# SAFETY & TRANSPORTATION TRANSITION MANUAL



Spring 2022

**University of South Carolina Student Government Authored by: Blake Gibbons** 





### From the Secretary

This manual is intended to serve as a guide for implementing existing Safety & Transportation initiatives for your new term and seeks to provide guidance for any new initiatives.

Any outstanding questions that are not answered in this report can be answered by contacting Blake Gibbons at <a href="mailto:bdg2@email.sc.edu">bdg2@email.sc.edu</a> or via phone at (803) 760-9872

# Housekeeping:

### **Document Access**

Setting up a folder in Google Drive or OneDrive to be shared with the deputy and department members can be of assistance to them with tasks. The folder should contain items pertaining to all members such as meeting agendas/minutes, contact directory, master plan, and any other related documents.

### **Meetings**

Meetings with your deputy and any departmental members need to occur at least biweekly and ideally on a weekly basis. Meetings can be as quick as a small briefing to hear updates or can be as long as a brainstorming session to create new ideas and policy. Meetings should have an agenda sent out to members before the meeting start time and minutes shall be recorded and uploaded to provide a recap for members or those unable to attend. Record meeting start time, end time, members present, what has been said and by who.

### **Liaison Relationships**

In addition to meeting with your deputy and department members, it is also advised to meet with the Senate Health and Wellness Committee as well as the Freshman Council Health and Safety Committee. These committees can provide support for Safety & Transportation events or policy and your department can also aid these committees as needed as well. Recommended meeting schedule is once a month. Reach out to the chair of these committees to set up monthly check-in meetings.

### **Master Plan**

To help guide the department and keep things on track, a master plan of policy ideas with notes on responsible parties and general notes may be appropriate.

### **Initiatives**

### **Safety Week**

A cornerstone of a successful term as Secretary means a successful launch of Safety Week. Usually held during the first week of February, Safety Week is a week of events tailored towards campus safety. The Vice President's office aids and performs scheduling. Reach out to the VP early on and get itinerary confirmed. The schedule is as follows but changes can be made:

- Monday: Sami's parents to speak on rideshare safety (Zoom)
- Tuesday: Rideshare and Transportation safety
  - o Rideshare safety questions
  - o BlueBikeSC bikeshare safety and info
  - o The COMET UofSC Transit safety and info
- Wednesday: Campus safety with USCPD
- Thursday: Self-defense class with USCPD
- Friday: General Tabling
  - Safety tips
  - Distribute NightCap drink safety lids

### Safety Week To-Do

- Monday:
  - Contact Sami's Parents
  - Create Zoom Link
  - Have comms team make graphic with link and post to SG social media platforms
- Tuesday
  - o Request tabling on Greene St.
  - Create a list of 10-20 rideshare safety questions
  - Make a sign up for tabling recruit
  - Poster for table and set up nicely
  - Invite The COMET & BlueBikeSC to attend or send material
- Wednesday
  - Contact USCPD to invite them to speak
  - Reach out to comms for a graphic and post to SG social media platforms
  - Reserve ballroom space in Russell House
- Thursday
  - Contact USCPD to invite them to host a class
  - o Reach out to comms for a graphic and post to SG social media platforms
  - Reserve ballroom space in Russell House
- Friday
  - Create flyers and distribute
  - Request tabling
  - Make a sign up for tabling recruit
  - o Purchase lifesavers candy
  - o Purchase NightCaps and distribute (purchase order via GarnetGate and reach out to Chief of Staff)

### **Promotion of Maintenance Services Form**

Graphic is already made and is attached at the end of this manual. This can be distributed anytime or can be launched during safety week. The goal is to crowdsource information on sidewalks, broken lights, safety concerns etc. around campus and the city of Columbia.

### **Promotion of UofSC Transit**

Video and graphics are attached at the end of this manual and can be distributed at any time. These must also be distributed during the transportation segment of Safety Week.

### **Promotion of BlueBikeSC**

Connect with the marketing coordinator at BlueBikeSC for group rides, marketing events, and graphics for distribution.

### **Promotion of City of Columbia Smart Parking Card**

The Smart Parking Card is a preloaded card purchase through the City of Columbia Parking Services that grants extra time at city parking meters without having to pay an online convenience fee or dig for change.

## **Contacts**

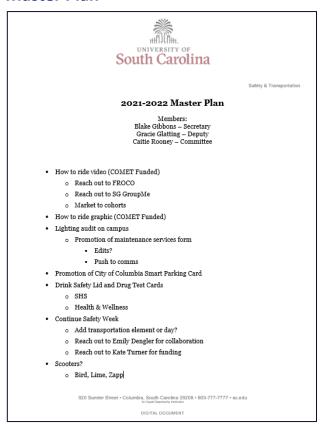
These are the people you will need to get in touch with to make these initiatives happen. This list is current as of January 19, 2022, but changes may occur which will result in having to reach out to other parties.

Name	Role	Email	Phone	
Pamela Bynoe-Reed	Director of Marketing	pbynoe-	803-255-7139	
	& Community	reed@TheCOMETSC.gov		
	Affairs/Public			
	Information Officer			
Blake Gibbons	Previous Secretary	bdg2@email.sc.edu or	Cell - (803) 760-9872	
and Transit Services <u>bgibbons@thecometsc.gov</u> Office –	Office – (803) 255-7136			
	Intern at The COMET			
Eshana Young-Pierre	Marketing	eshana@bewegen.com	(803) 529-4949	
	Coordinator for			
	BlueBikeSC			
-	SG Vice President	-	-	
-	SG Chief of Staff	-	-	
-	SG Secretary of	-	-	
	Finance			
-	Chair of Health and	-	-	
	Wellness			
-	Comms Team	-	-	

# **Supplemental Material**

Please find attached prior year material to help guide a successful year.

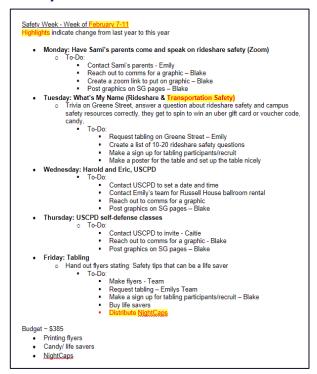
### **Master Plan**



### **Contact Directory**



### Safety Week 2022 Outline



### **Safety Week Checklist**



### **Safety Week Tabling Sign-Up**

	Tuesd	lay - Rideshare	& Transit	Safety				
2:30-3:30			3:30-4:30					
Name	Email	Phone	Name	Email	Phone			
Blake Gibbons	bdg2@email.sc.edu	(803) 760-9872	Blake Gibbons	bdg2@email.sc.edu	(803) 760-9872			
			Fr	iday - Tabl	lina			
11:00-12:00			12:00-1:00		9	1:00-2:00		
Name	Email	Phone	Name	Email	Phone	Name	Email	Phone
Blake Gibbons	bdg2@email.sc.edu	(803) 760-9872	Blake Gibbons	bdg2@email.sc.edu	(803) 760-9872	Blake Gibbons	bdg2@email.sc.edu	(803) 760-9872

### **Safety Week Lifesaver Safety Tips Flyer**



### **Meeting Agenda/Minutes Example**



### **SAFETY & TRANSPORTATION DEPARTMENT MEETING**

November 30th, 2021

Meeting Start Time: 4:17	Meeting End Time: 4:30
Blake Gibbons	Gracie Glatting
Caitie Rooney	

#### \* Meeting took place via Zoom

- Graduate Student Representative Update Brittany Pope
   Safety Week Planning Action items to schedule <u>now</u>
   Monday Blake (Sami's parents)

  - Emily to reach out to Sami Parents
     Comms for graphic and zoom link Blake
  - Tuesday Blake (What's My Name (Rideshare & Transportation Safety))
     Blake to get table with Russell
     Get tent and table tent // CarolinaCard swipe

    - Rideshare Safety stats
       COMET Safety materials and giveaways
  - Wednesday Gracie (Harold and Eric, USCPD)
     Reach out to Emily/VP Staff to get ballroom
     Reach out to USCPD to get them scheduled

  - o Thursday Caitie (self-defense classes SASS/USCPD) . Reach out to USCPD to see if they are willing and at what cost
    - If not, will go with SASS GO ask about quotes
  - o Friday Blake (Tabling)
    - Same as Tuesday
    - Distribution of NightCapIt begins

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- Drink Safety Lid Update Caitie

  - Update on budget
     Substitute SASS GO Class with USCPD to give more flexibility with budget?
     Need an answer ASAP in order to proceed with IMF
    - Pull from IME/GSA
    - Once we have reached a decision of USCPD offering self-defense or not, need to create a purchase order request via the IMF

      • \*100 Lids - (\$550) 50 Lids - (\$275)
- Maintenance Services Form Update Gracie

  - Graphic and publication Update from comms?
     Include SCDOT as well for pedestrian signals how to video showing forms with bitly at end of video
- Issues with Gameday Safety
   Quarry incidents and safety in area.
   What can we do to increase safety in the area?
   Lighting? Safe paths?
- Pedestrian Safety Signage
   Provide signage to Assembly St. Tunnel, Pickens St. Bridge & Blossom St. Bridge to mitigate pedestrian interaction with roadways to increase safety

- Safety week action items to be completed by close of business Friday December 3rd
  - - Reach out to Emily/VP Staff to get ballroom for February 9<sup>th</sup>
    - Reach out to USCPD to get them scheduled

    - Let USCPD know we would like the hands-on class (2hr) Two options: 1hr lecture or 2hr hands on class
    - Email from Jessica Velders states no charge
- - o Confirm that 2hr class is free as well, not just 1hr class notice to proceed with purchase form will be granted once confirmed. Contact Blake for assistance
- Maintenance Services Form Gracie

  - o See Blake for any assistance with request

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- New Action Items
  - Bringing up to Senate Health & Wellness today (Nov. 30) to gain input
     Safe paths/shuttle marketing

  - o Pedestrian Safety Signage
    - Bringing up to Senate Health & Wellness today (Nov. 30) to gain input Senate Bill introduction to create and install signage
  - o Resuming of Smart Parking Card
    - We will begin the designing of marketing during our first or second meeting back
- Housekeeping
  - o New meeting time will take place in January to accommodate new class/work schedules
  - o Blake to follow up in January

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### **Conclusions**

I hope this manual provides support and answers your questions on how to effectively run the department! Please do not hesitate to reach out to me with any questions or if you would like to schedule a transition appointment.

Be well and good luck!

Sincerely,

Blake Gibbons

Blake Gibbons
Secretary of Safety & Transportation