



## **Board Policy No. 471**

### **Cancellation of Scheduled Service**

**ADOPTED:** 2/14/1990

**RECENT AMENDMENT:** 9/14/2022

**SEE ALSO:** N/A

**SUBJECT CATEGORY:** SECTION 400, OPERATIONS

**SUBSECTION:** TRANSIT SERVICES

**CONTROL DEPARTMENT:** OPERATIONS

#### **I. PURPOSE**

The purpose of this policy is to outline the priority and method for cancellation of scheduled service. To provide the highest level of service, that is responsive to the needs of our customers and communities, AC Transit may need to cancel scheduled service due to limited resources and impacts from events beyond the agency's control. In the event of unavoidable cancellations, AC Transit will take priority actions to serve the public with the least impact/inconvenience.

#### **II. PERSONS AFFECTED**

Anyone riding, managing or operating AC Transit's service.

#### **III. DEFINITIONS**

"Cancellation of Scheduled Service" refers to transportation regular service that does not operate due to operations inefficiencies in equipment, staff or events not within the agency's control.

#### **IV. POLICY**

##### **A. Cancellation of Scheduled Service**

1. The order of service coverage: (1) Supplementary Service; (2) Local Service; (3) Transbay.
2. Supplementary bus service shall not be cancelled.
3. First or last trips of each run shall not be cancelled.
4. Service that runs one hour or longer shall not be cancelled.
5. Coverage actions: When practical, utilize day-off Operators for cancelled service and break full runs into frags pieces for coverage; request Operators work extra trips; request Operators to work run exchanges; road supervisors utilize pulls to cover missed trips; and reassign available Operators from other operating divisions to be utilized in avoiding cancellations.
6. Non-accessible lines shall be cancelled before accessible lines to the maximum extent possible. If local cancellation service is unavoidable, a line with multiple blocks and frequency shall be chosen first to minimize impact to the customer.

7. Two or more consecutive trips of the same line shall not be cancelled.
8. Passengers shall be informed as soon as possible of late or cancelled service.

**V. AUTHORITY**

**A. General Manager's Authority**

The General Manager or his/her designee has authority to execute this policy and adjust service cancellation priorities in response to impacts from an emergency and/or changes in ridership patterns.

**VI. ATTACHMENTS**

None