



# Agenda Planning Request Form



## Instructions

Complete this form for any new or amended Agenda Planning (AP) Request. Each request requires the endorsement of **at least three (3) Directors** (including the requestor). Directors are limited to a **maximum of fifteen (15)** AP requests per calendar year, with no more than two requests made per meeting. AP requests are non-transferrable to any other Director and any “unused” AP requests shall not be carried over to the next calendar year. Requests for presentations by individuals or organizations outside of AC Transit are excluded from the AP request limit.

Prior to making a request, Directors shall make their best effort to discuss the item with the General Manager, a member of his/her Executive Staff or appropriate Board Officer in advance of the Board meeting at which the request will be made.

**AP Request Forms are due to the District Secretary no later than 5:00 p.m. on the Wednesday one week prior to the scheduled Board meeting in order for the form to be included in the agenda packet.** Email completed forms to [districtsecretary@actransit.org](mailto:districtsecretary@actransit.org)

## Information

<b>Directors Name</b> Diane Shaw		<b>Meeting Date the AP Request will be presented:</b>	12/10/25
<b>This Request is:</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	<b>Include in the GMs Report:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Type:</b>	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Briefing	<b>Expected Staff Report Due Date (if known):</b>	
<b>Discussed w/ GM, Board Officer or Exec Team Member:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## Item Description: (Please be thorough. Attach additional information if needed.)

East Bay Paratransit is a vital system to those that need it. Currently we continue to change the time we run paratransit based on the latest schedule plan. So, if you live in Oakland where there is service 6am to 10pm you can get paratransit during those times, but if you run in an area that only gets serviced 8am to 7pm you can only get paratransit during that time. I'd like to understand the pros/cons and costs of moving to a fixed paratransit operating time similar to most other paratransit systems in the Bay Area. (Maybe 5:30AM to 11PM)

## Purpose:

Understand the costs associated with a fixed paratransit service time, understand how many people are affected by the current schedules and how many might be helped with the change, and to understand the costs required to reconfigure our software for every service change with a variable schedule. Looking to see if those costs might cover the change to a fixed time. EBP seems to be the only system that doesn't have a fixed time to

schedule paratransit trips and is on a variable schedule which makes it harder for our customers if the times change every 3 months. In addition, it takes customizations to the software that runs EBP to change every 3 months. Samtrans runs 5AM – 12AM, CCCTA runs 4:30AM – 11PM, and VTA runs 5AM-12AM.

### **What will be accomplished/desired outcome:**

The board will have a full understanding of the costs associated to a fixed time for paratransit service. We will also know how many people this might help and If we agree it might be worth it to pursue, we can identify next steps for insuring our other partners are on board with the change.

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