



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

| | | |
|--|---|---|
| Director's Name: Jean Walsh | | Meeting Date the AP Request will be presented: July 2025 |
| 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 438 governs the use of non-revenue vehicles. The District currently has 133 non-revenue vehicles, and assigns five take-home vehicles. Staff projects a cost of **\$12M** to convert these vehicles to zero-emission vehicles.

The policy lacks clarity in several areas:

- Reporting. The policy should clearly state where and when the written reports to the Board will appear. The reports should also include mileage and costs for each non revenue vehicle over the reporting period.
- Take home vehicle assignments. The policy should clearly define the criteria for assignment based on use for after-hours and weekend emergencies. Assignments for specialized equipment should clarify what types of equipment meets this requirement and why a take-home vehicle is justified vs. a regular non-revenue vehicle. The policy should use a numerical figure, such as once per week, instead of a subjective term like “frequent use.” Please refer to best practices, for example: <https://sao.wa.gov/sites/default/files/2023-05/Best-Practices-for-Take-Home-Vehicle-Programs.pdf>
- Fleet size. The policy should include language that establishes the goal to reduce the number of non-revenue vehicles in the fleet to the minimum number needed to conduct District business. Additional vehicle pools should be encouraged for cost savings and efficiency.
- Purpose. The policy makes passing mention of public transit, but should further emphasize the goal to encourage the use of public transit, preferably AC Transit, for District business.

Purpose:

To improve the vehicle use policy in order to reduce costs to the public and ensure the non-revenue fleet is adequately utilized and monitored appropriately

What will be accomplished/desired outcome:

The policy will be more clear and the Board will have more information to make informed decisions.



For Office Use Only

Information on requested additions by Board Members:

Click or tap here to enter text.

Concurrence By: ☐ Beckles ☐ Walsh ☐ Syed ☐ McCalley ☐ Shaw ☐ Young ☐ Peeples

Tracking Number (if applicable): Click or tap here to enter text.