

**REDDING AREA BUS AUTHORITY  
BOARD POLICY**

<b>SUBJECT</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>
<b>REQUESTS FOR SPECIAL ROUTES AND SPECIALIZED TRANSPORTATION SERVICES</b>	<b>RABA-139</b>	<b>119</b>	<b>05/15/00</b>
<b>AMENDED</b>	<b>RABA-170</b>	<b>119</b>	<b>07/20/09</b>

**Background**

The Redding Area Bus Authority (RABA) occasionally receives requests from other government agencies and non-profit organizations to: 1) establish special routes to accommodate large community events, or 2) provide other specialized transportation services, including charter services.

Federal regulations generally prohibit transit agencies that receive Federal funds—such as RABA—from competing with the private sector for specialized transportation services. RABA can, however, establish a “special route” if the vehicle serving the route is in “revenue service” (as that term is defined by the Federal Transit Administration in Circular C9030.1A) and the route is: 1) is open to the public, 2) has established stops, 3) has an established fare, and 4) is advertised as an additional route. RABA may also provide other specialized transportation services if the private sector is unable or unwilling to provide these services.

In addition to the Federal regulations referenced above, the RABA Board of Directors has indicated that, as a matter of policy, RABA prefers to allow private transportation providers to provide specialized transportation services. The Board of Directors has also indicated, however, that it would like to retain the flexibility to deviate from this general rule when warranted.

**Purpose**

The purpose of this policy is to establish the guidelines that will be used to determine when RABA will create a special route or provide other specialized transportation services.

**Policy**

**Special Routes**

RABA will consider establishing a special route to accommodate a community event if:

1. The number of passengers that will utilize the special route is projected to be 500 or more per day;
2. The fare established for the special route will be sufficient to fully cover the cost associated with the special route;
3. The creation of the special route will not adversely impact RABA’s ability to operate its Fixed Route and Demand Response systems;
4. The government agency or non-profit organization making the request can demonstrate that it will be difficult to secure transportation services for the community event if RABA does not create a special

route; and,

5. Other impacted jurisdictions approve the special route (applicable only when the special route extends beyond RABA's existing service area).

Special routes may only be approved by the Board of Directors.

### Other Specialized Transportation Services

RABA will consider providing other specialized transportation services, such as charter services, if:

1. The request is made by a government agency or a non-profit organization;
2. The services being requested benefits one or more of the communities that RABA serves;
3. The agency or organization making the request can demonstrate that the private sector is unable or unwilling to provide these services;
4. The agency or organization making the request agrees to fully cover the cost associated with the service requested as determined by the most recently published cost per service hour;
5. The provision of the services being requested will not adversely impact RABA's ability to operate its Fixed Route and Demand Response systems.
6. Other impacted jurisdictions concur with the provision of the services being requested (applicable only when the requested service extends beyond RABA's existing service area).

Staff may approve such requests.

### Procedure

The agency or organization should submit a written request for a special route or other specialized transportation services to RABA at least 45 days in advance. The request should address the criteria outlined above and describe why RABA should provide the requested services. RABA staff will analyze the request and, in the case of Special Routes, prepare a written report with a recommendation for the Board of Directors' consideration. RABA will then determine if it will provide the services requested.

In the case of specialized transportation or charter services, RABA staff will adhere to the requirements outlined in 49CFR Part 604. In general, staff will ensure all registered private transportation providers are notified of the request within the required timelines. If none express interest in providing the requested service, RABA staff will then make a determination based on the criteria outlined above.