



November 1, 2001

OPERATIONS:

Parking Buses Outside during Cold Weather: When parking buses outside the garage in cold weather, the following procedures must be done:

- Leave the transmission in neutral.
- Set the parking brake (do not use the rear door interlock as a parking brake).
- Close all windows and roof vents.
- Turn off all interior lights and fans.
- Turn off the 4-way flashers.
- Close the front door by reaching through the driver's window
- Close the driver's window.

When the outside temperature is 20 degrees or below, do not turn off the bus engine. The high idle and front heat or defrost should be left on. This procedure will prevent the front windows from frosting over and diesel fuel from gelling and clogging both fuel lines and filters. (George & Barb)

Bus Shelter Serviceability: In an effort to better improve the safety and cleanliness of our bus shelters, CyRide is implementing new procedures concerning shelter serviceability. Shelters will be cleaned and inspected on a more regular basis. Utilizing driver input garnered during Innova meetings, procedures have been developed to better maintain and keep shelters clean and safe. Drivers, we could use your keen vision. As you drive past shelters, check for vandalism or rubbish. If rubbish can be reasonably picked up, take the time to do so. If not, record this information on a maintenance card. If vandalism or damage creates a hazard to passengers (such as broken glass), notify the Dispatcher immediately. (George)

Snow and Slide Training: Drivers who started at CyRide after last March will receive both snow and slide training. Snow training is classroom instruction highlighting proper vehicle handling techniques on ice and snow. Slide training will be conducted when weather conditions permit at the Hilton Coliseum parking lot. Drivers will attain speeds of 30 mph (or greater) and purposely slide (skid) their 15-ton bus to experience the "feel" of winter driving conditions. These "skid drills" will help build confidence in your ability to handle anything an Iowa winter can produce. (George)

HIRING AND TRAINING:

Spring Run Pick: Spring run pick will be Tuesday, November 27. Only drivers who have class conflicts can participate in spring run pick. If you have a class conflict and need to go through run pick please sign the memo posted by the timecards. New runs are chosen based on seniority as of October 31.

If you do not have a class conflict and are interested in choosing a new run or getting different hours for spring, you can post your runs on the drop/swap board. (Barb)

Instructors: I will be meeting with all the instructors over the next couple of weeks in small groups to gain more insight and input for our training program. This will also give me a chance to get to know all the instructors. Check your message cards for a memo from me about these meetings. (Brent)

MARKETING:

Gold Route: The long awaited Gold route started October 15th with a ribbon cutting ceremony attended by representatives of ISU, the GSB, and the City of Ames. This route has already proved successful, as ridership has steadily increased. As the third free campus circulator route, Gold route connects the Greek housing areas, the Memorial Union, Union Drive Association, Central Campus, and the Richardson Court Association. Look for this route to increase in popularity and ridership. (George & Barb)

SHOP:

Mirrors: We have ordered new curbside mirrors for the four low floors. These mirrors will be identical to those curbside mirrors found on the Orion Vs. Thank you for your input! (Terry)

926 Rehabilitation Update: Unit 926's motor has returned and is being installed at this time. The new lift is expected soon and the bodywork has begun. (Terry)

Shelters: The big shelter clean up has started. The shelters that I have seen look very good. I hope everyone is noticing the difference. If we work together, the job of keeping our shelters looking good will not be that hard. (Terry)