



June 4, 2002

OPERATIONS:

Dispatcher Wanted: Applications are currently being accepted for another part-time dispatcher. You must have six calendar months of transit bus driving and/or dispatching experience. Applications for this position may be obtained from the Human Resources Department at City Hall and must be returned to them by Friday, June 7. Additional information concerning job functions and salary are located on the bulletin board (next to the sink) in the employee break room. (George)

Air-conditioning Duct Temperatures: All the air-conditioned buses are equipped with a duct temperature gauge located behind the driver's modesty panel in the air conditioning duct. This gauge will determine if the air-conditioning system is cooling properly. The temperature on the duct gauge should be approximately 20 degrees below the outside ambient temperature. This reading will vary slightly due to humidity or high temperatures (above 90 degrees F). The duct temperature may not necessarily be the same as the interior cabin temperature of the bus. If the duct temperature is not at least 20 degrees below the outside ambient temperature, the dispatcher should be notified (along with the current duct temperature reading). (George)

Roadeo Champs: Congratulations to Paul Klimesh and Eric Williamson, this year's Roadeo champion and runner-up respectively. They will represent CyRide at the State Roadeo in Davenport on June 21-22. Good luck Team CyRide! (George)

Windows and Roof Vents: When you return to base to park your bus at the end of your shift, please close all windows and roof vents. Also walk through your bus and pick-up any rubbish or lost items. Doing the above will make the laneworker's life easier when they clean and refuel your bus. (George)

Christmas Schedule: We will be operating a Saturday schedule between Christmas and New Year's on days we normally operate a weekday schedule. This is our lowest ridership week in the entire year and it will be lower next year with ISU reducing operations on campus. All part timers will be off except the OWD guarantee people. The Saturday schedule will be operated by full time drivers who will choose their runs for the Saturday schedule by seniority. We should be able to guarantee at least 10 full timers off during those days. Part timers can work if more full timers want off on those days. You can start making your holiday plans now. This schedule change will save about \$7,200. (Bob)

Lost and Found Procedural Changes: Several changes have occurred in the way we process lost and found items. Employees will no longer be permitted to claim valuable items. A valuable item can be any lost and found item with a value exceeding \$20. Valuable items not claimed by their owners will be turned over the Story County Auditor's Office for disposal. Non-valuable items may only be claimed by the driver who finds the item. No other individual

will be allowed to "rummage" through and "claim" lost items or "borrow" them for personal use. All non-valuable lost and found items will be kept for a two-week period. Non-valuable items that are claimed by the driver finding them will be given only to that driver. All other items not claimed will be donated to local charitable organizations, i.e., Goodwill, Salvation Army, etc. If you have any questions, feel free to contact a dispatcher. (George)

Beverages On Buses: A discussion came up recently about the policy of passengers having beverages on the bus. CyRide does allow passengers to have a beverage on the bus as long as it is in a closed container. The type of cup, glass, etc. does not matter as much as the fact that it has a lid. Styrofoam cups and paper cups are fine. Pop cans are also OK since the opening is so small. Barb is working on getting the "no beverages allowed on the bus" stickers replaced. (Karen)

HIRING AND TRAINING:

I have set up hiring this summer so that Human Resources is accepting applications for transit driver through the first of August. We are testing approximately every two weeks (with a test on June 4 and June 18). If you know someone who is interested in working here, tell them and have them go fill out the application at Human Resources. Referring them can result in a referral bonus of fifty dollars. I have also been hiring in preparation for Fall 2002. Currently, we have projected 447 open hours. This number will drop with each new person hired. With all the new people here this summer, please be sure to give them all a warm welcome to our team. (Brent)

MARKETING:

The Final Phase of Fare Free: The full integration and implementation of fare free will start on Monday, August 12. Starting fare free early will help us internally to work out any "bugs" in the system and help the passengers adjust to fare free.

This stage is three-fold. The circulator routes have been renumbered 21 through 24. This will differentiate them from our other paid routes (for non-ISU students). All routes in the "20's" are free to everyone, ISU students, visitors, residents, and non-residents. To allow greater access from off-campus areas and central campus, we have added two additional campus circulator routes, Cardinal and Silver. The Cardinal route will operate between the Towers and Frederiksen (Hawthorn) Court every 8-16 minutes from 7:30am to 6:00pm Monday-Friday, and every 30 minutes from 6:00pm to 10:00pm Monday-Thursday night. The Silver route was formally known as the night shuttle. It will operate from 6:45pm to 11:00pm on Friday and Saturday nights when ISU is in session.

SHOP:

Garage Expansion: Everything is just about finalized in the construction documents that contractors need to submit bids for the garage expansion. The architect has promised to have the documents completed by June 21. The specifications go to City Council on July 9 and bids will be opened on August 14. If there are no glitches in the final stages, construction can start any time after August 28. Completion deadline is November 28, 2003 plus any extensions due to weather conditions or other construction problems. (Bob)

Madison Buses: We have purchased five 1990 Orion Vs from Madison, Wisconsin. They are 40 feet long and 102 inches wide with 6V92 Detroit Diesel engines and Voith transmissions. They will be shipped to us in the next two weeks. As they arrive we will work them into our schedule and get them up to our standards for fall service. The seats are blue and the exterior is white with the windows being outlined in black. They have 3 stripes on them, one blue, one red, and one yellow. (Terry)

New Orion Delivery Date and Motors: We have made arrangements with Orion to pre-purchase the Cummins engines for the eight new Orion Vs that we ordered. By doing this, delivery will be moved up to 14 months rather than the original delivery time of 24 months. (Terry)

Low Floors: Just a reminder, the low floors must be cycled back to the "off" position before restarting after using the "park" position. If you don't do this, the voltage warning lights will come on. If this happens, the bus will need to be shut down and restarted. (Terry)