

POLICY BUS STOP PLACEMENT, CLOSURES, AND RELOCATIONS	Document Number:	Version Number:
	OPS-PL-0003 400.002	02

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 Service Planning staff, as assigned by the Chief Planning and Programming Officer, is responsible for evaluating and determining the placement and spacing of bus stops and adding passenger amenities.
- 3.2 The Service Planning staff, as assigned by the Chief Planning and Programming Officer, is responsible for evaluating temporary or permanent bus stop relocation or closure proposals based on the criteria established in this Policy. The Service Planning department has an agreement form to guide the evaluation process.
- 3.3 The Chief Planning and Programming Officer, or their 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 connections, availability of space, and compliance with ADA requirements. VTA should follow the guidelines for bus stop placement in the *Bus Stop & Passenger Facilities Design Criteria and Standards*.
- 4.2 **Spacing:** VTA should follow the guidelines for bus stop spacing in the *Transit Service Guidelines*, adopted in 2018.
- 4.3 **Passenger Amenities:** Shelters, benches, and other amenities should be added or modified to provide comfort and protection to passengers. The placement and the selection of these amenities should be based on ridership, passenger needs, equity, safety and security, and compatibility of surrounding land use. VTA should follow the guidelines for placement of amenities in the *Transit Passenger Environment Plan* and the guidelines for equitable distribution of amenities in VTA's Title VI Program.

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- 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 Service Planning staff will have the discretion to remove a bus stop after making a reasonable evaluation of a bus stop's location and if the evaluation makes any one of the following conclusions:
- 4.5.1 The bus stop's location is unsafe;
- 4.5.2 There is unnecessarily close spacing between bus stops, as stated in 4.2 of this policy;
- 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 Service Planning 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, 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. VTA must be notified in advance of the work, depending on the type of construction in the bus stop area.

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- 4.7.1 For general closures where the physical conditions of the bus stop are not affected, 72 business hours prior is required.
- 4.7.2 For bus stops where there is a shelter that requires removal, 2 weeks' notice is required.
- 4.7.3 For bus stops where the physical conditions of the bus stop are affected, 2 weeks' notice is required and may require a VTA construction access permit.

5.0 Definitions:

- 5.1 **Bus Stop** means a bus stop pole, bench, shelter, or other amenities used at bus stop locations. Generally, the bus stop area is 5 feet in front of the bus stop pole and 50 feet back from the bus stop pole.
- 5.2 **Far-Side Stops** are 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:

The revisions in this version update the policy to reflect that the Service Planning staff that administer and coordinate bus stop changes have moved into the Planning and Programming Division, replaces references to obsolete service guidelines, and adds equity considerations to the placement of bus stop amenities.

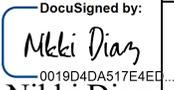
- Revises "Operations Division staff, as assigned by the Chief Operating Officer" to "Service Planning staff, as assigned by the Chief Planning and Programming Officer"
- Revises "Operations Division" to "Service Planning Department"
- 3.3: Revises final decision on bus stop changes to be the Chief Planning and Programming Officer.
- 4.1: Replaces an outdated reference of the obsolete *Service Design Guidelines* to VTA's *Bus Stop & Passenger Facilities Design Criteria and Standards*.
- 4.2: Replaces an outdated reference of the obsolete *Service Design Guidelines*, to VTA's *Transit Service Guidelines*.
- 4.3: Updates placement of passenger amenities to refer to the *Transit Passenger Environment Plan*.
- 4.3: Added equity as a consideration for the placement of bus stop amenities and a reference to VTA's Title VI Program.

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- Adds the evaluation form, mentioned in 3.2, for requesting parties to complete that VTA has received, reviewed, and coordinated any bus stop changes.

7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Nikki Diaz Transportation Planner II	 Deborah Dagang Chief Planning & Programming Officer	 Charles "Chappie Jones" Chairperson VTA Board of Directors
	 Carolyn M. Gonot General Manager/CEO	

Date Adopted: January 6, 2022

Periodic Review of Document (No Revisions Needed):

Reviewed by: _____
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