



February 16, 2018

## ADMINISTRATION

**New Gold Route Turnaround:** Iowa State University is working with CyRide staff to complete the construction drawings, bid and construct the new Gold route turnaround at the Towers (Wallace/Wilson Residence Halls). To date, the drawings have been completed and the project bid and awarded. The construction estimate for the turnaround was \$181,000, with the low bid of \$172,410. Construction is anticipated to begin right after the spring semester is over in May and the project completed by August 1<sup>st</sup>. (Sheri K.)

**Facility Study Update:** The Transit Board directed staff to complete a comparison of four different facility expansion options as follows:

- Option 1 – Current site plus Brookside Park for employee parking, assuming no growth in its fleet/operations (95 buses)
- Option 2 – Two permanent locations with the second site located within ½ mile of CyRide's current site, growth assumed in fleet/operations (125 buses)
- Option 3 - Two permanent locations with the second site located more than ½ mile from CyRide's current site, growth assumed in fleet/operations (125 buses)
- Option 4 – Second site large enough that CyRide could expand as needed at this site, with the goal of consolidating all operations at the new site in the future, growth assumed in fleet/operations (125 buses)

Staff is currently working with an architecture firm to help develop construction costs and conceptual designs for each of these options. Additionally, staff is working on identifying potential land options and operational costs for each of options, so that the board can compare the benefits and challenges of each in an effort to determine the best direction on how to precede with facility expansions plans.

It is anticipated that staff will have the information prepared for the March 22<sup>nd</sup> board meeting. Once the board determines their preferred option, staff will begin developing specific plans and identifying possible second facility locations and funding (grant) opportunities. Currently, CyRide has \$715,000 allocated in local match to a federal/state grant (80% federal share/20% local share). This would fund up to a \$3.5 million construction project. (Sheri A.)

**Equal Employment Opportunity Program:** CyRide is currently updating its Equal Employment Opportunity (EEO) Program that is due to the Federal Transit Administration (FTA) by March 1<sup>st</sup>. The Federal Transit Administration (FTA) requires that CyRide strive to maintain a workforce that reflects the community we serve and that no person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, gender, age, genetic information, disability, veteran status or another protected class.

Once the entire program is updated, the new EEO Policy Statement will be posted outside the employee breakroom as well as distributed to each employee in their mailbox. Additionally, any changes to the program will be made within CyRide's driver manual. (Shari A.)

**CyRide 2.0 Marketing Release:** CyRide plans to release CyRide 2.0's timetables, maps, fare reduction and new policy details to the public on March 1<sup>st</sup>. Drivers can view this information early by visiting [www.cyride.com/cyride2.0](http://www.cyride.com/cyride2.0). This link is not yet public. Please keep in mind that staff is still in process of implementing the final touches to the CyRide 2.0 webpages. For instance, CyRide's Board of Trustees just approved a fare reduction on February 15<sup>th</sup> back to a cash fare of \$1.00 effective with the summer service on March 5, 2018. Therefore, this new fare page is currently being constructed as well as maps are not yet finalized by the consultant (summer/school year/individual pdf maps). However, feel free to review the summer and school year schedules and provide me with any comments. I hope to have most of the corrections from staff completed in the next week. (Shari A.)

## OPERATIONS

**Outstanding Performance Awards:** Twenty-four drivers earned the Outstanding Performance Award for 2017 by meeting the criteria shown below. The awardees received a \$10 bonus for each year the award was earned and were recognized with a lunch provided by CyRide. Congratulations to you all! (Barb)

Glenn Crosswait	25 years	John Cramer	2 years
David Safina	15 years	Ted Mathews	2 years
Adam Wiederholt	13 years	Grant Olsen	2 years
Chris Williams	12 years	Mitchell Rosburg	2 years
Nathan Shimanek	11 years	Austin Bauer	1 year
Kevin Gries	8 years	Kirk Langas	1 year
Ron Pool	7 years	Ashley Mathews	1 year
Ralph Jones	6 years	Christian O'Banion	1 year
Mallory Parmerlee	6 years	Themostoklis Pavlis	1 year
Tim Baldrige	5 years	Mark Rooney	1 year
John Botten	5 years	Tim Thien	1 year
Pat Hansen	5 years	Aalariah Waters	1 year

**Award Criteria:**

- |                               |  |
|-------------------------------|--|
| * No Preventable accidents    | * No lates   |
| * No Complaints               | * No reprimands or suspensions                       |
| * Sick leave at 2.5% or below | * No violations or accidents on State driving record |

**Parking Buses Outside in Cold Weather:** As a reminder, when the outside temperature is 20 degrees F or colder, keep your **diesel** bus idling when parking it on the circulation road or near the garage. Turn on your “high idle”, shut off the 4-ways and auxiliary heater (webasto), but keep the heater and the front windshield defrosters on to prevent window fogging. This procedure will prevent diesel fuel from gelling and clogging fuel lines and fuel filters. Also, if the amber beacon on the roof of the garage above lane nine is illuminated, keep your bus idling. Remember, “when beacon is yellow, diesel turns to Jello”. (Jenny and Rob)

**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. (Jenny and Rob)

## **HIRING AND TRAINING**

**New Instructors:** Five drivers took the opportunity to enroll in the Instructor Training Program offered over the semester break. The group participated in classroom sessions and on-the-road training. We want to welcome and congratulate Isaac Bruck, Heidi Kalina, Avery Martz, Andrew Murray, and Themos Pavlis on their completion and new positions as New Driver Instructors. (Jason, Tom and George)

**Mind the Line:** Please pay particular attention to the yellow guide lines painted within the garage. They serve a useful purpose. These lines help guide drivers move safely within parking lanes and into and out of the garage. When parking your bus within the garage, keep the left side of your bus positioned parallel along the line. The left rear tires of your bus should be positioned next to or within two inches of the yellow guide line. Parking along the guide line ensures your bus is properly positioned and safely away from other buses and fixed objects like walls, water lines, air hoses, etc. Parking askew of the guide line (see photo at right) makes it more difficult for other drivers to park and sets your bus up for a preventable accident. Do not be sloppy when parking. Take the time to properly align your bus up when parking. Keep your bus straight and mind the line! Your fellow drivers will appreciate it. (Jason, Tom and George)



### **Hiring & Training - 2017 in Review:**

In the year 2017, 159 applicants qualified for and took the hiring test (up from 116 last year). Only 137 passed the hiring test and were eligible to interview. From those, 112 candidates called in, set up an interview and fulfilled the requirement. Of those, 105 were placed on the hiring list after passing the interview. From this hiring list, only 41 applicants took the initiative to acquire their permits and started work with CyRide. The remaining 64 applicants had unworkable schedules, found other employment, did not yet get their permits, or are still working through hiring processes. (Jason)

## **FLEET AND FACILITIES**

**New Bus Update:** Gillig will be building three new buses for CyRide starting the week of February 12, 2018. The units will be finished the last week of February and should be delivered to Ames in mid- March 2018. Jon Hatt will be inspecting the buses at the Gillig plant prior to delivery.

In other bus news, we purchased three used buses from Des Moines (DART) at the end of November. If the used buses are mechanically sound, they will be transformed into CyRide buses over the next year. The buses are 2002 Gillig low floor models.

Finally, CyRide received funding and approval to order one additional bus at the end of 2017. This bus was supposed to be ordered with the three buses currently in production, but the grant approval was delayed. This bus is scheduled to go into production in August 2019.

**Summer Construction Projects:** The pit and floor drain contractor will be back in the spring to correct some deficiencies in their work. As you might have noticed, a lot of the concrete is cracking prematurely and there are problems that exist with the floor drain installation. These work corrections will start in May 2018.

Replacing the four in-ground lifts in the shop is the other large project for the summer. Plans and specifications are currently being finalized and the project will go out for bid at the end of the month. To allow this lift replacement work to be completed in the shop area, maintenance employees will be maintaining buses on the portable electric lifts in other bus storage areas of the facility. With both the hoist and pit repairs occurring, there will be no shortage of congestion in the facility yet again this summer.

## **BREAK ROOM COMMITTEE CORNER**

### **18<sup>th</sup> Annual CyRide Soup Event**

The event was first held in 2000 and continues to be a tradition with employees who support and make this occasion a success. This year's "CyRide's Soup Day" is scheduled for Monday, March 5, 9:00 a.m. – 4:00 p.m.

The event originally began as a chili cook-off with employees bringing in their favorite chili to compete with other colleagues' favorites. The employees all voted on which chili was the best. Since then, the employees no longer vote on the best chili and the occasion has expanded to ask employees to prepare their favorite soup or stew. If you prefer not to make soup, we ask you to bring some other food item to share such as veggies, salad, dessert, cookies, bars, cake, and candy to fill the table tops. The Breakroom committee furnishes crackers (oyster and saltines), ham and hot dogs for sandwiches, shredded cheese, milk, and the paper products. This year, there will be a drawing for two \$10 gift certificates and a lunch bag.

Our largest number and variety of soups was in 2012 when CyRide employees outdid themselves and prepared 22 different varieties of soups to share. The committee sets the date for Monday so you have the weekend to prepare your favorite recipe or create a new recipe. Employees always enjoy the other treats that complement the soups and fill that sweet tooth need, which we all agree is a bonus. We hope you will participate.

### **Thank You Employees/Break Room Committee Members**

Thanks to employees and committee members for your contributions, time, and support with the day to day duties in making CyRide and the Breakroom a pleasant place for you to enjoy your break, lunch, or conversations. We value employees' suggestions and support.

Breakroom committee members: Yvette Gahring, Karen Goodman, Dave Happe, Donna Olson, Tim Thien, Emily Nguyen, John Vachris, and Joanne Van Dyke.

### **Breakroom Committee Purpose is to ....**

Offer events for "CyRide Employees" throughout the year and these events are:

- September – Cook Out to Welcome Back and Get To Know Your "New" Employees
- December – Holiday Party
- March – Soup Event
- May – CyRide Employee Roadeo

These events are all made possible by you, CyRide employees, who purchase items from the vending machines. The committee receives a commission from the vending company for items purchased from the sandwich, snack and pop machines. Funds are generated from the "M&M" candy machine along with employees returning their pop can and bottles to the recycle bin instead of the trash. The bottles and cans are then sorted and returned to the recycling place in Nevada by one of our breakroom employees, Karen Goodman. A big "thank you" for this as it is not a pleasant job.