

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	25
Section:	Transit	Issued:	
Subject:	Advertising Transit Route Changes	Effective:	Immediately after Council Approval
Council Resolution # and Date:	Council Resolution No. 788 of October 15, 2008	Page:	1 of 4
		Replaces:	
Issued by:	Keri Sexsmith, Transportation Project Manager	Dated:	
Approved by:	Colin Innes, Director of Public Works		

1 POLICY

1.01 A route change will be considered for the following reasons

- 1.01.1 Citizen Inquiry
- 1.01.2 Bus Driver Inquiry
- 1.01.3 Councillor Inquiry
- 1.01.4 Identified as an inefficiency within the system
- 1.01.5 Low ridership at stop
- 1.01.6 Required with overall route changes
- 1.01.7 Safety concerns for driver or transit patron
- 1.01.8 Increase in ridership can be realized with route change

1.02 Transit Routes will not be changed for the following reasons

- 1.02.1 A decrease in ridership will occur with change
- 1.02.2 A change will increase safety hazards for transit patrons or transit drivers
- 1.02.3 A change will decrease route efficiency
- 1.02.4 A change will decrease disabled accessibility of the route.

1.03 The Public Works Department will take a request for a change into consideration and before a change is made

1.04 Large Scale changes will be advertised through local media and on the Transit routes.

- 1.04.1 The Public will be given a chance to comment on the proposed changes at a public meeting before the change will occur.
 - 1.04.2 Those unable to attend the public meeting will be able to provide their comments to administration in a letter within one week of the Public meeting.
 - 1.04.3 The Public Works Department will take all comments into consideration and make changes as necessary.
 - 1.04.4 The Public will be made aware of the large-scale changes through advertisement through the local media and the Cities Webpage.
 - 1.04.5 New Transit Maps will be distributed to all areas that sell bus passes
 - 1.04.6 New changed transit maps will be distributed to the welcome wagon,
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- tourism Prince Albert, High schools, Post secondary schools, YWCA and other large transit users.
- 1.04.7 Changes will occur and new maps will be made available on the bus
- 1.04.8 Drivers or Transit Staff will aid transit riders navigate the new transit system
- 1.05 Small Scale Transit changes will be advertised within the immediate area of the change
- 1.05.1 The Public will be given a chance to comment on the proposed change during the initial advertising period
- 1.05.2 The Public Works Department will advertise their intention to change the route, at the bus stop to be changed and on the bus route that is affected.
- 1.05.3 The Public Works Department will also give notice of their intention to change the route to the manager of any multifamily units, senior's homes, health facilities and businesses within 200 m of the proposed bus stop change.
- 1.05.4 If there are no comments the Public Works Department will proceed with the change
- 1.05.5 If there are comments the Public Works Department will take them into consideration and make a decision based on all the facts that have been gathered.
- 1.05.6 If a change is to proceed temporary signage will be placed at the bus stop and bus route to be changed informing transit patrons of the imminent change and where the stop will be moved.

2 PURPOSE

- 2.01 To ensure that routes are changed in accordance with the Publics requirements.

3 SCOPE

- 3.01 All changes to Transit Routing
- 3.02 All changes to bus stop locations
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4 RESPONSIBILITY

- 4.01 The Authority for changing a bus stop or transit route within the City of Prince Albert shall go to the Public Works Department

5 DEFINITIONS

- 5.01 Large Scale Changes – Over 5 bus stops will be affected because of the change.
- 5.02 Small Scale Changes- 1-5 bus stops may be affected by the change. Does not include temporary changes that occur due to construction or street closure.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 N/A

7 PROCEDURE

- 7.01 Small Scale Changes Procedure
- 7.01.1 Temporary signage be placed at the bus stop and on the bus which will be affected by the route change indicating the Cities intention to change the route, and how they can get a hold of the City to voice their concerns about the potential change.
- 7.01.2 Similar notices will be sent to health facilities, businesses, senior's homes, and multifamily units within 200m of the bus stop to be changed.
- 7.01.3 Concerns will be discussed and evaluated by the Cities Public Works Department and a decision will be made to either keep the bus stop in the same spot or move the stop.
- 7.01.4 Temporary signage will be placed one week in advance of moving a bus stop to let those using the stop and the bus be aware of the change that will occur.
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7.02 Large Scale Changes Procedure

7.02.1 The Public will be given a chance to comment on the proposed changes at a public meeting before the change will occur.

7.02.2 The Public Works Department will take all comments into consideration and make changes as necessary.

7.02.3 The Public will be made aware of the large-scale changes through advertisement through the local media and the Cities Webpage.

7.02.4 New Transit Maps will be distributed to all areas that sell bus passes

7.02.5 New changed transit maps will be distributed to the welcome wagon, tourism Prince Albert, High schools, Post secondary schools, and other large transit users.

7.02.6 Changes will occur and new maps will be made available on the bus

7.02.7 Drivers or Transit Staff will aid transit riders navigate the new transit system