



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

Information

Directors Name:	Jean Walsh	Meeting Date the AP Request will be presented:	April 2026
This Request is:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Include in the GMs Report:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Briefing	Expected Staff Report Due Date (if known):	
Discussed w/ GM, Board Officer or Exec Team Member:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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

Board Policy 471, Cancellation of Scheduled Service, outlines the priority and method for cancellation of scheduled service due to “operations inefficiencies in equipment, staff or events not within the agency’s control.” The policy was last reviewed in September 2022.

The policy states that “AC Transit will take priority actions to serve the public with the least impact/inconvenience” and that:

- “Supplementary bus service shall not be cancelled.
- First or last trips of each run shall not be cancelled.
- Service that runs one hour or longer shall not be cancelled.

- Two or more consecutive trips of the same line shall not be cancelled.”

While the Board receives operational data on missed trips per line per month, there is currently no mechanism report adherence to Board Policy 471.

The AC Transit Board requests that staff provide a report on the extent to which supplementary service, first or last trips of each run, service that only runs once an hour, and consecutive trips are cancelled.

Purpose:

Reporting on compliance with Board Policy 471 will ensure the Board can effectively fulfill its oversight responsibilities, promote accountability, and maintain public trust.

What will be accomplished/desired outcome:

The Board seeks to achieve:

- Improved transparency and visibility into the District’s adherence to Board Policy 471
- Strengthened accountability across the organization
- Enhanced decision-making by the Board based on timely and reliable information
- Increased public confidence in AC Transit’s governance

Above all, the board and staff will better understand the impact of cancellations on the rider experience so we can continue addressing the problem of reliability and ultimately deliver the bus service we promise to the public.
