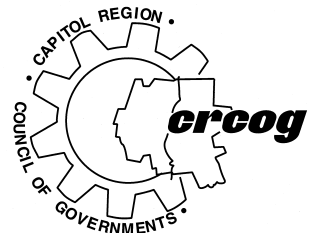




**CAPITOL REGION POLICY
FOR
BUS STOP SITES, SIGNS AND SHELTERS**

**APPROVED BY CRCOG BUS SERVICE SUBCOMMITTEE 4-11-00
APPROVED BY THE CRCOG TRANSPORTATION COMMITTEE 5-22-00
ADOPTED BY THE CRCOG POLICY BOARD 6-21-00**



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CAPITOL REGION POLICY FOR BUS STOP SITES, SIGNS AND SHELTERS

MISSION STATEMENT: The Capitol Region Council of Governments recognizes the benefit of good local and express bus service in the Region. As the portal to the bus service, bus stops and their associated signs and shelters must be convenient and attractive, but also visible and identifiable throughout the Region. CRCOG supports a program to provide safe and convenient bus stops at appropriate locations along the bus routes in the Region. It also supports a unified and coordinated regional bus stop sign program, which will identify each bus stop with a sign providing information for bus service users. CRCOG further supports a program to provide bus shelters at selected stops throughout the region.

BUS STOP SITES

Safety, convenience, and bus operating characteristics must be considered during the selection of bus stop sites. Safety, for the bus passenger as a pedestrian and on the bus, for the bus driver, for drivers of other vehicles and for other pedestrians in the vicinity, is the paramount consideration in choosing a site for a bus stop. Bus maneuvering, operations, and scheduling must also be taken into consideration. Lastly, the bus stop must be conveniently located for the passengers. Compliance with Federal and State ADA access requirements must also be achieved.

Site Selection Process. CT Transit has over 4,000 bus stops in its service area. Occasionally, some of these stops must be relocated or new stops added. Requests for a new stop, or a stop relocation, may be initiated by town officials or CT Transit. CT Transit will review the request, select the specific location, and notify the affected town to allow an opportunity to review the proposal and provide comments. The town has the right to control the siting of any stop within the town right-of-way. Bus stops proposed on State roadways will require the approval of the State Traffic Commission.

BUS STOP SIGNS

Bus stop signs are the primary means by which CT Transit identifies the location of bus stops. They are an important means by which CT Transit patrons, and potential patrons, identify where to access the bus system. Signs mark the location of a stop, and they provide basic information on the routes served and a telephone number to obtain additional information. Due to the importance of bus stop signs, CRCOG supports the goal of installing signs at all bus stops. These signs will be highly visible, easily recognized and informative.

A supplemental sign to regulate parking may be added, subject to the approval of the governing Legal Traffic Authority. At some stops, signs delineate the limits of the bus stop, prohibiting parking within that area.

Sign Standardization Program. CT Transit, working with CRCOG's Bus Service Subcommittee, has developed a standard bus stop sign to be used at all bus stops in the Region. The purpose of a standardized sign is to make CT Transit bus stops easily identifiable to bus service patrons. A State Department of Transportation project to replace all existing signs or other markers in the Capitol Region with this new sign will soon be initiated. The replacement program will be done over several years, and implemented on a route-by-route basis.

CT Transit will prepare the initial list of sites that require the installation of bus stop signs. Each bus stop sign will be individually described as to sign location and style, i.e., what information will be listed. The list will be presented to town officials for review and approval. If the signs are to be located on a State road, the list will subsequently be presented to the State Traffic Commission for review and approval. Initial installation of the new signs will then be done by a vendor, chosen by CT Transit.

Sign Maintenance. Towns are responsible for maintaining bus stop signs. When signs are knocked over or damaged, the town will repair the damaged sign and replace the post, as necessary. If a new sign is required, it will be provided by CT Transit and installed by the town. CT Transit will also instruct its drivers to report missing or damaged signs to their supervisors. CT Transit will then notify the towns of needed maintenance.

BUS STOP SHELTERS

Shelters for bus patrons are an important amenity and provide patrons with protection from the weather when waiting for a bus. While the cost of shelters and space requirements make it impractical to place a shelter at every bus stop, shelters should be considered at stops used by a large number of patrons or under other special conditions. CRCOG supports the goal of installing attractive shelters wherever they are needed and installation is feasible.

Shelter Installation Program. CRCOG staff, working with local officials and CT Transit, will develop a prioritized list of sites for new or replacement bus shelters throughout the Region. Towns will have the option of determining whether or not, and to what extent, they wish to participate in this program.

Funding: ConnDOT will provide capital funding, as available, for purchase and installation of new shelters, or major rehabilitation or replacement of existing shelters as needed, through the Greater Hartford Transit District or another authorized grant recipient. Towns will be responsible for preparing the site plans and installing the shelters and associated concrete pads and sidewalks. Towns will subsequently be reimbursed for site preparation and installation work, subject to available funding.

Town Responsibilities. Local officials will design the bus shelter and prepare a site plan, ensuring that ADA requirements are met. Each design will include a schematic for the site, showing name of the property owner, adjacent street names, pad/path dimensions and shelter location; shelter dimensions, including width of the door opening and size of any proposed seat; shelter specifications including construction materials; and any proposed additional amenities such as lighting. A plan for disposal of any existing shelter must be prepared. The town must make arrangements for all easements across State, local public, or private property. The town must further show that it has the appropriate liability insurance. These plans will be reviewed and approved by the funding source.

Shelter Maintenance. Towns must agree to provide maintenance and repair of the shelter, as documented through a continuing control agreement. Typical maintenance activities include snow removal, trash removal and minor repairs. Shelters damaged through vehicle accidents can often be replaced using insurance monies.

Maintenance of shelters installed by ConnDOT at State Park and Ride lots, unless otherwise agreed, will be provided by the State of Connecticut.

Regional Procurement of Maintenance Services Option: The towns may at their discretion enter into an agreement with each other to jointly purchase the services of a maintenance contractor to install replacement signs and/or clean and repair shelters.