



SHUTTLE RIDER POLICY (Effective November 9, 2012)

It is the intent of the Town of Mountain Village (the Town) to provide safe and reliable transportation to and from work for groups of three (3) or more employees who work similar shifts and who commute in similar directions from the same location or on the same general route. This service is considered a significant privilege to those who are able to use it. This privilege comes at a large cost to the Town, which is only minimally offset by the per-ride charge to the riders.

- Shuttle departure times shall be scheduled to ensure arrival in Mountain Village early enough for **all** riders to get to their work place on time. Departure and arrival times are set to include time for multiple drop points within the Town (if necessary). The scheduled departure time both to and from the Town will be strictly adhered to. If a rider does not make it to the shuttle departure point on time they will miss their ride. Missing the shuttle will not be considered a legitimate excuse for missing work.
- Smoking and alcohol consumption are strictly prohibited in all Mountain Village vehicles. This applies to employee shuttle vehicles as well as any other work vehicle. People who smoke or consume alcohol in the employee shuttles will lose their ride privileges.
- Any employee who drives a shuttle which involves the performance of safety -sensitive functions as defined by 49 CFR Part 655, as amended, must submit to a urine drug test under the authority of the U.S. Department of Transportation, Federal Transit Administration. Driving is contingent on the passing of the aforementioned drug test with a verified negative result having no evidence of prohibited drug use. All safety-sensitive employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety and the work environment. Drivers are required to have a valid Colorado driver's license.
- A specific shuttle is determined to be "viable" for each day of the week that there are three (3) or more scheduled riders signed up for and who actively ride the shuttle. If someone is taking PTO or if it is known that the route will be under populated on any given day up to and including the day before the occurrence, the shuttle is to remain parked.
- If a person rides a shuttle to work their return trip seat is secured on the shuttle route they rode to work on.

Shuttle drivers have the following responsibilities:

1. Pre-trip checks of the vehicle, including required pre-trip checks documentation
 2. Daily upkeep of shuttle rider log and mileage/fuel log, occasional collection of ride fees
 3. Provide new riders with Employee Shuttle Ridership Agreement and return signed Agreements to the Transit Coordinator
 4. Submit shuttle rider logs, mileage/fuel logs, and collected fees weekly to the Transit Coordinator
 5. Safe operation of the vehicle at all times in accordance with all applicable laws
- The following are responsibilities for **all shuttle riders**:
 1. Keep shuttle vehicles clean and neat. Trash will not be tolerated. Vehicles must be cleaned at least once a week. It is everyone's responsibility to keep the vehicles in clean and neat condition.
 2. Remove items brought onto the shuttle at the end of the ride. The Company will not be responsible for lost or stolen articles left in a vehicle.
 3. Exhibit considerate and courteous behavior at all times. Improper or violent language, inappropriate or offensive subjects, inappropriate or violent actions will not be tolerated.
 4. Make sure rides are recorded accurately. If the rider does not initial the rider log it will be assumed the log is correct. All shuttle riders must have a signed *Shuttle Ridership Agreement* on file.
 5. Should a rider feel that the safety of the shuttle and/or its occupants have been compromised in ANY way, complaints must be submitted in writing. Complaints may be submitted to either the Transit Manager or to Human Resources personnel. Complaints other than those regarding the safety of the shuttle do not need to be in writing and may be submitted verbally at any time to the Transit Manager or, if necessary, to Human Resources personnel.

Continued on back...

Please Sign and acknowledge receipt and return to lead shuttle driver.

This policy is intended as a guideline; it does not cover all possible circumstances. Safety, common sense and courtesy need to guide the actions of all shuttle riders. This document shall be considered official Company policy, any violations of which may result in disciplinary action resulting in loss of ride privileges up to and including termination. Mountain Village reserves the right to suspend, terminate, interpret or change this policy/program. These changes may occur at any time with or without notice.

Mountain Village reserves the right to refuse service to anyone.

ACKNOWLEDGMENT OF COMMUTER SHUTTLE POLICY

I HAVE ELECTED TO PARTICIPATE IN THE COMMUTER SHUTTLE PROGRAM. I HAVE READ AND UNDERSTAND THE SHUTTLE RIDER POLICY PROVIDED ME AND AGREE TO COMPLY WITH THE SAID POLICY. FURTHER, I UNDERSTAND THAT THE POLICY IS A GUIDELINE AND THEREFORE NOT ALL INCLUSIVE. THIS POLICY (effective November 9, 2012) SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS OF MOUNTAIN VILLAGE. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

For Employees of the Town of Mountain Village:

I _____ have elected to participate in the Mountain Village Commuter Shuttle Program. I have read and understand the Shuttle Ridership Policy provided me and agree to comply with said policy. I understand the cost of this service to me is \$2.00 per ride (\$1.00 for children & Placerville riders.) I hereby authorize Mountain Village to deduct an amount equivalent to what I owe the company for this service from my paycheck.

Signature

Date

For non-Mountain Village employees:

I have read and understand the Shuttle Ridership Policy provided me and agree to comply with said policy. I will purchase tickets from the Town and provide the shuttle driver with my ticket prior to riding the shuttle. I understand that the shuttle driver is not authorized to accept cash.

Non-Mountain Village Employee Contact Information:

Print Name

Mailing Address

City

State

Zip

Phone Number

Signature

Date