

SAFETY & TRANSPORTATION TRANSITION MANUAL

Spring 2022

University of South Carolina Student Government

Authored by: Blake Gibbons



Student Government
University of South Carolina



Uof SCTM

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 bdg2@email.sc.edu 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 bi-weekly 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
 - Rideshare safety questions
 - BlueBikeSC bikeshare safety and info
 - 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
 - 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
 - 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
 - Purchase lifesavers candy
 - 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 & Community Affairs/Public Information Officer | pbynoe-reed@TheCOMETSC.gov | 803-255-7139 |
| Blake Gibbons | Previous Secretary and Transit Services Intern at The COMET | bdg2@email.sc.edu or bgibbons@thecometsc.gov | Cell - (803) 760-9872 Office – (803) 255-7136 |
| Eshana Young-Pierre | Marketing Coordinator for BlueBikeSC | eshana@bewegen.com | (803) 529-4949 |
| - | 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



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Safety & Transportation

2021-2022 Master Plan

Members:
Blake Gibbons – Secretary
Gracie Glatting – Deputy
Caitie Rooney – Committee

- How to ride video (COMET Funded)
 - Reach out to FROCO
 - Reach out to SG GroupMe
 - Market to cohorts
- How to ride graphic (COMET Funded)
- Lighting audit on campus
 - Promotion of maintenance services form
 - Edits?
 - Push to comms
- Promotion of City of Columbia Smart Parking Card
- Drink Safety Lid and Drug Test Cards
 - SHS
 - Health & Wellness
- Continue Safety Week
 - Add transportation element or day?
 - Reach out to Emily Dengler for collaboration
 - Reach out to Kate Turner for funding
- Scooters?
 - Bird, Lime, Zapp

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DIGITAL DOCUMENT

Contact Directory

| Contact List | |
|--|------------|
| Department of Safety and Transportation | |
| Blake | Gibbons |
| Gracie | Glatting |
| Caitie | Rooney |
| Parking Appellate Court | |
| Townes | Holland |
| Jada | Hudson |
| Parking and Transit Advisory Committee | |
| Ross | Jolliff |
| Freshman Council Health and Safety Committee | |
| Brooke | McDermott |
| Catherine | Hannah |
| Elizabeth | cole |
| Emily | Danielski |
| Hagan | Hiott |
| Jonathan | Darden |
| Keynan | Kennedy |
| Mounica | Katragadda |

Safety Week 2022 Outline

Safety Week - Week of February 7-11
Highlights indicate change from last year to this year

- Monday: Have Sami's parents come and speak on rideshare safety (Zoom)**
 - To-Do:
 - Contact Sami's parents - Emily
 - Reach out to comms for a graphic - Blake
 - Create a zoom link to put on graphic - Blake
 - Post graphics on SG pages - Blake
- Tuesday: What's My Name (Rideshare & Transportation Safety)**
 - Trivia on Greene Street, answer a question about rideshare safety and campus safety resources correctly, they get to spin to win an uber gift card or voucher code, candy.
 - To-Do:
 - Request tabling on Greene Street - Emily
 - Create a list of 10-20 rideshare safety questions
 - Make a sign up for tabling participants/recruit
 - Make a poster for the table and set up the table nicely
- Wednesday: Harold and Eric, USCPD**
 - To-Do:
 - Contact USCPD to set a date and time
 - Contact Emily's team for Russell House ballroom rental
 - Reach out to comms for a graphic
 - Post graphics on SG pages - Blake
- Thursday: USCPD self-defense classes**
 - To-Do:
 - Contact USCPD to invite - Caitie
 - Reach out to comms for a graphic - Blake
 - Post graphics on SG pages - Blake
- Friday: Tabling**
 - Hand out flyers stating: Safety tips that can be a life saver
 - To-Do:
 - Make flyers - Team
 - Request tabling - Emily's Team
 - Make a sign up for tabling participants/recruit - Blake
 - Buy life savers
 - Distribute **NightCaps**

Budget ~ \$385


- Printing flyers
- Candy/ life savers
- NightCaps**

Safety Week Checklist

Safety Week 2022 To-do list To be completed by: Safety & Transportation
Deadline: February 7th, 2022

| Done? | Project Details | Party Responsible | Due By | Notes |
|---|---|----------------------|--------|---------------------------------------|
| Monday - Sami's Parents | | | | |
| <input checked="" type="checkbox"/> | Contact Sami's Parents | Emily Dwyer | | |
| <input type="checkbox"/> | Comms graphic with Zoom Link | Blake Gibbons | | |
| <input checked="" type="checkbox"/> | Create Zoom meeting details | Blake Gibbons | | |
| <input type="checkbox"/> | Post graphics on SG page | Blake Gibbons | | |
| Tuesday - Rideshare & Transit Safety | | | | |
| <input checked="" type="checkbox"/> | Request tabling on Greene St. | Blake Gibbons | | EG confirmed 1.18 |
| <input type="checkbox"/> | Spin the wheel from SG office | Blake Gibbons | | |
| <input type="checkbox"/> | Purchase order for candy | Blake Gibbons | | |
| <input type="checkbox"/> | Create rideshare & transit safety questions | Blake, Grace, Caitie | | |
| <input checked="" type="checkbox"/> | Create sign-up sheet for tabling | Blake Gibbons | | |
| <input type="checkbox"/> | Comms graphic & post | Blake Gibbons | | |
| <input checked="" type="checkbox"/> | USCPD Internal maps and COME1 materials | Blake Gibbons | | materials in Blake's office at corner |
| Wednesday - Campus Safety | | | | |
| <input type="checkbox"/> | Contact USCPD for date and time | Blake Gibbons | | |
| <input type="checkbox"/> | Reserve russel ballroom | Blake Gibbons | | EG requesting 1.18 - following up |
| <input type="checkbox"/> | Comms graphic & post | Blake Gibbons | | |
| Thursday - Self-Defense with USCPD | | | | |
| <input checked="" type="checkbox"/> | Contact USCPD for feasibility | Caitie Rooney | | |
| <input type="checkbox"/> | Reserve russel ballroom | Blake Gibbons | | EG requested 1.18 - following up |
| <input type="checkbox"/> | Comms graphic & post | Caitie Rooney | | |
| Friday - Tabling | | | | |
| <input type="checkbox"/> | Make updated flyers | Blake Gibbons | | |
| <input checked="" type="checkbox"/> | Request tabling | Blake Gibbons | | EG confirmed 1.18 |
| <input checked="" type="checkbox"/> | Sign-up sheet for tabling | Blake Gibbons | | |
| <input type="checkbox"/> | Life savers tips and Candy | Blake Gibbons | | |
| <input type="checkbox"/> | Purchase and distribute nightcaps | Blake Gibbons | | |

Meeting Agenda/Minutes Example


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SAFETY & TRANSPORTATION DEPARTMENT MEETING

November 30th, 2021

Minutes and Attendance:


| | |
|---------------------------------|-------------------------------|
| Meeting Start Time: 4:17 | Meeting End Time: 4:30 |
| Blake Gibbons | Gracie Glätting |
| Caitie Rooney | |

* Meeting took place via Zoom

Agenda:

- Graduate Student Representative Update – Brittany Pope
- Safety Week Planning – Action items to schedule now
 - 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
 - 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
 - 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 IMF/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
- Smart Parking Card – Spring 2021

Recorded Minutes:

- Safety week action items to be completed by close of business Friday December 3rd
 - Gracie:
 - Reach out to Emily/VP Staff to get ballroom for February 9th
 - Reach out to USCPD to get them scheduled
 - Caitie
 - 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
- Drink Safety Lid - Caitie
 - 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
 - Send SG Comms team a request by close of business Friday December 3rd
 - See Blake for any assistance with request

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