

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 1/22/2020

**Staff Report No.** 20-016

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** Policy 546 Supplementary Service

### ACTION ITEM

#### **RECOMMENDED ACTION(S):**

Consider approving amendments to Board Policy 546 - Standards for Operation of Supplementary Service.

#### **STRATEGIC IMPORTANCE:**

Goal - Convenient and Reliable Service

This policy update clarifies the District's policies for planning and operating supplementary service, and includes the process for coordinating schedules with school districts to ensure service is delivered in a safe, reliable and efficient manner.

#### **BUDGETARY/FISCAL IMPACT:**

There are no budgetary or fiscal impacts associated with this report. However, some of the proposed changes in policy language could reduce the District's unscheduled overtime costs due to more predictability of school minimum days.

#### **BACKGROUND/RATIONALE:**

Currently, Board Policy 546: Standards for Operation of Supplementary Service - adopted in August 1996 and amended in November 2000 - governs the District's procedures for planning and operating Supplementary Service associated with school bell times. This policy is being updated to improve compliance with state and federal regulations and to improve the efficiency and effectiveness of daily operations.

As background, the District operates open-door bus service to and from school sites throughout the District, from Richmond to Fremont. The purpose for this supplementary service is to ensure the District's regular bus service is not overloaded due to peak bell-time student ridership. The service takes two forms: additional trips on existing local lines (51A, 39, etc.) to prevent overcrowding and unique lines with trips timed with school bells (600-series lines) that are comprised of segments from one or more existing local lines.

District staff reviewed the existing policy - as amended - and identified a number of changes that will improve the way the District coordinates and plans service and reduce some of the administrative and operational burden for Supplementary Service.

The following key changes are being proposed to Board Policy 546:

- The policy has been reformatted to meet the new Board Policy format and some sections have been rearranged or added to provide clarity.
- A procedure for coordinating with school districts has been added and a timeline for school districts to provide information regarding school calendars and bell times has been revised to ensure District staff receives information in a timely manner.
- Language regarding regular early dismissals has been revised to better reflect the District's preference for Wednesday early releases.
- The previous allowance for five irregular early dismissals per school has been eliminated. Any irregular dismissals (staff development days or testing days, for example) will be served at the regular release time.
- Language regarding billing districts for unused service has been eliminated.
- Language regarding summer school service has been revised for clarity.
- The section regarding passenger behavior and vandalism has been streamlined to refer to the same codes of conduct applicable to the rest of AC Transit's service.

If approved by the Board, staff intends to implement this policy in conjunction with the 2020-21 school year.

**ADVANTAGES/DISADVANTAGES:**

The advantage of adopting amendments to Board Policy 546 is to update the procedures for planning and operating supplementary service to better reflect best practices and to maximize the limited resources available.

Some schools will be affected by the loss of five irregular early release days, resulting in students waiting longer after school before their regularly scheduled bus arrives. The five early release day exceptions are typically used for school testing days and early release days at the end of the school year.

**ALTERNATIVES ANALYSIS:**

One alternative is to leave the policy as it is now; however, leaving the policy in its current form leaves out significant changes in how AC Transit can operate supplementary service more efficiently in the future.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

None

**ATTACHMENTS:**

1. Proposed Amendment Board Policy No. 546: Standards for Operation of Supplementary Service

2. Current Version of Board Policy 546

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