

# Salisbury University

## Saferide



## Constitution

### Fall 2024 – Spring 2025

[www.saferide4.wix.com/salisbury](http://www.saferide4.wix.com/salisbury)  
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# Preamble

Saferide exists to increase the safety of the Salisbury community by providing free, safe, non-judgmental, and confidential transportation for Salisbury University.

As a block-funded student organization, Saferide has honorably maintained its mission by exceeding the standards and expectations of the student body, the Salisbury University administration, and the city of Salisbury. Saferide strives to enhance efficiency and innovation through sponsorship of relevant events, programs, and participation with other groups on campus. Saferide has grown and will continue to grow, into a recognizable, trustworthy, and respected organization.

Saferide does not tolerate any discrimination against our passengers or within our organization. Saferide is a safe place for all members of our community regardless of race, sexual orientation, gender identity, age, or religion.

The Executive Board of Saferide is a dynamic and adaptable group of individuals responsible for maintaining Saferide as a student organization of Salisbury University. It is composed of a group of highly involved student leaders seeking to improve the organization and the safety of their fellow students and the Salisbury community. The members faithfully execute the responsibilities needed to further develop Saferide and successfully uphold the standards of nightly operations.

## STATEMENT OF COMPLIANCE

Saferide abides by and supports Salisbury University policies, state and federal laws, and local ordinances and regulations.

## NON-DISCRIMINATION STATEMENT

Salisbury University and Saferide value diversity among our students, faculty, staff, and advisors, providing equal opportunities and membership to all those qualified, without regard to age, class, citizenship, color, disability, ethnicity, gender, genetic information, immigration status, national origin, race, religion, sexual orientation, and veteran status.

Upon the principles established above, Saferide will operate according to the policies and boundaries established in this document.

# Article I - Overview

## Section I - Saferide

Saferide is a student-managed organization founded in 1993 to promote late-night safety by providing free and reliable transportation services in the hope that tragedy will be averted for the students and the surrounding community.

## Section 2: Basic Information

### 2.1 - Communication and Grievances

Any time it becomes necessary to communicate a problem, question, or concern, parties may contact [saferide@gulls.salisbury.edu](mailto:saferide@gulls.salisbury.edu). An Executive Board member will respond to the inquiry as soon as possible. Additionally, contact information and office hours for each Executive Board member is available on our website.

### 2.2 - Executive Board

The Executive Board of Saferide manages all Saferide affairs, from hiring decisions and training to event execution and public relations campaigns. The Executive Board is composed of a President, Directors, and Assistants.

### 2.3 - Website

Additional information and Saferide news is available on our website. Information and resources for current and prospective employees, students, community members, etc. are available 24/7 at [www.saferide4.wix.com/salisbury](http://www.saferide4.wix.com/salisbury).

### 2.4 - Office and Office Hours

The official administration office for Saferide can be located in DogWood Village Building G. All Executive Board members are required to maintain 3 office hours in the office each week. The schedule of office hours is posted outside of the office and on the website.

[\[http://saferide4.wixsite.com/salisbury/contact\]](http://saferide4.wixsite.com/salisbury/contact)

### 2.5 - Scheduling

Scheduling is handled through Google Forms every Sunday at 2:00 PM in preparation for the upcoming weekend operations. Employees are required to use this format for all scheduling purposes. The posted schedule can be found on our website on a password-protected page.

2.5.1 - When signing up for a shift after the weekend schedule has been posted employees must still submit the Google Form stating that they would like to work that night; they must also use Slack to contact either the TL for the night they are signing up for or the Director of Personnel.

2.5.2 - If an employee can not come into work for any reason they are required to find someone to take the shift for them. Employees can contact each other through Slack, or the listed contact information found on the Saferide website. They are also welcome to post the shift in an appropriate Slack channel. If they are unable to find someone to take the shift they are still expected to come into work, the exception being sickness or emergencies, employees still must notify the Team Lead.

2.5.3- If the schedule is not filled at least 72 hours before operations Executive Board members reserve the right to contact employees and schedule them to work. Exceptions to scheduling at will include: mandatory academic or extracurricular events that the employee has committed to. If employees qualify for an exception to scheduling at will, then they must inform the inquiring Executive and email the Saferide email otherwise they will be scheduled and standard disciplinary action will apply following failure to comply. Employees scheduled at will are welcome to find a replacement for the shift, following typical procedure for call-outs.

## **2.6 - Hours of Operation and Phone Policy**

Saferide nightly operations occur during the following days and hours:

- ❖ Thursday, Friday, and Saturday from 10:00 PM to 2:30 AM

The phones will stay on until the times listed unless the Team Lead states otherwise. The Saferide phone number is 410-677-5000.

## **2.7 - Holidays**

Saferide does not operate during the Freshman Orientation Weekend, on Reading Day, or during Exam Week. Additionally, Saferide is closed when SU is closed for emergencies or holidays and is not in operation during the summer, spring, or winter breaks.

## **2.8 - Emergency Closures**

Operations may be canceled in the event of inclement weather, road conditions, or other hazards. Additionally, operations may be canceled if the Executive Board decides to support, defend, or oppose any current events or causes. Closures will be announced via Salisbury University email and the Saferide Website. Saferide's social media accounts (Instagram, Facebook, and X) will also reflect emergency closures.

# **Article II - The Executive Board**

The purpose of the Executive Board is to serve as the official representatives of Saferide to the university and the outside community, act as the overseeing body of Saferide, and determine and enforce the protocols and practices that should be executed by the Saferide staff. Members of Saferide may apply to become a member of the Executive Board. Members interested in joining the Executive Board must submit a completed application released by the current Executive Board periodically during the semester, complete an interview conducted by the current Executive Board, and will be selected by the current Executive Board. Candidates should also maintain at least a 2.5

cumulative GPA in order to be eligible for a position on the Executive Board. Compensation will be given throughout the semester in a number of honoraria payments that are determined by the faculty advisor given each semester.

## **Section 1 - President**

### **1.1 - Eligibility**

A candidate must be a degree-seeking undergraduate student who is in good standing with the University, meets the minimum academic requirements as previously stated, is driver certified, has been a member of Saferide for at least one semester, and has been on the Executive Board for at least one semester.

### **1.2 - Powers and Duties**

The President shall:

- ❖ Serve as chief executive officer of Saferide.
- ❖ Represent Saferide in dealing with members of Saferide, administration, and the community.
- ❖ Execute the participation in events hosted by other organizations on campus in which Saferide wishes to participate in.
- ❖ Oversee and approve all expenditures.
- ❖ Manage payroll.
- ❖ Maintain and balance the current budget.
- ❖ Prepare and submit an annual budget request.
- ❖ Carry out disciplinary action against Executive Board members .
- ❖ Oversee and assist with all duties of all domains listed below.
- ❖ Perform the duties of any vacant domain(s).
- ❖ Oversee development of the Saferide website.
- ❖ Assign TL nights for every member of the Executive Board.
- ❖ Carry out assigned TL nights.
- ❖ Attend a number of office hours, either in the office or virtually over Zoom, determined by the Executive Board and faculty advisor each semester.
- ❖ Perform all duties expected of a Saferide member as listed in the Employee Handbook.

## **Section 2 - Director of Personnel**

### **3.1 - Eligibility**

A candidate must be a degree-seeking undergraduate student who is in good standing with the University, meets the minimum academic requirements as previously stated, has been a member of Saferide for at least one semester, and is currently on the Saferide Executive Board.

### **3.2 - Powers and Duties**

The Director of Personnel shall:

- ❖ Carry out disciplinary action for Saferide staff members.
- ❖ Lead in recruitment and hiring each semester.
- ❖ Oversee the completion of employee paperwork.
- ❖ Plan and conduct monthly employee meetings; no less than three per semester.
- ❖ Maintain archive records for five years from discharge date for each employee and Executive Board Members.
- ❖ Oversee updates in employee information of the Saferide website.
- ❖ Attend a number of office hours, either in the office or virtually over Zoom, determined by the Executive Board and faculty advisor each semester.
- ❖ Carry out assigned TL nights.
- ❖ Perform all duties expected of a Saferide member as listed in the Employee Handbook.

## **Section 3 - Director of Community Relations**

### **4.1 - Eligibility**

A candidate must be a degree-seeking undergraduate student who is in good standing with the University, meets the minimum academic requirements as previously stated, preferably driver certified, has been a member of Saferide for at least one semester, and is currently on the Saferide Executive Board.

### **4.2 - Powers and Duties**

The Director of Community Relations shall:

- ❖ Plan any events Saferide wishes to host (i.e. annual JDL 5K and Relay for Life).
- ❖ Design and order giveaways for external marketing and Saferide members (i.e. staff shirts)
- ❖ Manage Saferide social media accounts (i.e. Instagram, Facebook, X).
- ❖ Plan fundraisers to support Saferide and charitable organizations.
- ❖ Participation in events hosted by other organizations on campus in which Saferide wishes to participate in.
- ❖ Attend community meetings which Saferide attendance is requested.
- ❖ Attend a number of office hours, either in the office or virtually over Zoom, determined by the Executive Board and faculty advisor each semester.
- ❖ Carry out assigned TL nights.
- ❖ Perform all duties expected of a Saferide member as listed in the Employee Handbook.

## **Section 4 - Director of Operations**

### **5.1 - Eligibility**

A candidate must be a degree-seeking undergraduate student who is in good standing with the University, meets the minimum academic requirements as previously stated, is driver certified, has been a member of Saferide for at least one semester, and is currently on the Saferide Executive Board.

## **5.2 - Powers and Duties**

The Director of Operations shall:

- ❖ Ensure maintenance of vans and contact Motor Pool with any issues with Saferide vans.
- ❖ Replenish supplies for nightly operations.
- ❖ Constantly enhance the efficiency of operations.
- ❖ Responsible for the driver certification process of Saferide members after turning in member's Motor Pool records.
- ❖ Provide Saferides faculty advisor with details regarding nightly operations and any Field Incident Reports (FIRs).
- ❖ Plan and execute monthly Field Operations meetings; no less than three per semester.
- ❖ Check Saferide voicemail weekly.
- ❖ Attend a number of office hours, either in the office or virtually over Zoom, determined by the Executive Board and faculty advisor each semester.
- ❖ Carry out assigned TL nights.
- ❖ Perform all duties expected of a Saferide member as listed in the Employee Handbook.

## **Section 5 - Director of Employee Relations**

### **6.1- Eligibility**

A candidate must be a degree-seeking undergraduate student who is in good standing with the University, meets the minimum academic requirements as previously stated, is driver certified, has been a member of Saferide for at least one semester, and is currently on the Saferide Executive Board.

### **6.2 - Powers and Duties**

The Director of Employee Relations shall:

- ❖ Observe and evaluate each employee's performance.
- ❖ Maintain night count records.
- ❖ Assist Saferide Supervisors with their duties.
- ❖ Carry out disciplinary actions against Saferide Supervisors.
- ❖ Conduct biweekly Supervisor meetings.
- ❖ Take lead in selecting new Saferide Supervisors with other Executive Board Directors' input.
- ❖ Attend a number of office hours, either in the office or virtually over Zoom, determined by the Executive Board and faculty advisor each semester.
- ❖ Fill on-call position if designated Supervisor is unable.
- ❖ Carry out assigned TL nights.
- ❖ Perform all duties expected of a Saferide member as listed in the Employee Handbook.

## **Section 6 - Director of General Purposes**

### **7.1 - Eligibility**



A candidate must be a degree-seeking undergraduate student who is in good standing with the University, meets the minimum academic requirements as previously stated, is preferably driver-certified, and is an active member within Saferide with less than 3 disciplinary points.

## **7.2 - Powers and Duties**

A Director of General Purposes shall:

- ❖ Assist in any duties of any Director listed above with direct supervision from any Director of the Executive Board or the President.
- ❖ Be potentially assigned to one domain unless stated otherwise by the Directors of the Executive Board and President.
- ❖ Attend a number of office hours, either in the office or virtually over Zoom, determined by the Executive Board and faculty advisor each semester.
- ❖ Carry out assigned TL nights.
- ❖ Perform all duties expected of a Saferide member as listed in the Employee Handbook.

## **Section 7 - Executive Board Disciplinary Actions**

Any domain listed above may be combined, eliminated, or separated with the approval of all of the Directors of the Executive Board. Any Executive Board Member may be removed from their position at any time due to a breach in the Executive Board Contract or at the discretion of the other Executive Board members. The President will be responsible for carrying out any disciplinary actions on other Executive Board members. Saferide's faculty advisor will carry out any disciplinary actions against the President of the organization. Should a Director of a domain be removed, the remaining Directors will appoint a new Director of that domain.

# **Article III - Supervisors**

The purpose of the Saferide Supervisors shall be to train new Saferide members and act as a liaison between the Saferide Executive Board and Saferide members. Saferide members may become a Saferide Supervisor by promotion from the Director of Employee Relations. Supervisors are required to be driver-certified for the duration of their position. Supervisors are also to complete a number of observations on the Saferide employees. The number of observations required for each supervisor to complete during each semester is to be determined by the Director of Employee Relations. The position of Supervisor may be revoked for any breach in the Supervisor Agreement, which is signed by each Supervisor at the beginning of every semester. The number of Supervisors per semester will be decided upon by the Director of Employee Relations. Compensation will be given through a number of honoraria payments determined by the faculty advisor each semester.

### **Eligibility**

A candidate must be a degree-seeking undergraduate student who is in good standing with the University, maintains at least a 2.0 cumulative GPA, starts their driver certification process within 2 weeks from being promoted (if not already certified), and has been a member of Saferide for at least one semester. Supervisors are promoted by the Director of Employee Relations.

### **Powers and Duties**

Saferide Supervisors shall:

- ❖ Follow all directions and expectations set by the Director of Employee Relations and the Executive Board.
- ❖ Sign the Supervisor Agreement and the Supervisor Honoraria at the beginning of each semester.
- ❖ Conduct a number of observations on staff members of each position determined by the Director of Employee Relations each semester.
- ❖ Attend Supervisor meetings determined by the Director of Employee Relations each semester.
- ❖ Train all new employees.
- ❖ Work a number of nights determined by the Director of Employee Relations each semester.
- ❖ Attend all events hosted by Saferide.
- ❖ Be available during a number of selected on-call nights determined by the Director of Employee Relations each semester.
- ❖ Promote all Saferide sanctioned events fundraisers.

## **Article IV - Employee Expectations**

### **Section 1 - Staff Meetings**

Employees are required to attend monthly staff meetings and monthly Field Operations meetings. There will be no less than three (3) of each of these meetings per semester. There is no excuse to miss meetings because of a lack of knowledge. Meeting date and times will be communicated to Saferide members through email, Slack, and at all held meetings.

### **Section 2 - Fundraisers and Event Requirements**

Employees are expected to attend one (1) Saferide sanctioned event per semester. In the spring semester, all employees must attend the annual JDL 5K that is held each spring. If an employee is unable to attend the event, they must provide a valid reason within a timely manner. There is no excuse to miss events because of a lack of knowledge. Events are advertised through various social media platforms, and employees are directly informed through email and/or Slack.

### **Section 3 - Communication**

Employees must respond to all emails and inquiries warranting a response in a timely manner. We have elected to use the application, Slack, as another form of communication to all employees. Employees are required to be attentive to the application, Slack, for updates and new information. It is recommended that employees open Slack at least once per day, and have the application downloaded on their mobile phones.

### **Section 4 - Report Time**

Employees must report to work by 9:45 PM on nights they are scheduled to work. Employees will be marked late after 9:50 PM, unless the TL is informed of the tardiness beforehand with a valid excuse. If marked late, an employee will receive disciplinary action. Repeated or extreme lateness is grounds for escalated disciplinary action. Employees will be paid beginning at 9:45 PM, unless they are late, until they are dismissed by the TL each night.

### **Section 5 - Dress Code**

Employees must wear a Saferide staff shirt or another shirt produced by Saferide. Employees may wear warmer Saferide clothing or other jackets but are still expected to display a Saferide shirt always. Zip front jackets are accepted.

## **Article V - Employee Positions**

### **Section 1 - Driver Position**

Saferide Drivers are responsible for safely operating the vans during hours of operation. Riders are given information for each "pickup", and every Driver must execute each pickup while following Saferide policies and applicable laws. Each Driver supervises activities that occur within the van and must respond to unsafe activity appropriately. When responding to a pickup where the passengers are not ready to enter the van, Drivers are encouraged to wait only when the volume of pickups is not high. A volunteer driver can be brought into the organization at the approval of the executive board. Volunteers are not on payroll and only to work auxiliary events where drivers are needed. Priority is given to staff drivers. Volunteer drivers must complete all motorpool paperwork, Saferide media waiver, and should do a 1-2 hours driver familiarization course with the vans.

#### **1.1 - Beginning of the Night Duties**

Drivers shall:

- ❖ Be assigned a van.
- ❖ Warm up the van if it is cold, rainy, etc.
- ❖ Check the van for any damage, trash, warning lights, etc. Should any abnormalities appear, Drivers shall report them to the Team Leader.
- ❖ Ensure the van is operational prior to departure
- ❖ Unlock the side-entry door.
- ❖ Keep the rear door locked.

## **1.2 - During the Night Duties**

Drivers shall:

- ❖ Make sure the driver and passenger are locked while operating the van.
- ❖ Ensure all pick-ups and drop-offs are within a three (3) mile radius from main campus (1101 Camden Ave, Salisbury, Maryland, 21801).
- ❖ Drive safely and responsibly, obeying all applicable traffic laws and Saferide policies including but not limited to:
  - No weapons, alcoholic beverages, tobacco, or electronic cigarettes may be brought into the van.
  - Zero-tolerance speeding policy.
- ❖ Pick up and drop off at designated areas at applicable locations.
- ❖ Make sure the side door is facing the curb when dropping people off.
- ❖ Attempt to prioritize pickups efficiently to ensure all students are picked up and dropped off in a timely manner.
- ❖ Service the most recent calls if they are the closest to them at the time.
- ❖ Be wary of any potentially hazardous locations.

## **1.3 - End of the Night Duties**

Drivers shall:

- ❖ Check the exterior of the van for any damages that may have occurred during operations.
- ❖ Park the van in its designated parking spot corresponding with the van's number. Drivers should back into that spot.
- ❖ Secure the van by locking all doors and closing all windows.
- ❖ Remove all trash and personal items from the van.
- ❖ Ensure the vans are over ¼ tank. Advise the TL if the van needs to be filled prior to operations the next night.
- ❖ Assist the TL with any remaining tasks.

## **Section 2 - Rider Position**

Saferide Riders are responsible for communicating with the dispatch office to receive pick-up information and to relay information such as potential parties, emergencies, etc. The Rider is also responsible for communicating with the Driver and tallying each student that boards the van.

## **2.1 - Beginning of the Night Duties**

Riders shall:

- ❖ Make sure all necessary supplies are gathered and are in working order. Supplies include:
  - Cell phone
  - Cell phone charger
  - Clipboard with Fresh Rider Sheets and Field Incident Reports
  - Van bin
  - Bleach/cleaning products
  - Paper towels
  - Extra trash bags
  - Gloves
  - First-aid kit
- ❖ Plug in the top light when in service.

## **2.2 - During the Night Duties**

Riders shall:

- ❖ Always keep the passenger door locked.
- ❖ Pay attention to the Saferide cell phone.
- ❖ Write down pickups assigned from dispatch in the order received.
- ❖ Ensure all pick-ups and drop-offs are within the three (3) mile radius from main campus (1101 Camden Ave, Salisbury, Maryland, 21801).
- ❖ Tally the number of passengers that board the van (or when passengers exit the van; stay consistent).
- ❖ Assist the driver in enforcing Saferide policies including but not limited to:
  - No weapons, alcoholic beverages, tobacco, or electronic cigarettes may be brought into the van.
  - No smoking in the van.
- ❖ Refuse service once the van is at full capacity of passengers.
  - If there is an excess of students waiting to be picked up, contact the dispatch to send one or more vans.
- ❖ Notify the other vans and dispatch of any hazardous locations.
- ❖ Clean any messes that occur within the van.
- ❖ Keep in constant communication with the other vans and dispatch.

## **2.3 - End of the Night Duties**

Riders shall:

- ❖ Unplug the top light when back at HQ for the night.
- ❖ Remove all personal items and trash from the van while checking on and under the seats.
- ❖ Turn in the Rider Sheets to Ops binder.
- ❖ Turn in FIRs directly to the TL, try to do this directly after filling out the FIR.
- ❖ Count the total number of passengers, and report that number to the Dispatcher.
- ❖ Assist the TL with any remaining tasks.
- ❖ Restock supplies as needed.

## **Section 3 - Dispatcher Position**

Dispatchers are responsible for relaying the pickup and drop-off locations, and passengers in need of a ride in our Google Drive database.

### **3.1 - Phone-Answering Procedure**

Dispatchers shall:

- ❖ Always be polite.
- ❖ Always ask for a house number for both pickup and dropoff locations except for off-campus student housing apartment complexes or on-campus locations.
- ❖ Place the phone down gently when hanging up.
- ❖ Always remain calm and professional, but, understandably, some callers may be difficult to talk to. Hand the phone over to another Dispatcher or the TL if you become overwhelmed.
- ❖ Not give an estimated time of arrival of a van to a caller.

### **3.2 - Beginning of the Night Duties**

Dispatchers shall:

- ❖ Plug in the phones directly at 10:00 PM..
- ❖ Be prepared to answer the phones, record information on the spreadsheet, and look up any unknown locations.

### **3.3 - During the Night Duties**

Dispatchers shall:

- ❖ Be responsible for picking up phones, and use the techniques listed above.
- ❖ Only unplug the phones early if instructed by the TL.
- ❖ Record all necessary information regarding callers required for the spreadsheet.
- ❖ Ensure all pick-ups and drop-offs are within the three (3) mile radius from main campus (1101 Camden Ave, Salisbury, Maryland, 21801).
- ❖ Dispatch pickups to vans as efficiently as possible.
- ❖ Ensure all pickups are serviced.
- ❖ Keep constant communication with all vans in the field.
- ❖ Record all known denied locations and times that they are called in the spreadsheet.
- ❖ Deny dropoffs to unserviceable locations.
- ❖ Record all hazardous locations in the spreadsheet.

### **3.4 - End of the Night Duties**

Dispatchers shall:

- ❖ Unplug the phones at 2:30 AM, unless otherwise directed, and neatly place them in the office bin.
- ❖ If a phone call is mistakenly taken after 2:30 AM, it must be serviced unless the dispatcher denies the call to the caller.

- ❖ Collect and record the total number of passengers that each van transported.
- ❖ Clean up the office of any trash and personal items.
- ❖ Assist the TL with any remaining tasks.

## Article VI - Procedures

### Section 1 - Hiring Process

- ❖ An announcement will be posted on the Saferide website, the SU Involved page, the Career Services website, all forms of social media, as well as an email to the student body when Saferide is hiring.
- ❖ The Executive Board will view applications and announce hires via email.
- ❖ New hires must first attend the Paperwork Meeting to complete the required forms and documents.
  - This paperwork must be turned in before training in order to be paid thereafter, and attend the next meetings.
- ❖ New hires will attend the New Employee Meeting to be trained in a classroom on policies and procedures.
- ❖ New employees must attend training in the form of 2.5 hours of on-the-job experience and pass the training quiz.
- ❖ New employees will then be able to sign up to work and have the option to become Driver Certified.

### Section 2 - Driver Certification

Staff members are not required to become driver-certified but are encouraged to do so. All employees wishing to operate a van and become driver certified must hold a Full, not Provisional, Driver's License before driver training and have no restrictions on their license regarding time in which they are permitted to operate a motor vehicle.

To become driver certified, all employees must complete these steps:

1. Submit all required paperwork to the Director of Operations.
2. Complete either 1 two-hour session or 2 one-hour sessions of driver training held by an Executive Board member.
3. Complete one work night as a driver while being closely observed by an Executive Board member or a Supervisor.

Once steps one (1) and two (2) are completed, The Driver Training and Evaluation Form (DTEF) will be completed by the Executive Board and filed in the employee's folder to be retained for the duration of their employment. Step three is necessary to ensure that the driver-trained employee is

comfortable in that position and executes it well. Employees can then operate the vans for operations, events, or for any other Saferide purposes. If an employee has not completed these requirements, they can not operate a Saferide van. If an Executive Board member decides that an employee is unable to safely operate a Saferide van, that employee may not become driver-certified and will have to start the training process over if they wish to become driver certified.

### **Section 3 - Observations**

Employees may be observed for performance evaluations by Supervisors during operations. The employee **will not** be informed of an observation occurring until the conclusion of the observation. Employees shall be notified of their observations after they have been completed, and results must be shared. Employees have the right to receive a scanned copy of their observation notes within 1 school week of their request. Employees may only request observation notes within 4 calendar weeks of the observation taking place.

### **Section 4 - Exit Interviews**

- ❖ Resigning employees must give notice two weeks before their last day of work
- ❖ Employees who have graduated, resigned or have been terminated have the choice in completing an exit interview.
- ❖ This is an opportunity for employees to communicate any suggestions, concerns, or problems existing within Saferide
- ❖ Resigning employees must liaison with the Director of Personnel within the two weeks before resignation to establish a meeting time
- ❖ Graduating employees must liaison with the Director of Personnel within two weeks before graduation to establish a meeting time

## **Article VII - Media**

### **Section 1 - Photos and Videos**

All photos and videos will be taken at a Saferide sanctioned event, fundraiser, or meeting.

### **Section 2 - Social Media Release Waiver**

Employees are to sign the Social Media Release Waiver at the beginning of their employment with Saferide, either consenting to, or opting out of, being included in any pictures or videos that will be posted online or on social media (Instagram, Twitter, and Facebook). If an employee opts out of the



Social Media Release Waiver, it is their responsibility to not be included in any picture or videos taken during meetings or events.

### **Section 3 - Social Media**

Saferide can publicize any pictures or videos, of an appropriate nature, taken of its employees for its social media platforms (Instagram, Twitter, and Facebook). Employees waive the right to dispute the publication of their likeness as per the Social Media Release Waiver.

## **Article VIII - Policies**

### **Section 1 - General Overview**

Messages regarding upcoming meetings, availability, and any other information will be sent to employees' student emails.

All employees must:

- 1.1 - Check their Outlook, or "...@gulls.salisbury.edu" email, daily. Excuses for not getting an email or message will not be accepted.
- 1.2 - Always use their best and most cautious discretion. If uneasy or scared, employees can ask passengers to exit the van or drive them to the police station. If the situation is clearly dangerous, do not pick up the individual and immediately notify the TL of the night.
- 1.3 - Sign the Saferide Employment Agreement contract every semester. Signing that document signifies that the employee has read the updated policies and agrees to comply with all applicable policies as outlined in this Constitution and as enforced by Salisbury University.
- 1.4 - Employees can ask any questions about anything, no matter how trivial, by asking a Supervisor or Board Member.
- 1.5 - Questions regarding this disciplinary policy may be forwarded to the Director of Personnel.

### **Section 2 - Level 1 Policies**

All employees must:

- 2.1 - Wear and display a Saferide shirt during work hours and events.
- 2.2 - Report to mandatory meetings and events no later than 5 minutes after the expected time of arrival, unless made known to the Executive Board before the expected time.
- 2.2 - Report to headquarters at 9:45 PM on assigned work nights. Any arrivals at 9:50 PM or later will be marked late and will lead to a disciplinary action.

- 2.3 - Secure the vans at the end of every night, including locking all doors and windows, and cleaning the vans of all trash and belongings left behind.
- 2.4 - Ensure all pick-ups and drop-offs are within the three (3) mile radius from main campus (1101 Camden Ave, Salisbury, Maryland, 21801).
- 2.5 - Makeup missed mandatory meetings within one week.
  - 2.5.1 - If no notice was given of absence within 24 hours before a meeting, appropriate disciplinary actions will be taken, unless an emergency occurs.

## **Section 3 - Level 2 Policies**

All employees must:

- 3.1 - Respect the direction of the Team Lead, Executive Board members, and Supervisors.
  - 3.1.1 - Subversion of or disregard of the direct orders is unacceptable. Team Leads have the best interest of the organization and all Saferide employees in mind while making decisions.
- 3.2 - Complete assigned duties.
  - 3.2.1 - Team Leads in the office or the field are not responsible for fulfilling duties to which employees have been assigned. TLs should not have to pick up the slack caused by any employee's lack of attentiveness to their own responsibilities.
- 3.3 - Efficiently communicate with Saferide.
  - 3.3.1 - The Executive Board will attempt to make contact with employees up to two times. Failure to communicate will result in a written warning.
- 3.4 - Never use a personal cell phone while operating a Saferide van unless (1) the person using the cell phone is the designated rider of the van contacting the TL, (2) in a case of urgency: the person is contacting emergency personnel, or (3) the van is parked with the top, dome, and hazard lights on.
  - 3.4.1 - The use of cell phones distracts drivers from safe and responsible driving. As of October 2010, it is illegal for drivers in Maryland to operate a phone that is not a hands-free device while operating a vehicle. Unless contacting 911.
- 3.5 - Be at headquarters on all nights scheduled to work.
  - 3.5.1 - Schedules are posted on the official Saferide website.
- 3.6 - Fill out a Field Incident Report (FIR) when First Aid supplies are administered, a passenger vomits in the van, or other cases according to the Saferide Employee Handbook.
  - 3.6.1 - A situation warranting an FIR must be reported to the Team Lead just after it occurs.
  - 3.6.2 - Ensure each FIR is signed by the Team Lead.

## **Section 4 - Level 3 Policies**

All employees must:

- 4.1 - Follow all applicable laws while operating the Saferide vans. Drive safely and responsibly.
- 4.2 - Never drop passengers off at bars, restaurants, or other businesses.
  - 4.2.1 - Pickups from these locations are allowed if they are within range.
- 4.3 - Never go to drive-thrus or any other businesses while on duty.

- 4.4 - Meet all night-count requirements.
- 4.5 - Meet the event requirements as stated previously in the Constitution.

## **Section 5 - Level 4 Policies**

All employees must:

- 5.1 - Be completely sober eight hours before showing up to work.
  - 5.1.1 - Driving under the influence of any substance, including but not limited to, alcohol or illicit drugs is strictly prohibited and will result in immediate termination and criminal charges.
- 5.2 - Complete the necessary paperwork and training before working any position.
- 5.3 - Never take recordings during operations. Never take photos in the vans. Photos at HQ are permitted. Do not take pictures of documents or other employees without their consent.
- 5.4 - Keep all confidential information within the Saferide organization.

## **Section 6 - Violations**

Documentation of violations of policies is done through the Employee Disciplinary Feedback Report (EDFR). If a TL or Executive Member decides to document performance issues, policy violations, or other issues they will fill out the EDFR and pass it along to the other directors for approval. Once authorized, the EDFR will be presented to the offending employee(s) in a meeting with the Director of Personnel if they are a standard staff member or Director of Employee Relations if they are a supervisor. During the meeting the director will review the violation(s) or issue(s), and the employee will be required to sign the document. Signing the EDFR does not admit guilt; an employee's signature only verifies that the EDFR was presented in a timely and professional manner. Written EDFR will be filled in the employee's folder for later reference.

### **6.1 - Violations and results:**

All disciplinary action and violations are handled utilizing a point system. Points against an employee are removed after 7 weeks of operations, unless an employee is placed on probation in which the points are removed once the probationary period ends. A total of three active points is grounds for probation and a total of four or more active points is grounds for termination.

- 6.1.1 - A violation of Level 1 Policy will result in one point against an employee.
- 6.1.2 - A violation of a Level 2 Policy will result in two points against an employee.
- 6.1.3 - A violation of a Level 3 Policy will result in immediate probation. Any additional violation during a probationary period will result in termination.
- 6.1.4 - A violation of a Level 4 Policy will result in immediate termination.

6.2 - An employee may be written up by a TL or a member of the Executive Board that is present for any violation of a Saferide Policy.

## **Section 7 - Probation**

Probation occurs once the employee accumulates 3 points from violating any policy. This can occur numerous ways. For example, violating a Level 1 policy three times, violating a combination of a Level 1 and Level 2 policy or, violating a Level 3 policy. Probation will last 7 calendar weeks.

Once on probation, the employee is subject to escalated disciplinary action. If another violation should occur of any Level, the result may be termination of the employee.

## **Section 8 - Escalated Violations And Disciplinary Actions**

For violations that are more severe or for repeated violations falling under less severe categories, an employee will be subject to various other forms of disciplinary action, ranging from verbal warning, written warning, probation, up to and including termination. Repeated and documented violations of any grade may be grounds for termination. Multiple violations that occur over a brief time may be grounds for escalated disciplinary action, especially when each is documented simultaneously.

Saferide may employ other methods to discipline its employees as well. Other forms of disciplinary action may include, without limitation: verbal warning, probation, suspension, up to and including termination. Saferide may, at its sole discretion, choose to invoke any disciplinary action for any breach of Saferide's expectations. Multiple violations that occur over a brief time may be grounds for escalated disciplinary action, especially when each is documented simultaneously.

Additionally, Saferide may choose to deviate from the assumed order of progressive discipline if the situation warrants escalated action before warning or documentation. The Saferide Executive Board may choose to terminate the employment of any individual for any breach of Saferide's expectations. Any terminated employee is eligible for rehire the next semester after their termination. Applicants who have been previously terminated by Saferide may be denied based on actions prompting termination.