Mission

It is the mission of the University of Wyoming Paratransit Advisory Board to facilitate communication between the paratransit service and the paratransit riders.

Purpose

- Serve in an advisory capacity to the Transit & Parking Services (TPS) department for the University of Wyoming’s paratransit service.
- Discuss issues related to paratransit service.
- Encourage feedback from all riders, drivers, dispatchers, etc.
- Provide suggestions and recommendations to the Transit & Parking Services department in regards to paratransit operations.

Please note that the Paratransit Advisory Committee is a safe environment and all opinions are welcome.

Members

Membership in the Paratransit Advisory Committee shall be voluntary.

The members shall consist of: TPS Management (1), TPS Driver (1), UW Student (1), UW Staff (1), UW Faculty (1), Community Representative (1), SEO/University Disability Support Services (UDSS) Representative (1), Ark Regional Services Representative (1) Auxiliary Services/Ad hoc (1)

Chair member: TPS Management

Vice-Chair member: UW Student

All members’ names and contact information shall be made available to all Paratransit riders and affiliates of Paratransit Services.

Terms of Service

The terms of service for the following members shall be appointed to serve a 2 year term, and shall be eligible to serve a total of 2 terms in succession, pending committee approval.

UW Student – Term starts beginning of Fall Semester (beginning Fall 2013)

Community Member – Term starts beginning of Spring Semester (beginning Spring 2014)
UW Faculty – Term starts beginning of Fall Semester (beginning Fall 2014)

UW Staff – Term starts beginning of Spring Semester (beginning Spring 2015)

TPS Driver – Term starts at the end of Spring/beginning of Summer Semester (beginning Summer 2015). The driver member will be recommended by Transit & Parking Services.

In the event that no other replacement candidate can be found for a particular member at the end of their term limit, such limits may be extended to ensure all positions remain filled.

TPS Management, SEO/UDSS, Ark, and Auxiliary Services members will be appointed by their respective organizations, and shall serve terms deemed appropriate by those organizations.

All appointments shall be approved by the committee.

**Member Duties**

**Chair Member**

- Conducts the meetings.
- Approve minutes.
- Send out agendas and minutes.
- Serve as a liaison to TPS Manager and Auxiliary Services Director for any recommendations provided by the committee.

**Vice-Chair Member**

- Conducts the meetings in the absence of the Chair member.
- Approve minutes.
- Approve recommendations prior to being sent to TPS Manager and Auxiliary Services Director.

**All Members**

- Attend meetings when possible, and find a replacement when attendance isn’t possible.
- Communicate with peers and provide feedback to the committee.
- Provide topics to the chair members to include on the agenda.
- Foster a good team environment.
- Be considerate of other members viewpoints and opinions.

**Ad Hoc Member**

- Take minutes.
- Schedule meetings and conference rooms.

**Meetings**

Meetings will be held once a month, preferably on the first Tuesday of each month.

Special meetings can be called as needed.
5 or more members need to be present to hold a meeting. Meetings which are not attended by 5 or more members will be rescheduled or cancelled.

Meetings may be open to the public. Should an individual from the public like to attend, they simply need to contact a chair member in advance.

The minutes of the meeting shall be emailed to each member following the meeting and be made available to all paratransit riders and employees. The minutes shall be posted on the Transit & Parking Services website.

**Agenda**

The agenda shall be set in advance. Items can be added to an agenda in advance by notifying the chair member. Items can also be requested to be added to an agenda for an upcoming meeting at the end of each meeting.

**Voting / Recommendations**

Should the committee like to present a recommendation to Transit & Parking Services, the present members shall vote. The majority of the present members shall rule. The Chair member shall only vote in cases of a tie. If a tie continues, the topic for discussion shall be presented at the next meeting.