University of Pittsburgh | Activity Area Plan
Transportation (All Shuttles)

I. Overview

1. Name of Activity Area: Transportation (All Shuttles)
2. Name of Activity Area Lead: Jeffrey Yeaman, Senior Manager of Parking and Transportation
3. Name of Individual Submitting Activity Area Plan: Jonathan Pearson
4. Date of Submission: September 25, 2020
5. Revision of a Previously Approved Activity Area Plan? No
6. Summary of Plan: The transportation department will work to ensure operation are safe for all rider on campus. Maintaining social distance, wearing face coverings, and shuttle cleanliness are the three most important activities to minimize exposure to the virus. We have developed a seating layout for shuttle to assist with social distancing. We have also developed a plan to ensure shuttles are cleaned consistently. The transportation department will continue to be flexible to meet the overall University needs.
7. As the Director of Parking and Transportation I, Jeffrey Yeaman, commit to ensure that the University’s Health Standards and Guidelines and Personnel Standards and Guidelines are met by the University shuttle operation.

II. Functions in Each Operational Posture

Transportation will adjust the seating layout and number of buses based on the operational posture of the University. Cleaning shall remain a priority throughout all posture levels.

1. High Risk Posture
   a. Function 1
      i. Operations
         • Shuttles operate only Monday – Friday with reduced hours.
         • Research based shuttles will continue to operate
            a. Research needs
         • The 15A (OC Lot) will continue to run
            a. Essential Staff
         • The 10A (North Oakland) will operate and be modified to add Centre Plaza
            a. Allowing students access to dining halls
         • The 30A (South Oakland) will operate
            a. Allowing students access to dining halls
      ii. Social Distancing and Cleanliness
         • All drivers are wearing face coverings.
         • All riders are required to wear face coverings
            a. All shuttles will have a limited supply of new face coverings available and will issue them to riders who do not have a mask with them
b. Standard shuttle route drivers will prohibit anyone refusing to wear a face covering from riding the shuttle
c. **SafeRider Only**: Face coverings will be available; however, if a student refuses to wear a mask the driver will still transport the individual. The driver will inform the transportation office of the refusal.

- High touch areas are frequently wiped down with approved cleaning products
- Shuttles are cleaned and disinfected nightly
- Seating capacity is reduced to ensure physical distancing
- Stickers have been placed on unavailable seats to ensure physical distancing
- All staff will complete Daily COVID-19 Health Check if they must be on campus
- Staff will be reminded to stay aware of any information related to Standards and Guidelines

Seating layout for High Risk Posture:

![Seating layout](image)

Note: Alternative 1 used by Athletics and local industry standard
Alternative 2 bus association recommendation (for coach buses, longer trips)

iii. Staffing
- Shuttle drivers will be needed for each shuttle
- All management (non-drivers) will work from remotely unless required on campus for a specific need

iv. Buildings
- If management needs to be on campus, they will be at Ruskin Hall
2. Elevated Risk Posture
   a. Function 1
      i. Operations
         - All campus shuttles will operate on a normal schedule
      ii. Social Distancing and Cleanliness
         - All drivers are wearing face coverings.
         - All riders are required to wear face coverings
            a. All shuttles will have a limited supply of new face coverings available and will issue them to riders who do not have a face covering with them
            b. Standard shuttle route drivers will prohibit anyone refusing to wear a face covering from riding the shuttle
            c. SafeRider Only: Masks will be available; however, if a student refuses to wear a face covering the driver will still transport the individual. The driver will inform the transportation office of the refusal.
         - High touch areas are frequently wiped down with approved cleaning products
         - Shuttles are cleaned and disinfected nightly
         - Seating capacity is reduced to ensure physical distancing, this phase does allow more seating on shuttles compared to the high risk posture
         - Stickers have been placed on unavailable seats to ensure physical distancing
         - All staff will complete Daily COVID-19 Health Check if they must be on campus
         - Staff will be reminded to stay aware of any information related to Standards and Guidelines.

Seating layout for Elevated Risk Posture:

Note: Alternative 1 used by Athletics and local industry standard
Alternative 2 bus association recommendation (for coach buses, longer trips)
iii. Number of people/positions required on campus
   • Shuttle drivers (varies)
   • All management (non-drivers) will work from remotely unless required on campus for a specific need

iv. Buildings
   • If management needs to be on campus, they will be at Ruskin Hall

3. Guarded Risk Posture
   a. Function 1
      i. Operations:
         • All campus shuttles will operate on a normal schedule
      ii. Social Distancing and Cleanliness
         • All drivers are wearing face coverings.
         • All riders are required to wear face coverings.
            a. All shuttles will have a limited supply of new face coverings available and will issue them to riders who do not have a face covering with them
            b. Standard shuttle route drivers will prohibit anyone refusing to wear a face covering from riding the shuttle
            c. SafeRider Only: face coverings will be available; however, if a student refuses to wear a face covering the driver will still transport the individual. The driver will inform the transportation office of the refusal.
         • High touch areas are frequently wiped down with approved cleaning products.
         • Shuttles are cleaned and disinfected nightly.
         • Seating capacity is reduced to ensure physical distancing.
         • Stickers have been placed on unavailable seats to ensure physical distancing.
         • All staff will complete Daily COVID-19 Health Check if they must be on campus.
         • Staff will be reminded to stay aware of any information related to Standards and Guidelines.
Seating layout for Guarded Risk Posture:

**Alternative 1**

36 + 2 WC passenger shuttle  
Social Distancing: 16 seats  
24 + 2 WC passenger shuttle  
Social Distancing: 10 seats

**Alternative 2**

36 + 2 WC passenger shuttle  
Social Distancing: 8 seats  
24 + 2 WC passenger shuttle  
Social Distancing: 5 seats

Note: Alternative 1 used by Athletics and local industry standard  
Alternative 2 bus association recommendation (for coach buses, longer trips)

iii. Number of people/positions required on campus
- Shuttle drivers (varies)
- All management (non-drivers) will work from remotely unless required on campus for a specific need

iv. Buildings
- If management needs to be on campus, they will be at Ruskin Hall

III. Transitions between Operational Postures

As the environment shifts, the University’s Senior Leadership Team will make determinations about when the University’s operational posture must also shift to either more or less restricted.

**As risk levels decline:**
1. Shift from High Risk Posture to Elevated Risk Posture  
a. Number of shuttles will increase to meet University needs.
2. Shift from Elevated Risk Posture to Guarded Risk Posture  
a. Number of shuttles will increase to meet the University needs.

**As risk levels increase:**
3. Shift from Guarded Risk Posture to Elevated Risk Posture  
a. Number of shuttles may be decreased based on University needs.
4. Shift from Elevated Risk Posture to High Risk Posture  
a. Number of shuttles may be decreased based on University needs.

Stickers will be added/removed from shuttle seats as needed. The transportation manager will be informed of the change and inform drivers accordingly.
IV. Stakeholder Outreach

University transportation and shuttle management staff will be informed via email.

Messaging to the University community and public will be made via social media and the transportation website.

V. Monitoring and Amendment

The Director of Parking and Transportation will monitor all activities on a daily basis.

Any revisions to this plan must be approved by the Acting Senior Vice Chancellor for Business and Operations, David DeJong.