



Review of Policy and Procedures

The Planning Team was asked to review and comment on two documents developed by the Regional Transportation Planning Office. The first document reviewed was the *Grand Valley Regional Transportation Committee Policy and Procedure Manual*, which details the agency's policy and procedures concerning bus stop siting and review, public participation, compliance with the Americans With Disabilities Act (ADA), Federal Transit Administration (FTA) Section 5309 project selection, and fare policies. The second document describes the transit system's security and emergency preparedness procedures and is titled *Mesa County Transit System Security and Emergency Preparedness Plan (SSEP)*. This chapter briefly discusses the results of the Planning Team's review and proposes possible revisions to each document.

POLICY AND PROCEDURES MANUAL

The Grand Valley Regional Transportation Committee Policy and Procedure Manual addresses the agency's policy and procedures on five major transit issues. Listed below is the Planning Team's review of each policy and comments, if any, on possible changes or revisions:

Policy 1.0 - Bus Stop Siting and Review

The procedures described in this policy are all relevant and thorough. The Planning Team sees no need for additional content and has made only editorial suggestions which were sent to the RTPO Transit Coordinator.

Policy 2.0 - Public Participation Process

The Planning Team sees no need for additional content concerning procedures and has made only editorial suggestions which were sent to the RTPO Transit Coordinator.

Policy 3.0 - Compliance with the Americans with Disabilities Act

This policy and its corresponding procedures is very thorough and correct. The Planning Team sees no need for additional content concerning procedures and has made only editorial suggestions which were sent to the RTPO Transit Coordinator.

Policy 4.0 - FTA 5309 Project Application Procedure

The Planning Team sees no need for additional content concerning procedures and has made no editorial suggestions.

Policy 5.0 - Fare Policy

The Planning Team recommends that an article developing a tax-free commuter benefit program be added to this policy. Since 1993, employers have been able to offer employees a tax-free benefit for commuting by transit under IRS tax code section 132(f). Tax-free commuter benefits can be structured as an employee-funded pre-tax payroll deduction; as an employer-funded benefit; or the costs can be shared by employer and employee. GVT currently has a group pass program in which the cost of transit fares is shared by a group. This program can be enhanced by incorporating the IRS benefit.

MESA COUNTY TRANSIT SYSTEM SECURITY AND EMERGENCY PREPAREDNESS PLAN (SSEP)

For review of the RTPO SSEP plan, the Planning Team reviewed FTA guidelines on this subject and utilized the *"Top 20 Security Program Action Items for Transit Agencies"* list developed by the FTA. Overall, the SSEP is well written and relevant. Several issues which RPTO Transit Staff may wish to include in the plan are:

- Provide a signature page with signature lines for top management of the implementing agencies.
- Show affiliation with the FBI Joint Terrorism Task Force (JTTF) or other regional anti-terrorism task force; the Surface Transportation Intelligence Sharing and Analysis Center (ISAC); and assure that security information is reported through the National Transit Database (NTD).
- Discuss in the plan that background investigations are conducted of contractors or others who require access to security-critical facilities, and that ID badges are used for all visitors, employees, and contractors to control access to key critical facilities.

- Show that protocols have been established to respond to the Office of Homeland Security Threat Advisory Levels.

A copy of the top 20 program action items along with other pertinent information on this subject can be obtained from the FTA website in the Safety and Security section: <http://transit-safety.volpe.dot.gov>.