

SECA - Get Acquainted



Introduction

The purpose of this brochure is to enable a potential SECA member to become better acquainted with SECA.



Our Mission

SECA came into existence in 1976 from the desire expressed by several commuters to find a more economical means of transportation to and from work. They also wished to conserve energy and be friendlier to the environment by decreasing the amount of pollutants released from fewer vehicles being on the road. Those commuters formed a non-profit corporation called the State Employees Commuter Association.

Although "State Employees" is part of the name of the organization we by no means exclude non-State employees from commuting on our vans. Our sole mission is to provide a safe, economical and convenient means of transportation for individuals to and from their destination be it work, school or what have you.

What is SECA?

SECA currently operates over thirty 15 passenger vanpools with services to Socorro, Santa Fe and Los Alamos, for commuters from the Albuquerque metro area, Moriarity, Santa Fe, Abiquiu, Española, Peñasco, and Taos five days a week (excluding most major holidays).

Van Member Roles

On each of SECA's 15 passenger vans there exists a **driver**, one or more **co-drivers**, a **treasurer**, a **van representative** and twelve or more **riders**. Below are definitions for each van member.

Driver

In exchange for driving the van, insuring the van gets regular maintenance, and fueling, the **driver** gets a free ride. The driver may, however, share that one free ride with the co-driver(s). The driver will insure that both the conditions of the vehicle and the road are satisfactory enough for the commute. When inclement weather exists, it is up to the driver to determine whether the van will proceed to its destination. Sometimes during the winter, delays may occur due to roads being closed or temporarily blocked.

Co-driver

A **Co-driver** of a van will fill in for the driver when appropriate or actually share driving on an equal basis with the driver. A co-driver shall be compensated **BY THE DRIVER** up to one day's fare for each day they fill in for the regular driver. A co-driver will perform the same functions as the driver whenever the driver is absent. This includes fueling and maintenance. If the treasurer is also absent, a co-driver will be responsible for those duties as well.

Treasurer

The **Treasurer** is responsible for keeping a record of all income and expenditures that occur as a result of operating the van. The treasurer should keep a ledger of cash and/or checks received. The ledger should contain the following information for each transaction: date received, payee, check #, check date (ignore if cash), amount received, and deposit date. The treasurer will make deposits, sign checks, keep bank statements and compile monthly reports required by SECA. In the event a van is discontinued, the treasurer shall surrender all records and cash left in the van account to the SECA Treasurer.

Van Representative

A member from each vanpool shall be designated as **van representative**. This person is usually the driver, but can be any member of the van. The van representative is responsible for attending regular and annual SECA meetings so that the concerns of a vanpool can be voiced. If the van representative cannot be present at a meeting, a substitute may be appointed.

Unless otherwise designated, all correspondence from the SECA Board and Administrator will be directed towards the van representative.

Rider

A **rider** consists of anyone who rides a SECA van whether on a full-time basis or as a standby. All riders must comply with SECA bylaws and all applicable local, state and federal laws. A rider is required to pay in advance for all rides. Usually this coincides with State employee paydays or is monthly or semi-monthly. The frequency of payment will be determined by the van treasurer. All riders shall pay a one-time initiation fee of \$10. This is to cover advertising costs.

Full-time Rider

Full-time riders are defined as those who are paying a regular fee to reserve a seat on the van. Anyone who regularly rides three or more times a week shall be classified as a full-time rider and make payments as such. As such they will not be reimbursed for rides missed due to illness, vacation, holidays (see below) or failure to arrive at the pick-up point on time.

Full-time Standby Rider

A full-time standby rider is a full-time rider that cannot be afforded a permanent seat on the van. This rider shall pay the full-time fare with the stipulation that they may be displaced if all the seats are occupied by full-time riders. If a full-time standby rider is bumped, they shall be reimbursed for their ride. A full-time standby rider may convert to regular full-time status when a vacancy becomes available.

Standby Rider

A standby rider is defined as a infrequent rider. A person who rides less than three times a week is considered a standby rider. Standby riders shall either pay as they go or purchase a ten-ride ticket. Standby riders shall be reimbursed for unused rides if they should decide to quit the van or transfer to another SECA van. A standby rider's fare shall be \$7 per day for commutes from the Albuquerque metro area to Santa Fe and \$6 per day for commutes from the Santa Fe area to Los Alamos.

Financial Authority

The van treasurer will be given authority to sign on a SECA checking account for the van on which he/she rides. The limits of authority extend to only the funds collected within that van and may only be used for purposes of commuting (gas, oil, oil changes, maintenance, accounting and administrative expenses). No van treasurer, driver, or member has the authority to encumber the SECA organization without the written consent of the full Board of Directors. Any misuse of SECA funds will be treated as such and will be rectified by any means necessary.

A checking account will be initiated by the SECA Administrator on which a Board member will be signatory. The van treasurer will be given authority to make deposits and write checks. Statements will be addressed to the van treasurer and a copy shall be remitted with the monthly report.

Checks written on a SECA van account for insufficient funds will not be condoned as it reflects on the good standing of the entire SECA organization. This may require the Board to close the account and remove the van from the route.

Each van is individually accountable for any and all funds collected within the van.

Excessive Mileage Assessment

SECA vans are not to be used for personal business or for travel beyond the posted origination and destination cities. Monthly rates have been determined using actual map mileage from the Van's home city to its destination city plus 20 miles per round trip to allow for miles traveled in the destination city to drop off passengers and trips related to van maintenance and cleaning. Vans who exceed the number of miles covered by the basic monthly fee will be assessed an excessive mileage fee. The amount of the assessment will be \$1.00 for each mile traveled over the estimated number of miles for the route each month, calculated by multiplying the daily mileage allotment by the number of actual commuting days in the month. The excess mileage assessment collected will be placed in the vehicle maintenance fund.

Van Fees & Reports

Each SECA van is responsible for turning over a portion of the funds they collect to SECA administration each month along with a monthly report. The fee charged to each van enables SECA to pay for excess maintenance, insurance, lease fees and other overhead costs. The rate charged each van depends on their route. Each new vanpool will be informed what the going rate is by their Project Director or SECA Administrator.

The monthly report required each month consists of a financial summary page detailing income and expenses for a given month of operation, fund reconciliation worksheet, gas and mileage log, daily rider log, gas and maintenance receipts, canceled checks and deposit slips and bank statement. The monthly report forms can be found in the SECA Policies and Procedures Manual which is distributed to each new vanpool at its inception.

Our Current Fees

Our fees change periodically. For a current description of our fares go to our website:

<http://www.seca-vanpools.org/routes.htm>

When applying for a van from SECA in order to start a new route you must...

1. Find one or two common pick-up points and get permission to park at the location(s) selected.
2. Appoint a Driver, co-Driver(s), Treasurer, Van Coordinator. Submit paperwork for processing Drivers. Set up a time for Van Coordinator/Treasurer and Drivers to meet with SECA Administrator to review duties and responsibilities.
3. Fill out Membership Applications and Van Coordinator/Driver Agreements.
4. Establish a route and complete the Routing Sheet. Submit to SECA Administrator to facilitate additional passenger referrals.
5. Coordinate with the SECA Administrator to have a bank account opened.
6. Obtain a van and paperwork from the SECA Administrator.
7. Start van.

A bank account will be opened under your route number so that you may deposit rider fees and pay for the operation of the van. The project director responsible for the area in which your vanpool will operate will contact you to discuss your responsibilities and to distribute a procedure manual.

On the first day of operation you must...

1. Collect fees from the riders at the going rate and record in the Detail of Income (form in the procedure manual). All fees collected must be deposited in the van's checking account.
2. Record your van's starting mileage in the Vehicle Operations Log.

Consult your procedure manual for additional items to be recorded.

DRIVER APPLICATION

Route# ____ Driver Will Be: [] Primary [] Co-Driver/Backup DDC attached or date, time, place scheduled _____

Applicant's Name (print) _____ email: _____

Cell: _____ work: _____ home: _____ emergency: _____

Home Address _____ City _____ ST ____ Zip _____

Exact Night Time Location of Van: _____

Employed by _____ Where: _____

Exact Day Time Location? _____

New Mexico Driver's License # _____ Date of Birth: _____

Driving Record: If you have had an accident or moving violation citation in the last 3 years, you must submit a copy of your Motor Vehicle Record (available at any MVD office) with this application. **If you have a DUI or school zone violation, you are ineligible to drive a SECA van for at least 5 years after the conviction. If any charges are pending, you may not operate a SECA van until they are adjudicated.**

Statement of Responsibility

As a SECA Vanpool Driver, I recognize that I must: have a valid driver's license; be medically fit at all times to operate a SECA vehicle; comply with all requirements set forth by the Public Regulatory Commission for drivers of non-profit commuter vanpools; comply with SECA ByLaws and Policies and Procedures and maintenance requirements; and, comply with state, local, and federal driving laws. By my signature below, I affirm that I have no medical condition which could impair my ability to safely drive a SECA van and that I am not taking medication (prescription or non-prescription) which could impair my driving ability. I agree to report any accident, bodily injury, or property damage involving the vanpool vehicle promptly to the SECA office and obtain copies of any and all reports regarding any damage to the SECA vehicle or bodily injury to a member of SECA. Further, by my signature below, I authorize SECA to have my driving record checked at any time during the period I am a SECA driver. I agree to immediately notify the SECA office if given any moving violation citation of any kind whether received in a SECA van or in my personal vehicle. I know that I am not authorized to drive any SECA van until my Van Coordinator has been notified in writing of my approval and inclusion on SECA's insurance policy.

Applicant's Signature

Route # _____ Date _____

SECA Form DA Oct 2002

Vanpool Coordinator Agreement

Applicant's Name _____

Contact Information: Email Address _____

Work Phone _____ Home Phone _____ Cell Phone _____

Home Address _____

City _____ State _____ Zip _____

Employed by _____

Vanpool Coordinator Statement of Responsibility

As the designated vanpool coordinator for SECA Route # _____, I understand and accept the following responsibilities:

1. I am responsible for ensuring that passenger fares are collected and deposited into the assigned van account in a timely manner, but no more than 8 working days from the date of receipt. I agree that all funds collected shall be accounted for in the proper manner outlined in the SECA Policies and Procedures. Receipts will be given to any member paying for his/her ride in cash.
2. I am responsible for preparing the required monthly reporting documents and forwarding them along with receipts, supporting documents, and monthly payment to the SECA office no later than the 10th day of each month if mailed, or by the 15th day of each month if hand-delivered to the SECA office.
3. I am responsible for serving as the van's point-of-contact with the SECA Administrator and the Board of Directors. As such, I agree to receive, read, and act/respond to requests in a timely manner.
4. I am responsible for ensuring that all SECA Policies and Procedures are complied with by my assigned vanpool. This includes, but is not limited to, policies regarding vehicle maintenance and safety and financial practices.
5. I am responsible that no person drives the assigned SECA vehicle, even for short distances, until they have met all driver requirements and have been placed on the SECA insurance policy as verified with the SECA Administrator. I further agree to ensure that the assigned vehicle is only used to transport members to and from work and during assigned hours of operation and never used for any other reason.

By my signature below, I accept and agree to all of the above responsibilities. I understand that I may delegate tasks, e.g., vehicle maintenance, driving, or treasurer tasks, to other members of this vanpool, but I agree to retain full responsibility for ensuring that all tasks, delegated or not, are completed properly and in a timely manner. I understand that if I fail to perform the assigned duties and responsibilities of a van coordinator, the SECA Administrator may recommend my removal from this position to the Board of Directors. If removed, I agree to work with the SECA Administrator to ensure a smooth transition of funds and SECA property to the replacement coordinator.

Van Coordinator's Signature

Date

SECA Form Coordinator Agreement Oct 2002

Membership Application

Type of Application: [] New [] Update Email Address: _____

How did you hear about SECA? _____

Applicant's Name _____

Work Phone _____ Home Phone _____

Home Address _____

City _____ State _____ Zip _____

Employed by _____

Major cross streets closest to work _____ / _____

I work in the _____ building.

Rider Status: [] Full-time [] Stand-by [] Temporary / Seasonal

Scheduled work hours _____ a.m. _____ p.m. Date of Birth (optional) _____

I understand and agree that by applying for membership in SECA, I must abide by the By-laws, Policies and Procedures, and Code of Conduct of said organization. I further understand that a one-time, non-refundable fee of Ten Dollars (\$10.00) is required and entitles me to ride on a SECA van as long as I have paid in advance for that ride. I understand that I am responsible for promptly advising the SECA office of any illegal or unsafe situations occurring on a SECA van.

I, the undersigned, agree to pay Ten Dollars (\$10.00) to the SECA Driver or representative on the day that I begin riding a SECA van.

Applicant's Signature Date _____

For Driver or Van Representative only

Application accepted by _____ Date _____

Member on Route # _____ Membership fee paid on _____ \$ _____

Date received by office _____ Fee received? ___ Yes ___ No

Driver: Mail this form along with \$10 fee to SECA with your current month's report