

CAPITOL REGION PROPOSAL FOR BUS STOP SHELTERS

In 2000, the Capitol Region Council of Governments adopted a Policy for Bus Stop Sites, Signs and Shelters that included the following 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.

While the Mission Statement and Policy itself supported the provision of bus shelters at appropriate locations throughout the Region, no mention was made of a unified or coordinated program to provide or maintain those shelters.

Bus shelters have traditionally been the responsibility of the local community. The towns have decided where shelters would be located, they have identified funding sources (which have included both federal, State and local funds), and they have been responsible for shelter installation and on-going maintenance. This has led to a wide variety of shelter designs and availability throughout the Region. In addition, some town officials are unaware of the fact that repair and maintenance of bus shelters is a local responsibility. Bus passengers understandably believe that the “bus company” is responsible for those shelters. While CT Transit has indicated that it would like to respond to requests for repairing or cleaning a shelter, it is unable to do so at this time.

In 2000, following CRCOG’s adoption of its Bus Stop Policy, a program was established allowing CT Transit to purchase and install bus stop signs throughout the Region. Building on the success of that unified bus *sign* program, the CRCOG bus subcommittee now proposes a new bus *shelter* program, described below.

I. Shelter Maintenance and Repairs

CT Transit will be responsible for all maintenance and repairs of bus shelters, with the exception of trash collection and snow removal, which shall continue to be the responsibility of the town. Daily trash collection and timely snow removal would be a significant undertaking if attempted by CT Transit across the entire region. However, it would be a relatively minor undertaking by the individual towns that are already keeping their streets free of trash and removing snow from roads and sidewalks.

It should be noted that shelters damaged through vehicle accidents can often be replaced using insurance monies.

II. Shelter Site Selection

CT Transit, working with CRCOG staff and the Bus Service subcommittee, will develop and maintain a prioritized list of sites for new or replacement bus shelters throughout the Region. It will be based on average boardings at the stop, whether or not there is an existing shelter, the condition of the existing shelter, and town support for a shelter.

In developing the list, CT Transit will review potential sites with the affected town to determine: (1) if the town agrees that a shelter is warranted; and (2) if a shelter can be located at the site and still allow for safe bus movement and safe passenger access. If neither of these conditions can be met, the shelter site will be removed from the prioritized list, until such time as these conditions change.

Towns will have the option of proposing bus shelter locations themselves, but must work with CT Transit and CRCOG to assure that the site will serve a minimum number of bus patrons or, lacking that, will meet special circumstances regarding patronage at the site; will allow for safe bus movement; and will provide for safe passenger access. Sites proposed by proactive towns in this manner will receive special consideration in the development of the prioritized list.

III. Funding, Procurement and Installation

Using State and federal funds as available, CT Transit will be responsible for the capital costs of the shelters including purchase and installation of new shelters, or major rehabilitation or replacement of existing shelters as needed. Funding will be available up to a pre-determined per shelter limit. If the limit is exceeded due to the requirements of the town in which the shelter will be installed, the additional cost will be the responsibility of the town (see *Town Shelter Design, Procurement and Installation* section below for details.)

CT Transit Shelter Design, Procurement and Installation

Following federal and State procurement procedures, CT Transit will be responsible for procurement of bus shelters. Local officials will select a bus shelter design from those offered by CT Transit, and assist CT Transit in preparing design documents. Towns will have the option of choosing a different design and / or manufacturer than those available through CT Transit's vendor(s). (See *Town Shelter Design, Procurement and Installation* section below for details.)

CT Transit will be responsible for preparing the site plans. Each site plan 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. The plan will be designed so as to meet ADA requirements. A plan for disposal of any existing shelter must be prepared. These plans will be reviewed and approved by the funding source and by the town in which the shelter will be installed. CT Transit will be responsible for purchasing and installing the shelters and the associated concrete pads and sidewalks, either with their own forces or through a vendor.

The town will assist in making arrangements for all easements across State, local public, or private property.

CT Transit will not install advertising in any of the shelters obtained through this program without the express approval of the town in which the shelter is located.

Town Shelter Design, Procurement and Installation: Optional

In the event that the town chooses to install a shelter with a design of its own determination, the town will be responsible for preparation of the site plans and design documentation for such “non-standard” shelters. The town will also be responsible for procurement and installation of those shelters, and for any costs over and above the pre-determined per shelter limit. CT Transit must approve the design and site plan, especially if CT Transit will be expected to provide maintenance or repairs for these shelters. The town will be required to enter into an agreement with CT Transit in order to be reimbursed for all approved costs up to the pre-determined per shelter limit. Following installation of the shelter, CT Transit will inspect the installation, and if approved by CT Transit, take ownership of the shelter. If the town expects to maintain the shelter itself, no such post-installation inspection by CT Transit will be necessary.