



February 7, 2007

ADMINISTRATION:

Office Building Plans: The board approved the architects plans for the new office building. Next, the Ames City Council will be reviewing the plans on Tuesday, January 23rd and the project will be released for bid on February 21st. Bids are due back by March 14th with award and approval by CyRide's Board and the City Council expected within two weeks after receiving the bids. Construction is anticipated to begin in mid-April. Staff will be putting together a construction plan for all employees in the next several months to address staff relocation and how to keep CyRide running smoothly during the construction. If you have any concerns or questions, please let Rich or I know. (Sheri K.)

FY2008 Budget and Capital Plan: The board approved a \$6,177,029 budget for next year beginning July 1, 2007 which is an increase of 5.7% over this year's budget. Major increases in the budget are attributed to the following:

Fuel – Budgeted at \$2.50 per gallon

Administration – Funded a morning supervisor position

New Services – Three new services were approved for implementation this fall:

- Yellow Route – Midday service on the #5 yellow route
- Brown Route - Weekday evening service on the #6 brown route until approximately 9:00 pm
- Brown Route - Improving frequency on the #6 brown route in the summer to 20 minute frequencies

More detailed information will be developed and provided to employees prior to service starting. (Sheri K.)

ISU's 150th Birthday: ISU will celebrate its 150th year in providing education and has asked CyRide, among other businesses in town, to help celebrate this milestone. Staff is working on ways to join in this celebration which will be kicked off with VEISHEA this year. Some of the thoughts right now are putting a message on our electronic destination signs recognizing the anniversary to be used when buses are not in service; having interior bus signs printed commemorating the anniversary; on the route map/timetable cover, showing a bus and 150th anniversary. Decisions will be made in the next month or two on exactly how CyRide will be joining this celebration. (Sheri K.)

Passenger Transportation Development Plan (PTDP): This is a document the recently hired Transit Planner has been working on to meet new federal planning

requirements. It's a document that addresses the needs of low income and disabled individuals by identifying gaps in transportation services and then proposing services that will fill these gaps. (Sheri K.)

Work to date on this plan was presented to the board for comment and then will be submitted to the Iowa DOT and Federal Transit Administration by February 1st. Completion of this document will allow CyRide to apply for grants in the future. (Sheri K.)

CyRide Vision: CyRide department managers have been working with me to develop a "vision" to help direct our efforts, and those of each employee at CyRide, over the next two years. This was shared with the board to gain their input on areas they felt were critical in moving CyRide forward. This document will be refined in the next several weeks and then shared with each employee so that we are able to attain the vision as well as the goals and strategies identified. (Sheri K.)

OPERATIONS:

Tough Snow Warning: When curbing your bus, be on the lookout for the piles of accumulated snow that will exist at the edges of the street. The freeze-thaw cycle and road chemicals will turn this once fluffy material into something akin to concrete. Adequately survey the situation when stopping and ensure there is enough room between your bus and any snow. Hitting a frozen snow bank is a preventable accident. Striking this glacier-like substance damaged several mini-bus step wells last year. (Barb/Jenny)

Uniforms: Now that we may be experiencing some colder, more unpleasant weather, I want to remind you that you can get some extra uniform items to keep you warm. If you would like a stocking hat or sweater, talk to Joanne. If we do not have one on hand, we can order one for you. You should always be wearing CyRide issued items. No other jackets, caps, hats, etc. should be worn when driving.

Winter Is Officially Here: Our first major snowstorm has finally arrived. Everyone did an outstanding job, especially all the new drivers – Bravo!

Interior Temperature of Your Bus: As the weather continues to stay cold we should talk a little about the interior bus temperatures. All buses heat differently, and weather conditions will affect the interior temperature of your bus. Drivers should frequently walk through the bus to monitor the temperature of the passenger seating area as well as referring to the interior thermometer. During winter, drivers will maintain their passenger compartment temperatures between 65-68 degrees F. This insures that passengers in winter clothing do not become uncomfortable. If the heater does not raise the temperature to this comfort range, the dispatcher should be notified. (Barb/Jenny)

Parking Buses Outside during Cold Weather: When parking buses outside the garage in cold weather, follow the procedures listed below:

- 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. (Barb/Jenny)

Winter Driving Tips: We've all heard the saying "there are two seasons in Iowa – road construction and winter." Most years it seems that way. Iowa's snow season typically runs from November through early March (we have been fortunate this year).

The following tips will help in reducing the chances of becoming involved in a weather-related accident.

- * Report for work rested and alert.
- * Do a thorough pre-trip inspection. Make sure you have melt-it, an ice scraper, Windex, and grit.

Slow down. The posted speed limit may **not** be a safe speed to travel at during inclement weather. Remember safety before schedule.

Give yourself more stopping distance about 15-20 feet before where you would usually stop. Bridges and shady spots can be icy when other areas are not. Avoid sudden stops and quick direction changes.

Turn off the transmission retarder if the bus is equipped with one.

Snow and ice create hazards for our passengers as well. The following tips

can help reduce the chances of our passengers having an accident.

Turn your four ways on early so the passenger knows you see them at the stop.

Approach the stop cautiously and allow extra clearance on the right side, if necessary.

Choose the boarding and deboarding area carefully. If there is snow at the bus stop, select another area such as a sidewalk or driveway. If the sidewalk is icy or snow covered, give the passengers warning of the condition before they exit. If there is not a clear location keep a clearance of three to five feet from the snow bank so that passengers can use the street for boarding and deboarding. Do not move the bus until all people are safely away

from the bus. Check your mirrors carefully to make sure the area is clear.

If the steps or aisle are wet or snow covered, put down grit (non wheelchair equipped buses only) and scrape any snow off the steps.

Monitor the interior temperature of the bus for the comfort of the passengers. (Barb/Jenny)

HIRING AND TRAINING:

New Instructors: With the students on break and a majority of the buses in the garage, six drivers took the opportunity to enroll in the Instructor Training Program offered over the break. The group participated in classroom sessions and on the road training. We want to welcome and congratulate Josh Becker; Marty Miller; Krisdeena Eisenbacher; Tom Noonan; Dave Rondeau; and Scott Peshak on their completion and new positions as New Driver Instructors. (Tom B/George)

Slide Practice: We finally got the ideal weather conditions to have everyone who was hired since last winter out to the parking lot to complete slide practice. This helps to learn the skills needed to control your bus on slick roads. Thanks to everyone who participated in this practice. (Tom B/George)

No Right Turns Please! Drivers, please do not make a right turn (southbound) from Elwood drive into the gates located at the east end of the garage. There is not sufficient space for a proper setup and alignment of your bus prior to entering the gate. You will damage both your bus and the gate if you attempt to make this turn. (Tom B/George)

Make Your Voice Heard on the PA: The Americans with Disabilities Act (ADA) of 1990 mandates that drivers announce transfer points and major bus stops. This is Federal law. CyRide drivers are required to announce the following bus stops:

- North Grand Mall
- City Hall
- Kildee Hall/Bessey Hall
- Beyer Hall/State Gym
- 11th/Duff and 12th/Duff (the hospital and clinic area)

Please use your PA to announce these stops as it greatly helps our passengers who are unfamiliar with our system or are impaired. (Tom B/George)

SHOP:

Grit: To reiterate the memo dated December 16, 2006 regarding grit on buses, grit is only being stocked on non-lift equipped buses and mini-buses. Grit is difficult to clean and causes mechanical problems with wheelchair lifts and ramps. With the exception of mini-buses, any bus equipped with a lift or ramp should have the heating system necessary to control ice on the steps. As a reminder, don't wait for ice to build up on the steps – turn the step heater on when frozen precipitation is present. Grit is only to be used for ice control at stops; and if absolutely necessary, on the steps of buses without lifts and mini-bus steps.

Lincoln Way and Beach Shelter – Eastbound: Astute drivers and passengers have noticed the shelter roof at this location has been missing since early October. The roof was damaged beyond repair by someone falling through it. The first replacement top, which took two months to construct, was the wrong size. The fiberglass material to make a second replacement top is now backordered, so it is unknown when the roof will ultimately be replaced.

Dull Red Bus Paint: Maintenance has begun to address the dull red paint affecting some of the buses. The bus wash brushes have been replaced with softer bristle brushes to reduce the dulling of the paint. The new brushes were ordered in cardinal and gold colors to add panache to building and preschool tours. In addition, the amount of soap used per wash has been increased to improve lubricity. Finally, duller buses are being buffed and waxed to bring the shine back. If all of the preceding fails and the red paint on a unit remains dull, it will be scheduled for a repaint.