

<b>OPERATIONS</b>  <b>Passenger Facilities</b>  <b>Bus Stop Placement, Closures and Relocations</b>	<b>Policy</b>	
	Document Number:	OPS-PL-0003
	Version Number	01

**1.0 Purpose:**

To establish standards for VTA to determine the placement of Bus Stops and when and under what conditions it will make Bus Stop closures and relocations.

**2.0 Scope:**

This policy applies to the placement of Bus Stops. This policy also applies to any instance when a temporary or permanent relocation or closure of a Bus Stop is being considered by VTA, whether such consideration is initiated internally or by a third party.

**3.0 Responsibilities:**

3.1 The Operations Division staff, as assigned by the Chief Operating Officer, is responsible for evaluating and determining the placement and spacing of Bus Stops and adding passenger amenities.

3.2 The Operations Division staff, as assigned by the Chief Operating Officer, is responsible for evaluating temporary or permanent Bus Stop relocation or closure proposals based on the criteria established in this Policy. The Operations Division will develop an evaluation form to guide the evaluation process.

3.3 The Chief Operating Officer, or his or her designee, shall make the final decision on whether and under what conditions Bus Stops will be relocated or closed, either permanently or temporarily, consistent with this Policy after reviewing the staff evaluation.

**4.0 Policy:**

4.1 Placement: Far Side Stops are the preferred location for Bus Stops, although the ultimate decision is based on the inherent safety considerations, ridership potential, operational efficiency, ease of connection, availability of space, and compliance with ADA requirements. VTA should follow the guidelines for Bus Stop placement in the *Service Design Guidelines*, adopted in 2006.

4.2 Spacing: VTA should follow the guidelines for Bus Stop spacing in the *Service Design Guidelines*, adopted in 2006. Bus Stops on local routes will be spaced between 750 ft. – 2,500 ft. apart. The spacing will increase for Bus Rapid Transit and Express Bus Routes.

4.3 Passenger Amenities: Shelters, benches and other amenities should be added or modified

<b>OPERATIONS</b>  <b>Passenger Facilities</b>  <b>Bus Stop Placement, Closures and Relocations</b>	<b>Policy</b>	
	Document Number:	OPS-PL-0003
	Version Number	01

to provide comfort and protection to passengers. The placement and the selection of these amenities should be based on ridership, passenger needs, safety and security, and compatibility of surrounding land use.

- 4.4 Installation: VTA coordinates with local jurisdictions to install new bus stops and relocate bus stops. VTA seeks input from local transportation departments to locate bus stops and approval from public works departments to install bus stops. Typically, bus stop installations require an encroachment permit from the local jurisdiction for the installation of a pole, sign, and bus stop furniture.
- 4.5 Removal: VTA will have the discretion to remove a Bus Stop if the Operations Division, after making a reasonable evaluation of a Bus Stop’s location, makes any one of the following findings:
  - 4.5.1 The Bus Stop’s location is unsafe;
  - 4.5.2 There is unnecessarily close spacing between Bus Stops;
  - 4.5.3 There is or there will be construction of a new land development which includes an adequate and acceptable replacement Bus Stop provided by the property owner or developer;
  - 4.5.4 The Bus Stop has insufficient ridership to support a stop at that location.
- 4.6 Relocation: VTA will have the discretion to relocate a Bus Stop if the Operations Division staff is satisfied that there is an adequate and acceptable alternative location. In evaluating whether the alternative location is adequate and acceptable, staff will consider the following factors: passenger safety and convenience, passenger transfer activities, operations safety, and impacts on the surrounding land uses. If the relocation request is made by a Requesting Party and a right-of-way and/or easement is required to relocate the Bus Stop, then the Bus Stop shall be relocated only if the Requesting Party obtains such right of way or easement at his or her own cost. The Requesting Party shall pay for the construction of the relocation, unless VTA waives this requirement for compelling reasons.
- 4.7 Temporary Relocation During Construction: VTA will not temporarily relocate a Bus Stop until and unless a Requesting Party, property owner, developer or contractor enters into a mutually-acceptable agreement with VTA which includes details on the construction schedule, an approved traffic control plan, a schedule for moving the Bus Stop to the temporary location and back to its pre-construction location at the end of the construction period, and costs to be covered by the Requesting Party, property owner,

<b>OPERATIONS</b>  <b>Passenger Facilities</b>  <b>Bus Stop Placement, Closures and Relocations</b>	<b>Policy</b>	
	Document Number:	OPS-PL-0003
	Version Number	01

developer or contractor. The requesting party must secure parking restriction from the local jurisdiction for the temporary bus stop and pay any associated fees. If the Bus Stop pole, bench, shelter, or other amenities must be removed during construction, the Requesting Party, property owner, developer or contractor must submit engineering drawings of the Bus Stop layout before and after the construction.

**5.0 Definitions:**

- 5.1 Bus Stop means a bus stop pole, bench, shelter or other amenities used at bus stop locations.
- 5.2 Far-Side Stops are those Bus Stops located immediately after an intersection, allowing the vehicle to pass through the intersection before stopping for passenger loading and unloading.
- 5.3 Requesting Party means any third party that requests from VTA that a Bus Stop be removed, relocated or modified.

**6.0 Summary of Changes:**

Initial release.

<b>Original Date:</b>	<b>Revision Date:</b>	Page 3 of 3
November 3, 2016		

<b>OPERATIONS</b> <b>Passenger Facilities</b> <b>Bus Stop Placement, Closures and Relocations</b>	<b>Policy</b>	
	Document Number:	OPS-PL-0003
	Version Number	01

**7.0 Approval Information:**

<i>PREPARED BY</i>	<i>REVIEWED BY:</i>	<i>APPROVED BY</i>
Rodrigo Carrasco, Supervisor – Transit Service Development		
	Inez P. Evans Chief Operating Officer	Nuria I. Fernandez General Manager
		Date Signed
		Cindy Chavez Board Chairperson
		Date Signed