



May 4, 2018

ADMINISTRATION

Electric Buses: CyRide staff has been working with the Transit Board to provide information on the costs and benefits of electric bus technology today. In the past several years, battery technology has advanced to the point where electric buses are able to operate on a route all day and not have to be recharged. At the May 3rd board meeting, staff will seek guidance from the board on whether to advance electric bus technology at CyRide in one of four ways:

- **Monitor Electric Bus Technology Only** – Consider purchasing/leasing an electric bus in the future, but no action would be taken at this time to further this at CyRide. Estimated cost \$0.
- **Further Research** – There are non-profit companies that will assist transit systems in developing their electric bus projects by providing more information about facility renovations, electric bus options and recommend which routes might be the best candidates in the short and long-term. Estimated cost \$30,000.
- **Electric Bus Rental** – One of the leading manufacturers of electric buses, Proterra, will rent a bus to try in Ames. CyRide proposes a seven-month project that would include hot and cold weather conditions, as well as summer and school year bus capacities. The Institute for Transportation, affiliated with ISU, could analyze the benefits of this bus compared to one of CyRide's newest Gillig buses. Estimated cost \$130,000.
- **Low-No Federal Grant Application** – Grant opportunities for this federal program should be released within the next month and CyRide could prepare and submit an application to purchase one or two vehicles and charging stations, as well as retrofit the facility to accommodate this technology. Estimated cost \$2 - \$3 million (85-90% from federal grant).

Staff's recommendation to the board is to either work with the non-profit company to learn more about how to implement this technology into CyRide's fleet and operations or to rent the electric bus and determine, first-hand, what kind of impact it could have on our operations, bus maintenance, budget and air quality. Either option will continue to move CyRide forward toward this advanced bus technology.

CyRide 2.0 Staff Update: Staff is diligently preparing for the CyRide 2.0 changes. Here's some of the "behind the scenes" activity staff is working at this time:

- Working with Target to develop an agreement for a bus stop on their property
- Shelter boards are being redesigned to include CyRide 2.0 information and image
- Staff is working on developing a plan for over the summer to assist drivers in learning their routes for fall

- Staff will be meeting with EASE drivers to develop strategies to make this service successful and is in the process of developing of list of pickup/drop off locations at buildings within the zone
- Proofing of timetables
- Working with the map/schedule graphic designer to “fit” all of the information on the fall brochure. (There are more trips that need to be included in this map due to the number of extras that will be in the schedule next fall)
- Developing notes to put on signs on May 5 to indicated that these stops have been deactivated and where to catch the bus
- Continuation of run pick in assisting the drivers
- Beginning to develop run sheets
- Beginning to develop list of new destination sign messages, codes
- Working with North Grand Mall for new bus location on the west side
- Continuing the public education campaign with press releases prior to May 5
- Beginning federally required analysis to document the “Title VI” impact of the changes
- Beginning discussions with the contractor on installing new shelters and pouring concrete for modified bus stops

North Grand Mall Update: Both CyRide and the mall have agreed upon a location on the west side of the mall; however, the city’s parking requirements have put a hold on finalizing this change. Once this issue can be resolved by the mall and city, an agreement will be developed formalizing the arrangement in a longer-term agreement.

Target Update: Target has agreed to allow CyRide to operate through their property, but requires a legal document to put a bus stop near their building. Staff is waiting for a draft of this agreement from Target’s lawyer and hopes to have this resolved and the stop in place for the fall service change; however, once the agreement is received it will need to be reviewed by the city’s legal department, approved by the transit board and the contractor will need to have time in their schedule to pour the concrete. Staff continues to try to move this forward as quickly as possible.

OPERATIONS

Annual Performance Reviews: Annual Performance Reviews will begin in April for all employees. Drivers can now signup for PA appointments with Rob H and Jenny. There are instructions at each of the computers in the totals room. Drivers who have been here at least a year as of March 31 will have a PA unless they are graduating and leaving.

If you unsure who is your direct supervisor, there is list of who is assigned to who located at each of the computers. There are also links to each of our SignUpGenius pages on the desktop of each computer and located in a .pdf version of the instructions also located on the desktop.

We want to encourage drivers to sign up for an appointment that best accommodates your busy schedules; however, drivers who are on LOA or zero hours for the summer need to sign up before the end of the Spring semester. Please see Rob or Jenny if you have any questions about the process. Thanks!

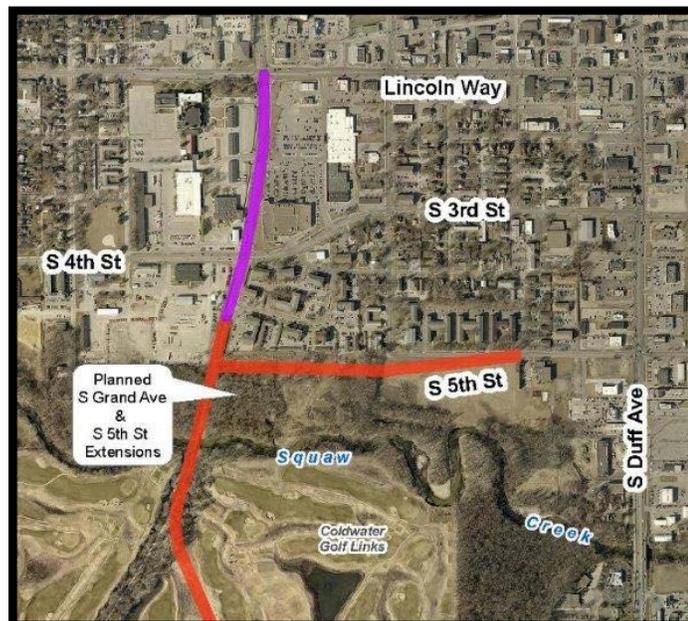
Change of Address: If you have moved over the summer be sure to fill out a change of address form. You can get these forms from the Dispatchers and please return them to Dispatch after filling them out.

Thunderstorms and Tornadoes: Late spring in Iowa heralds the arrival of severe weather. During severe weather, the dispatcher will monitor weather radio, internet, and television broadcasts and will notify drivers of dangerous conditions. Drivers should notify the dispatcher if they must stop due to poor visibility caused by heavy rain or hail. Drivers should also call the dispatcher for instructions if a detour is required due to street flooding, downed tree limbs, etc. In the event of a tornado warning, drivers should stop the bus in a safe location. Drivers should then direct their passengers to the nearest building for shelter. If no building is available, drivers should instruct their passengers to stay on the bus and remain below window level. Once the sirens have stopped, drivers should contact the dispatcher for further instructions.

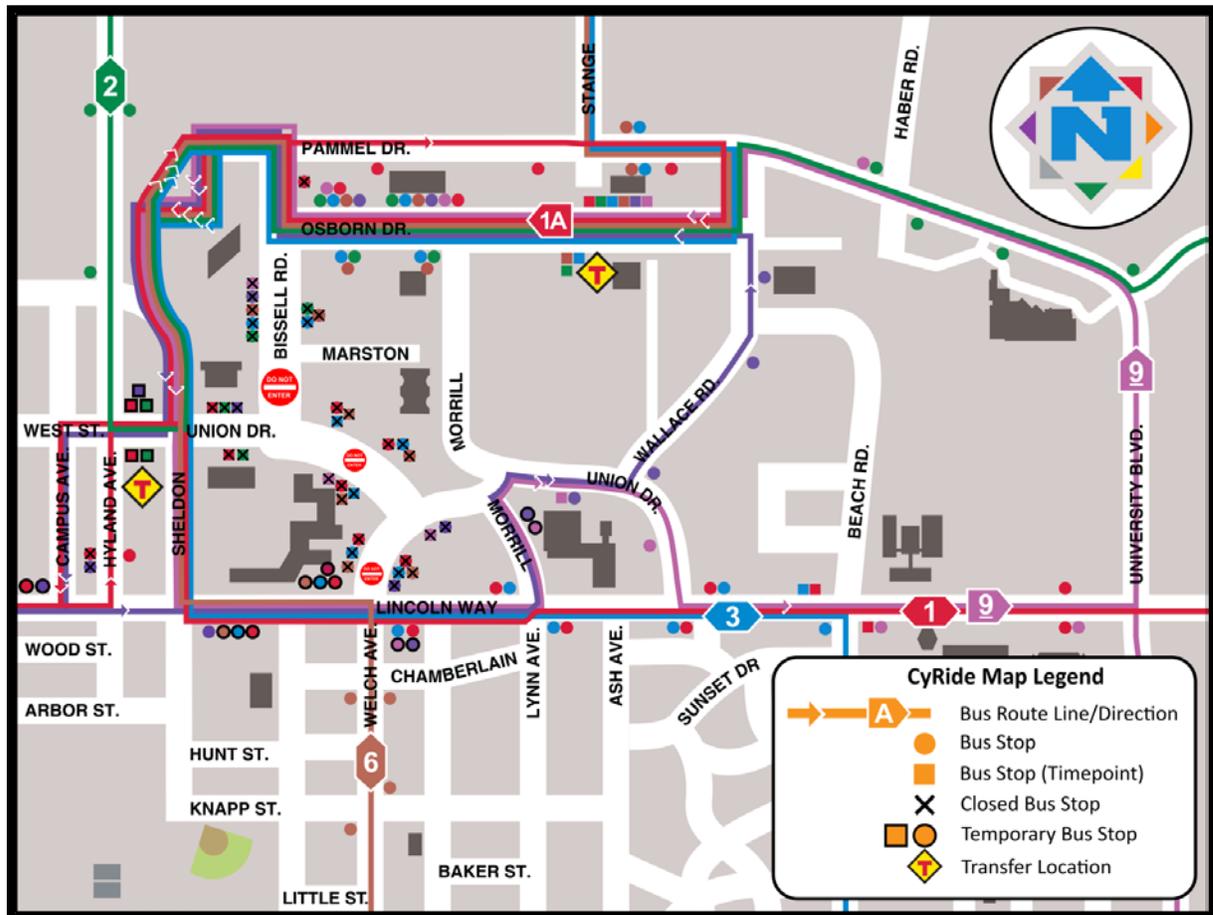
The Odyssey Returns! Odyssey of the Mind (OM), an educational program that fosters creative thinking and problem solving competitions from elementary through university level students worldwide will be in Ames May 22, 2018 through May 27, 2018. Last time this event was in town we carried approximately 80,000 passengers on shuttles in five days. We will again provide shuttle service, approximately 720 additional hours of service, for this event. So, mark your calendars. We would also make a special plea to those that typically do not work outside of their “regular hours” to consider taking one or more shifts during the event. Just a reminder, we are not able to determine at this time if we will have enough employees signed up for all of the runs during the four main days of the event (May 23 through 26), we will be accepting, but not guaranteeing time off requests for these days. We will review the requests and work with employees to see if we can find a solution that will work for everyone. This worldwide event is expecting approximately 10,000 people to attend. Additional information about OM will be posted as it becomes available.

Road Construction Ahead: As you are probably aware, the shortest distance between any two time-points during the summer is always under construction! Major road construction projects that will impact CyRide operations are as follows:

S. Grand Avenue Extension – The extension of S. Fifth Street from S. Grand Ave to S. Duff Ave will likely occur sometime this summer. This is the third and final phase of S. Grand Avenue extension. Public Works staff is working with the consultations and contractors on this project. We will update you as information becomes available to us.



ISU Welch/Bissell - Construction in this area will continue through the summer. The next phase will begin in late May, when construction on Welch Road continues north to the intersection of Union Drive. Passengers who typically board on Bissell, Union Drive or Welch Road can alternatively board on Osborn Drive, West Street (one block west of Beyer Hall/State Gym) or Lincoln Way. All CyRide bus routes will be impacted by this construction except for #5 Yellow, #23 Orange and the EASE service. Transfers that normally occur at Beyer Hall/State Gym between #1 Red, #2 Green and #7 Purple routes will occur one block west on West St. This phase will last until June 27, 2018, when they move north again causing another detour. The map below will be the detour we will be using during this phase of construction.



HIRING AND TRAINING

Help a Laneworker: Now that the weather is warming, 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.

School Tours: It is that time of year, CyRide will be helping pre-school and grade school students become better bus riders. CyRide offers two individual programs: a Pre-Riders program designed for younger children and an Independent Riders program designed for older children. Each program includes a bus wash, safety talk, and several promotional items. If you are interested in being involved in school tours, please let George, Jason, & Tom know.

Can You Train a Lot? Instructors, if you are willing to train more than three shifts per week, please let Jenny know so we can plan accordingly before we get many new trainees in the door over the next 3 months. In addition, if you find yourself getting burned out on training or need a break, please talk to Jenny. We would rather reduce your training hours than have you get to the point where you do not want to train at all.

Perfecting Your Skills “Setup Turns”: Setting up turns is an important skill at CyRide. It allows us to make tight turns while keeping our right side protected from vehicle intrusions. Most of us know the mechanics of a setup turn: checking our mirror before setting up, starting the setup 25 feet from the intersection, turning the wheel back when you can see down the curb line. What is easy to forget is the critical role that speed plays in a setup turn. To be done effectively, they must be done SLOWLY. If a setup turn is done too quickly, the right side of the bus is moved away from the curb line as though you were performing a lane change. As you can imagine, if you allow enough room for a car to enter the space between you and the curb as you are proceeding around the corner, a serious collision can result. Next time you do a setup turn, carefully watch your right mirror to see how far away from the curb your rear tire travels. If you find yourself too far from the curb, try slowing down your turn.

FLEET AND FACILITIES

Summer Facility Construction: The contractor for the pit project will return to correct problems with their work on May 7th. Phase I will involve repairing problems with the pits and drains in Lane 3 and is scheduled to be complete May 18th. Phase II will involve correcting the same type of problems in Lanes 6 & 7 starting on May 21st. All work is scheduled to be complete by June 1. Watch for these areas of the building to be closed during work.

Replacement of three in-ground vehicle lifts is scheduled to begin on July 2nd. This will be a large project with substantial demolition work as the contractor will be removing the old lifts and concrete, plus demolishing hydraulic lines before starting new construction. This project is scheduled to be complete by August 17. Due to the complex nature of the work, we are anticipating the work will not actually be complete until sometime in September.

Vehicle maintenance will be done on portable electric lifts in Lanes 9-12 by the clear overhead doors during lift replacement construction. Please be aware as you are walking and driving through the facility this summer as maintenance staff will not be working where they normally would be and there will be lots of construction activity. There will also be delays in completing normal maintenance work as we continue to be short staffed while working around these construction projects.

This summer will also be busy with bus shelter and pad construction in preparation for CyRide 2.0. Shelter construction labor rates are out for quote as this article is being written. The bulk of the work is planned to happen in June and July, including bus stop sign work, so that everything is ready by August.

New Gillig Buses: CyRide received three new 40ft low floor Gillig buses in late March. These buses are similar to previous orders with a few changes. The new buses have a rear-view camera and screen, touch bars to open the rear door (removed the sonar system), the same driver seat as the hybrid buses, black wheel well covers to help with glare, a relocated driver lamp switch that provides easier access, driver side power mirror and two lights by the PA volume adjustment baffle to help with adjustments at night. These buses will be put into service in early May.

BREAK ROOM COMMITTEE CORNER

Employee Roadeo: The date for CyRide's Employee Roadeo is set for Saturday, May 12 in the CyRide facility parking lot. Last year, we were unable to secure an off-site location for the event as Iowa State representatives would no longer allow CyRide to utilize the Iowa State Center lot free of charge due to damage our buses created to their parking lot. Therefore, we're excited to announce that the Roadeo will occur again this year at CyRide!

All CyRide employees are encouraged to participate in this event and show off their driving skills by operating the bus through the newly designed obstacle course 'scaled down' to fit our parking lot. The objective is to complete the course within a specific timeframe while avoid hitting any cones or barrels. Points are deducted for each cone or barrel hit for each obstacle throughout the course. The driver with the most points on their scorecard for all of the obstacles completed within the allowed timeframe wins the event. Kevin Gries, along with Paul Klimesh, are working extremely hard to design a course that fits the CyRide lot as well as prepare everything for this employee event, so please join us if you're able for a fun day for everyone!

The top two drivers (must be operator to compete at IPTA) from CyRide's Roadeo will compete in the large bus competition with third and fourth place drivers competing in the small bus competition, at the Iowa Public Transit Association (IPTA) State Roadeo competition in Okoboji June 22 where the best transit operators throughout the state compete against one another. The winner from the IPTA large bus competition will be eligible to represent Iowa and compete in the 2019 International Bus Roadeo competition in Louisville, KY May 2019. The winner in the small bus competition will compete in the Community Transportation Association of America (CTAA) Roadeo with location yet to be announced in June 2019.

If you choose to not share your driving expertise at the event, then come join us to help judge or cheer on your coworkers! CyRide will provide that early morning cup of JAVA, juice, and pastries and the Breakroom Committee will provide the meat to grill for lunch. Employees are encouraged to bring their lawn chairs and a side dish to enjoy for the employee potluck after the Roadeo while the scores are tallied and finalized! Please look for an information/signup sheet for the event as several volunteers will be needed.

Thank You: 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. If you have any suggestions, please let Joanne know or send a note in CyRide's online suggestion box.

The Breakroom Committee wishes to extend a special thank you to Tim Thien, who retires May 4, for his dedication to the committee. Thank you for all your help.

Join the Breakroom Committee: While very little happens during the summer months for the Breakroom Committee, we are looking for additional employees to serve on the committee. Please consider signing on to help make the breakroom all that it can be for all our employees! If you are interested in helping, please volunteer by letting Joanne know.

After the CyRide Roadeo, the next event will be the CyHawk potluck this fall. Details and notices will be displayed as time gets closer so relax and enjoy summer until we are ready for the ISU 2018-2019 school year.

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