

# **Safe-Ride Guidelines**

## **ARTICLE 1: DRIVERS**

### **Section 1. Qualifications**

This program offers free rides home from sober and safe drivers therefore; a driver shall have the following qualifications:

- A. Have a valid driver's license and be legally able to do drive in the state of Kansas;
- B. Have not been convicted of an alcohol-related driving violation, including (but not limited to) DUI, DWI, or open container, within the past five years;
- C. Have not been convicted of sexual assault, or a crime of violence including (but not limited to) assault and battery;
- D. Sign a release form that allows Safe-Ride to check criminal and driving records.

### **Section 2. Duties**

Drivers of the program shall:

- A. Remain with the Safe-Ride phone while on duty;
- B. Not drink any type of alcoholic beverage within 12 hours prior to driving;
- C. Not drink any type of alcoholic beverage while on duty;
- D. Not take any type of prescription or non-prescription drug that may impair one's ability to operate a motor vehicle;
- E. Keep a log of all drivers on their shift;
- F. Not put themselves at risk with a rider;
- G. Attend Safe-Ride meetings;
- H. Follow and adhere to the Safe-Ride Guidelines;
- I. Be trained in the Safe-Ride policies and procedures by the Safe-Ride Director or any member of the Board of Directors;

- J. Not put a rider at risk at anytime that the rider is in the Safe-Ride vehicle;
- K. Travel only in Kansas and no more than a 15 mile radius from PSU Campus;
- L. Wear safety belts when riding in the Safe-Ride vehicle;
- M. Not unnecessarily disclose the names of former Safe-Ride passengers.

### **Section 3. Protection**

Due to the fact that this job could have associated risks, drivers reserve the following rights:

- A. Must be accompanied by another driver at all times;
- B. To refuse a ride to a person at any time;
- C. To discontinue service to a rider at any time;
- D. To notify the authorities if anyone's safety is at risk.

### **Section 4. Dismissal**

The Safe-Ride Director shall

- A. Have the responsibility of dismissing drivers who do not follow the Safe-Ride Guidelines, compile excessive absences, or do not represent Safe-Ride in a positive manner.
- B. Have the final say in the eligibility of drivers.

## **ARTICLE II: RIDERS**

### **Section 1. Definition**

A rider is anyone who utilizes the services that Safe-Ride provides.

### **Section 2. Rights**

As a part of this program, riders are guaranteed certain rights. All riders shall have the following rights:

- A. To have no financial obligation to Safe-Ride;

B. To file a complaint with the Safe-Ride Director if the rider was unsatisfied with their service.

### **Section 3. Delivery**

It is the responsibility of this program to deliver intoxicated and sober drivers safely to their destination. Therefore the delivery of the riders shall be handled in the following manner:

#### A. Definition

Any person picked up from a drinking establishment will be considered intoxicated.

#### B. Intoxicated riders may be delivered to:

1. A place of residence.
2. A police station or a medical care facility.
3. If the rider needs medical attention for any reason, immediately dial 911. **Do not attempt to transport the rider unless 911 will not immediately fulfill the medical need of the rider.**

#### C. Sober riders may be delivered to:

1. A place of residence.
2. A vehicle.
3. A police station or medical care facility.

## **ARTICLE III: ASSOCIATION OF OFFICERS**

### **Section 1: Director/President**

The President of the Safe-Ride Program shall have the following powers and/or duties:

- A. Serve as Chief Executive and act as the official spokesperson of the Association;
- B. Organize and attend bi-monthly meetings with the Board of Directors;
- C. Keep, understand, and enforce the rules and responsibilities of the Association;
- D. Obtain and decide on any complaints relating to the Association;
- E. Meet with Association advisor at least once per month;

- F. Assist the Director of Recruitment in background checks;
- G. Check with the University Attorney before implementing new policies.

## **Section 2: The Board of Directors**

The Board of Directors will consist of four members: Secretary, Treasurer, Director of Recruitment, and Public Relations.

## **Section 3: Director of Recruitment**

The Director of Recruitment shall have the following powers and/or duties:

- A. Create and collect applications for potential Safe-Ride drivers;
- B. Run background checks on drivers in accordance with Association rules;
- C. Have two students volunteer to drive the van each night of operation;
- D. Make an Association calendar with names and dates of drivers;
- E. Send a reminder to van drivers by word, phone, or e-mail;
- F. Train and educate all drivers before they are allowed to operate the Association's van.

## **Section 4: Secretary**

The Secretary shall have the following powers and/or duties:

- A. Keep and maintain the rider log;
- B. Keep minutes of all Association meetings;
- C. Make and maintain a current and working contact list for all Association members and drivers;
- D. Keep a current and correct copy of Safe-Ride Guidelines in the Safe-Ride van;
- E. Maintain any lost and found items;
- F. Maintain a record of attendance or absence of Association members from meetings and a record of drivers who do not show up to drive.

## **Section 5: Treasurer**

The Treasurer shall have the following powers and/or duties:

- A. Handle all financial transactions and matters for the Association, in conformity with Pittsburg State University policies and procedures.
- B. Give a report at bi-monthly meetings with the general expenditures for the month;
- C. Complete the fiscal year business of the Association and place in the expenditures for the fiscal year as of June 30 following their appointment;
- D. Establish and maintain all bank accounts and the check book for the Association;
- E. Responsible for assisting the Director/President and Director of Public Relations in collecting donations for the Association.

#### **Section 6: Director of Public Relations**

The Director Public Relations shall have the following powers and/or duties:

- A. Establish and maintain all fundraising activities for the Association;
- B. Responsible for collecting donations and turning the donations over to the Association Treasurer;
- C. Maintain a positive public image for the Association;
- D. Send out e-mails to students to see who is interested in being involved with the Association;
- E. Have meetings with business owners to solicit help with funding and getting students to use Safe-Ride;
- F. Responsible for Safe-Ride advertisement.