for the  
21. program at its current levels for an extended period of time.

22. THEREFORE, be it enacted by the Student Senate of the Associated Students  
23. of the University of Wyoming that day-to-day operations of the Safe Ride  
24. Shuttle System be transferred to UW Fleet Operations as outlined in the  
25. *Memo of Understanding* between Fleet Operations and ASUW (see  
26. Addendum A); and

27. THEREFORE, be it further enacted that ASUW provide a block grant of  
28. \$47,000 (see Addendum B) to be managed as outlined in the *Memo of*  
29. *Understanding* (see Addendum A) by Fleet Operations for the program's  
30. continued operation in FY 2003. The block grant shall fund operational  
31. expenses including, but not limited to, employee compensation and training,  
32. van operation and maintenance, radios and street signage. The source of the  
33. ASUW Block Grant for FY 2003 shall be the ASUW Emergency Student  
34. Loan Fund Account; and

35. THEREFORE, be it further enacted that ASUW will gradually begin phasing  
36. out its financial commitment to the Safe Ride Program according to the  
37. Budget Guidelines (see Addendum B); and

38. THEREFORE, be it further enacted that the duties and responsibilities of the  
39. Safe Ride Promotions Committee, including the budget, be transferred to the  
40. Executive Assistant to the Vice President of ASUW, and the committee be  
41. dissolved; and

42. THEREFORE, be it further enacted that a Safe Ride Advisory Board be  
43. continued (see Addendum C) to assist and advise UW Fleet Operations in the  
44. operation of the Safe Ride Shuttle System in FY 2003.

Referred to: Budget and Planning Committee

Date of Passage: April 9, 2002

Signed: *Sara Rose*

UNANIMOUS

(ASUW Chairperson)

“Being enacted on April 16, 2002, I do hereby sign my name hereto and

approve this Senate action.”

*Harnell Banks*

ASUW President

## ADDENDUM A

### Memo of Understanding

4/11/2002

AGREEMENT made on the \_\_\_ day of \_\_\_\_\_, 2002 by and between the Associated Students of the University of Wyoming (hereinafter ASUW), the governing student organization of the University of Wyoming and UW Fleet Operations (hereinafter Fleet Operations).

#### *WITNESSETH:*

ASUW hereby agrees to allocate a block grant of \$47,000 to the University of Wyoming's Fleet Operations for the operation and management of the ASUW Safe Ride Shuttle System (hereinafter Safe Ride) as described in Section I of this document during fiscal year (FY) 2003. Should the managing party (Fleet Operations) or the Safe Ride Advisory Board seek to expand the program beyond what is described in Section I of this document resulting in additional financial needs, the ASUW Senate and the UW Board of Trustees must approve any such actions. The agreement is subject to the following terms and conditions.

#### **I. Description of Safe Ride Program (Approved by the ASUW Senate) to be funded by the ASUW block grant:**

A. **Hours of Operation:** Safe Ride will operate on Thursday, Friday and Saturday nights between the hours of 7:00 p.m. and 2:30 a.m.

B. **Dates of Service:** Operations will begin on August 30, 2002 and shall cease June 30, 2003. Safe Ride may not operate during University of Wyoming holidays, including, but not limited to, Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Easter Break.

C. **Employees:** Up to seven employees will be hired for the ASUW Safe Ride Shuttle System. Employees will be classified as part-time and will be paid by the hour. The budget reflects a \$7.50 hourly rate; however, should the need arise, Fleet Operations may negotiate wage adjustments, subject to the approval of the Safe Ride Advisory Board. All employees driving, dispatching, or acting as coordinator for Safe Ride will be trained in accordance with the State Training Requirements for Drivers and Assistants as mandated by the State of Wyoming, and will participate in all training deemed necessary by Fleet Operations.

D. **Shuttles:** Two vans will service two fixed routes. The vans, currently owned by Fleet Operations, will be equipped with first aid/biohazard safety kits, child safety seats, stepping stools and radios. An additional paratransit van will be available to serve disabled patrons. The paratransit van will operate on an on-call basis.

E. **Signage:** Appropriate street signage will indicate all shuttle stop locations, and they will be the responsibility of the operating party (Fleet).

F. **Responsibilities:** The University of Wyoming, specifically Fleet Operations, will assume full administrative control of the ASUW Safe Ride Shuttle System in FY 2005. It will be the responsibility of the Director of Fleet Operations, working in conjunction with the Executive Assistant to the Vice President of ASUW, to actively seek sources of funding for the ASUW Safe Ride Shuttle Program.

#### **II. Safe Ride Advisory Board:**

A. A Safe Ride Advisory Board (hereinafter Board) will be created to: 1) assist and advise Fleet Operations in the management of the Safe Ride Shuttle System; 2) provide feedback and general public input in operational decisions; and 3) approve all major decisions recommended by Fleet Operations that may change the scope of the program, including but not limited to the program's structure, mission, schedule, routes, and hours/days of operation.

B. The Board will be composed of four (4) students (ASUW Executive Assistant – Chair, 1 ASUW Senator, 1 Student At Large, and 1 student member of WyoAccess/UDSS), two (2) employees from Fleet Operations (Safe Ride coordinator and other), one (1) parent from the Laramie community, and one (1) business person from the Laramie community for a total of eight (8) Board members.

C. Fleet Operations will make a quarterly financial report to the Board. In turn, the Board will make a financial/operational report to the ASUW Senate each semester.

D. The Board will not be responsible for day-to-day operational decisions.

E. The Board will meet at least once per quarter during FY 2003. Special meetings may be called if deemed necessary by the Chair, Safe Ride Coordinator, and Director of Fleet Operations.

F. The terms of appointment for Board members will officially begin on July 1, 2002 and end on June 30, 2003.

G. The President of ASUW will appoint all student representatives (4) to the Board, while the Manager of Fleet Operations will appoint all employee (2) and community members (2). All appointments are subject to the approval of the ASUW Student Senate.

**III. Promotion and Marketing:**

A. **Expenses:** All promotional expenses including, but not limited to, advertising, copying, and posters shall be the financial responsibility of ASUW and shall not be submitted against the proposed block grant.

**B. ASUW Safe Ride Promotions:**

1. It will be the responsibility of the Executive Assistant to the Vice President of ASUW to develop and implement marketing campaigns and strategies for the Safe Ride Program.

2. All major marketing campaign initiatives must be approved by the Safe Ride Advisory Board prior to implementation.

AGREED TO THIS \_\_\_ DAY OF \_\_\_\_\_, 2002 BY:

UNIVERSITY OF WYOMING  
UW FLEET OPERATIONS

**Vice President of Administration and Finance:** \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Phone)

**Fleet Manager:** \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Phone)

ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

**ASUW Business Manager:** \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature and Date) (Phone)

**ASUW President:** \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature and Date) (Phone)

**ASUW Safe Ride Committee Chair:** \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature and Date) (Phone)

## ADDENDUM B

### Safe Ride Budget: FY 2003

#### SOURCES OF INCOME

ASUW BLOCK GRANT to Fleet Operations	\$47,000.00
ASUW RESERVE	\$ 0.00
REVENUE	<u>\$ 0.00</u>
<b><u>TOTAL INCOME</u></b>	<b><u>\$47,000.00</u></b>

#### EXPENSES

SALARY (ASUW Block Grant)	\$22,305.00
<ul style="list-style-type: none"><li>• 3 drivers/dispatch * 7 hours/day * 96 days * \$7.50/hour (+ FICA) = \$15,120.00</li><li>• 1 coordinator * 20 hours/week * 31 weeks * \$10/hour (+ FICA) = \$6,674.30</li><li>• overtime allowance = \$5/hour * 8 hours/day * 12 days (+ FICA) = \$516.72</li></ul>	
VEHICLES (ASUW Block Grant)	\$15,120.00
<ul style="list-style-type: none"><li>• 2 vans * \$840/month * 8 months = \$15,120.00</li></ul>	
STAFF DEVELOPMENT (ASUW Block Grant)	\$ 2,800.00
4 employees * \$700/employee training/testing session = \$2,800	
INSURANCE (ASUW Block Grant)	\$ 3,775.00
SUPPLIES, COMMUNICATIONS (ASUW Block Grant)	\$ 500.00
COPIER (ASUW)	\$ 500.00
ADVERTISING (ASUW)	<u>\$ 2,000.00</u>
<b><u>TOTAL EXPENSES</u></b>	<b><u>\$47,000.00</u></b>

## **Addendum B (cont.)**

### **Safe Ride Budget Strategy**

**Rationale:** Our rider ship numbers have demonstrated that the current ASUW Safe Ride Shuttle System has been very successful. It should be the goal of ASUW, Fleet Operations, The University of Wyoming, and the City of Laramie to ensure that the Safe Ride Program is continued and expanded. A citywide transportation is most certainly within the best interest of both the Campus and Laramie communities. Despite these successes ASUW can no longer continue to fully fund the Safe Ride program at its necessary current levels. It is necessary, therefore, to implement a fiscal exit strategy that will gradually reduce ASUW's financial commitment to the program and allow Fleet Operations and the University of Wyoming to seek alternative funding sources that will enable Safe Ride to continue to serve both the University and Laramie communities.

**Proposal:** ASUW will make the following budget allocations over the next two fiscal years: in FY 2003, ASUW will again assume 100% funding (\$47,000) for the Safe Ride Program, as laid out in this addendum. The following year, FY 2004, ASUW will make allocations in the amount of 51% of the funding of the program, or \$23,970. By FY 2005, it should be the goal of ASUW and Fleet Operations that this program is entirely funded through outside sources.

**Implementation:** This proposal is binding upon passage of this legislation for all involved parties and can only be amended through legislative action by the ASUW Senate. The Coordinator of the Safe Ride Program, Executive Assistant to the Vice President of ASUW, and the Director of Fleet Operations will give monthly updates regarding grant applications and funding sources being tapped to the ASUW Executive Branch and the ASUW Business Office until FY2005. These updates will also need to be accompanied by detailed current budget analysis stating the current expenses for the program.

The changing nature of ASUW's financial stake in the Safe Ride Program will also need to be reflected in the composition of the Safe Ride Advisory Board. This is a point that should be addressed in later legislation. ASUW should still occupy some role on the Advisory Board, either as an ex-officio or voting member, but not the chair.

## ADDENDUM C

### Safe Ride Advisory Board

#### Charge:

- 1) Assist and advise Fleet Operations in the management of the Safe Ride Shuttle System.
- 2) Provide feedback and general public input in operational decisions.
- 3) Approve all major decisions that may change the scope of the program, including but not limited to the program's structure, mission, schedule, routes, and hours/days of operation.
- 4) Make financial/operational reports to the ASUW Senate each semester.
- 5) Review quarterly financial reports from Fleet Operations.
- 6) Meet at least once per quarter during FY 2003.

#### Membership:

The President of ASUW will appoint all student representatives (4) to the Board. The Manager of Fleet Operations will appoint all employee (2) and community members (2).

- 1 ASUW Executive Assistant – Chair
- 1 ASUW Senator
- 1 Student At Large
- 1 Student Member of WyoAccess/UDSS
- 2 Employees from Fleet Operations (Safe Ride Coordinator and other)
- 1 Parent from the Laramie community
- 1 Business Person from the Laramie community

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8 Total Members

#### Budget:

None

#### Duration:

The terms of appointment for Board members will officially begin on July 1, 2002 and end on June 30, 2003.

## ADDENDUM D

### ASUW Safe Ride Promotion Committee

#### Charge:

- 6) Undertake the responsibility of marketing and promoting the ASUW Safe Ride Shuttle System.
- 7) Utilize ASUW funds to effectively promote Safe Ride to students, faculty, staff and the Laramie community through media such as radio, newspapers, posters, fliers, press releases, etc.
- 8) Report to the Safe Ride Advisory Board twice per semester.
- 9) Seek approval from the Safe Ride Advisory Board prior to the implementation of all major marketing campaign initiatives.

#### Membership:

The Vice President of ASUW will appoint all student representatives (4) to the committee. The Manager of Fleet Operations will appoint all employee (1) and community members (1). All appointments are subject to the approval of the ASUW Student Senate.

1 ASUW Executive Assistant – Chair  
2 ASUW Senator  
1 Student At Large  
1 Employee of Fleet Operations (Safe Ride Coordinator)  
1 Member of the Laramie community

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6 Total Members

#### Budget:

<u>Income:</u>	\$2,500.00
ASUW Reserve	\$2,500.00
<u>Expenses:</u>	\$2,500.00
Copier	\$ 500.00
Advertising	\$2,000.00

#### Duration:

The committee will serve from July 1, 2002 to June 30, 2003.