



SafeRide Operating Policy & Procedure Manual

Last revised: November 17, 2020

Mandate

UNBSJ SafeRide operates as a non-for-profit service for members of the Students' Representative Council. The intent of the UNBSJ SafeRide is to provide a free safe ride to the student's destination. SafeRide provides service within the city limits of Saint John. The users of this service are undergraduate students of UNBSJ & Dalhousie medical students of New Brunswick.

General Operational Policy

1. Hours of operation are as follows:
 - Monday – Wednesday – Thursday - Friday 6PM-12AM
 - Tuesday 4PM-12AM (4PM-8PM Grocery Run Only)
 - Saturday 10AM-5PM

Any other additional SafeRide operation hours are at the discretion of the Vice President Finance & Operations, hereinafter called "VPFO".

There will be no SafeRide service during Exam Periods, University Holidays, Fall Term Reading Week, Reading Days, Christmas Break and Winter Term Break.

2. SafeRide may be interrupted due to inclement weather. This decision will be at the discretion of the VPFO.
3. The VPFO is responsible for notifying any cancellation prior to or during SafeRide hours to the student body through various media in a timely fashion.
4. There will be no smoking or drinking in the vehicle. If a passenger is caught drinking alcohol in SafeRide, UNBSJ security will be contacted with student's name and student number.
5. SafeRide is only offered to or from the university to a valid location.
6. Under no circumstances may more people ride in the SafeRide vehicle than there are seats available.
7. The area of operation is only permitted to go as far as Ocean Westway on the West side, Eldersley Avenue on the East side, and the Circle-K Irving on Rothesay Road.

Policy Regarding Passengers

1. Any food or beverages that is brought into the vehicle must be covered. No open food or drink.
2. SafeRide will allow intoxicated people into the vehicle unless a person is deemed too intoxicated by the SafeRide driver.
3. Students must show valid UNB or DAL Med NB student identification cards in order to use the service.

Policy Regarding SafeRide Drivers

1. Drivers will have a class 5 driver's license or the out of province equivalence.
2. All drivers must submit a driver's abstract. This will be obtained at their expense. Records should show at least 3 years of driving experience, with no convictions or fines.
3. All drivers must apply to all rules and conduct placed and enforced by the Saint John law enforcement. Any driver caught breaking any such rules will face disciplinary actions based on the severity of the offence.
4. If a driver misses more than one shift without warning and without appropriate reason, they will be subject to dismissal at the discretion of the VPFO.
5. Drivers will be responsible for completing a maintenance check both before and after each shift. This will include filling out an appropriate log form provided by the VPFO. This is required – there will be no exceptions. If the maintenance inspection reveals discrepancies, the VPFO must be notified as soon as possible and will then make the decision as to the continuation of the service. The service cannot continue until so deemed by the VPFO.
6. The driver will be required to fill out the passenger form which will include listing of student names, ID numbers, time of pick up and drop off and address involved.
7. When the driver is not currently occupied with driving students, they must drive back to UNB Saint John to wait for the next call.
8. Each driver will be given their own Esso fleet card gas code identified directly to them. The driver may only use this code for the SafeRide vehicle and must completely fill up the vehicle at the time of pumping.

9. The vehicle may not be used for either the SafeRide staff or anyone else (including Student Union Executive) for personal use. The vehicle may only be driven for its proposed use, promotional events, maintenance trips and official student council business (e.g. conference trips).
10. All team members are responsible to the VPFO.
11. All team members must attend and complete a training program provided by the VPFO.
12. Team members will not accept money or gifts for the service provided.
13. All drivers must not be under the influence of alcohol or other drugs while on shift or eight hours before the commencement of a shift. If a driver is found to not follow this rule, they will be subject of dismissal at the discretion of the VPFO.
14. If an emergency closure such as severe weather, damage to vehicle, or any situation that may disrupt the UNB Saint John SafeRide operation, the driver is responsible for contacting the VPFO immediately.
15. When not in use, the vehicle is to be parked at the UNB Saint John Campus general parking lot only, in close proximity to the Thomas J Condon Centre. The keys and cell phone must be kept at the Security Office and signed in/out by the people who are on a list provided for them by the VPFO. The spare key to the vehicle will be left in the General Manager's desk and will only be used when needed. The use of this key will be at the discretion of the VPFO.

Amendments to the Policy

1. The policies herein can be changed at any time with the input of the majority vote of the SRC Executives.