

**AGENDA PACKET
AC TRANSIT
ACCESSIBILITY ADVISORY COMMITTEE (AAC)
REGULAR MEETING
TUESDAY, JANUARY 8, 2019
1:00 P.M.**

INDEX OF ATTACHMENTS

- 1. Minutes from December 11, 2018**
 - 2. Bus Stop Policy Draft**
 - 3. Lift/Ramp Road Call Report**
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MEETING LOCATION

**East Bay Paratransit Office
1750 Broadway
Oakland, CA 94612
1:00 P.M.**

Transit to AAC Meeting

**All AC Transit bus lines service downtown Oakland stops within walking distance of the meeting location.
This site can also be reached via BART to the 19th Street Oakland station.**

For additional information about the Accessibility Advisory Committee, contact Tammy Kylo, Secretary to the Committee, at 510-891-7175.

**AGENDA
ACCESSIBILITY ADVISORY COMMITTEE (AAC)
EAST BAY PARATRANSIT OFFICE
1750 BROADWAY, OAKLAND, CA 94612
1:00 P.M., TUESDAY, JANUARY 8, 2019
REGULAR MEETING**

AAC MEMBERS:

JANET ABELSON

CHONITA CHEW

PAMELA FADEM, CHAIR

JIM GONSALVES

JAMES ROBSON

TANYA WASHINGTON

HALE ZUKAS

ERIKA BRUHNS

MARY CLUTTS

MAUREEN GILHOOLY

DON QUEEN

WILL SCOTT

BARBARA WILLIAMS, VICE CHAIR

1. Roll Call and Introduction of Members and Guests
2. Order of Agenda
3. Approval of Minutes for December 11, 2018 [Attachment 1]
4. Review Bus Stop Policy (Carissa Lee) [Attachment 2]
5. Chair's Report
6. Board Liaison Report
7. Review of Lift/Ramp Road Call Report [Attachment 3]
8. Service Review Advisory Committee (SRAC) Report (Janet Abelson)
9. ACTC PAPCO Report (Hale Zukas)
10. Public Comments
11. Member Communications and Announcements
12. Staff Communications and Announcements
13. Set Next Agenda & Meeting Date
14. Adjournment

ATTACHMENTS:

Meeting Minutes: December 11, 2018	[Attachment 1]
Bus Stop Policy Draft	[Attachment 2]
Lift/Ramp Road Call Report	[Attachment 3]

Staff to the Accessibility Advisory Committee:

Mallory Nestor-Brush, Accessible Services Manager	(510) 891-7213
Kim Ridgeway, Accessible Services Specialist	(510) 891-7261
Tammy Kylo, Administrative Coordinator	(510) 891-7175

ALTERNATIVE FORMATS: AC Transit will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service to Tammy Kylo, Administrative Coordinator, AC Transit, 1600 Franklin Street, Oakland, CA 94612. Written requests will be honored for the calendar year in which the request was made, but must be renewed after January 1 for the next calendar year with the same information listed above.

SIGN LANGUAGE INTERPRETER: A sign language interpreter will gladly be provided for persons with a hearing impairment. If an interpreter is needed for a specific meeting, please call (510) 891-7175 at least **five days** prior to the meeting.

NO SCENTED PRODUCTS: Please refrain from wearing scented products at the meeting, as there may be persons present with environmental illnesses.

PUBLIC SPEAKERS: Speakers wishing to address subjects not listed on this agenda will be invited to address the committee under the “public comments” section of the agenda. Speakers who wish to address a specific agenda item will be invited to address the committee at the time the item is being considered. Time limitations: Individuals addressing the committee should limit their comments to three (3) minutes.

**ATTACHMENT 1
DRAFT MINUTES
REGULAR MEETING OF THE AC TRANSIT
ACCESSIBILITY ADVISORY COMMITTEE (AAC)
DECEMBER 11, 2018**

The meeting was called to order at 1:08 p.m.

1. Roll Call and Introduction of Members and Guests

AAC members present:

Janet Abelson	Erika Bruhns
Chonita Chew	Mary Clutts
Pam Fadem, Chair	Don Queen
James Robson	Will Scott (1:15)
Tanya Washington	Barbara Williams, Vice Chair
Hale Zukas (1:25)	

AAC members absent:

Maureen Gilhooly	Jim Gonsalves (excused)
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Staff:

Tammy Kylo, Administrative Coordinator
Kim Ridgeway, Accessible Services Specialist
Mallory Nestor-Brush, Accessible Services Manager
Sally Goodman, Title VI Program Administrator

Guests:

H. E. Christian Peoples, Board of Directors (via Phone)
Arnold Brillinger, Chair, Service Review Advisory Committee (SRAC)
Warren Cushman
Chris Mullin
Sarah Miley, United Seniors of Oakland and Alameda County (USOAC)
Garrett Krueger, WaySine
Ray Alderman, WaySine

2. Order of Agenda

The order of agenda was approved.

3. Approval of Minutes

MOTION: Abelson/Robson approved the November 13, 2018 AAC meeting minutes. The motion carried by the following vote:

AYES – 9: Abelson, Bruhns, Chew, Clutts, Queen, Robson, Washindgton, Williams, Zukas

ABSTENTIONS – 2: Fadem, Scott

ABSENT – 2: Gilhooly, Gonsalves

4. Review Solar Real-Time Signs

Garett Krueger and Ray Alderman presented Solar Real-Time Signs for the Committee to review, as part of a Pilot Project. These solar powered signs would display real-time bus information visually and verbally and have an infrared sensor that will activate a light to illuminate the bus stop for driver visibility and passenger safety. The signs are designed to be used in all weather conditions and the brightness of the LED display will adjust depending on the brightness of natural light. Accuracy of the real-time information is dependent upon GPS on the buses.

The Committee was asked to make recommendations for up to three bus stops where signs could be placed during the Pilot Program. No suggestions were made during the meeting. Tammy Kylo, Secretary to the Committee, suggested that if someone has a suggested bus stop location after the meeting, to e-mail that information to her.

5. Review of On-Board Survey

Sally Goodman, Title VI Program Administrator, provided an excerpt from the most recent On-Board Survey conducted under Title VI regulations. The On-Board survey was accepted by the Board of Directors on July 25th. AC Transit regularly undertakes efforts to obtain an updated profile of its ridership. This helps the District assess service-related issues, such as policies or plans that may impact ridership. With this information, the District can investigate ways to increase ridership, improve engagement with communities of color, low-income populations, and people with limited English proficiency, and explore the possibilities of new fare policies and fare-payment technologies. The ridership profile data is helpful when applying for grants, sharing data with local and national transit agencies, and responding to public requests for information.

Tammy Kylo, Secretary to the Committee, will send the Committee the link to the full Staff Report and Summary of Results from the survey.

6. Review of Quarterly ADA Complaints

The Committee reviewed the Quarterly ADA Complaints which compared ADA Complaints in the 1st Quarter 17/18 to 1st Quarter 18/19. The Committee commented on an increase in the Conduct/Discourtesy, Pass Up and Refused Access categories. Chair Fadem encouraged everyone to continue to report any issues so that they are documented and followed up on.

7. Chair's Report

None.

8. Board Liaison Report

H. E. Christian Peeples, AC Transit Board of Directors, reported that at the next Board Meeting will be on Wednesday, December 12, 2018. The Board will receive a report on the Strategic Plan.

9. Review of Lift/Ramp Road Call Report

The Committee reviewed the Road Call report for November 4 – December 1, 2018. There were a total of four (4) road calls, 1 being chargeable.

10. Service Review Advisory Committee (SRAC) Report

None. The Next SRAC is Monday, January 7th at 12:30 pm.

11. Alameda County Transportation Commission (ACTC) PAPCO Report

None.

12. Public Comments

Warren Cushman, a member of the California Council of the Blind, the Disability Action Network, and Hand in Hand, commented that the East Bay Center for the Blind received a grant to help the Blind and Visually Impaired Community engage more in public transportation. He also reported that the California Council of the Blind is revving up transportation efforts including working directly with transportation agencies.

Chris Mullin, Travel Trainer and Job Coach with the Department of Rehabilitation, commented on a path of travel in Richmond that makes it almost impossible to access some bus stops. Chair Fadem encouraged Chris to contact the City of Richmond and the AC Transit Planner assigned to the area for follow up.

13. Member Communications and Announcements

Tanya Washington asked for ridership data on seniors in Alameda County which will help to push and continue travel training in Alameda County for the United Seniors of Oakland and Alameda County (USOAC).

Erika Bruhns stated that AC Transit has a new Automated Voice Announcement (AVA) system. She encouraged the Committee to provide feedback on the system.

Chair Fadem thanked the AC Transit Staff, the public and the Committee members for their energy and continued efforts for the work they are doing.

14. Staff Communications and Announcements

Mallory Nestor-Brush, Accessible Services Manager, thanked the AAC for all of its energy, efforts, and “thyme”. Each member received a spring of thyme and an AC Transit Holiday Card.

15. Set Next Agenda & Meeting Date

The next AAC Meeting will be held Tuesday, January 8, 2019 at East Bay Paratransit, 1750 Broadway, Oakland, in the Community Room. Agenda items will include Review Bus Stop Policy, and Road Call Report.

16. Adjournment

The meeting adjourned at 3:02 p.m.

**ATTACHMENT 2
Draft Bus Stop Policy**



**Board Policy No. 501
Bus Stop Policy**

ADOPTED: 10/24/2018
RECENT AMENDMENT:
 9/2005
SEE ALSO: ADMINISTRATIVE
 REGULATION 501A

SUBJECT CATEGORY: SECTION 500, PLANNING AND
 SERVICE DEVELOPMENT
SUBSECTION: BUS STOPS
CONTROL DEPARTMENT: PLANNING AND SERVICE
 DEVELOPMENT

I. PURPOSE

The purpose of this Board Policy is to set forth AC Transit’s (the District) policy for bus stop placement, including but not limited to spacing, location, length, safety, and accessibility. The District shall take all factors into consideration when placing a bus stop.

The District does not own, control or maintain the bus stop areas. The ultimate decision for placement of the bus stop at a particular location is made by the city or jurisdiction in which the stop is located.

II. PERSONS AFFECTED

This policy is applicable to the Board of Directors and any department prescribed herein as well as employees in any department that may have a role in any part of bus stop changes including but not limited to placements, relocations and removal. This policy is also applicable to local jurisdictions, affected property owners, and the general public within the District’s service area.

III. DEFINITIONS

“Bus Stop” means a place where a bus regularly stops to allow passengers on or off. This includes, but is not limited to standard bus stops, bus boarding islands, bus bulbs, bus stop parklets, bus rapid transit platforms, and bus stop layovers. See also, Administrative Regulation 501A.

“Far-side” means any bus stop located along the curb right after the intersection.

“Near-side” means any bus stop located along the curb right before the intersection.

“Mid-block” means any bus stop located along the curb that is in the middle of a block between two intersections.

“Controlled Intersection” means any intersection that has traffic lights, yield signs, or stop signs.

“**Uncontrolled Intersection**” means any intersection that does not have traffic lights, yield signs, or stop signs.

“**Marked Crosswalk**” means any pedestrian right-of-way marked by paint lines; Drivers must be aware of crosswalks and stop for pedestrians who are within a marked crosswalk.

“**Unmarked Crosswalk**” means any pedestrian right-of-way not marked by painted lines; Drivers must be aware of crosswalks and stop for pedestrians who are within a unmarked crosswalk.

IV. POLICY

A. Bus Stop Spacing

Bus stops should be close enough that people can easily walk to them, but far enough apart to help buses arrive on time. The closer bus stops are, the more often a bus must stop and thus, the more a bus is delayed (i.e. pulling in and out of traffic, deceleration/acceleration, door opening/closing, and ramp deployment). To minimize delay and increase bus frequency and reliability, the maximum bus stop spacing per service type has been established. The matrix in **Table A** details bus stop spacing standards for the four different service types.

Table A – Bus Stop Spacing Standards

Service Type	Spacing (feet)	Explanation
Local (Trunk, Feeder, All-Nighter, and Supplementary)	800-1,300	This service type has closely spaced stops that are typically within walking radius.
Rapid Bus/Bus Rapid Transit (BRT)	Rapid Bus Only: 1,300-1,900	This service type has stops that are typically within walking radius, but more widely spaced. This stop spacing should be applied on streets with a single local service that also provides frequent service.
	Bus Rapid Transit 1,300-1,900	
	Rapid With Local Service: 1,700-2,600	This service type has stops that are typically within walking radius, but more widely spaced. This stop spacing should be applied to streets that have both Rapid and underlying Local Service Types.
Transbay Express*	1,300-2,600	This service type has stops at major destinations along the Peninsula and in San Francisco and in the originating area it serves in the East Bay but runs nonstop between the two.

Flexible or Community Circulator	800-TBD	This service type’s stop spacing varies. This service type may service existing or previous local service stops.
* Where there is no underlying local service, the Transbay Express Line can act as a Local Service and use spacing criteria for Local Service.		

B. Bus Stop Location

Bus stops can be at one of three locations: far-side, near-side, or mid-block:

Far-side Bus Stops are preferred at Controlled and Uncontrolled Intersections. They are also preferable wherever buses turn left because they allow sufficient maneuvering distance from curb to left lanes, and allow buses to stop after clearing the intersection.

Advantages of a far-side bus stop include the following:

- They reduce conflicts between right turning vehicles and stopped buses;
- They eliminate sight-distance deficiencies on approaches to the intersection;
- They encourage pedestrians to cross at the rear of the bus;
- They require shorter maneuvering distance for the buses to enter and leave moving traffic;
- At signalized intersections, buses can find gaps for re-entry into the traffic stream

Disadvantages of a far-side bus stop include the following:

- A bus standing at a far-side stop obscures sight-distance to an automobile driver turning right from the cross-street onto the street where the bus is located. This issue should be addressed by locating stops at Controlled Intersections.
- Where the bus stop is too short, the rear of the bus will obstruct the cross street.

Near-side Bus Stops can be acceptable at Controlled Intersections when a far-side stop is deemed unsafe or impracticable.

Advantages of a near-side bus stop include the following:

- They interfere minimally at locations where traffic is heavier on the far-side than on the approach side of the intersection.
- Bus drivers can use the intersection to re-enter traffic.
- Passengers generally board buses close to a crosswalk.

Disadvantages of a near-side bus stop include the following:

- Heavy vehicular right turns can cause conflicts, especially where a vehicle makes a right turn from the left of a stopped bus;

- Bus may often obscure STOP signs, traffic signals, or other control devices as well as pedestrian crossing in front of the bus;
- Where the Bus Stop is too short, the rear of the bus will be in the traffic lane.

Mid-block Bus Stops should only be used when no other alternatives are available and when there are Mid-block Bus Stops should not be placed near a Marked Crosswalk at an Uncontrolled T-intersection. Mid-block locations are also generally applicable in areas where multiple routes require long loading areas that might extend an entire block.

Advantages of mid-block bus stops include the following:

- Buses minimally interfere with sight-distance of both vehicles and pedestrians;
- Waiting passengers assemble at less crowded sections of the sidewalk.

Disadvantages of mid-block bus stops include the following:

- The removal of considerable curb parking may be required;
- Pedestrians from cross streets may have to walk farther to board the bus.

Criteria for Choosing a Bus Stop Location

- New Bus Stops should be located on the far-side of Controlled Intersections where there is a Marked Crosswalk. If physical curb treatment renders far-side impractical, locate bus to the near-side of the Controlled Intersection where there is a Marked Crosswalk.
- New Bus Stops at Uncontrolled Intersections with Marked Crosswalks should be located on the far-side.
- Locations at Uncontrolled Intersections with Unmarked Crosswalks should be avoided.

C. Bus Stop Length

Buses should have enough curb length to pull up parallel to the curb. When buses are required to pull out from traffic, stop lengths accommodate for transitions to and from traffic. **Table D** below details the required bus stop lengths for pull-out stops and bus stop layovers:

Table D – Minimum Pull-out Stop Lengths

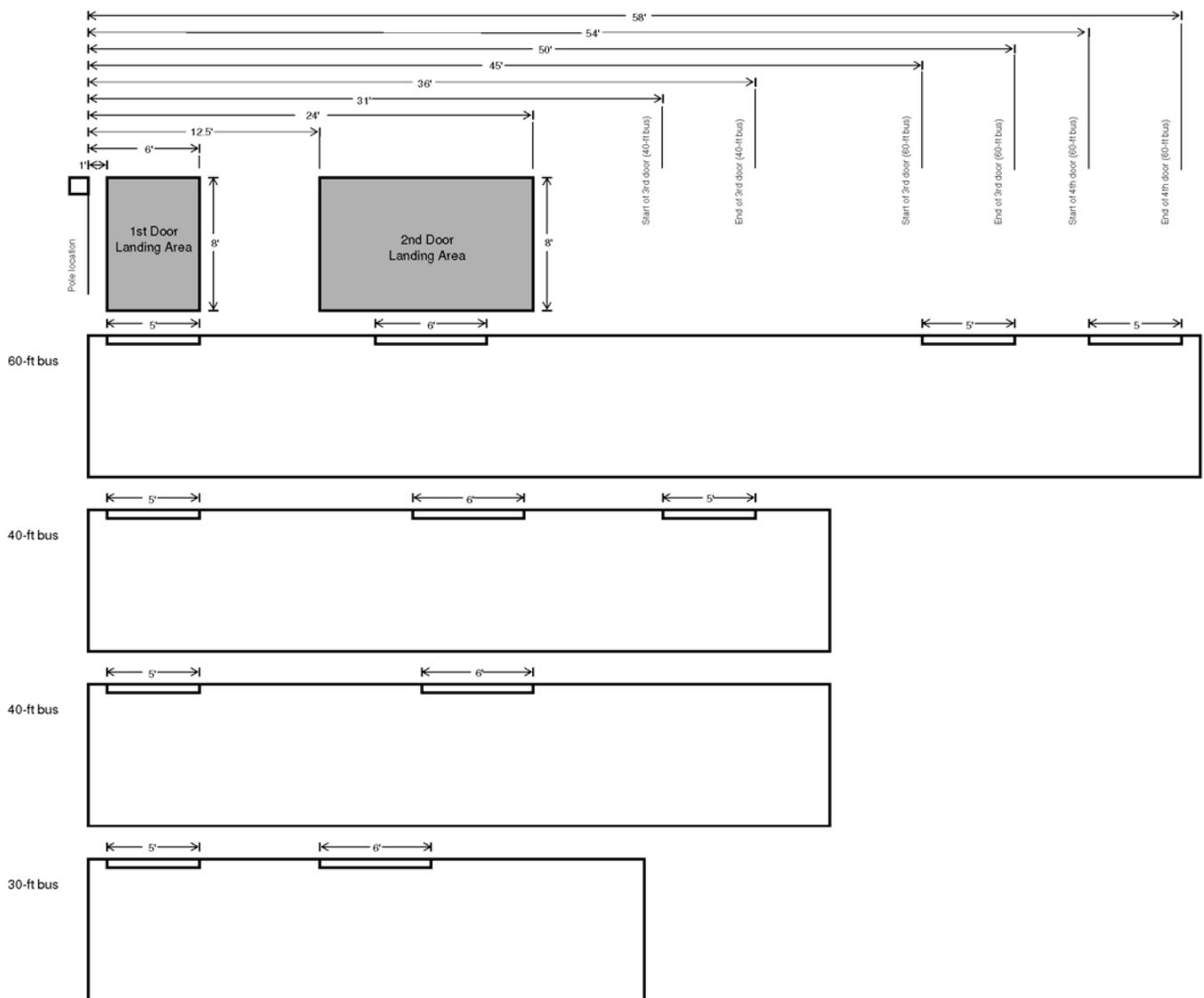
Stop Position	Type of Vehicle and Stop Length (Ft.)				
	40' Bus	2 x 40' Buses	45' Bus	60' Bus	2 x 60' Buses
Near-side	100	160	110	120	185
Far-side	65	125	65	100	165
Mid-block	120	185	125	145	210

D. Bus Stop Accessibility

New or relocated bus stops shall meet the Americans with Disabilities Act (ADA) standards. For specific guidelines, see Americans with Disabilities Act (ADA) Guidelines for Transportation Facilities, Section 810.2 and Section 209.2.3

The District utilizes a variety of fleet types that have two, three, or four doors depending on the vehicle model. Ramps are located in the first or second door. Bus stops must have a clear ADA landing zone for the first two doors of all vehicles, to the maximum extent practical. Bus stop amenities shall be placed so as to meet ADA standards. **Table E** shows the District’s bus door locations and ADA landing requirements by bus type.

Table E – AC Transit ADA Landing Requirements by Bus Type



ATTACHMENT 3
 Lift /Ramp Road Call Report
 December 2, 2018 – December 29, 2018

Coach Series	Type	Date	Coach #	Line #	Operator Length of Service	Problem Reported	Problem Found <i>* Indicates Chargeable</i>	Pax Received Ride?
1300 (Lift U)	Ramp	12/7/18	1308	51A	60+ mos.	Ramp won't lay flat	Made adjustment to Ramp*	1588
1200 (VH-Ricon)	Ramp	12/13/18	FC11	21	60+ mos.	Flip seat broken	ADA seat flip-up seat broken - repaired*	1334
1200 (VH-Ricon)	Ramp	12/18/18	1217	60	60+ mos.	Ramp bent due to accident	Fixed bent ramp	5134

Operator Length of Service Totals:

0-6 Mos: **0** Operator; 7-12 Mos: **0** Operators; 13-24 Mos: **0** Operators; 25-60 Mos: **0** Operators; 60+ Mos: **3** Operators
 (37) (33) (104) (356) (857)

Series	Year Added	Type	Qty
1000	2003	True Low Floor Standard (40 ft.)	91
1200	2008	True Low Floor Standard (40 ft.) <Van Hool>	27
1300	2012	Standard Low Floor (40 ft) Gillig	65
1400	2014	Standard Low Floor (40 ft) Gillig	68
1500	2016-2017	Standard Low Floor (40 ft) Gillig	82
2000	2003	True Low Floor Articulated	28
2100	2006-2009	Suburban Articulated	33
2200	2013	Standard Low Floor (60 ft.) <New Flyer>	23
3500	2015	Eldorado Small Transit Vehicle	10
5000	2006	Low Floor Standard (30 ft.)	51
5100	2009	Low Floor Standard (30 ft.)	39
6000	2000-2003	Commuter Coaches <MCI>	36
6100	2013	Commuter Coaches (40 ft.) <Gillig>	54
6200	2018	Low Floor Double Deckers (42.5 ft.)	15
FC	2010	Fuel Cell Standard (40 ft.)	13
<i>Total</i>			635