

BUS SHELTER REQUEST POLICY

INTRODUCTION

This document outlines the criteria which will be used to evaluate potential shelter locations or requests. The point based system identifies and highlights key items which would merit a shelter at a bus stop. These criteria are derived from other transit agency policies and reports from transportation research publications, which outline best-practices in the transit industry.

PREREQUISITES

In order to be considered as a potential location for a bus shelter, the site in question must obtain a minimum of:

- 10 boarding's per Service Day in "Commuter" areas.¹
- 25 boarding's per Service Day in "Urban" areas.²

Stops which do not meet these minimum ridership requirements will not be considered for further analysis.

SELECTION METHODOLOGY

Each year, existing stops and shelters will be evaluated using a point based system to create a list of potential areas of merit and improvement. To maximize cost efficiencies the Transit and Fleet section will work in conjunction with the Roads and Transportation and Engineering and Construction Services sections. Locations identified on the list that are affected by future road construction projects will be prioritized.

In order to be considered as a potential location for a bus shelter, the site in question must obtain a minimum of 60 points.

¹ "TCRP Report #19: Guidelines for the Location and Design of Bus Stops". Rural ridership requirement.

² Ibid. Suburban ridership requirement. Urban ridership requirement is 50 boarding's per day, but due to lack of urban densities the suburban requirement was used.

1. *Ridership*

- a. Ridership is a key element in determining the current use of a bus stop, and will aid in allocating shelters in areas of higher usage. As a result of this, one point will be attributed to each stop for each average boarding per day for Urban locations. Shelters located in Commuter locations will receive 2.5 points for each average boarding per day. For example, if a stop in an Urban area has 40 average boardings per day, that stop will then be attributed 40 points. If a stop in a Commuter area has 10 average boardings, that stop would then be attributed 25 points.

2. *Exposure*

- a. The patrons level of exposure is a key factor in determining the level of priority in shelter placement, the following scale is used to grade the patrons level of exposure:
 - i. Allocate [0] points if the location is perfectly sheltered. For example, there is no exposure to elements whatsoever or there is a large heated shelter near the stop.
 - ii. Allocate [4] point if the exposure is minimal. For example, there is a public or commercial building which can be used by the passengers but access is somewhat limited (in terms of hours, capacity).
 - iii. Allocate [8] points if there are no indoor waiting areas, but a sufficiently large overhang where the wind is blocked by both sides.
 - iv. Allocate [12] points if there is no overhang or indoor waiting areas, or type of shelter, but there are structures which can block the prevailing winds effectively.
 - v. Allocate [16] points if there is no shelter, no overhang, and no buildings blocking the prevailing winds. For example, a residential subdivision.
 - vi. Allocate [20] points if the stop is on vacant, windswept land, and there are absolutely no shelters of any kind.

3. *Transfers*

- a. Transfer zones will be attributed [30] points, due to the potential for longer wait times.

4. *Frequency*

- a. Stops with lower frequency of service will be attributed more points, due to longer wait times between trips. The following scale is used to grade frequency:

- i. 15 minutes [4] points
- ii. 30 minutes [8] points
- iii. 45 minutes [12] points
- iv. 60 minutes [16] points
- v. 60+ minutes [20] points

5. *High Priority Institutions*

- a. Stops which are located in close proximity to a home for ambulant senior citizens, special needs patrons, hospitals or clinics, and if it is used by a reasonable number of seniors/patients will be assigned [30] points.

6. *Additional Factors to Consider*

- a. Available land (no easements required for allocating the shelter).
- b. Line of sight hazards.
- c. Lighting and pad requirements.
- d. Impacts to underground services (utilities, fire hydrants, storm and sewers).
- e. Existing shelters or stops impacted by road construction will receive top priority for evaluation.
- f. New shelters must adhere to any transit specific design requirements in accordance with the Accessibility of Ontarians with Disabilities Act, 2005.