

## **RAMAPO COLLEGE OF NEW JERSEY**

### **Appendix 641A: Student Shuttle Driving Procedure**

Student Drivers will drive for various CSI-led trips, including: CCEC Community Service Trips, Platinum Trips, and local Club/Org conferences/trips (CSI will determine appropriateness of local trips). Student Drivers will drive the Train Shuttle and Area Shuttle. Student Drivers may be called upon to drive a shuttle to area food and shopping during break periods.

#### **In order to be considered for a position, students must:**

1. Have a valid state Driver's License
2. Have had said license for at least one calendar year at the time they beginning operating the vans
3. Have a driving record which is approved and verified through the Drivers Abstract and review conducted by Ramapo College POER.
4. Complete the Ramapo sponsored Defensive Driving Course.
5. Complete 1 hour of observation as a passenger while a professional staff member is driving.
6. Complete 1 hour behind the wheel practice/training.
7. Complete 2 additional hours as a passenger while other students or professional staff drive.
8. Steps 5-7 must be completed after steps 1 through 4. Step 5 must happen before steps 6 and 7, however steps 6 and 7 can happen in any order.

#### **Hours/Compensation**

1. Hourly Rate is established by the College.
2. The weekly total of hours cannot exceed 20 hours while classes are in session or 29 hours when classes are not in session.

#### **Organizational Structure**

Student driver positions report directly to the Center for Student Involvement. In the absence of the Associate Director of CSI, supervision may be provided by other designated managerial or professional staff in the unit.

A student employee may assist with the scheduling of shifts with the assistance of the Student Transportation Coordinator.

### **Position Responsibilities**

1. Safely transporting all passengers
2. Shuttle drivers will adhere to the posted schedules
  - A. If significant delays occur due to traffic or any other reason, while parked at a stop, the driver will call 201-684-7593 to report their delay.
3. Drivers will adhere to specific trip information provided by the student shuttle assistant, student transportation coordinator, or other scheduling agent
4. Drivers may never utilize a cell phone while the vehicle is in motion, including but not limited to, using a Bluetooth, making or receiving a telephone call; texting, emailing, using social media platforms, apps, etc.
5. Drivers are personally responsible for all moving violations and any related fines, points, or other implications. If a driver is stopped for a moving violation, they must immediately notify their supervisor via text of the incident.
6. Drivers may not consume alcohol or other drugs while operating the shuttle or before operating the shuttle. If a driver must take a prescription or OTC medication or experiences a medical condition which causes drowsiness or includes warnings against operating heavy machinery, the driver must arrange for shift coverage and notify the direct supervisor or POER.
7. In the event of a motor vehicle accident, driver must comply completely with responding law enforcement. If a driver is involved in a motor vehicle accident, once the situation has been resolved, they must immediately notify their direct supervisor via text or call of the incident. Once they return to campus, the driver must:
  - A. Switch to the back-up vehicle
  - B. Once a replacement driver has been made available to replace the driver involved in the accident, the involved driver must report to Public Safety to provide a written statement.
8. If a driver does not show up for their shift or shows up late, they may be terminated, even for a first-offense.
9. Drivers will keep track of rider numbers. A paper log for each shuttle is located in the vehicle and must be completed during each stop. The log must be brought to CSI at the end of each shift.

10. Drivers will obtain the keys from Public Safety if they are the first driver of the day or from the previous driver if they are starting their shift midday. The vehicle is parked in parking lot A on campus at the start and end of each day.

### **Vehicle Operations**

Students may operate College vehicles no larger than 12 passenger vans.