

Interim JCU Transportation Policy & Procedures – Fall 2020

Purpose: To mitigate transmission of Covid 19 while transporting persons for JCU sponsored events, programs and activities, or on University business.

Scope: All JCU students, faculty and staff and contracted transportation company personnel.

Transportation services currently provided:

1. Green Road Annex Shuttle – JCU staff transporting students to and from the Green Road Annex parking lot (freshman and sophomore resident parking) as well as the RTA train station upon request. Two JCU owned 15 passenger vans are used for this service. The hours of operation are 7:15 a.m.-12:00 a.m. Monday through Thursday, Fridays 7:15 a.m. to 7:00 p.m., and Sundays 5:30 p.m. to 12:00 a.m. A shuttle phone line, 216-397-ABUS (2287) rings to the Carroll guardhouse, then to JCUPD dispatch when the Carroll guardhouse is not staffed.

2. Do the Loop Shuttle – A weekend shuttle that runs on Friday nights from 7pm until 1am, Saturday from 12pm until 1am, and Sunday from 12pm until 6pm. The shuttle leaves JCU in front of the Rec Plex in the Belvoir parking lot. The 24 passenger fully accessible bus is operated by Hopkins Transportation Services.

3. Fleet Services and fleet vehicles. – Services include the use of university buses and vans for JCU sponsored events, programs and activities, or on University business. The fleet consists of a 28 passenger bus, 14 passenger minibus and 15 passenger vans. Transports may include class field trips for students, faculty, or staff to off-site programs, courses, seminars or visits as well as transportation of athletic teams to practices and games. Services are staffed with company drivers (employees) or approved certified drivers who can transport 10 passengers or less in assigned fleet vehicles. Fleet Vehicles - Certified student drivers, faculty, and staff can use assigned “fleet vehicles” that include 7 passenger minivans, and 15 or less passenger vans designated for 10 or less passengers. Student drivers must complete training, a driving record check, and driving test before becoming “van certified” as well as a 10 passenger log form for each assigned trip. Certified driver requirements and the use of “fleet vehicles” are defined in university fleet van policies.

4. Center for Service and Social Action (CSSA) - JCU undergraduate students transporting students to and from campus for community service in the greater Cleveland area. Student drivers are van certified (see above under “fleet vehicles”) and provided additional training by JCUPD and CSSA. JCU owned 7 passenger minivans are used.

5. Athletics – Contracted Transportation Company or JCU staff, GAs or undergraduate students transporting student athletes to and from campus for athletic competitions. This includes both intercollegiate and club sports teams. When JCU owned transportation used, 15 passenger vans, a 14-passenger minibus, and a 28-passenger bus may be used.

6. Other assigned vehicles include: A minivan for student medical appointments through the Student Health Center. A 15 passenger van assigned to the Biology Department for field experience travel, and a minivan assigned to Campus Ministry for transporting students for retreats and other functions.

Approval: Division Vice Presidents or their designees will approve the use of JCU Fleet Services or contracted transportation services for travel off campus, based on the parameters of this policy, as well as the Human Resources Interim Covid-19 Policy, the Student Covid-19 Policy & Procedures,

JCU Campus Events Guidelines and other applicable policies. When reserving vehicles for travel, the Department Head of the requesting person/group will review travel details with the JCU Fleet Coordinator, to ensure compliance and practicality of the travel plan.

Procedures: For JCU provided transportation of faculty, staff and students. The following apply:

A. For all transportation situations:

1. **Face Coverings:** Drivers and passengers are required to wear face coverings at all times inside the vehicle.
2. **Vehicle Sanitizing:** Before and after each trip , the driver will sanitize the vehicle with approved supplies and PPE (see JCU Vehicle Covid-19 Cleaning Procedures and Checklist). The driver will sanitize high touch surfaces every 2 hours throughout a shift for ongoing shuttle service. For trips greater than 1 hour, the vehicle will be sanitized upon arrival at the destination.
3. **Hand Hygiene:** Hand sanitizer will be provided in the vehicle.
4. **Ventilation:** The driver will use outside air settings for the vehicle at all times and vehicle windows will be opened to provide fresh air to the extent practical (based on weather).
5. **Temperature Screening:** For any trip except the Green Road Annex Shuttle, the trip leader/organizer will be responsible for conducting a temperature check of all passengers before getting into the vehicle. Thermometers will be provided by the driver, or will be with vehicle keys for certified drivers when picked up at the Belvoir Guardhouse. This process is:
 - A. Screen each passenger (driver will screen trip leader/organizer) for a temperature. If a temperature reads 100.4 or greater, the person will be asked to step aside to have their temperature checked a second time. If a second reading is below the threshold, a third reading should be taken after a minute and the result of 2 of the 3 readings will be the final result. If the person's temperature reads above the threshold again, the person may not enter the vehicle, and the following steps will be taken:
 - B. The passenger will go home if a faculty or staff member or commuter student ,or to their residence hall if a resident student.
 - C. The trip leader will notify JCUPD dispatch that a passenger was symptomatic, and provide the person's name.
 - D. JCUPD dispatch will notify the Student Health Center if the passenger is a student, and the Residence Life staff if the passenger is a resident student. JCUPD dispatch will notify a designated Human Resources rep if the passenger is a faculty or staff member.
 - E. Should any person who was in a JCU provided transport vehicle become Covid 19 symptomatic, or be diagnosed with Covid 19, or test positive for Covid 19, the vehicle will be taken out of service for a deep cleaning.

** JCU groups/teams may choose to add additional procedures in screening, precautions and practices in order to maintain health and safety.*

Vehicle Occupancy limits:

Vehicle type	One way trip time	Passenger limits	Notes
Sedan/SUV	< 15 minutes	4 - driver, front passenger, 2 rear passengers.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
Sedan/SUV	15 min to 1 hr.	2 - driver, 1 rear seat.	-Masks required -Pre-Departure temperature check - Hand sanitizer available to passengers -pre and post trip vehicle sanitization
Sedan/SUV	over 1 hour	2 - driver, 1 rear seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre trip, destination, and post trip sanitization
7 passenger minivan	< 15 minutes	6 - driver, front passenger, 2 middle seat, 2 rear seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
7 passenger minivan	15 min to 1 hr.	3 - driver, 1 middle, 1 rear seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
7 passenger minivan	over 1 hour	3 - driver, 1 middle row, 1 rear seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre trip, destination, and post trip sanitization
12 passenger van	<15 minutes	8- driver, front passenger, 2 in each 3-person seat, and 2 in rear 4-person seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
12 passenger van	15 min to 1 hr.	7 - driver, 2 in each 3-person seat, and 2 in rear 4-person seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
12 passenger van	over 1 hour	4 - driver, 1 in each 3-person seat, and 1 in rear 4-person seat	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
15 passenger van	< 15 minutes	10 - driver, front seat passenger, 2 in each 3-person seat, and 2 in rear 4-	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization

		person seat.	
15 passenger van	15 min to 1 hr.	9 - driver, 2 in each 3-person seat, and 2 in rear 4-person seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
15 passenger van	over 1 hour	5 - driver, 1 in each 3-person seat, and 1 in rear 4-person seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre trip, destination, and post trip sanitization
15 passenger mini-bus	< 15 minutes	14 -Driver, 1 person per seatbelt.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
15 passenger mini-bus	15 min to 1 hr.	8 - driver, 1 person per double seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
14 passenger mini-bus	over 1 hour	8 - driver, 1 person per double seat.	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre trip, destination, and post trip sanitization
28 passenger bus	< 15 minutes	28 - driver, 1 person per seatbelt	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
28 passenger bus	15 min to 1 hr.	14 - driver, 1 person per double seat	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre and post trip vehicle sanitization
28 passenger bus	over 1 hour	14 - driver, 1 person per double seat	-Masks required -Pre-Departure temperature check -Hand sanitizer available to passengers -pre trip, destination, and post trip sanitization

C. Contracted transportation: When using contracted transportation services, the same guidelines apply for face coverings, hand hygiene, and temperature screening. Vehicle occupancy density and vehicle sanitizing policies and procedures of the contracted company should be reviewed with the Office of Regulatory Affairs and Risk Management before entering into the contract.