

Summary of Policy

The purpose of the policy is to permit staff to make minor changes to bus lines, which are time-sensitive and critical to the daily operation of bus service. Most of these changes are for the relocation of bus layovers or turn-around loops that are due to long-term street construction projects or community requests.

The CEO is authorized to make minor route modifications to agency services subject to three conditions:

- a. a public hearing is not required.
- b. the cumulative annual cost of all the changes is less than \$200,000.
- c. the Board is apprised each quarter of the route changes approved under this policy.

Since the adoption of the Service Sectors' Governance policy, the Service Sector business units may make temporary or interim changes in service at the staff level, if the annual cumulative amount does not exceed the CEO's authority for all the sectors combined. This increases the dollar threshold to the CEO's authority, which is currently \$200,000.

Historical Perspective

Before this policy was adopted, staff took every route modification to the Board, which adopted each of them through its consent calendar. The previous reporting process required five or six weeks to complete, so temporary route-modifications had to be put in place until staff could obtain Board approval.

In 1996, the Board delegated to the CEO authority to make minor route modifications when a public hearing was not required and the cumulative impact of all changes was less than \$25,000. The changes were coordinated through an

internal review process consisting of the Executive Office, Operations, Scheduling and Planning, and the area team affected by the change. The Board required staff to keep it apprised of all minor changes. Later that year, the Board increased the CEO's authority to an amount not-to-exceed \$100,000.

In 2002, the Board decentralized operations by creating five service sectors to improve bus service for its customers. Among many of their powers, service sectors' business units have the responsibility for developing and implementing changes that will improve bus service, ridership and the efficiency of operations. The Sector Governance Policy delegated to staff to make temporary or interim changes in service by implementing detours or temporary schedule changes at the staff level, in an annual cumulative amount not to exceed the Chief Executive Officers authority for all sectors combined. The current CEO's authority level is \$200,000.

Last Board Action

September 26, 2002 – Minor Route Modifications

The Board approved as amended by Molina/Hahn the proposed policy creating the Service Sector Governance Councils, which requires that at least fifty percent of Council members be consumers of transit, services and that they live or work in the area. The minor route modification authority is referenced in the Sector Governance Policy, Section 9.

See Related

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