Liability Waiver

Policy Statement:

Preamble:

We, as the members of the Associated Students of the University of Wyoming (ASUW), in accordance with the ASUW By-Laws, and other recognized University Regulations, establish the following DIA Shuttle Service Policy. This policy has also been created to capture the substantive best practices of reviewing applications for the Associated Students.

Article 1. Introduction

1. It is the purpose of the ASUW to set forth the rules and regulations in which the allocated budget shall be distributed to a student shuttle service throughout the academic year;
2. Changes or additions to the ASUW DIA Shuttle Service Policy shall require a "Do Pass" or a "Do Pass with Amendments" recommendation from the DIA Shuttle Service Special Committee or relevant ASUW Executive and a two-thirds (2/3) affirmative vote of the ASUW Senate.

Article 2 ASUW DIA Shuttle Service Authority and Guidelines

Section 2.01 DIA Shuttle Service Special Committee Authority

1. The ASUW Senate provides the DIA Shuttle Service Special Committee authority to allocate ASUW funds directly to shuttle services;
2. The DIA Shuttle Service Special Committee shall have sole authority to approve and waitlist applicants for the DIA Airport Shuttle Service during the academic year.

Article 3. Scheduling Procedures

Section 3.01 Scheduling the Shuttles

1. The ASUW DIA Shuttle will follow the following schedule during each service period:
    a. At the end of each fall and spring semester, two shuttles total will depart from Laramie to DIA.
        i. One (1) shuttle shall depart from Laramie on the Friday of "Finals Week" at 7 a.m.
        ii. One (1) shuttle shall depart from Laramie the Monday following "Finals Week" at 7 a.m.
    b. At the beginning of each fall semester, two (2) shuttles total will depart from DIA to Laramie:
        i. One (1) shuttle shall depart the Friday before the start of the week of classes at 7 p.m.
        ii. One (1) shuttle shall depart the Friday before the first week of the fall semester at 7 p.m.
    c. At the beginning of each spring semester, two (2) shuttles total will depart from DIA to Laramie:
        i. One (1) shuttle shall depart on the Monday before Resident Halls open at 7 p.m.
        ii. One (1) shuttle shall depart on the Friday before Resident Halls open at 7 p.m.

Article 4. Application Procedures

Section 4.01 Service Request General Application Procedures

1. Application forms for ASUW DIA Shuttle Service shall be made available online.
2. Students shall submit an application request to Microsoft Forms no less than four (4) weeks prior to the trip. The ASUW Executive Branch will forward the application to the relevant ASUW Executive and provide a copy of the application to each member of the DIA Shuttle Service Special Committee when Senate is in session or to the ASUW Office Associate.
3. If a student is no longer interested in receiving the services of the ASUW DIA Shuttle Service, the student must notify the relevant ASUW Executive immediately and prior to their cancellation deadline.
4. Students will be given a confirmation or waitlist notice 5 days following applications closure;
    a. Confirmation notices will detail meeting time, date, place, and cancellation deadline.

Section 4.02 Service Request Summer Application Procedures

1. Application forms for ASUW DIA Shuttle Service shall be made available online.
2. Students shall submit an application request to Microsoft Forms prior to the application deadline. The relevant ASUW Executive shall review the applications;
3. If a student is no longer interested in receiving the services of the ASUW DIA Shuttle Service, the student must notify the relevant ASUW Executive immediately and prior to their cancellation deadline.
4. Students will be given a confirmation or waitlist notice two (2) weeks following application closure;
    a. Confirmation notices will detail meeting, time, date, place, and cancellation deadline.

Article 5. Cancellation Policy

Section 5.02. General Cancellation Policy of the ASUW DIA Shuttle Service

1. Students must cancel or change their reservation by 4:30 p.m. five (5) days after receiving confirmation notice via email to the relevant ASUW Executive.
2. Students who were initially added to the waitlist and then received confirmation of a reservation must cancel or change their reservation by 4:30 p.m. two (2) days after receiving confirmation notice.

Article 6. Luggage Policy

Section 6.01 General Guidelines for Luggage

1. Checked Bags: Students will be allowed a maximum of two (2) standard checked bags that will be stored under the bus
    A. A standard checked bag must be a maximum size of 30 in x 20 in x 12 in (76 cm x 52 cm x 30 cm) or sixty-two (62) total in., including handles and wheels.
    B. Items such as skis, snowboards, bicycles, will be considered a checked bag.
2. Carry-On's: Students must keep to a carry-on limit of one (1) reasonable item. Carry-on items should cause minimal disturbance to other passengers and should not take up a large amount of space or block the aisle or seating of other passengers. Any item that does not follow the previous Guidelines will be considered a checked bag.
3. It is the vehicle passengers' responsibility to load luggage. Drivers will not load luggage.
4. The ASUW and University and Transportation Services is not liable for damage and/or loss to any personal effects.

Section 6.02 Prohibited Items

1. Alcohol, illegal drugs, and dangerous weapons are not allowed within the vehicle because University policy and/or Federal or State law prohibits these items on University property. Similarly, flammable or explosive materials are not allowed on vehicles.

Article 7. Rider Code of Conduct

Section 7.01 General Guidelines Riders

1. Students and any personal care attendants or companions traveling with students must follow all rules detailed in this policy, confirmation emails from ASUW, University policies, and all state and federal laws to ensure the safety of all riders and drivers. Any personal care attendants or companions traveling with a rider must also follow the following rules;

a. Arrive at shuttle meet up on time: Shuttles operate on a schedule. Drivers cannot wait for students to arrive or stop for student who are not at a designated bus meet up points.

i. If running behind schedule, students must contact the relevant ASUW Executive or relevant ASUW Executive as soon as possible for accommodation. Note that accommodations are not guaranteed.

b. Do not chase buses: Chasing buses is unsafe, and bus drivers cannot stop once they have left the meet up point.

c. Do not distract the bus driver or bother others: Interfering with the safe operation of a vehicle can be hazardous to everyone on board. Students must refrain from talking or engaging with the bus driver while the bus is in motion.

d. No Smoking: UW Buses are required to be smoke free. See UW Regulation 6-6 for more details.

e. Personal Hygiene: Students shall maintain appropriate and reasonable personal hygiene/body odor. – Clothing: Appropriate clothing (i.e., shirts, shoes, etc.) must be always worn.

f. Disruptive Behavior: Students may not physically abuse or threaten others. Other disruptive behaviors will not be tolerated. All body parts must be always kept inside the UW buses. No playing of radios, CD players, or other noisy equipment (without headphones) on the UW buses.

g. Animal Companions registered with Disability Support Services:

i. Animal Companions must remain on the floor without blocking the aisle or on their owner's lap. If this is not an option, the Animal Companion may occupy a seat provided one is available.

ii. An Animal Companion shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the animal's safe, effective performance of work or tasks. If the animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means.

iii. The University, including ASUW and Transportation Services will not be responsible for the care or supervision of Animal Companions. Individuals with disabilities are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Individuals must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws, as well as the University of Wyoming's rules in lease provisions regarding vaccination, licensure, leash control, cleanup rules, animal health, and community relationships.

iv. No petting Animal Companions without the permission from the owner.

h. Littering: No littering or throwing objects from the UW buses.
i. Equipment: No operating or tampering with any vehicle or driver equipment.

Article 8. Sanctions for Failure to Comply with the ASUW DIA Shuttle Service Policy

Section 8.01 General Violations of ASUW DIA Shuttle Service Policy

2. Failure to comply with any provisions of this Article may result in the loss of service for students that have not already taken place;
3. Students will be unable to board the shuttle service if they fail to provide a valid WyoOne ID card that matches application records;
4. If a student violates any portion of the ASUW DIA Shuttle Service Policy or any additional stipulations placed on the service by the ASUW, it may be placed on a semester suspension term or suspended from applying for this service in the future;
5. All infractions of the ASUW DIA Shuttle Service Policy stay on the student's record for one calendar year from the most recent infraction;
6. Infractions will be categorized into major and minor infractions as defined by the following:

A. Minor Infractions
   1. Failure to cancel in accordance with cancellation policy deadline;
   2. Failure to adhere to the luggage policy; and
   3. Failure to notify the relevant ASUW Executive or relevant Executive of reservation changes

B. Major Infractions:
   2. Allowing a non-UW or UW student to take the seat of student with a confirmed reservation without notice;
   3. Failure to cancel in accordance to the cancellation policy more than once during a service period;
   3. Failure to adhere to the prohibited items section of the Luggage Policy;
   4. Failure to adhere to the Riders Code of Conduct
   5. For any single student that violates three (3) or more minor infractions, those cumulative infractions constitute a major infraction.

7. Any other rule in the ASUW DIA Shuttle Service Policy that is not explicitly defined in the above section, will be considered either a major or minor infraction, at the discretion of the relevant ASUW Executive and/or the DIA Shuttle Service Special Committee.

Section 8.02 Semester Suspension of Service

1. Minor Infractions of the ASUW DIA Airport Shuttle Service Policy will result in the student being placed on semester suspensions. The suspension period for a student will be a full semester from the date of the most recent infraction;

Section 8.03 Full Suspension of Service

1. Major Infractions of the ASUW DIA Shuttle Policy will result in the yearlong suspension of the student's ability to apply for the shuttle service through the ASUW;
2. Major Infractions will mean a student will be ineligible to apply for the shuttle service for a full calendar year from the date the most recent infraction(s) occurred;
3. Suspended students will receive proper notice of their infraction(s);
4. Once a student is suspended from the service, they must sign an ASUW DIA Shuttle Policy Violation Agreement outlining the terms and conditions of the suspension.
5. Once the suspension period has passed, the student can apply for the ASUW DIA Shuttle Services again.
6. If a student fails to sign the ASUW DIA Shuttle Policy Violation Agreement, then they will remain on suspension. The student will stay suspended until they sign the ASUW DIA

Shuttle Policy Violation Agreement. Once signed, a student will still have to fulfill the one (1) year suspension period from the date that the agreement was signed.

Article 9. Revisions and Adoptions

Section 9.01 Revisions and Adoptions

1. Upon approval of this Policy by a two-thirds (2/3) majority vote of the current ASUW Senate membership, changes shall require a two-thirds (2/3) vote before adoption.
2. The relevant ASUW Executive and the DIA Shuttle Service Special Committee has the authority to review the DIA Shuttle Service Policy for corrections to formatting, grammar, updated application links, and organization. No substantive changes may be made unless through legislation that is passed with a two-thirds (2/3rds) majority vote of the ASUW Senate.