



UNIVERSITY OF NEW BRUNSWICK
STUDENT UNION

SafeRide Policy and Procedure Manual

University of New Brunswick Student Union

Enacted: February 10, 2014

Revised: December 4, 2016

Revised: March 31, 2019

Revised: March 25, 2021

University of New Brunswick Student Union Incorporated
SafeRide Policy and Procedure Manual

1. Mandate

- 1.1 UNBSU SafeRide operates as a not-for-profit service for members of the UNB Student Union and Affiliated Organizations' members. The intent of UNBSU SafeRide is to provide a free, safe ride home from campus to a student's place of residence. SafeRide provides service within the predetermined boundaries of operation.

2. Definitions

- 2.1 **"Affiliated Organization(s)"** refers to post-secondary institutions that pay dues to be permitted to use the SafeRide Service;

"Driver" refers to persons permitted to drive SafeRide vans;

"Grocery Run" refers to the special operation on Tuesday afternoons of SafeRide where users can be picked up at the Student Union Building then dropped off at the Sobeys Grocery Store on Regent/Prospect Street, and picked up at Sobeys Grocery Store on Smythe Street then dropped off at their place of residence.

"STU" refers to St. Thomas University;

"UNB" refers to the University of New Brunswick, Fredericton campus, unless otherwise noted;

"UNBSU" or **"Union"** refers to the University of New Brunswick Student Union Inc.

3. General Operational Policy

- 3.1 Hours of operation will be Monday to Friday 5:30PM to 12:00AM (midnight) Sundays 2:00PM to 11:00PM, and Tuesday's 1:00PM to 5:00PM during the fall and winter term.
- 3.1.1 There will be no SafeRide services operation during statutory holidays and academic breaks.

- 3.2 SafeRide does not pick up or drop off passengers to licensed establishments or other commercial locations, with the exception of Sobey's on Smythe street during the Grocery Run.
- 3.3 SafeRide campus pick up locations are:
 - 3.3.1 Student Union Building (UNB)
 - 3.3.2 Head Hall (UNB)
 - 3.3.3 Sir James Dunn Hall (STU)
- 3.4 SafeRide service may be interrupted due to poor weather conditions. This decision will be at the discretion of the Vice President Student Life and SafeRide Coordinator.
- 3.5 If an emergency closure such as severe weather, damage to vehicle(s), or any situation that may disrupt the UNBSU SafeRide operation, the Driver is responsible for contacting the Vice President Student Life or SafeRide Coordinator and must safely attempt to write on the whiteboards specific to the pickup locations that the service has been canceled for that given time period.
- 3.6 Notice of cancellation prior to SafeRide hours will be given to Drivers and to the student body through social media and SafeRide webpage in a timely fashion.
- 3.7 There will be no smoking or drinking (alcohol) in the SafeRide vehicles. If a passenger is caught smoking or drinking alcohol in SafeRide, UNB Security will be contacted with the students name and student number, then will be asked to exit the SafeRide vehicle at one of the three designated pick up locations.
- 3.8 When not in use, the SafeRide vehicles are to be parked at the designated locations in the Student Union Building parking lot unless otherwise stated by the Vice President Student Life. The Driver keys must be kept at the UNB Security Office and signed in/out by the Driver at the beginning/end of their shift.
- 3.9 No person shall use the vehicle for personal use. The vehicles are only to be used for official Student Union business, maintenance, and SafeRide services.
- 3.10 No person is permitted to drive around in the passenger seat of SafeRide vehicles unless they are using the van pursuant to section 3.9 .

4. Passengers

- 4.1 All passengers must present a valid student identification card in order to use the service.
- 4.2 All passengers must be members of the UNB Student Union or members of Affiliated Organizations.
- 4.3 Students who are visibly intoxicated will not be permitted to use the SafeRide service. The discretion of the SafeRide Driver will prevail in all instances. Campus Security shall be contacted if the situation escalates.

4. SafeRide Staff

- 4.4 If a staff member misses more than one shift without warning and without appropriate reason, they will be subject to dismissal at the discretion of the Vice President Student Life.
- 4.5 Drivers will be responsible for the cleanliness of the vehicle.
- 4.6 The Driver will ensure collection of student information through the SafeRide Passenger Form which will include but is not limited to passenger names, ID numbers, time of pick up, and destination.
- 4.7 All Drivers are required to complete their log sheet of hours at the beginning and end of each shift which is then to be collected bi-weekly by the SafeRide Coordinator for payroll.
- 4.8 All Drivers report to the SafeRide Coordinator, who is in turn responsible to the Vice President Student Life.
- 4.9 All Drivers must attend and complete an orientation program conducted by the SafeRide Coordinator or Vice President Student Life.
- 4.10 Drivers will not accept money or gifts for the service provided.
- 4.11 In the case of bad weather, a Driver may request cancellation of the service in consultation with the SafeRide Coordinator and Vice President Student Life. Notice of cancellation must be made to the Vice President Student Life pursuant to section 3.5 and section 3.6 as is safely possible.

- 4.12 All Drivers must not be under the influence of alcohol or other impairing drugs while on shift as per the New Brunswick Motor vehicles Act and equivalent provincial or federal legislation. Additionally, Drivers must not be under the influence of alcohol or other impairing drugs eight (8) hours prior to the commencement of a shift. If a Driver is found to have violated this rule, they will be subject to dismissal at the discretion of the Vice President Student Life.
- 4.13 Any Driver who receives a conviction under the New Brunswick Motor Vehicle Act or similar municipal, provincial, or federal legislation will be subject to dismissal at the discretion of the Vice President Student Life.
- 4.14 All Drivers shall complete a basic maintenance check of the vehicle before and after each shift. Any discrepancies must be reported to the SafeRide Coordinator immediately and then communicated to the Vice President Student Life.
- 4.16 SafeRide Coordinator will only be permitted to drive one night per week unless shifts are left available and no other Drivers can fill them.

5. Hiring

- 5.1 Drivers will have a New Brunswick class 5 driver's license or the out-of-province equivalent.
- 5.2 SafeRide Drivers must be Members of the UNB Student Union as defined in Bylaw 1 section 3..
- 5.3 All Drivers must submit a driver's abstract. These will be obtained at their expense. Records should show at least 2 years of driving experience. It is to be a clean record containing no motor vehicle accidents or convictions.
- 5.4 The UNBSU Human Resources Policy must be used in conjunction with the described processes above.
 - 5.4.1 All Drivers must sign the Code of Conduct portion of the UNBSU Human Resources Policy upon acceptance of the position and must not operate in the capacity of a SafeRide Driver until it is signed.