

SENATE BILL #1983

Title: Continuation of the ASUW Safe Ride Shuttle System

Date: March 30, 2001

Authors: President Calvert and Executive Novotny

Sponsors: Senators Kirkbride and Lance

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 life of the program
10. (See Addendum E) and should be continued in FY 2002; and
11. WHEREAS, operation of the 2000-2001 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, duplication occurs in operating two separate transportation
20. systems-Safe Ride and the UW Shuttle Service—and consolidation may
21. allow resources to be utilized more efficiently; and

22. WHEREAS, ASUW has the resources to fund the program but lacks the
23. necessary manpower needed to manage day-to-day operations, and Fleet
24. Operations has the manpower and expertise to effectively administer the
25. program but lacks sufficient funding.

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

31. THEREFORE, be it further enacted that ASUW provide a block grant of
32. \$50,000 (see Addendum B) to be managed as outlined in the *Memo of*
33. *Understanding* (See Addendum A) by Fleet Operations for the program's
34. continued operation in FY 2002. The block grant shall fund operational
35. expenses including, but not limited to, employee compensation and training,
36. van operation and maintenance, radios and street signage; and

37. THEREFORE, be it further enacted that a Safe Ride Advisory Board be
38. created (See Addendum C) to assist and advise UW Fleet Operations in the
39. operation of the Safe Ride Shuttle System in FY 2002; and

40. THEREFORE, be it further enacted that an ASUW Safe Ride Promotional
41. Committee be created (See Addendum D) to undertake the responsibility of

42. marketing and promoting the ASUW Safe Ride Shuttle System in
43. FY2002. All promotional expenses including, but not limited to, advertising,
44. copying, and posters shall be the financial responsibility of ASUW and shall
45. not be submitted against the proposed block grant during FY 2002. All major
46. marketing campaign initiatives must be approved by Safe Ride Advisory
47. Board prior to implementation.

Referred to: Student Issues Committee

Date of Passage: April 10, 2001
UNANIMOUS

Signed:

Livia R. Esquin
(ASUW Chairperson)

“Being enacted on April 11, 2001, I do hereby sign my name hereto and
approve this Senate action.”

[Signature]
ASUW President

ADDENDUM A

Memo of Understanding 4/11/2001

AGREEMENT made on the ___ day of _____, 2001 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 \$50,000 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) 2002. 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, 2001 and shall cease June 30, 2002. 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 four 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 \$10 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 cell phones. 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).

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 month during FY 2002.

- F. The terms of appointment for Board members will officially begin on July 1, 2001 and end on June 30, 2002.
- 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 Promotional Committee:**
 1. An ASUW Safe Ride Promotional Committee will be created to undertake the responsibility of marketing and promoting the ASUW Safe Ride Shuttle System.
 2. The committee will be composed of four (4) students (1 ASUW Executive Assistant - Chair, 2 ASUW Senators, 1 Student At Large), one (1) employee from Fleet Operations (Safe Ride Coordinator), and one (1) member of the Laramie community for a total of six (6) committee members.
 3. The committee will report to the Safe Ride Advisory Board.
 4. All major marketing campaign initiatives must be approved by the Safe Ride Advisory Board prior to implementation.
 5. The committee will serve from July 1, 2001 to June 30, 2002.
 6. The Vice President of ASUW will appoint all student representatives (4) to the committee, while 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.

AGREED TO THIS ___ DAY OF _____, 2001 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
SAFE RIDE SHUTTLE SERVICE

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 2002

SOURCES OF INCOME

ASUW BLOCK GRANT to Fleet Operations	\$50,000.00
ASUW RESERVE	\$ 2,500.00
REVENUE	\$ 0.00
<u>TOTAL INCOME</u>	<u>\$52,500.00</u>

EXPENSES

SALARY (ASUW Block Grant)	\$31,993.58
<ul style="list-style-type: none">• 3 drivers/dispatch * 8 hours/day * 96 days * \$10/hour (+ FICA) = \$24,802.56• 1 coordinator * 20 hours/week * 31 weeks * \$10/hour (+ FICA) = \$6,674.30• overtime allowance = \$5/hour * 8 hours/day * 12 days (+ FICA) = \$516.72	
VEHICLES (ASUW Block Grant)	\$10,192.00
<ul style="list-style-type: none">• 2 vans * \$637/month * 8 months = \$10,192	
STAFF DEVELOPMENT (ASUW Block Grant)	\$ 3,500.00
<ul style="list-style-type: none">• 5 employees * \$700/employee training/testing session = \$3,500	
INSURANCE (ASUW Block Grant)	\$ 3,864.42
SUPPLIES, COMMUNICATIONS (ASUW Block Grant)	\$ 450.00
COPIER (ASUW Reserve)	\$ 500.00
ADVERTISING (ASUW Reserve)	<u>\$ 2,000.00</u>
<u>TOTAL EXPENSES</u>	<u>\$52,500.00</u>

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 month during FY 2002.

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
-
- 8 Total Members

Budget:

None

Duration:

The terms of appointment for Board members will begin on July 1, 2001 and end on June 30, 2002.

ADDENDUM D

ASUW Safe Ride Promotion Committee

Charge:

- 1) Undertake the responsibility of marketing and promoting the ASUW Safe Ride Shuttle System.
- 2) 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.
- 3) Report to the Safe Ride Advisory Board twice per semester.
- 4) 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

6 Total Members

Budget:

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

Duration:

The committee will serve from July 1, 2001 to June 30, 2002.

ADDENDUM E

Campus/Central Route - Spring Semester	Total Pickups Per Stop	Total Dropoffs Per Stop
UW Wyoming Union	20	5
Washakie Center	6	16
Crane Hall	0	3
Fine Arts Bldg - East entrance	0	3
University Apartments - Laundry Facility	0	15
Whiting High School	0	6
Undine Park - Ice Rink	15	30
8-Ball Alley	62	7
Hardee's Restaurant	2	10
9th St. & Lewis St.	19	1
12th St. & Bradley St.	0	12
Harbon Park	0	16
Total	124	124

Post-Midnight Route - Spring Semester

Pick Up Time:	TOTAL PICK-UPS
Cross Country Pick Up	187
8-Ball Alley Pick Up	289
Total	476

Drop Off Location	TOTAL DROPS
Albertson's East	8
Albertson's North	45
Bernie's Mexican Restaurant	1
Binford Square	27
Classroom Bldg	48
Crane Hall	44
Cross Country Connection	0
Harbon Park	49
Hardee's Restaurant	9
Laramie Senior High School	14
Safeway	17
Smith's	44
Spanish Walk	7
Teen Center	1
Undine Park - Ice Rink	6
University Laundromat	9
Walmart	12
Washakie Center	51
West Laramie Fly Store	13
Willet Dr. & 30th St.	8
8-Ball Alley	0
9th St. & Kearney St.	26
12th St. & Bradley St.	37
Total	476