



**Board Policy No. 475**  
**Requests for Use of Rolling Stock**

**ADOPTED:** TBD  
**RECENT AMENDMENT:** N/A  
**SEE ALSO:** N/A

**SUBJECT CATEGORY:** SECTION 400, OPERATIONS  
**SUBSECTION:** TRANSIT SERVICES  
**CONTROL DEPARTMENT:** OPERATIONS

**I. PURPOSE**

The purpose of this policy is to set forth the process for handling requests to exhibit District buses or to use District Rolling Stock for a purpose other than in-service public transportation.

**II. PERSONS AFFECTED**

All AC Transit employees, Board members, vendors, consultants and independent parties not affiliated with AC Transit.

**III. DEFINITIONS**

**“Service Area”** means the entire area in which the District is authorized to provide public transportation service under local, state and federal law.

**“Public Agency”** means a city, county, state, special district or federal government agency.

**“Funding Agency”** means an agency that provides for the District’s capital and/or operating expenses.

**“Rolling Stock”** means transit vehicles such as buses, vans, cars, railcars, locomotives, trolley cars and buses, and ferry boats, as well as vehicles used for support services. (49 CFR 661.3)

**IV. POLICY**

**A. Requests**

1. All requests for the use of rolling stock for a purpose other than in-service public transportation shall be made in writing.
2. Written requests must be received a minimum of 45 days in advance of the date the vehicle is needed.
3. The written request must contain the following information:
  - a. The name, address and contact information for the requestor; the date, start time and end time the rolling stock vehicle is needed; the event date and title, the number of rolling stock vehicles needed; and purpose of the request.

- b. Specific information including itinerary, number of passengers, intended use, size and/or type of vehicle requested, special equipment or other accommodations needed, and any other pertinent information.
    - c. Name of AC Transit staff sponsor.
  4. All requests are to be submitted to the General Manager's Office for processing.
  5. The requestor may be asked to supply additional information as necessary by the District. Such information shall be supplied to the District at as soon as possible.

## **B. Evaluation of Requests**

1. Written requests shall be evaluated on and may be denied based on the following criteria:
  - a. Compliance with the Federal Transit Administration Charter Rule.
  - b. Impact on District Operations, including, but not limited to: total time of use, operator availability, availability of rolling stock vehicle(s), etc.
  - c. Cost to the District.
  - d. Public and/or District benefit.
  - e. The number and frequency of prior requests.
  - f. Risk analysis.
2. AC Transit reserves the right to cancel or revoke its approval of a request for operational and/or other reasons.

## **V. AUTHORITY**

### **A. Board Authority**

1. AC Transit Board Member Requests

Any request for rolling stock made by a Board Member shall be referred to the Board of Directors for consideration.

2. Other Requests

Any request for rolling stock made by an organization other than a public/funding agency shall be referred to the Board of Directors for consideration.

### **B. General Manager's Authority**

1. The General Manager is authorized to grant or deny requests for use of District rolling stock by public/funding agencies.
2. The General Manager is authorized to grant or deny requests submitted under urgent, unanticipated special circumstances with the concurrence of the Board President and General Counsel. This provision shall not be applicable to requests that are covered elsewhere in this policy or in situations where a request was not submitted according to the timelines described above.

**VI. ATTACHMENTS**

None