

## TRANSPORTATION COMMITTEE

### Meet with RAGBRAI Staff

West May 2/3  
East May 9/10

### Chairperson's Role & Responsibilities

Advice from previous committee chairpersons of RAGBRAI overnight towns varies, but the top recommendation from all is to read the chapter pertaining to your committee. Familiarize yourself and your Co-chair (if you have one) with all the duties and responsibilities discussed in the handbook. Then educate your volunteers and co-workers about the content in your chapter. Reading the entire book is also recommended to eliminate duplication of effort among committees. Set up a budget immediately and establish a game plan. Then develop a timeline with specific completion dates for critical steps.

Keep these points in mind when conducting committee meetings:

- Have an agenda
- Keep meetings short, no longer than one hour
- Take minutes at each meeting
- Ask your Executive Committee Chair to attend
- Prepare for contingencies "What if?"

These are the overall responsibilities of a committee chairperson. And above all else-

**DON'T LET GREED BE THE MOTIVATOR. YOU SHOULD GET ALL AGREEMENTS IN WRITING. A COPY OF ALL AGREEMENTS SHOULD BE FORWARDED TO THE TREASURER.**

The three main responsibilities of the Transportation Committee are as follows:

- 1) Provide Shuttle Service
- 2) Coordinate Acquisition of Golf Carts
- 3) Organize Short-Term Parking

### Shuttle Service

The primary goal of the Transportation Committee is to provide shuttle service. The purpose of shuttles is to get people where they need to go as quickly as possible. Shuttles typically serve many other purposes for your community.

Street signs marking shuttle routes, drop-off and pick-up sites are helpful for the riders, as is having the shuttle routes marked on the town maps in the handout tabloids and tear-off maps. Be sure to post the costs of the shuttle as well so riders can have change ready to speed up the lines. This also answers a question that many riders might ask when they are waiting for the shuttles.

While RAGBRAI participants have bicycles to ride in town, the last thing they want to do after pedaling 70 miles is get on their bikes again to search for dinner, a shower or the downtown entertainment area.

You and RAGBRAI do not want to give riders any reason to be on their bicycles after dark or even in the daylight after they get off the bike route. Cars and bikes do not mix well. Think how difficult it is to see a bike coming from between parked cars. An efficient and comprehensive shuttle service will cut down on the number of riders on their bikes. Fewer bikes on the streets will reduce the probability of bike/car accidents. It will also cut down on your liability as a community.

Shuttles also give you the opportunity to promote your community and to inform riders of the different vendors and their locations. In fact, a great idea is to **plan a shuttle stop in the food court** so that everyone getting on or off a shuttle must walk through all of your food court!



The shuttle system's effectiveness will have a major impact on your town's economic impact. Visitors cannot support your community if they cannot get to your churches, the entertainment and vendor area, your local attractions and your planned festivities.

How spread out your activities and places of interest are in your town will determine the type of shuttle system you will need to plan. Communities that had most of their activities within a short walk of the campgrounds had a less extensive system than

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those communities that had campgrounds a mile or two from their downtown, vending and entertainment areas.

Shuttles ease traffic congestion in your community. All volunteers should be encouraged to use the shuttle to get to and from their volunteer assignments. A certain number of your local residents are going to want to see the sites of RAGBRAI, so encourage them to ride the shuttle instead of drive.

**The shuttles reduce traffic while providing a service to riders, volunteers and residents.**

### Shuttle Service 2017

Town	Buses	Routes	Fee
Orange City	4	4	Free Will
Spencer	10+	5	0
Algona	15	3	\$1
Clear Lake	10	7	0
Charles City	8	4	\$1
Cresco	4	1	0
Waukon	8	4	Free Will
Lansing	4	2	0

### Types of Vehicles

Vehicles used for transportation on a shuttle route include transit buses, school buses, trams and vans. At least one of the vehicles should be handicap accessible and available at all times. An air-conditioned vehicle is a bonus if it's hot and humid. It is especially nice for the drivers who put in long hours.



### Be Prepared

To be prepared for the "what if", a bus should be available to take out on the bike route to bring riders into town if there is bad weather or other conditions delaying riders from getting into town. If your

community is using all available buses, perhaps an arrangement with another county along the route can be made to provide buses in an emergency situation. The RAGBRAI Director will work with you on scheduling this in advance if there is a need.

### Routes

All routes should take no more than 15 - 20 minutes to reach its destination. Ideally, no guest should have to wait at any shuttle stop more than 30 minutes.

When planning your shuttle routes and schedules, remember that traffic during RAGBRAI will be substantial and that each scheduled stop will take approximately 5 minutes to unload and load passengers.

Shuttle routes should include official campgrounds, swimming pools, showers, churches serving meals, local eating establishments which purchased ads in the tabloid, entertainment and vendors, movie theatres, historical sites and other points of interest.

If you have more than one campground, don't put all of them on the same shuttle route. Arrange the routes so each covers a busy area of town. Consider a "spoke" design for the shuttle routes to transport riders downtown from multiple locations.

If there is not a sufficient amount of showers in the campground area, a direct and exclusive campground-to-shower-to-campground shuttle between 2:00 and 8:00 p.m. will be greatly appreciated by the riders. Consider separate routes with single stops on each route, and clearly mark the routes as 'Showers' or 'Downtown'.

**To cut down on congestion, designate the streets along the shuttle route as "No Parking". This will also ensure that adequate space is available for large buses to maneuver on narrow downtown streets.**

### Schedules

Consider providing a limited shuttle service (one bus) at all official campgrounds beginning around 9:00 a.m. This will provide service to support crews and early riders. Normal shuttle service from the Campgrounds should begin around noon with one or two buses, with an increase of buses between 2:00 and 4:00 p.m., and building to a peak period between 4:00 and 11:00 p.m.

Remember when scheduling shuttles that rain and/or headwinds could delay riders. In that case, you would want to schedule your peak time later and continue service later than originally planned.

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When you publicize the shuttle schedule you should be conservative because there will always be delays due to traffic. When planning routes be flexible to change them, if necessary.

RAGBRAI participants will not wait in long lines for shuttles. You should plan to be flexible in case the need arises to add another bus to a shuttle route where the lines are beginning to get backed up. When a shuttle stop has more people waiting than the next bus will hold, an additional bus should be added. Good communications is critical to operate an efficient and successful shuttle system.



### Shuttle Stops

Pick-up and drop-off sites should be located just outside the Main Campground. The site must be well-marked because one of the most often asked questions is, "Where can I catch a shuttle?"

One town marked their shuttle pick-ups with an inflated balloon about 50 feet above the site. It was large enough to see from several locations, and it made it very easy for volunteers to point out. (Be prepared: volunteers did have to anchor the balloon when the wind picked up!)



All stops should have plenty of room for people to gather while awaiting the shuttle. Stops should be planned so that guests can wait in shaded areas and have water available as they wait.

All shuttle stops should be well lit for passengers boarding or disembarking after dark. This is a major safety concern for all.

**Drop-off stops could be planned at streetlights or in other well-lit areas.**

Shuttle routes and stops should be discussed and reviewed by the Public Safety and Law Enforcement Committees. They are the experts when it comes to traffic flow and will be able to advise you on the safest, most efficient routes and stops.



### Shuttle Personnel

Most communities report that it works best having someone stationed at the major pick-up sites to sell shuttle passes and answer questions prior to boarding the shuttle. This relieves congestion on the bus.

**Most towns also have a host on each vehicle to collect the fees, answer questions and give directions so that the driver can concentrate exclusively on driving.** With all the extra bikers and pedestrians in town, the drivers need to just worry about driving and not worry about other tasks.

Some local residents who could serve as hosts/hostesses are high school or college students,

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senior citizens who are long-time residents, and teachers. In several communities from previous years, hosts originally volunteered to serve for 3 hours. They were enjoying themselves so much that they stayed on as hosts until the last passenger got off the bus at the end of the day.

**The hosts/hostesses should have tear - off maps and highlighters with all the relevant town information marked on it.** This includes: meal sites, menus and prices, entertainment locations, ATMs, places to check e-mail, etc. The riders also enjoy hearing interesting facts about the town and the surrounding area, so the hosts/hostesses should be well informed and have brochures available about historical buildings and other points of interest in the towns.

It is a good practice to have a bus mechanic, reserve drivers and spare buses on call in case of breakdowns, illness or the need to increase the number of buses in route. Always be prepared for the “what if?”

### Communication

Shuttle vehicles should have two-way radios or another type of equipment so they can be given vital information about severe weather warnings or meal sites on the shuttle route that have run out of food. When this happens, the host can inform the passengers of other food options along their route so they don't get off at a stop that is out of food.

Many school districts equip their buses with two-way radios, but if none are available in the vehicles you use for shuttles, you should make sure they could communicate with the command post at the very least. Refer to the Communications Committee section for more information.

### Shuttle Income

Our rule of thumb is to charge those without wristbands more than the wrist-banded rider pays. Many towns offered free service to riders with wristbands, and then charged those without a wristband. The free shuttle offer can greatly grow the ridership if you want to bring riders to locations away from the campgrounds such as downtowns or malls.

The towns with efficient shuttle systems had someone stationed at the campground and other major shuttle stops to sell shuttle passes. It's seldom successful to sell shuttle passes at Information Centers.

Most towns use a unique colored wristband to show who has paid. Some communities use a hand stamp. A few have used a bank cancellation stamp rather than purchasing a special one. If a hand-stamp or wristband is used, the color/shape must be different than the stamp or wristbands used at the Beverage Gardens.

A few years ago, a town came up with a very successful and creative way of bringing in additional revenue. They sold 11 inch by 14 inch ads placed inside their shuttle buses. The advertiser was charged based on how many buses the ad would appear in. Over \$1,000 worth of ads were sold.

Consider working with your local transit authorities to handle the shuttle duties. It is a win-win situation for the community and the transit company. The transit company drastically boosted their ridership for the period which allowed them to recoup funds through various government subsidies. The town had little or no expenses for the shuttle service, but still profited half of the proceeds of rider fees.



### Shuttle Checklist:

- Consider safety first for routes and stops. Riders may assume that bus drivers can see them next to the vehicle, especially on the side where the vehicle door is, or when they approach the vehicle from the rear, but the drivers may have poor visibility. Drivers should take extra care when approaching a pick-up or drop-off site.
- Keep plenty of change available at all locations. The Budget Committee should have a plan for supplying you with change and picking up cash when your cash box is getting full.
- Conduct a test ride of all the shuttle routes before RAGBRAI to confirm the timing and to become familiar with the routes. Have your shuttle drivers drive the routes during this test run. Members of all committees should participate in these test rides.

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- Do not stop at any location other than your designated shuttle stops. These additional stops cause delays leading to a less efficient service. Signs should be posted on the shuttles clearly stating this.
- Only official vendors should be designated as shuttle stops along your route. For example if the Catholic Church is serving lasagna and is an official vendor they should have, or be near, a designated shuttle stop. Conversely, if the Anytown Country Club is not an official vendor, a shuttle stop should not be planned at their location just because they are serving meals.
- Shuttle stops should be clearly marked at all locations. Each sign should also contain directions to official vendors or other places of interest that are not directly at the stop location. For example, the sign might read “Shuttle Stop” and below: “Methodist Church two blocks north” and below that “VFW – one block south” each with a directional arrow. You can’t have too many directional signs to help direct your guests not familiar with your town.
- At your major pick-up sites, consider having a display board with the shuttle routes posted. The map should clearly indicate where they could find food vendors, entertainment and other areas of interest. Consider posting the menus of your churches and eating establishments on the shuttle route.
- In 2011, Atlantic received \$2,400 in free will donations. They would do free will donations again, but would not count on shuttle revenue to offset shuttle expense.
- Color coordinate routes to make it easier on riders to remember what route will take them back to their campsite.
- Avoid federal charter regulations for Metro buses by “pre-selling” tickets. Metro buses cannot be paid by committee for service, but committee can “pre-buy” tickets to cover expenses.
- Check local statutes regarding the use of school buses. There may be a surcharge assessed if you use school buses for shuttle vehicles.

### Golf Carts

**RAGBRAI cautions communities regarding the use of golf carts, gators and ATVs because of the liability involved with volunteers using them.**

The Transportation Committee is charged with securing the appropriate vehicles. These vehicles should be well marked as official vehicles.

There was a golf cart/bicycle accident that occurred a few years back injuring cyclists in one of the overnight towns. In a lawsuit, not related to RAGBRAI, a town has been sued and lost the \$1 million case when a volunteer was hurt in a golf cart accident.

Golf carts are not covered for liability or physical damage off the insured owner’s premise or the golf course. Make sure that any golf carts used by the organizing committee and volunteers have coverage for off premise use. Check with your insurance company to see if they can provide a Liability Insurance Package that automatically covers liability for the use of non-owned golf carts.

It remains the responsibility of the Public Safety Committee to determine the type of transportation to be used by volunteers during the event and whether or not the use of golf carts and/or ATVs will be permitted.

If it is determined that the use of golf carts and/or ATVs will be permitted on public streets, then it is the responsibility of the Transportation Committee to secure these vehicles.

During the acquisition process, you will want to survey the Committee Chairs to determine their legitimate vehicle needs. Please keep in mind that not every committee needs a fleet of golf carts. Once the approximate number of vehicles has been determined, you will want to secure bids. Make sure to get the bids in writing.

#### **Here are a few things to consider when renting golf carts:**

- Check with your insurance company to see if they can provide a Liability Insurance Package that automatically covers liability for the use of non-owned golf carts.
- Work with Public Safety and Law Enforcement to register/permit each approved golf cart. This will assist Law Enforcement in identifying unapproved golf carts which may be in violation of the city’s ordinance and potentially pose a risk to public safety.
- Golf carts are not covered for liability or physical damage off the insured owner’s premise or the golf course. Make sure that any golf carts used by the organizing committee and volunteers have coverage for off premise use.

#### **Here are a few things to consider when managing the use of golf carts:**

- Don’t leave golf carts unattended. Unattended carts may be considered attractive nuisances.

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- Train your drivers. Have a separate meeting for those who are assigned to drive. Reinforce safe driving techniques. Consider implementing rules against driving and talking/texting on phones. No consumption of alcohol while operating a cart.
- Screen your drivers. Make sure you know the ages and driving abilities of the drivers and screen them to ensure you think they will be responsible.

## Short-Term Parking

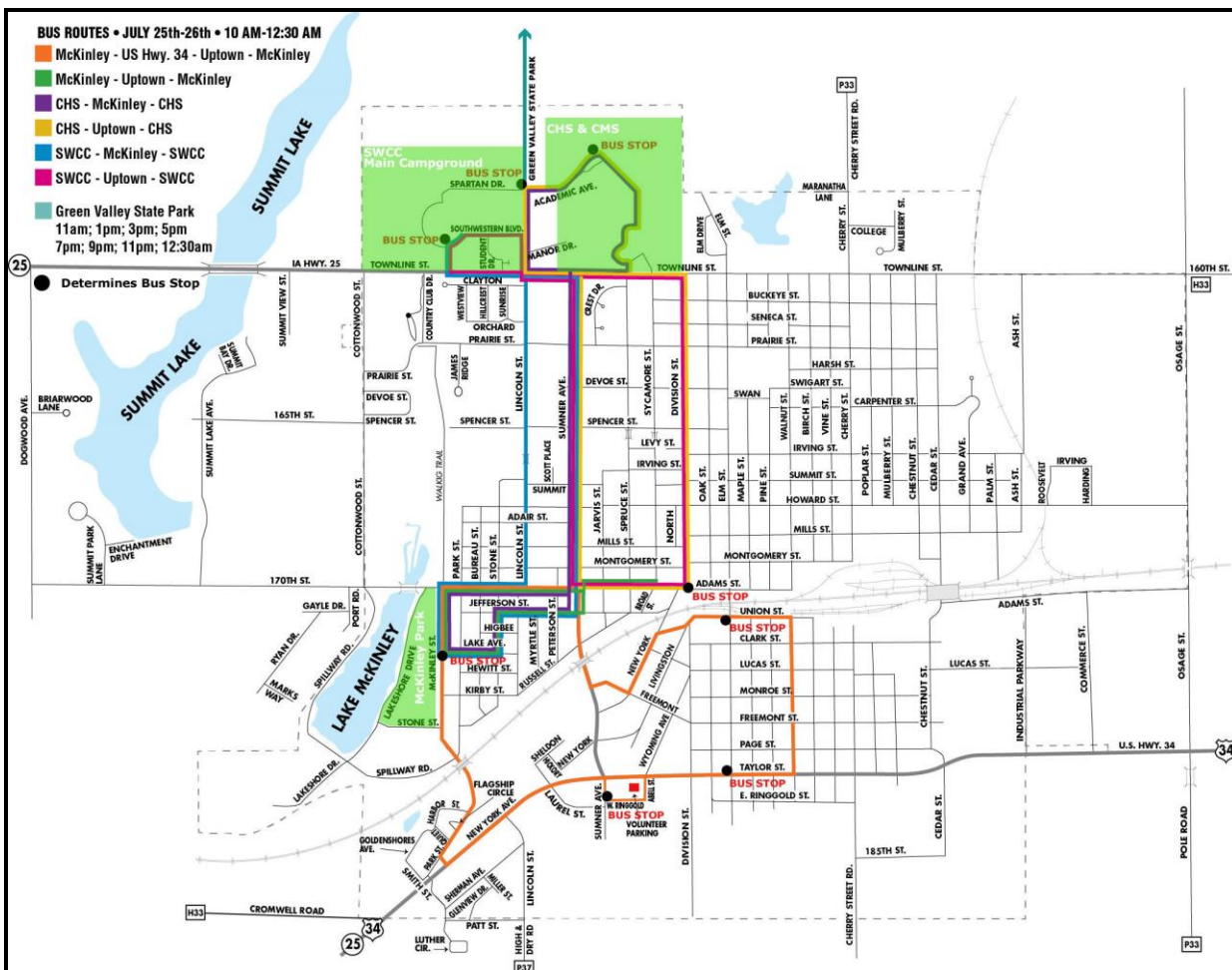
To be honest, one of the most challenging day-of logistics for RAGBRAI Overnight Towns is parking 1,500+ vehicles in the span of a few hours. Luckily, the majority of these vehicles are destined for the campgrounds and are the responsibility of the Campground Committee. The remaining vehicles that need to find a parking spot typically belong to volunteers, spectators and single/multi day riders.

Securing a temporary lot for volunteers and spectators is typically not difficult. Find an open

piece of asphalt or grass with access to a shuttle route and you are done. Finding a parking area for single/multi day riders can be more challenging. This ever-increasing group will need to either drop a car off days in advance or potentially leave a car in your town for days until their ride concludes and they return to pick-up their car.

For this last group, it is advised that you secure a hard surface lot to ensure that the cars will not need a tow truck to be removed from the mud in case of a torrential rain. You will also want to ensure that this lot is separated from the activities and campgrounds.

Historically, towns have provided this service at no cost, but have made it clear that there would be no police surveillance or security and the owner was parking their car at their own risk. Provide this service to registered participants only. A sample Parking Registration/Waiver can be found in the Ending Town chapter at the end of the handbook.



## **TRANSPORTATION COMMITTEE TIMELINE & CHECKLIST**

This is a schedule that worked for a town last year. Set a timeline that is reasonable for your community.

### **MARCH 2022**

- Determine how many volunteers you will need
- Collect bids for golf cart rentals
- Budgets due to Budget/Fundraising Committee
- Attend the Overnight Host Town Meeting in Des Moines

### **APRIL 2022**

- Arrange vehicle for shuttles and recruit shuttle drivers

### **MAY 2022**

- Meet with Communications Committee to discuss radio communication on the shuttles
- Meet with RAGBRAI Staff
- Meet with Food Service, Beverage Garden and Campground Committees to determine the shuttle stops that will be needed
- Meet with Web & Social Media Committee to get shuttle routes published on the town website
- Meet with Law Enforcement and Public Safety Committees regarding shuttle routes
- Meet with Publicity's Signage sub-committee to develop signage for shuttles and shuttle stops
- Secure short-term parking lot(s)

### **JUNE 2022**

- Work with Publicity's Map sub-committee to get maps of all shuttle routes for Web site and Tabloid
- Sell ads for buses
- Review of routes with Law Enforcement
- All Co-chairs and 19 Committee Chairs drive route in shuttle bus

### **JULY 2022**

- Driver training and drive actual routes
- Volunteer orientation and training meeting
- Community clean-up

### **AFTER RAGBRAI**

- Send out thank you notes
- Complete surveys
- Wrap up meeting with RAGBRAI Staff

**RAGBRAI® TRANSPORTATION  
BUDGET  
CENTERVILLE, IOWA (JULY 27, 2016)**

**REVENUE**

<b>Shuttle Income</b>	<b>Budgeted</b>	<b>In-Kind</b>	<b>Actual</b>
Rider Fees 5000 @ \$1 PER RIDER)	5,000.00	0.00	0.00

**TOTAL REVENUE    \$5,000.00            \$0.00            \$0.00**

**EXPENSES**

<b>Shuttle Expenditures</b>	<b>Budgeted</b>	<b>In-Kind</b>	<b>Actual</b>
Drivers and Workers (\$15/HR, 12 hours, 8 drivers)	1,440.00	0.00	1,170.00
Fuel	800.00	0.00	611.68
Miscellaneous	500.00	0.00	400.00

**TOTAL EXPENSES    \$2,740.00            \$0.00    \$2,181.68**

	<b>Budgeted</b>	<b>In-Kind</b>	<b>Actual</b>
Total Revenue	\$5,000.00	\$0.00	\$0.00
Total Expenses	\$2,740.00	\$0.00	\$2,181.68
<b>TOTAL PROFIT/LOSS</b>	<b>\$2,260.00</b>	<b>\$0.00</b>	<b>\$-2,181.68</b>