



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

*Parking & Transportation Services – Office of Vehicle Fleet Management*

Title: <b>Shuttle Policy and Procedure</b>	Revision Date: 09.25.19
--	-------------------------

## **Policy Statement:**

---

This Policy will provide transportation guidelines for Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) personnel. To ensure the adequate operation of vehicles, and provide safe transportation.

## **Policy Review:**

---

This Policy will be reviewed every two (2) years by the Senior Managing Director of Parking and Transportation Services, with recommendations and revisions forwarded to the Chief Financial Officer or designee.

## **Scope and Distribution:**

---

TTUHSC El Paso

## **Procedure:**

---

### **Operating Standards**

Operator in this policy is a reference to an operator of a TTUHSC El Paso shuttlebus.

An operator may not operate a shuttle bus if: the door of the shuttle bus is open; or the number of passengers on the shuttle bus is greater than the manufacturer's design capacity.

Shuttle buses should be inspected before each use. Inspections should take note of any exterior damage and condition of tires. Drivers must also ensure proper operation of lights/signals and report any issues to management.

An operator of a shuttle bus, while operating the bus, shall prohibit a passenger from: standing in the bus; or sitting: on the floor of the bus; or in any location on the bus that is not designed as a seat. As outline by Transportation Code Tittle 7. Vehicle and Traffic: Subtitle C. Rules of the Road Chapter 545. Operation and Movement of Vehicles Sec. 545.001

Shuttle buses are to be operated at speeds that the operator can safely handle. Operators should always consider the terrains, inclement weather conditions, existing pedestrian, and vehicular traffic, which may affect the ability to operate the buses safely.



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

## *Parking & Transportation Services – Office of Vehicle Fleet Management*

Operators shall stop the vehicle not closer than 15 feet or farther than 50 feet from the nearest rail of the railroad; while stopped, driver shall open driver window or double doors, listen and look in both directions along the track for an approaching train and signals indicating the approach of a train; and may not proceed until it is safe to do so.

After stopping as required, an operator shall proceed without manually shifting gears while crossing the track. A vehicle is not required to stop at the crossing if a police officer or a traffic-control signal directs traffic to proceed. An offense under this section is punishable by a fine of not less than \$50 or more than \$200, in which the operator is responsible for paying. As outlined by Transportation Code Title 7. Vehicle and Traffic: Subtitle C. Rules of the Road Chapter 545. Operation and Movement of Vehicles Sec. 545.253.

If railroad arms are down, operators are prohibited from proceeding. Operators should use alternate routes, if allowed, if the train is crossing/blocking its path or if caught in traffic. Operators will wait until the crossing arms are raised completely and all warning lights are off to proceed safely. Before backing to reroute, driver should exit bus to walk around to ensure nothing is behind vehicle. Once driver verifies the area is clear then they can back up to change direction and reroute.

Shuttle buses will be operated in such a manner that does not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways. Pedestrians will be given the right-of-way at all times. Shuttle buses will only stop at designated locations marked for shuttle bus stops. Pedestrians are not to be picked up or dropped off in locations not designated as a shuttle bus stop.

Shuttle bus operators must announce all destination/transfer points in a clear voice before proceeding to the next destination/transfer point.

Hand held phones or radio usage while operating a shuttle bus is prohibited. Destination announcements and business calls need to be made at shuttle bus stops, while all personal calls should be done on scheduled breaks.

### **Passenger Standards**



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

## *Parking & Transportation Services – Office of Vehicle Fleet Management*

Passengers are limited to faculty, residents, staff, and students conducting official business for the institution directly relating to the academic, research and /or administrative responsibility of the department involved. Any community event requiring shuttle service will need to be reviewed and approved by the President or his designee. For safety and liability reasons, no children or infants will be allowed on the shuttle buses.

TTUHSC El Paso is not responsible for any personal items lost or stolen on university shuttle buses. Passengers are responsible for assuring they are exiting the shuttle bus with all of their belongings.

Shuttle buses are equipped with safety restraints for use by all passengers.

Smoking, eating, and drinking are prohibited on shuttle buses.

Please respect other passengers, inappropriate conduct will not be tolerated and TTUHSC El Paso reserves the right to refuse service to any individual that may pose a threat to other passengers and/or driver's safety.

### **ADA Mobility Aid Accessibility**

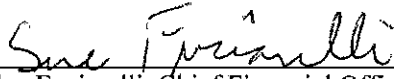
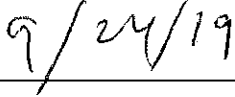
Wheelchair cannot exceed 800lbs, 30" width, 48" length and 2" above ground and must have  $\frac{3}{4}$  wheels.

Wheelchair must be secured while inside shuttle buses for safe transportation. Operators may ask passengers to engage brakes or power down electric chair. Operators will not touch a passenger's wheelchair unless they are granted permission or specified as to what assistance is needed.

Oxygen tanks need to be secured by passenger before shuttle buses are to commence operation.

Pets are prohibited on the shuttle buses unless they are certified service animals. Operators may ask for proof of service animal certification before allowing passenger and animal to board shuttle bus. Service animals cannot be venomous or pose a direct threat to the health and safety of others. Control of service animals is the responsibility of the animal's handler. If handler cannot control their service animal, driver can ask the passenger to exit the bus.

## Approval Sheet

Policy Number:	Original Approval Date:
Version Number:	Review Date:  Next Review Date:
Signatory approval on file by:	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 1.2em; font-weight: bold;">Lisa Badillo, Sr. Managing Director</span> <div style="font-size: 0.8em;">             Digitally signed by Lisa Badillo, Sr. Managing Director              Date: 2019.09.03 20:56:21 -06'00'           </div> </div>	
Lisa Badillo, Senior Managing Director	Date
	
Sue Fuciarelli, Chief Financial Officer	Date