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<td>NightRide Program Operations and Closures</td>
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<td>James L Whalen</td>
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<th>Last Revision Date</th>
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I. **Purpose:** The purpose of this policy is to provide direction for situations that may cause NightRide to suspend service for any amount of time. Specifically, the policy is designed to:

- Determine which factors would cause operations to be temporarily suspended.
- Reduce the risks associated with operating in inclement weather.
- Reduce inefficiencies in use of time, productivity, and incurring unnecessary expenses that may result from employees performing their duties in overly hazardous conditions.
- Reduce the liability of the University of Cincinnati as a result of continuing operations in overly hazardous conditions.
- Provide clear lines of approval and authority to suspend and resume service.

II. **Policy:** The NightRide program exists to offer students, staff, and faculty safe transportation on and around campus during certain hours of operation. It is the policy of the University of Cincinnati NightRide Program to temporarily cease operations in the event of any condition deemed too hazardous to continue. The authority to suspend or resume NightRide service rests ultimately with the Director of Public Safety.

III. **Procedure:**

A. **Inclement Weather**

1. The NightRide Program Coordinator has the responsibility of monitoring weather conditions that impact NightRide and may be cause for a temporary suspension of service. The NightRide Coordinator shall report such conditions to the Community Service Manager when necessary. General road conditions on and around the NightRide service area should be assessed for safety, as well as any relevant information regarding operations. The officer-in-charge of UCPD at the time of inclement weather may also serve as a resource to provide information and advice to the NightRide Program Coordinator.

   a. If the Community Service Manager determines a need for temporary suspension of service, the commander of the Standards and Strategic Development Bureau shall be contacted.

      1) The decision to suspend NightRide service is reserved to the Director of Public Safety, or designee.

   b. If a suspension of service is approved, every effort will be made to communicate it by 6:00 PM, Sunday through Saturday. However, weather hazards can develop or worsen at any time and the priority will always be to make service suspension decisions based on safety regardless of the time of day/night.

   c. Generally, when the University is closed due to a weather emergency, NightRide operations are cancelled.

B. **Service Interruptions Not Related to Inclement Weather**

1. Occasionally, conditions not related inclement weather affect NightRide operations. The need for a temporary suspension of service could occur as the
result of an emergency on-campus or in the nearby area. Additionally, other external factors disrupting successful program operations.

2. In any emergency situation not related to weather (i.e. campus emergency, criminal activity in the area, a hazmat spill, etc.) that presents an imminent risk of harm to NightRide employees/students on or near the campus, the NightRide Coordinator, Community Service Manager, and on-duty UCPD Officer-in-Charge all have the authority to temporarily suspend NightRide operations until it is determined to safely resume.
   a. The Director of Public Safety will be immediately notified, as well as the affected UCPD command staff. Further decisions to continue a suspension of service or resume will be made by the Director of Public Safety or designee.

3. Any NightRide employee/driver encountering a dangerous situation is authorized to stop and summon necessary assistance or proceed directly to the NightRide office to report the problem. The utmost care will be exercised to transport current passengers away from the dangerous situation to a location of safety.

4. Staffing & Equipment – Sufficient staffing and equipment must be available in order for NightRide to operate.
   a. A minimum of three (3) student workers on a shift is needed to safely operate. All NightRide vans are required to have two student workers in the same vehicle for safety purposes. This allows the driver to safely drive and the navigator to safely operate the tablet and cellphone in order to perform the service provided to UC students.
      1) One student worker to remain in Dispatch; one student worker to drive the van; and one student worker to assist the driver by navigating.
   b. The NightRide application developed by UCIT is essential to NightRide operations. If the application is not functioning, it will prohibit the safe and efficient operations of NightRide.
   c. The vans used for NightRide service shall be clean, functioning properly, and well maintained. Vehicles that are not functioning properly or are unsightly shall be repaired before use.

5. The NightRide Program will generally be closed Thanksgiving Day, Christmas Eve, Christmas Day and New Year’s Day, but will remain open on specific holidays in which the University is closed to continue to provide service to students on campus. Any closure decisions of the program on other holidays or other circumstances will be made by the Director of Public Safety.

6. It is the responsibility of the Community Safety Manager, or NightRide Program Coordinator, to consult any foreseen closures with the Standards and Strategic Development Commander. Final decisions regarding closures of the NightRide operations due to inclement weather and/or closures of the program due to other circumstances will be made by the Director of Public Safety.

C. Communications and Notifications of Delays/Closures
1. When considering the need for program closure, and again upon determining that a closure is appropriate, the Community Safety Manager or designee should communicate with the following:
   a. Once a decision is reached, the Community Safety Manager, or NightRide Program Coordinator will communicate any closures to the UCPD Supervisor on shift and UC Communications Center.
   b. The Community Safety Manager, or NightRide Program Coordinator will notify the campus community via the NightRide application notification alerts, the NightRide Dispatch operation line, and all related social media accounts.