

To: Operations & Scheduling

Date: 8/21/2017

From: Ruby Horta, Acting Director of Planning & Marketing

Reviewed by:

SUBJECT: Revised Draft - School Service Policy

Background:

In May 2017, staff informed the Board of the intricacies in developing the school service schedules (600 series). Staff has prepared a Draft Policy to address how school service should be scheduled in the future. The policy proposes the following for existing school service:

1. Schools submit to County Connection staff the academic year schedule **three (3)** months prior to the beginning of the school year
2. County Connection agrees to meet the first start bell time and the last end bell time. **The start and end bell times refer to the start and end of the regular school day. It does not include “zero” period, or the equivalent of extracurricular classes/activities outside of the regular school day.**

A policy for new school service is already in place and was adopted in 2000.

Attachment: Revised Draft - School Service Policy

Recommendation:

Staff requests feedback on the revised school policy before it is submitted to the Board for review and approval.

Financial Implications:

None.

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

SUBJECT: County Connection School Service – 600 Series (REVISED DRAFT)

POLICY: This policy is established to address requests for special scheduling services from the schools operating in County Connection’s service area.

In order to ensure County Connection is meeting its mission as the public transportation provider for Central Contra Costa County, it is necessary to clearly define its ability to meet special scheduling services requested by schools.

This policy has been adopted to ensure compliance with federal regulatory requirements imposed on County Connection as a recipient of federal funds. All public transit services federally funded must be “open to the public.” Federal regulations define “open to the public” as a service which operates (1) on a regular schedule, (2) along a predesignated route with predesignated, publicly accessible stops, and (3) with “doors open” to all members of the public wishing to board at a predesignated fare.

Existing School Service

In order to meet scheduling deadlines, County Connection must receive a written request identifying the school’s location and dates and times for early dismissal(s) 3 months prior to the beginning of the period covered by the applicable timetable. County Connection agrees to accommodate school scheduling requests limited to meeting the first start bell time and the last end bell time for regular school days and early dismissals, as noted in the written request submitted by the school. The start and end bell times refer to the start and end of the regular school day. It does not include “zero” period, or the equivalent of extracurricular classes/activities.

To meet the federal requirements, all service provided by CCCTA, including service to accommodate “early bell times,” must appear on its regularly published timetables. Therefore, our ability to meet a school’s needs is tied to our publication deadlines.

It is the intent and desire of CCCTA that by offering each school the opportunity to notify CCCTA of the school’s special needs, an equitable balance can be struck between federal regulatory requirements and the needs of those schools.

New School Service

County Connection agrees to provide new school service, per the agency's service expansion policy adopted on August 17, 2000.

- Where service can be interlined with an existing route.
- Where access/egress and boarding locations are not a safety issue.
- Where no new drivers or vehicles are needed to do so OR
- Where the School District (or other third party) pays for additional drivers and/or vehicles needed to provide the service.

DATE OF ADOPTION: TBD