



# 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><br>Diane Shaw                        |                                                                                 | <b>Meeting Date the AP Request will be presented:</b> | 07/23/25                                                            |
| <b>This Request is:</b>                                    | <input checked="" type="checkbox"/> New<br><br><input type="checkbox"/> Amended | <b>Include in the GMs Report:</b>                     | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>Type:</b>                                               | <input type="checkbox"/> Action <input checked="" 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.)

Supplemental Service is critical to our region to insure our youth have a way to get to school. This service has a cost and very little of that cost is reimbursed by the school districts or the state. I'd like to get an understanding of the background to supplemental service, how much it costs us to provide by city/district, how much is reimbursed and what the ridership is for this service. What efforts have been made to provide funding for this service and what challenges still exist. Would also like to know how many students in each city are provided free youth transportation to take our buses. How does our service compare to other districts in the Bay Area? How do they get their funding for these school services? Also include how many school districts that we work with to provide the service.

## **Purpose:**

Provide a background and current status of supplemental service by city. This should include ridership, number of buses used, number of drivers required, and both overall and hourly cost to provide the service. Identify current challenges with possible solutions to the challenges.

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

The board will have a full understanding of the cost and challenges of providing supplemental services. In addition, a plan of what things can be done to try to fund the costs.

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