

Regional Advisory Council Meeting Agenda

September 30, 2025

9:00 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

This is an in-person meeting.

If you are unable to attend in person, you may join us via MTeams at https://ridevrt.org/VRTRAC_Sep25 or by dialing in at **323-484-8960** Conference ID: **165 302 553#**

I. Calling of the Roll

II. Agenda Additions/Changes

III. Consent Agenda

Items on the Consent Agenda are Action Items and will be enacted by one motion. There will be no separate discussion on these items unless a Regional Advisory Council Member requests the item be removed from the Consent Agenda and placed under Action Items.

A. ACTION: Minutes of the July 15, 2025, Regional Advisory Council Meeting

Pages 3-4 | Paula Cromie

The Regional Advisory Council is asked to consider approval of the July 15, 2025, meeting.

B. ACTION: 2026 Regional Advisory Council Meeting Calendar

Page 5 | Elaine Clegg

The Regional Advisory Council is asked to consider approval of the 2026 meeting calendar.

IV. Action Items

A. ACTION: Regional Advisory Council Letter Consideration

Pages 6-9 | Jason Rose

Regional Advisory Council (RAC) member, Andrew Mills, wishes to submit a letter for council consideration and potential publishing through VRT channels. The council and VRT staff will discuss how and when to review, approve, and potentially publish letters from individual RAC members.

V. Information Items

A. INFORMATION: FY26 Supplemental Services Update

Pages 10-11 | Jason Rose

Staff will present an overview of VRT's supplemental services, including the tiers of service and community participation, upcoming events, and how staff organizes and promotes activities.

B. INFORMATION: Bus Stop Design Guidelines Update

Pages 12-56 | Kate Dahl

Staff will present a summary and outline of proposed updates to the Bus Stop Design Guidelines for discussion.

C. INFORMATION: FY2026 Funding Request Update

No attachment | Stephen Hunt

Staff will present an update on the funding requests for FY2026 for discussion.

D. INFORMATION: FY2026 Service Change Update

Pages 57-66 | Kate Dahl

Staff will present information about the FY2026 service change for discussion.

E. INFORMATION: Transit to Large Employers

No attachment | Stephen Hunt

Staff will present past planning activities developing transit services to large employers for discussion.

F. INFORMATION: Topics for Discussion

Walter Steed

Members of the Regional Advisory Council will have the opportunity to bring up topics on items they've heard about during an open discussion session, or topics they would like to be considered on an upcoming agenda.

VI. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 67-80 | Staff

The most current department/staff reports were included in the packet for information. RAC members are encouraged to read the reports as they contain important information.

VII. Adjournment

Agenda order is subject to change.

Next Regional Advisory Council Meeting:

November 18, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Any accommodations needed for effective communication, such as language interpretation or auxiliary aids, should be made no later than three working days before the scheduled meeting. Please contact Jason Rose, Communications Director at jrose@rideVRT.org or by calling 208-258-2739.

Regional Advisory Council Meeting Minutes

July 15, 2025

9:00 AM

Destination Caldwell, 119 S 7th Ave, Caldwell, ID 83605

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Samantha Kenney	Susan Bradley	Elaine Clegg
Terri Lindenberg	Laylo Hamund	Paula Cromie, VRT
Andrew Mills	David White	Kate Dahl, VRT
Mary Beth Nutting		Stephen Hunt
Deeann Solis		Hailey Lenhart-Wees, VRT
Walter Steed		Nick Moore, VRT
Theresa Vawter		Leslie Pedrosa, VRT
		Jason Rose, VRT
		Alex Yann, ACHD

- I. **Calling of the Roll** - Walter Steed called the meeting to order, with a quorum present at 9:05 a.m.
- II. **Agenda Additions/Changes** – Item V-D moved before Item V-C.
- III. **Consent Agenda**
Items on the Consent Agenda consisted of the following:
 - A. **ACTION: Minutes of May 20, 2025, Regional Advisory Council Meeting**
Mary Beth Nutting moved to approve the minutes of the May 20, 2025, Regional Advisory Council meeting; Andrew Mills seconded. The motion passed unanimously.
- IV. **Action Items** - None
- V. **Information Items**
 - A. **INFORMATION: FY2026 Funding Request Update**
Stephen Hunt and Elaine Clegg presented information regarding the FY2026 funding requests to each of the jurisdictions, including information from a high level breakdown between Ada and Canyon counties and then drilled further down to each of the individual local jurisdictions.
 - B. **INFORMATION: Supplemental Services Update**
Elaine Clegg and Jason Rose presented an overview of VRT’s supplemental services policy, including the defined tiers of service and a summary of the process and key considerations that informed its development.
 - C. **INFORMATION: Economic Development Tour**
Jason Rose
Regional Advisory Council members and Valley Regional Transit staff participated in a walking/rolling tour of Indian Creek Plaza with Destination Caldwell staff to explore downtown revitalization efforts and discuss the potential for event service, development, and future transit services.

D. INFORMATION: Topics for Discussion

Members of the Regional Advisory Council were encouraged to bring up topics or items they've heard about during an open discussion session, or topics they would like to be considered on an upcoming agenda.

VI. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

The most current department/staff reports were included in the packet for information.

VII. Adjournment – The meeting was adjourned at 10:50.

Next Regional Advisory Council Meeting:

September 16, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



Regional Advisory Council

FY2026 Meeting Calendar

VRT Administrative Offices - Board Room
700 NE 2nd Street – Meridian, Idaho

As a general rule, all Regional Advisory Council meeting take place on the third Tuesday of the month. Please note exception below. *

Tuesday, January 20	9:00 a.m. to 11:00 a.m. (Orientation and election)
*Monday, March 2 Board)	11:00 a.m. to 2:00 p.m. (Joint meeting with the Executive Board)
Tuesday, May 19	9:00 a.m. to 11:00 a.m.
June, July, August	TBD - Schedule a tour
Tuesday, September 15	9:00 a.m. to 11:00 a.m.
Tuesday, November 17	9:00 a.m. to 11:00 a.m.





TOPIC	RAC Letter Consideration: Andrew Mills
DATE	September 30, 2025
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

Regional Advisory Council (RAC) member Andrew Mills wishes to submit a letter for council consideration and potential publishing through VRT channels. The council and VRT staff will discuss how and when to review, approve, and potentially publish letters from individual RAC members. Andrew’s letter has been included as an attachment to the RAC packet.

Summary

The RAC has occasionally submitted letters for publication or distribution by VRT staff, such as to support an initiative to the VRT Board, advocate to a community partner, or express a council recommendation.

Generally, VRT encourages individuals to publish opinion pieces on their own channels or as op-eds to local news outlets. If referencing a position on the RAC, it must be clear whether a statement is made on behalf of the RAC or as an individual and generally vetted through the council before publication.

The council and VRT staff will discuss how and when to review, approve, and potentially publish letters from individual RAC members. If the council wishes to publish a letter, they could be:

- RAC-focused: Publishing in the News section of the VRT website as a “Letter from the RAC,” once approved by council that the letter represents the views of the council
- Member-focused: Publishing in the News section of the VRT website as a “Letter from RAC Member Andrew Mills,” once approved by council that the letter represents an individual story the RAC wishes to convey to the public

VRT staff recommends the “member-focused” option, should the council wish to proceed. This would follow the format of previous letters posted on behalf of VRT’s CEO, Elaine Clegg, which were published in June 2023:

- [Letter from the CEO: Better Bus, better for business](#)
- [Letter from the CEO: Boise’s Modern Zoning Code](#)

Implication

- Potential for future letters from RAC members, leading to:
 - New opportunities for RAC members to share their transit story, which could be a great way to capture individual perspectives of RAC members
 - Additional time commitment from RAC members for reviews of potential letters (*note: this is listed as a consideration, though VRT staff does not believe the time impact would be substantial*)
- Potential for letters from the public. While not included in the scope of this situation, the RAC acts as a coordinating body between VRT and the public; the RAC could feasibly propose to receive letters from the public. Adopting the position to distribute letters from the public would require a new council decision, including whether – and if so, how – to publish through VRT channels and potentially leading to:
 - New opportunities for members of the public to share their stories with the RAC and VRT staff. This could be a new way to capture stories from riders, highlight opportunities for growth, and provide an avenue for the RAC to engage with the public.
 - Additional time commitment from RAC members for reviews of potential public letters that may be received (*note: again, though listed as a consideration, VRT staff does not believe the time impact would be substantial*)

More Information

Attachments:

Letter: Transportation is a right, driving is a luxury (Andrew Mills)

For detailed information, contact:

Jason Rose
Chief Communications Officer
jrose@ridevrt.org
(208)803-5183



My name is Andrew Mills, and due to my epilepsy, I have never been able to drive. Up until I was 15, it was never a problem. I've always had people who could drive me places, as no one my age could get a license. After I turned 15 however, it seemed like almost instantly, everyone I knew had their driver's license, an off campus job, and were out every night, etc.. Meanwhile I was only able to get to places with my closest friends and family. Then in college, I discovered with the help of Vocational Rehabilitation, the local city bus in Hagerstown, Maryland. That gave me the ability to go, quite literally, anywhere in the city. Unfortunately, it would not be able to pick me up from my college course that ended after it stopped running. So, back to the family and friends picking me up again.

I used to take two fixed route buses from near my house to the transfer hub, then from the transfer hub to the school (the funkstown bus and the college bus, for those who are interested) and it was fun and easy riding on that for a while, despite the overcrowded morning and afternoon rides. However, after I moved to Idaho, I realized just how good the bus system in Hagerstown, Maryland was.

When I moved out to Idaho in May of 2015, I noticed the Treasure Valley's Transportation system was woefully underfunded and did not, and in many ways still doesn't, have the support it needs for the still exploding population of the area.

Each year more people are moving in, and a good share of them are elderly or disabled, such as myself, and as a result cannot drive. The services such as the fixed route, OnDemand, the Access Bus, and notably, 2024's Beyond Access service, (which stops dropping off at 6:00p.m.), all have pivotal roles to play in moving "more people, to more places, more often". This can only happen however, if the local government officials, meaning city councils, are able to vote to appropriate a more stable money source to the bus system in order to aid in making public transportation accessible for all, and not just to those who can get to and from a bus stop that could be a quarter of a mile away or more from the prospective riders' homes.

Valley Regional Transit in its current position does not have taxing authority for state funds, and that leaves it in a state of flux. The leadership, meaning the CEO, and more importantly the users of this system, have to go to Treasure Valley City Councils and plead our cases on a regular basis, resulting in financial insecurity every year. Even something as simple as a change in the sitting council members could alter the transportation, and employment, landscape of the valley it operates in.

It's not just the city's budget that is affected by these decisions either. Depending on the state, it can also have federal budget easing effects. As more disabled people gain the ability to ride the buses, the more of us can work and the less we take from the rapidly depleting social security budget.

So, in short, the more money that goes to transportation, particularly paratransit options like Access, Beyond Access, as well as OnDemand and even rail, the less money is taken out of the Social Security budget. This will ease the taxpayer burden by not having to require people to be on federal or state support systems as much, since we will be able to work more and achieve more independence and self direction.

Funding transit and paratransit choices would reduce that budget by providing opportunities, rather than simply putting unrealistic and unattainable work requirements onto support recipients and saying it has to be followed.

In Idaho, public transit largely seems to be looked at as a last resort, rather than a more financially accessible option. I believe this is due in part to a desire for the average Idahoan to feel the independence of owning their own personal vehicles, in addition to some city councils not wanting to contribute to the bus system enough to make it into a viable option, and being seriously considered as a cheaper, more economically friendly, and accessible option. In order for it to be more favorably looked upon by the general population, it needs access to a more significant and stable chunk of the Valley's funding than it currently has, as well as a larger coverage area for fixed route, OnDemand, and the paratransit options, absent it getting taxing authority from the state.

Idaho is growing. We can't wait for the state to have the traffic of New York before we put the critical transportation infrastructure in place. The infrastructure needs to be improved upon first. That way, people are more able to make informed decisions on their transportation options and still have their needs met. Choose the option that's right for yourself, but give alternative options as well. Nobody would move into a house until after it was fully constructed. You can't use a partially constructed public transit option.

The decision to cut funding for the Caldwell fixed routes has been personally beneficial to me, as it puts me in the Beyond Access territory, but I cannot stress enough how it will have a very lasting negative impact on the average non-paratransit riders. Due to this funding cut, I lost hours of work over the summer of 2024 and chances for personal growth in my career, as the limitations on transportation's accessible times restricts my ability to work beyond the bus schedule.

And in the long run, wouldn't it be much better for the Treasure Valley financially to put money towards extending the viability of public transportation options rather than expanding other supports (such as medicaid, SSI, doctors visits, etc.)? I think we can all agree that a few dollars a bus ride, even if it's only a few people at a time, is a much better investment than a few thousand dollars in the hospital. Right?

I would be more than happy to meet with anyone about their transportation needs and what ideas they have regarding public transit in the Treasure Valley!

Send me an email at: andrewmillsrac@gmail.com

My inbox is always open!



TOPIC	FY26 Supplemental Services Update
DATE	September 30, 2025
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

Staff will present an overview of VRT’s supplemental services, including the tiers of service and community participation, upcoming events, and how staff organizes and promotes activities.

Background

VRT is excited to support community events that align with our mission and benefit the public, bringing the benefits of public transit to the community with real-time bus tracking, easy identification of vehicles, low-floor boarding, and more.

We do this through **supplemental services**, which include expanded or special service offered during large, high-interest events within our service area, particularly to reduce traffic volumes and parking demand around events with high-volume transportation needs.

All supplemental service must comply with Federal Transit Administration (FTA) charter regulations, which are designed to ensure that public transit agencies don’t use taxpayer funded assets to compete with private charter transportation providers.

To ensure transparency, compliance, and sustainability, VRT may deliver event-based services under the following conditions:

- **Planned in advance:** Event service must be identified and approved as part of VRT’s annual fiscal planning process, which starts at the beginning of each calendar year for the following fiscal year, which starts October 1. This allows us to allocate budget, staff, and vehicles in a way that supports special service while protecting regular, scheduled routes. It also ensures supplemental services we provide are offered on a regular, scheduled basis each year.
- **Fits within our budget and policy:** In order to provide the highest quality service, VRT strives to identify supplemental services in our annual fiscal planning process. New community events can be added to those plans after October 1 with adequate budget, staff, vehicles, and lead time to provide high quality service. VRT will only provide service that aligns with our supplemental service policy, fits within our budget and service capacity, and will generally reduce traffic and parking needs around high-volume community events.
- **Ongoing or high-impact events:** VRT prioritizes recurring or regionally significant

events with demonstrated transportation needs, public benefit, strong community support, and potential for long-term viability. These include major civic, cultural, or institutional events that serve broad segments of the public and occur within or adjacent to our service footprint. Supplemental services also include the use of transit buses to participate as demonstrations or in a static capacity, such as parades or the annual Stuff the Bus event, or others listed below.

VRT implemented a Supplemental Service policy in an effort to take a more proactive stance regarding ways we participate in community events and to provide clear guidelines for decision-making. Staff will share more information about tiers of service and the development of the policy with the Regional Advisory Council.

More information can be found at ridevrt.org/supplemental.

Upcoming Opportunities

Staff have identified supplemental service opportunities for fiscal year 2026. currently planned services include:

- **Boise:** Game Day Bus (home games), Veterans Parade, Holiday Parade, New Year's Eve, Treefort, Pride, Hyde Park Street Fair
- **Meridian:** Oktoberfest, Trunk or Treat, Dairy Days
- **Nampa:** Parade America
- **Caldwell:** Treasure Valley Night Light Parade, Independence Day Parade
- **Regional:** Stuff the Bus

Staff will review planned participation, outline promotional efforts, and discuss future opportunities with the council.

Attachments

None

For detailed information, contact: Jason Rose, Chief Communications Officer, jrose@ridevrt.org, (208)803-5183

Jason has the pleasure of leading the Communications Team, which is comprised of:

- Rich Marks: Account and Sales Manager
- Kathleen Godfrey: Business Development Manager
- Melody Roper: Marketing and Creative Projects Manager
- Hailee Lenhart-Wees: Community Outreach Manager
- Nick Moore: Communications Specialist I





TOPIC	Bus Stop Design Guidelines Update
DATE	September 30, 2025
STAFF MEMBER	Kate Dahl

Staff Recommendation/Request

Staff is updating the bus stop design guidelines and is seeking input from the Regional Advisory Council (RAC).

Summary

The bus stop design guideline document was created in 2019 to formalize Valley Regional Transit (VRT) policies regarding bus stops and provide guidance on various aspects of bus stop design and amenities. The document is a comprehensive look at criteria for placing a bus stop, desired amenities, safety, bus stop pad design, ADA accessibility, bus rapid transit (BRT) needs, coordination with agencies and developers, maintenance of bus stops, and more! In 2022 the Bus Stop Typology and kit of parts document took this a step further, by classifying bus stops based on size and route and standardizing bus stop amenities. In 2023, the bus stop design guidelines were summarized into a checklist and an application created for new bus stops and placed on the website.

The purpose of all of these documents is to ensure bus stops are being built to transportation industry requirements, meeting ADA accessibility requirements, and are customized to the local situation to consistently deliver bus stops that meet VRT and the public's needs.

The Bus Stop Design Guideline's document is being reviewed and updated for the following reasons:

1. There is repetitive information within the document and that overlaps into the Bus Stop Typology and Kit of Parts Document.
2. VRT practice has evolved, and policies and procedures need to match.
3. References to transportation industry and American with Disability Act requirements may have changed.
4. Clarify VRT's internal and external roles and other agency roles in bus stop design and construction.
5. Ensure policies are in place to back up VRT decisions and practice regarding bus stops.
6. Remove items that are no longer relevant.
7. Reformat the document to align with the VRT branding guide.

Process

VRT staff expect to update the document in the following steps:

1. Staff review and redline of the document identifying key changes (see below).
2. Present and gather input from the Regional Advisory Council.
3. Have a consultant review the document to ensure it meets the current transportation industry and ADA requirements.
4. Conduct review meetings within each department to identify changes and ensure alignment with current practice. This includes Development, Operations, and Communications.
5. Make content changes and reformat the document.
6. Present the draft changes to the Regional Advisory Council.
7. Present the draft document to the VRT Board for adoption.

Discussion

Staff have provided the Bus Stop Design Guidelines redlined version and the Bus Stop Typology Kit of Parts documents below for the RAC's review.

Key questions for the RAC to be discussed in the upcoming meeting:

1. Is there a bus stop situation that is not addressed that you like to see addressed?
2. Are there parts that are irrelevant you would like to see removed or updated?
3. Have you used or referenced the guidelines, what has been your experience?
4. Is there another audience in which to use this document could be used that we haven't considered?
5. Any other comments or suggestions regarding the documents?

Implication

The bus stop design guidelines will be updated and utilized to guide staff in proposing bus stop placement decisions for transportation and land use agencies. It formalizes processes for consistency and results in better bus stops and rider experiences.



More Information

Attachments and Links:

Attachment 1: Bus Stop Design Guidelines Redlined

Link 1: Bus Stop Design Guidelines checklist [Microsoft Word - Design guidelines checklist.docx](#)

Link 2: Bus Stop Application [Microsoft Word - Bus Stop Design Review Application.docx](#)

Link 3: Bus Stop Typology and Kits of Parts [BST_KitOfParts.pdf](#)

Links available on VRT website.

For detailed information, contact:

Kate Dahl
Principal Planner
kdahl@rideVRT.org
(208)258-2715



BUS STOP LOCATION AND TRANSIT AMENITIES DEVELOPMENT GUIDELINES

Most Recent Revision:

06/03/19

Formally Adopted by Valley Regional Transit's Executive Board on:

09/23/19

Disclaimer

The purpose of this document is to develop criteria for designing and placing transit facilities and amenities. This document is not a set of design standards, typical build requirements or standard drawings. It is to be used as guidance on which to base transit design done by entities other than Valley Regional Transit (VRT), and as criteria for the placement and safe design of transit facilities and amenities. VRT does not own or control any of the public right of way on which it operates and as such cannot mandate requirements for what is built there. It can however, provide guidance on what the transit agency needs and requires in order to operate a transit network that is built by others. It cannot be overemphasized that these guidelines must be used in conjunction with sound evaluation of the facts and engineering judgment. VRT reserves the right to supersede or make exceptions to these guidelines based on individual elements or special context. In the instances of confusion, conflicting information, duplication or overlapping requirements, the user should default to the most conservative standards given out by VRT staff, state and/or local agency requirements, the American Association of State and Highway Transportation Officials (AASHTO) Guide for the Geometric Design of Transit Facilities on Highways and Streets, the AASHTO Guide to the Design of Park and Ride Facilities, the Public Right of Way Accessibility Guidelines (PROWAG) and guidance in this document. These guidelines are intended to be used for actions on new or revised transit stop locations or amenities.

Local authorities maintain their own standards and guidelines. These standards do not supersede or overwrite any locally accepted regulations, but rather provide transit specific guidance for VRT needs. This document should be referenced by local agencies and planning staff in order for these elements to be included and constructed as part of improvements done by private investment or agency improvements. Partner agencies generally maintain board member status on one of VRT's guiding boards or councils. This document is presented to those groups as a matter of course so that all partner agencies and their associated staff can be aware of updates or changes and can comment or request their own changes as needed as part of the approval process.

Acknowledgements

This work was developed by staff and the VRT Regional Coordination Council (RCC) Sub-Committee taskforce. This taskforce included representation of neighborhood associations, the metropolitan planning organization, highway districts, local governments and municipalities, housing authorities, members of the community with disabilities, and individuals and families of low-income households. In 2018 the Regional Coordination Council was reformed as the Regional Advisory Council (RAC), which now performs all of the duties listed here originally assigned to the RCC.

Document Review and Update Policy

The following procedure will be used to amend or update this document:

1. All changes and/or updates shall be submitted to the RAC as an information or memo item for their review and comment.
2. At the next RAC meeting the changes will be submitted for recommendation or additional comment period if needed.
3. Once the RAC board has had a chance to approve and/or comment on the changes, the information or memo item will go through the VRT board in the same fashion - in an initial meeting or presentation and then a secondary presentation for approval at the next VRT board meeting.

4. After revisions have been sent to both authorities, the online posted version will be updated with a new “Most Recent Revision” date.

Item V. B.

Introduction

The document specifies the processes for siting and improving bus stops and sets the process for developing transit plans and for the review of projects that may affect transit operations. These guidelines and procedures also ensure that the bus stops receive the proper assessment and technical review before they are established, moved, or renovated. This document also provides guidance on bus stop design not included in the Bus Stop Typology and Kit of Parts document.

Background

VRT is a Regional Public Transportation Authority in southwest Idaho with a 28 member Board, made up of local and government representatives from Ada and Canyon Counties in southwestern Idaho. VRT was created as a single authority to be responsible for providing and funding public transportation in the Boise and Nampa urbanized areas. (Idaho Code, Title 40, Chapter 21). VRT may contract for services with public and private entities to carry out the purposes of Chapter 21 (40-2109(4)).

Purpose

The purpose of this document is to outline procedures to efficiently design and respond to the requests for bus stop facilities and amenities; provide design standards and guidance to local developers and partner agencies; and develop the process to prioritize projects and provide current information to maintain good customer service and interagency relations.

Goals

The goals of this document are to:

- Promote consistency in bus stop placement and design throughout the VRT service area
- Coordinate with development and road projects to ensure bus stops are well located
- Provide a simple and transparent process for input, review and communication

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Article I. Statement of Guidance

Section 1.01 Bus Stop Siting and Review Guidelines and Procedures

These guidelines establish a systematic process for the purpose of siting new bus stop facilities/amenities and reviewing current bus stops. The guidelines specify the decision-making processes for developing transit plans and for the review of projects that may affect transit operations. These guidelines and procedures also ensure that the bus stop facilities/amenities receive the proper assessment and technical review before they are established, moved or renovated.

Section 1.02 Requests for Changes in Bus Stop Facilities/Amenities

Concerns regarding existing or adding new bus stop facilities/amenities may originate from any number of sources. Requests applicable to this procedure include:

1. Adding and/or relocating a bus stop facility/amenity

Renovating a bus stop facility/amenity, and/or Removal of a bus stop facility/amenity. **Intake:** If the change request is received directly by VRT, VRT will follow the process as described below. If the authority receives the change request, they are encouraged to review the request, and forward it to VRT with their recommendations. See exhibits for request forms.

Review: When VRT receives the request, VRT will consult with the affected authority as necessary and respond to the request. Both VRT and the local authority will review the request and determine if the stop should be added, relocated or renovated, requiring the placement or removal of amenities; or if the stop in question raises any safety or operational challenges. If the request is for an improvement or addition of amenities, the change will be considered alongside the rest of the network resources using Transit Asset Management scoring criteria.

If the issue with the stop affects the safety of VRT passengers, an analysis of the site by both VRT and the local authority should be performed expeditiously to identify alternatives that mitigate the condition. Careful consideration must be taken regarding relocation or removal of a stop due to the direct impact on persons using the stop on a daily basis.

Implementation: For change requests forwarded to VRT by an authority, VRT will notify the authority of its recommendation. VRT and the local authority will determine who will perform the required or needed work. If the local authority is required to perform work, such as placement of signs and/or painting of curbs, VRT will notify the authority of the required work to be completed. Notification of adjacent property owners will be made by the entity performing the work.

Section 1.03 General, Community and Specific Plans

As local agencies and authorities create or update their land use and transportation plans, there is generally an opportunity to incorporate transit planning into the planning process. VRT should be included early in the planning process and transit elements should be included in the plan. The transit element should include proposed bus routes, transit centers, bus stop locations, and pedestrian improvements, and transit supportive land uses and densities etc.

Plan Initiation: Once the local authority begins the process to revise an existing or create a new plan, VRT should be informed or included. VRT should be invited to the meetings regarding transportation infrastructure projects involving access to communities, neighborhoods or developments. Initial drafts and scoping letters should be coordinated with VRT to ensure that transit needs are considered prior to the formal public review process.

Review: VRT should be provided the opportunity to review and respond to all proposed plan changes before entering the public review process.

Implementation: Local authorities will be responsible for implementing land use and transportation plans as approved by their councils and commissions. Any amendments to these plans that will have a direct impact on the location of bus stop facilities/amenities should be forwarded to VRT for review and comment.

Section 1.04 Development Plan Review

Zoning applications which include development plans are processed by the member cities and counties on a regular basis; depending on the location of the projects in question these plans may directly impact bus stops and bus routes. In addition, authorities also use their Capital Improvement Programs (CIP) to build or improve streets that may affect transit or transit amenities. Bus stops improvements may be added to the agencies Capital Improvement Plan. The intent of VRT and the Community Planning Association of Southern Idaho's (COMPASS) involvement in the development review process is to determine which applications are likely to support transit service now or in the future so transit infrastructure can be provided or improved as part of the development proposal. Their involvement in this process will avoid reviewing plans which will not affect transit; avoid wasted effort and unnecessary delays to projects; and allow provision for existing stops to be brought up to required standards wherever reasonably possible. VRT and COMPASS should specifically be requested to comment on projects planned at the following locations:

- Identified Transit Corridors or corridors mentioned in Valley Connect 3.0, Communities in Motion funded and unfunded public transportation networks and other plans that may be used by transit in the future
- Existing streets with transit routes
- Valley Connect 3.0 (VC3.0) Growth Scenario
- Major streets or corridors including all arterials and collectors
- Existing or proposed major activity centers, e.g. projects that affect streets serving high density residential, commercial, industrial areas, educational facilities, medical institutions or government service centers, etc.
- Streets that would logically connect to existing or planned transit routes or connecting areas which have or are planned to have transit service
- Projects that in the authority's opinion should be assessed for current or future transit needs.

To assist in this process VRT has made available current and future routes and bus stops on the COMPASS open data site for jurisdictions to download shapefiles to their own GIS and be able to locate VRT facilities in relation to development. This enables jurisdictions to filter applications sent VRT for review and comment.

The authority may follow a preferred method or course of action to request comment from VRT and COMPASS. VRT respectfully requests the authority to filter requests based on the above information to send to VRT. VRT respectfully requests a reasonable time not less than fourteen (14) calendar days to provide written comments.

Section 1.05 Construction Impacts

Some projects will disrupt the street system and/or bus stops or routes during the construction process, even if there is no long term effect on transit operations or bus stops. Construction impacts may require temporary displacement of bus stops or routes, but no permanent route or stop changes. Prior to the start of construction, the authority or its representative should contact VRT as soon as possible prior to the start of construction. VRT staff will work with the authority to develop a plan that maintains reasonable transit access and operations while the project is being constructed.

Projects that will create long-term impacts to the bus stops and routes should be coordinated with VRT at working days prior to the work being performed. Information should be sent to the VRT administration offices in hard copy or electronic format.

Section 1.06 Communications

At a minimum VRT will communicate short or long term changes and/or improvements to the community by notifications posted in the buses and on the VRT website and social media. Major changes to routes such as closures or notable detours must be communicated to riders and general public within thirty (30) days prior to the change. Partner agencies should make every attempt to have roadwork permit processes include this level of prior notification, whether performed by partner agency staff or private development. Temporary or Construction related detours should be coordinated with VRT well in advance (14 days minimum) to avoid federal compliance issues. Other means of communication may be used to notify the community, but are not required. See VRT Customer Service Standards where is this? for additional information.

VRT makes efforts to notify affected members of the public through web pages, advertisement and other postings, but in general, any physical or route based infrastructure or route changes should be communicated to members of the public who may be affected in any way. This may mean mailers, neighborhood signage or any number of notification types. Infrastructure changes should be communicated directly to adjacent property owners well in advance through mailers, door hangers or staff visits whenever reasonably possible. Partner agencies should follow these practices when adjusting, changing or affecting VRT network assets as part of their projects as well.

Section 1.07 Resolution of Conflicts

The final decision on the location of bus stops is the responsibility of the controlling authority for the right of way, and may be dependent on legal agreements between VRT and the authority. If situations occur where the staff of VRT and that of the authority are unable to agree on proposed plans, bus stop locations, or other issues, the issue is to be raised to higher levels. A meeting will be held at the director level in an attempt to resolve issues. If the issue remains unresolved, an additional meeting will be held at the Executive level. If the issue is still unresolved, the authority, through its representative may address the issue to the VRT Board of Directors at the next regular meeting.

Section 1.08 Point of Contact

A table summarizing the point-of-contact for VRT is included in Section 7.01. These can be used as your first point of contact to address transit issues. Development, Planning and Capital, Operations, and Communications.

Article II. Bus Stop Placement

Each bus stop location should take into consideration a number of factors including:

- spacing along the route
- consideration of authorities and officially recognized neighborhood associations
- location of the expected passenger traffic generator, either based on population density and/or specific use (i.e. major employment centers, government service centers, regional shopping centers, hospitals, etc.), for the stop
- traffic impacts and safety
- pedestrian safety and access to stops including pathways leading to and from bus stop areas that should be accessible routes including a level, firm surface, that is free of obstacles
- availability of adequate right-of-way to ensure that the bus stop meets the Americans with Disabilities Act (ADA) accessibility standards
- curb clearance – adequate space for buses to stop, board and alight passengers, and allow for the bus to safely return to the traffic flow including future bus movements
- operational effectiveness issues (including relation to the nearest intersection, bus turning requirements, and re-entering the travel lane)
- at an intersection, the far side location of the intersection is preferred
- Existing pedestrian infrastructure

Due to the number of factors involved, each new or relocated stop must be examined on a case-by-case basis. However, general guidelines for stop spacing and placement are as follows.

Section 2.01 Placement of Bus Stops

The proper location of stops is critical to the safety of passengers and motorists, and to the proper operation of the transit system. Bus stop locations are recommended by VRT, and approved by the local jurisdictions. Local authorities can suggest bus stop locations at their discretion.

It is important to consider the unique circumstances at each intersection when selecting bus stop locations, including:

- Proximity to major trip generators
 - Presence of sidewalks and curb ramps leading to trip generators and nearby pedestrian circulation system
- Width, placement and condition of existing sidewalks
- Protected crossings at signalized or stop controlled intersections, or at crosswalks
- Convenient passenger transfers to other routes;
- Effect on adjacent property owners
- Possible conflict between buses, other traffic, pedestrians and cyclists
- Pedestrian activity through intersections
- Open and visible spaces for personal security and passenger visibility
- Street illumination
 - Ability to restrict parking if needed, feasibility to move or provide parking and truck delivery zones
- Adequate curb space for the number of buses expected at the stop at any one time
- Volumes and turning movements of other traffic, including bicycles
- Proximity and traffic volumes of nearby driveways
- Street and sidewalk grade
- Ease for bus re-entering traffic stream
- Unusual intersection angles or predominant turning movements
- Proximity to rail crossings or emergency driveways
- Sight distance at adjacent intersections and driveways
- Distance between bus stops will be dictated by the type of transit service but stops should be no closer $\frac{1}{4}$ of a mile.

Bus stops are generally located near intersections for safety and proximity to crosswalks. Locating bus stops on the far side of intersections is preferred to utilize signal prioritization and allow turning vehicles to pass through the intersections without conflicting with the bus. This maximizes pedestrian accessibility from both sides of the street and provides connection to intersecting bus routes. Under certain situations, bus stops may also be placed at a mid-block location, but only when there are no other options. See the Transit Cooperative Research Program (TCRP) Report 19 (R-19) Guidelines for the Location and Design of Bus Stops.

Section 2.02 Curb Clearance for Bus Stopping Zones

The preferred minimum requirements for curb clearance (this distance that should remain clear of parking stalls or other bus obstacles) for one, 40-foot bus can be as much as 140 feet depending on the existing configuration. It must be noted that these clearances are not always feasible in the urban environment; but should be aimed for wherever possible to ensure that buses have room to service the stop parallel to the curb with comfortable space to exit and re-enter the travel lane. At an absolute minimum, a far side or near side stop requires 65 feet of clearance from the intersection or 45 feet from the edge of crosswalk, at a midblock stop 120 feet is required for the bus to be able to curb around parked cars in the area. Reference TCRP R-19 or the AASHTO Guide for Geometric Design of Transit Facilities on Highways and Streets.

On streets where traffic moves quickly (45 miles per hour or more) or where there are areas of high congestion (as defined in cooperation with local jurisdictions), at stops where buses may need to lay over longer than the time it takes passengers to board and alight the bus and in areas where the impact of the bus blocking a travel lane creates unacceptable delay or potential hazard, the bus should not stop in the travel lane. These conditions may warrant consideration of a bus pullout (Bus Bay), paved shoulder, or other area of adequate curbside clearance at least 13 feet wide from the edge of traveled way. Bus Bays are not preferred by VRT as they make it very difficult to return to the regular traffic lane, especially on congested corridors and should only be used when no other option is available. Pullouts or Bus Bays should be designed to follow AASHTO standards and are discussed in detail in Section VI – Design Parameters.

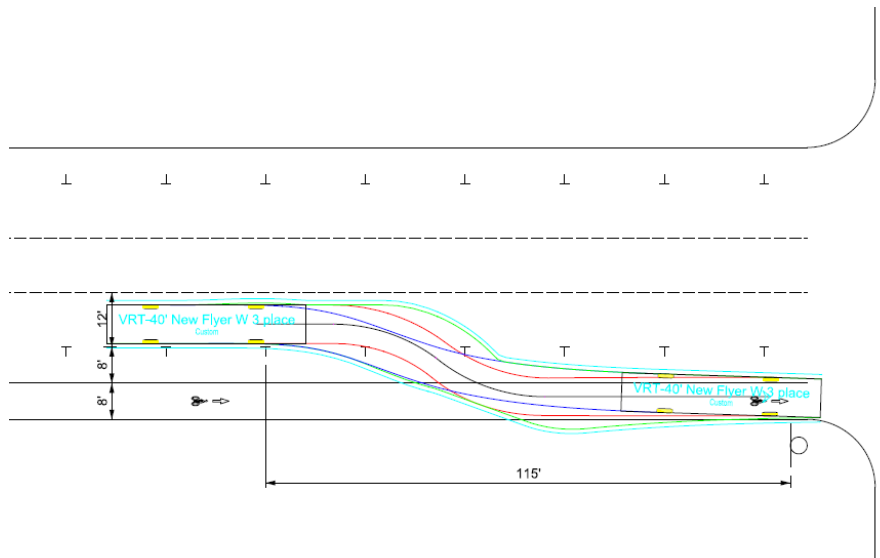


Figure 2 Bus Space Required to Reach Loading Area at Curb

or Bus Bays should be designed to follow AASHTO standards and are discussed in detail in Section VI – Design Parameters.

Section 2.03 Abutting Property Owners / Tenants

All efforts will be taken to minimize the impact to each property owner, but vehicle and pedestrian safety will be the overriding factor in determining the final bus stop location.

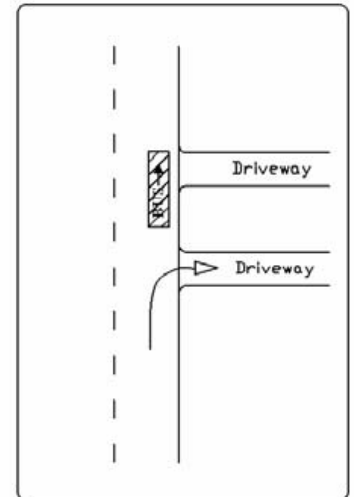
Section 2.04 Parking Restrictions

Coordination of “No Parking” signage should be placed at bus stop loading zones when parking is expected to conflict with bus operations. The lack of parking restrictions could impact bus operations, traffic movement, safe sight distance, and safe and effective passenger access. Coordination of no parking signage should be done with the approval of the controlling authority but should be required as a condition of new route operation and funded as part of the new route creation budget.

Section 2.05 Bus Stops and Driveways

Whenever possible, bus stops should not be placed where they will conflict with a driveway. However, when they are unavoidable:

- Every attempt to keep at least one exit and entrance open to vehicles accessing the property while a bus is loading or unloading passengers should be undertaken.
- When there are two driveways to a parcel on the same street, the downstream driveway should be chosen as the conflict point forcing vehicles to turn behind the bus to access the parcel.
- It is preferable to fully block a driveway to prevent vehicles from attempting to squeeze by the bus in a situation with reduced sight distance.
- Locate bus stops to allow good visibility for vehicles leaving the property and to minimize vehicle/bus conflicts. This is best accomplished by placing bus stops where driveways are behind the stopped bus.
- Ensure that passengers have a safe area to wait when loading must occur in or adjacent to a driveway.



Section 2.06 Additional Factors in Selecting a Bus Stop Location

- **Sidewalk Conditions** - Stops should be located and constructed to make use of existing sidewalk facilities, or new sidewalk facilities should be constructed to provide pedestrian access to the bus stop. At stops with heavy ridership, additional passenger waiting/standing areas should be constructed off of the main sidewalk so that waiting passengers do not block passage of other pedestrians.
- **Crosswalks** - Bus stops should ideally be located close to existing crosswalks to encourage safe pedestrian crossings, but also located so that a stopped bus will neither block a crosswalk nor obstruct pedestrian visibility of oncoming traffic and vice-versa.
- **Landscaping Issues** - The presence of trees and bushes at a bus stop may necessitate periodic trimming at the stop to prevent buses from hitting tree branches and bushes from encroaching on sidewalks. Tall bushes are also a potential security problem, and additional lighting should be considered at stops with this issue.
- **Lighting** - Adequate lighting is important for passenger comfort and security as well as for visibility of waiting passengers to the bus and other oncoming traffic. Bus stops which are served after dark should be located where they will be illuminated at night, preferably from an overhead street light. If this is not possible, lighting should be installed at the stop.
- **Limited Visibility Over Hills and Around Curves** - Bus stops should not be located over the crest of a hill, immediately after a road curve to the right, or at other locations that limit the visibility of the stopped bus to following or oncoming traffic.
- **On-Street Parking** - Locating a bus stop in an area with existing curbside parking requires either removal of enough parking to permit the bus to pull off, service the stop, and re-enter the travel lane, or installation of a sidewalk extension or curb bulb to provide passenger access to the bus.
- **Proximity to Major Trip Generators** - When feasible, a bus stop should be located to minimize walking distances to the activity center that is expected to generate the most ridership.
- **Right-of-Way Considerations** - If a bus stop may be a future candidate for a transit shelter or bench installation, a site should be selected that includes adequate right-of-way for constructing a larger concrete pad.
- **Transfer Locations** - Bus stops should be consolidated to allow transfer activity between routes to minimize street crossings.
- **Drainage** - Areas which tend to accumulate standing water should be avoided or improved.
- **Bicycle Facilities** - To the extent feasible, bus stops should be located so they do not block bicycle travel lanes. Bicycle racks and/or scooter racks/corrals should not block to the sidewalk or the bus boarding and alighting area, ADA accessibility must be maintained.

Figure 3 Driveway Conflict, Bus Stop Placement

Article III. Basic Bus Stop Elements

Section 3.01 Boarding and Alighting Area

Bus stop sites should be chosen or placed such that to the maximum extent practicable, lifts or ramps can be deployed on a firm, stable surface, so as to permit a wheelchair or mobility aid user to maneuver safely onto or off the bus and bus stop. Other items to consider in the design of boarding and alighting areas are:

- **Dimensions:** The minimum boarding and alighting area requirement for a bus stop (the area from which passengers board the bus and onto which passengers alight from the bus) is a continuous, unobstructed solid area contiguous to the curb that measures at least 5 feet parallel to the street and at least 8 feet perpendicular to the street where bus doors are expected to land. These are the minimum dimensions needed to deploy a lift or ramp and allow a customer in a wheelchair to board or enter the vehicle per ADA standards and requirements.
- To provide for rear-door alighting from larger buses and ADA lifts in the rear of smaller buses, the boarding and alighting area should be at least 30 feet long wherever possible.
- Stops where more than one bus is boarding/alighting passengers at the same time will need additional boarding and alighting areas to be determined by the size and placement of the buses serving each stop.
- **Slope:** The slope of the boarding and alighting area should be ADA compliant and must be parallel to the slope of the roadway in order for the bus wheelchair lift or ramp to be effectively deployed. **Surface Material:** The boarding and alighting area must be firm, stable, and slip-resistant. Concrete is the preferred surface for the boarding and alighting area. In newer developments where a new bus stop will be placed, a continuous surface poured monolithically from the curb and the sidewalk should be provided for the purposes of deploying a bus ramp or lift for wheelchairs or other mobility devices. In uncurbed shoulder areas, the boarding and alighting area may be constructed of asphalt.
- **Height Relative to the Street:** It is preferable that the boarding and alighting area be elevated above street level for pedestrian safety and ramp deployment.
- **Clearances:** A horizontal clearance between obstructions of 48 inches, and a vertical clearance of 84 inches should be maintained in all boarding areas.
- No obstructions are allowed in the entire boarding and alighting area, e.g. signage, benches, newspaper boxes, etc.



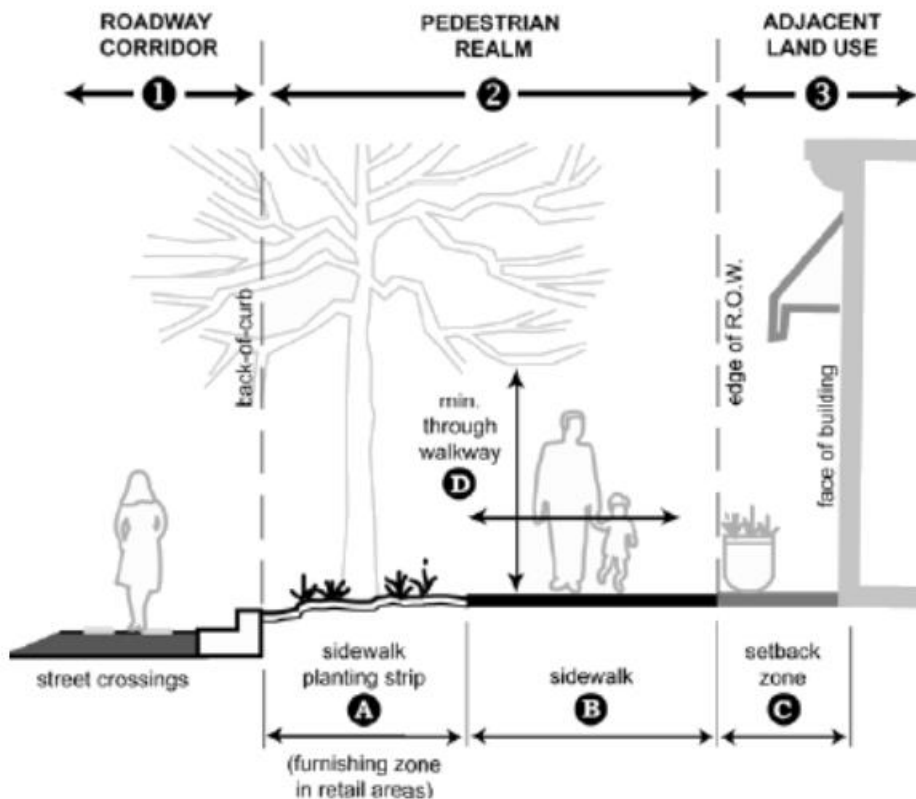
Figure 4 A.D.A. Loading Ramp

Section 3.02 Pedestrian Considerations - Obstacles and Connectivity

To be fully useable, the boarding and alighting area (ADAAG, 10.2.1) must be connected to a sidewalk of sufficient width and condition for a person in a wheelchair to use (ADAAG 4.3, 4.5) - the narrowest useable width is four (4) feet. Curb cuts with slopes no steeper than 1 inch of level change across 12 inches (ADAAG, 4.8.2) of distance is needed where level changes occur (such as a crosswalk). If items such as newspaper boxes, utility poles, trash cans, and encroaching grass or bushes constrict a portion of the sidewalk to less than 4 feet, the sidewalk is not accessible to wheelchair users. If necessary, the existing sidewalk should be widened or a new sidewalk constructed to ensure that riders are able to get to and from the bus stop. To the extent feasible, sidewalk connections around bus stops should provide safe pedestrian access to the passenger trip generators near the bus stop. If a sidewalk is not available at the stop location, the stop should be placed at the nearest firm and level surface that will allow a safe travel path.

Site plans should be designed to facilitate the movement, and minimize the distances between the development and transit services. Good pedestrian access can be achieved by considering the following guiding principles:

- Pedestrian routes to bus stops should be designed to meet the needs of all users (including disabled, elderly, and children).
- The pedestrian system should provide convenient connections between destinations including residential areas, schools, shopping centers, public services and institutions, recreation and transit.
- Provide a dedicated sidewalk and/or bike paths through new development that are safe and direct to the nearest bus stop or transit center.
- Minimize the distance between buildings and the bus stop through proximity and orientation. This can be encouraged by including transit accessibility concerns in zoning policies, setback guidelines, building orientation guidelines, and parking requirements to encourage transit-oriented development.
- Minimize the use of elements that create unnecessary challenges to pedestrians and those with disabilities such as meandering sidewalks, walled communities, and expansive parking lots. Pathways should be designed so pedestrians can traverse as straight a path as possible.
- Eliminate barriers to pedestrian activity. This includes unnecessary sound walls, landscaping, berms, or fences which impede pedestrian access or visibility. If there is restricted access, gates should be installed at access points.
- Paved pedestrian pathways ensure they are accessible to everyone. Provide accessible circulation routes that include curb cuts, ramps, visual guides, signage (visual and Braille) and railings where needed. Place ADA compliant curb ramps at each corner of an intersection.
- Adequate drainage should be provided to avoid pooling and muddy conditions.
- Provide street lighting along bus stop access routes and safety lighting at intersections to promote safety and security for riders. Ideally bus stops should be illuminated by street lighting, if not, consider installation of lighting on the shelter.
- New residential development should provide breaks in the walls between properties to allow pedestrian access to bus stops.
- Where a bus stop serves as a transfer point, there should be a paved connection to the connecting route stops.
- Pathway slope should not exceed 1 foot vertical over 20 feet horizontal (5%). Pathway cross slope should not exceed 1 foot vertical over 50 feet horizontal (2%).
- A horizontal clearance of 60 inches is preferable, but a minimum of 48 inches, should be maintained along the entire pathway.
- A vertical clearance of 84 inches should be maintained along the entire pathway.



Sidewalks and paths require adequate surface width, and horizontal and vertical clearance.

Figure 5 Pedestrian Clear Zone

Section 3.03 Curb Ramps

Curb ramps are normally installed at corners or intersections to allow entrance to the street surface. Curb ramps are an integral part of the pedestrian access route leading to and from bus stop locations. Ramps should be designed to the most conservative guidance from local, state and federal ADA standards. Constructing bus stop improvements adjacent to or leading to non-compliant or failing curb ramps is not advisable. Out of compliance curb ramps should be reconstructed when bus stop improvements are constructed wherever possible.

Section 3.04 Signage

Bus stop signs indicate to passengers and drivers where buses stop, as well as publicize the available routes and service at the stop. See the VRT Customer Service Standards for additional information.

The sign must be securely mounted on its own post or a light standard, at an angle perpendicular to the street. The sign must be easily visible to the approaching bus driver. The bus stop sign should neither block nor be blocked by other authority signs. To prevent the sign from being struck by the bus and its mirrors, signs should be located so as not to impede bus mirrors and affect the pedestrian/cyclist path of travel (See ISPWC SD 1130). Signs on State Right of Way should be placed according to State regulations (breakaway posts, etc.). The header sign is the point at which the front of the bus should be aligned when the bus is servicing passengers and thus should be placed approximately one foot beyond the far side of the boarding and alighting area for stops served by front-lift buses. The bottom edge of the sign should be positioned at a height of at least 84 inches from the ground.

Each sign should contain the names of routes that service the stop as well as the telephone number to call information. In order for the bus stop sign to meet ADA minimum specifications for signs posted at 80 inches, the letters and numbers must meet ADA standards that specify that the characters have a width-to-height ratio between 3:5 and 1:1, and a stroke-to-width ratio between 1:15 and 1:10. These standards make signage accessible to persons with low vision. These requirements do not apply to route and schedule information posted at bus stops.

Route Information may be placed at bus stops that are near major trip generators or where they may attract additional ridership. Up-to-date route information will be posted as well as information about fares, holiday schedules if space is available.

Section 3.05 Safety and Security

Traffic safety issues are discussed within the context of bus stop placement considerations.

Curbside safety and security issues include:

- location of storm drains and catch basins, which put passengers at risk of catching a foot under one when boarding or alighting the bus
- uneven surfaces, which could result in a fall
- slope of the terrain surrounding the boarding and alighting area, which can put passengers in danger of falling in an adjacent ravine or into the travel lane
- presence of hazardous objects, such as broken street furniture and jagged edges
- surface traction (for example, stone aggregate can be exceedingly slippery when wet for wheelchair users)
- water accumulation areas, which can also result in muddy and slippery surfaces
- overgrown bushes, which could potentially present a security hazard as well as encroach on the sidewalk and boarding and alighting area
- other obstacles in the sidewalk that, in addition to making it inaccessible, force pedestrians to walk in the street
- area lighting
- Landscaping

Bus stops that are served after dark should be lit to promote passenger safety and security and to improve visibility of waiting passengers to approaching bus drivers. Ideally, bus stops should be located to take advantage of existing street lights or other outside facility lighting. Alternately, installation of new lighting at the bus stop should be considered during design, construction or installation of new transit elements. Bus stops can mostly only be lit by solar panels on shelters, or ambient lighting like on streets and buildings. Bus stops are generally not hardwired for electricity, as VRT cannot be billed/separately metered it would have to be the adjacent property owner.

Section 3.06 Newspaper and Vendor Boxes

Newspaper and vendor boxes can provide waiting transit customers with convenient access to reading material. However, newspaper boxes that obstruct access to the boarding and alighting area, sidewalk, shelter, or posted transit information must be removed or relocated. Boxes may not be inside bus stop boarding areas, shelters, etc., nor chained or otherwise affixed to the bus stop sign pole, shelter, or bench. Currently, laws or ordinance restricting placement of vendor boxes are instituted by the cities where they are located. Vendor boxes for free publications should be discouraged as they contribute to trash-related problems at bus stops.

While VRT does not specifically control placement of vendor boxes, VRT does not grant installation of newspaper or vendor boxes at any of its stops. Is this mentioned in bus stop license agreements?

Article IV. Passenger Amenities at Bus Stops – In Bus stop typology see page 2

The design of bus stop waiting areas and amenities that enhance security and comfort play a significant role in a person's decision to use transit. Rider amenities are installed at selected bus stops to improve rider comfort and the relative attractiveness of transit as a mode of transportation. Permitting of advertising must follow Idaho Code for the right-of-way in question.

Section 4.01 Shelters see page 33

Section 4.02 Transit shelters are installed at selected bus stops to provide weather protection as well as seating for waiting riders at bus stops. VRT has developed a shelter program that provides for the installation of shelters when funds become available. Shelters must meet bus stop typology guidelines. Maintenance of shelters not provided by VRT, should be provided by the authority that constructs or requires the construction of the shelter. No advertising is allowed on the shelters except for VRT's service-related information. Contact the VRT Development Department to obtain the standards for shelter design. See bus stop typology and kit of parts document. Add spec sheets? Bus Benches



Figure 6 Example Transit Shelter, Vista & Canal, Boise ID

Section 4.03 Benches will be installed in accordance with the Bus Stop Typology. VRT provides non-advertising benches at and advertising benches. Advertising benches provided by agencies other than VRT will not be allowed at bus stop locations without approval from VRT. Local communities may install non-advertising benches as an element of improved streetscape in Urban Renewal areas with adopted design standards. List specific areas that have design standards?

CCDC?where standard/advertising benches are not allowed due to code. Trash Receptacles

VRT will not place or maintain trash receptacles at bus stops. There are small waste receptacles on each vehicle for riders but in general trash receptacles may be installed and maintained by local authorities or local communities or adjacent properties owners as part of an improved streetscape, not by VRT. Trash receptacles located near bus stops must not create barriers to accessible boarding or sidewalk usage.

VRT relies on the private sector or local authorities to provide and collect trash receptacles. Developers and local authorities may design a special style of receptacle to fit into the landscape and complement the architectural style of their project or streetscape.

Section 4.04 Lighting

Where feasible, bus stops should be located so that they will be illuminated by existing street lights. If a shelter is present, interior (solar lighting) is required to be installed with the shelter. External area lighting may also provide

additional safety. The placement and maintenance of external lighting is the responsibility of local authority in the street lighting system.

Section 4.05 Landscape Features

Landscaping can enhance the level of passenger comfort and attractiveness of transit, but should be positioned and maintained so that safety and accessibility are not compromised by encroaching bushes, uneven grass surfaces, etc. Tree branches that extend into the roadway below 11' should be trimmed back at least two feet from the curb; otherwise, they become an obstacle that the bus driver may or may not be able to avoid hitting. The area between the sidewalk and the curb at bus boarding areas should not be planted for at least 5 feet parallel to the street and eight feet perpendicular to the street must be solid to provide accessibility. VRT will not maintain landscaping. All landscaping will be installed and maintained by others.

Section 4.06 Intelligent Transportation Systems (ITS) Features

Installation of ITS features include:

- real-time “next-bus” arrival information
- Traffic Signal Prioritization
- electronic posting of schedules
- electronic media access to real time route information
- installation of panic buttons or call boxes

In preparation for such technologies new bus stop locations and improvements to existing stops should consider electrical and communications elements such as conduit for future use. If it is being hardwired? Transit Signal Priority (TSP) equipment is installed on all VRT buses and TSP signal receiving equipment should be considered at all signal heads by controlling local authorities when reconstruction or design of signalized intersection equipment is being considered.

Section 4.07 Transfer/Transit Centers

Transfer Center are where multiple bus routes connect. The high volume of passengers and buses at these locations requires a permanent building, restrooms, additional seating, driver and customer service staff areas. Route information needs to be provided for all routes, an area for sign holders, kiosks or other information delivery systems should be provided as well.. Due to the variation in needs between the different Transfer Centers, each one should be designed specifically based on the proposed operation and locale of the center. See VRT Customer Service Standards for additional information.

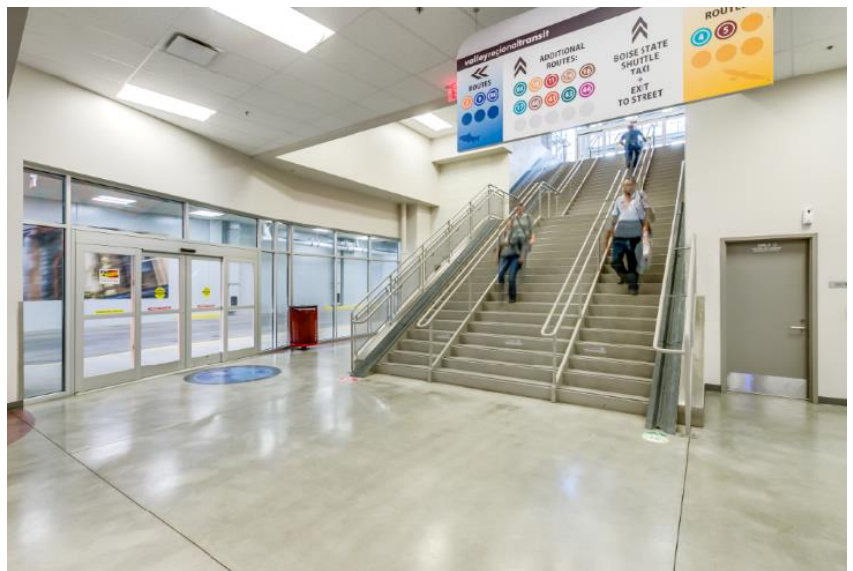


Figure 7 Main Street Station Transit Center, Boise ID

Section 4.08 Developer Responsibilities

When a development is constructed adjacent to an existing or proposed bus stop location or route, staff may request the developer construct a bus stop pad in accordance with the Bus Stop Typology of satisfactory size to accommodate

riders. In most cases amenities will be provided by VRT, but maybe provided and installed by other organization approval from VRT.

Section 4.09 Bus Stop Maintenance

Well maintained bus stops are crucial to the image of the transit system. Damaged street furniture and trash build-up should be tended to immediately to create a positive impression for riders and the general public. The owners of the urban renewal areas have the obligation to maintain their furniture, and the controlling authority in question should be responsible for monitoring these items for compliance.

VRT maintenance responsibilities include:

Contractor Responsibilities include:

Transportation Agency (highway district/ITD):

City:

Others:

Maintenance frequency on an as needed basis should include:

- Full wash down of amenities/accessories once a summer.
- Removal of all dirt, graffiti, and pasted material.
- Wipe down of glass surfaces.
- Litter pick up around stop or shelter/accessories to a distance of 15 feet.
- Manual or chemical removal of weeds.
- Pruning of obstructing foliage.
- Touch up of marred paint.
- Verify shelter lighting levels and replacement of bad bulbs and ballasts.

Repair of items that pose a safety problem should be performed as soon as possible.

A maintenance program needs to be formalized.

Section 4.10 Bicycle Parking

Bicycle parking facilities, such as bike racks and storage lockers, should be provided at bus stops by local authorities or adjacent property owners for the convenience of bicyclists using transit. Bicycle parking facilities discourage the practice of locking bicycles onto bus facilities or onto adjacent property. By confining bicycles to one area, the racks or lockers can reduce visual clutter and maintain appropriate pedestrian clearances.

The suggested guidelines for the placement of bicycle parking facilities near bus stops are:

- Locate bike rack or lockers away from other pedestrian or bus patron activities to improve safety and reduce congestion
- Coordinate the location of bicycle parking facilities with existing on-site or street lighting
- Ensure parked bikes are visible at all times from whom?
- Do not locate bicycle parking where views are restricted by a bus shelter, landscaping, or existing site elements, such as walls
- Design and placement of bicycle parking facilities should complement other transit furniture at the bus stop
- Covered or weather protected parking locations are an important bonus to bicyclists

When selecting bicycle bike rack or locker devices, consider the following:

- Provide ability to lock bicycle frame and at least one wheel.
- Support bicycle without pinching or bending the wheel. If the wheel slot is too narrow, a mountain bike tire will not fit.
- Avoid scratching the paint on the frame of the bike.
- Provide a place to lean the bike while locking the bike.
- Locking procedure should be quick and easy to identify.
- Require minimal space.
- Design of bike rack or lockers device should not trap debris.
- Device should be easy to install but difficult to steal.\

Add Scooter Corral Design guidelines

Article V. Design Parameters

This section provides design guidelines for transit amenities.

Section 5.01 Bus Pullouts / Bus Bays

Bus Bays are waiting or queueing areas are designed to remove the bus from the regular flow of traffic. They are not preferred by VRT due to the difficulty they create in getting the transit vehicle back into the flow of traffic. If absolutely required, the design of bus pullouts must follow **AASHTO design standards**. In all cases where bus pullouts are proposed, VRT Development staff should be consulted prior to design to confirm the suitability of the design elements and the necessity for the facility. The bus pullout should be placed on the far side of an intersection to make use of existing traffic signals for protection when re-entering traffic or to minimize the footprint of the Bus Bay by implementing a queue-jump Bus Bay. The recommended width of a bus pullout is 13 feet wide from the edge of traveled way, with 11 feet as a minimum, to reduce sideswipe accidents.

On streets with bike lanes and with bus pullouts, either the pullout should be wide enough so that buses do not impede the bike lane or transit islands should be implemented (see exhibits for more information).

For more information on bus turnout designs and cross-sections see TCRP R-19 and the **AASHTO Guide for the Geometric Design of Transit Facilities on Highways and Streets page 5-24, figure 5-15 and table 5-3** (also see section 7.06).

Add VRT's preferred lane width is a minimum of 11 feet to accommodate busses that 10.5' from mirror to mirror.

Section 5.02 Roundabouts

Roundabouts may provide significant difficulties for regular bus operations in that they do not provide a stop location for passengers to board and alight without affecting traffic. By their very nature, roundabouts are an intersection that is not designed for stopped vehicles, and buses are required to stop for the transit system to operate effectively. Additionally, roundabouts can be difficult for 40-foot long buses to traverse. For safe and efficient operation of buses through a roundabout, specific design elements must be guaranteed during the planning phase. The items of concern related to roundabouts and transit operations are the size of the roundabout, the type of curbing, and the placement of stops (see section 7.08).

- The size of a roundabout should accommodate all of the vehicles that will be using the facility. Dimensions are provided in article VII of this document to assist planners and designer engineers in creating effective pathways for a 40-foot bus to operate through the roundabout.
- The type of curbing used specifically on the center island or truck apron should be some type of mountable curb, rolled or otherwise. This will allow the occasional errant vehicle the ability to roll up on the curb without shifting loads or passengers.
- The placement of stops at roundabouts is one of the few exceptions to VRT's preference of far side stops. If stops have to be placed at a roundabout, they should be placed prior to the entry of the roundabout and in an area that will allow safe movement of pedestrians and vehicles through the area while the bus is stopped.

Section 5.03 Bus Shelters

The following design and placement criteria will assist local authorities after it has been determined a shelter will be placed at an existing bus stop:

- Shelters should not be placed such that they block sight distance e.g. pedestrian cross walks, interse driveways.
- See bus stop typology and kit of parts document
- Minimum two feet clearance between front edge of overhead canopy and curb face is required.
- Shelter canopy should be waterproof with provisions for drainage away from waiting passengers and boarding area.
- Seating for at least two people located under the shelter canopy is recommended.
- Clear floor space for people using wheelchairs is required within the shelter per ADA requirements.
- For passenger comfort and convenience, a lighting level of two foot candles is required in the shelter.
- Accessories can be added to the transit shelter and passenger boarding area (such as an lean rail, bench, additional information panels, etc.) The authority will then be responsible for the accessories. Each item can be weighed to balance the concerns for greater passenger comfort and convenience versus concerns for security, maintenance and cost.
- The shelter should be located in reasonably close proximity to where the front door of the bus will open to facilitate timely passenger loading.
- The back of the shelter should be located no closer than 12 inches from a building face, wall, or other broad vertical surfaces to facilitate trash removal and panel cleaning.
- Shelters should not be placed between a regularly used building exit and the curb so that pedestrians retain direct access to the street from the building.
- Whenever possible, do not place shelters in front of building windows used for commercial purposes (e.g. advertising, display, business names, etc.).
- Shelters should be located to avoid exposing persons to splashing water from passing vehicles and runoff from adjacent buildings and landscaping.
- Shelters should be located so that their orientation provides as much protection as possible from wind and rain, and with consideration of the sun's angles to allow maximum shade during peak use in the morning and afternoon.
- Postings at shelters and amenities need to follow all local codes and ordinances for allowable advertising.
- See section 7.05 and the VRT Customer Service Standards for additional information.

Section 5.04 Bus Stop Signs

Bus stop signs are placed to notify the general public where the bus will stop, to provide reference for bus operators, and to assist in marketing the system. To mark the location of all bus stops, VRT will provide and install bus stop signs. VRT will provide the sign, post and anchor to be installed.

The bus stop sign shall:

- Identify the location as a designated bus stop.
- Provide route specific information for that location.

There are multiple criteria involved in placing a bus stop sign. Concerns for passenger and public safety, ADA requirements, convenience of bus stop location, bus stop visibility and passenger amenities must all be addressed in addition to requirements and regulations dictated by local authorities.

The following are general guidelines for bus stop sign locations and clearances:

- In no case should the post be located closer than 36 inches from the curb face
- Whenever possible, the bus stop sign should be located at the front of each bus zone

- Bus stop signs should be mounted on square Telspar style posts to guide visually impaired patrons to the exact location where the bus will stop
- Whenever possible bus stop signs should be placed independently of all other street signs to maintain transit stop identity
- The bottom of the sign should be seven feet above grade and no higher than 10 feet, consistent with the Manual on Uniform Traffic Control Devices (MUTCD) and the Idaho Standards for Public Works Construction (ISPMC) requirements (see section 7.07)

Section 5.05 Bus Rapid Transit (BRT) Guidelines

Low cost investments in infrastructure, equipment, operational improvements, and technology can provide the foundation for Bus Rapid Transit (BRT) systems that improve bus system performance. Conceived as an integrated, well-defined system, Bus Rapid Transit provides for increased rider capacity, faster operating speeds, greater service reliability and increased convenience, matching the quality of rail transit when implemented in appropriate settings. Improved bus service gives priority treatment to buses on urban roadways and would be expected to include some or all of the following features:

Bus lanes: a lane on an urban arterial or city street is reserved for the exclusive or near-exclusive use of buses.

Bus streets and busways: A bus street or transit mall can be created in an urban center by dedicating all lanes of a city street to the exclusive use of buses.

Bus signal preference and preemption (TSP): Preferential treatment of buses at intersections can involve the extension of green time or actuation of the green light at signalized intersections upon detection of an approaching bus. Intersection priority can be particularly helpful when implemented in conjunction with bus lanes or streets, because general-purpose traffic does not intervene between buses and traffic signals.

Traffic management improvements: Low-cost infrastructure elements that can increase the speed and reliability of bus service include traffic signal prioritization, bus boarding islands, bulb-outs and curb realignments.

Faster boarding: Conventional on board collection of fares slows the boarding process, particularly when a variety of fares are collected for different destinations and/or types of passengers. Alternatives include the collection of fares upon entering an enclosed bus station or shelter area prior to bus arrivals. This system would allow passengers to board through all doors of a stopped bus. A self-service or “proof-of-payment” system also would allow for boarding through all doors, but poses significant enforcement challenges. Prepaid “smart” cards providing for automated fare collection would speed fare transactions, but would require that boarding remain restricted to the front door of the bus. Changes in bus or platform design could provide for level boarding through the use of low-floor buses, raised platforms, or some combination thereof. Transit vending machines, apps, smart cards

Section 5.06 . VRT has identified the highest ridership corridors of the Route 9 – State Street, Route 7 – Fairview, and Route 3 Vista as premium corridors. The Bus Stop Typology and Kit of Parts documents identifies premium bus stops on premium corridors as requiring BRT style amenities. ValleyConnect 3.0 identifies additional premium corridors in the growth scenarios. TBus Bulb-Outs & Transit Islands

Bus bulb-outs, also known as curb extensions, solve the problem of locating rider amenities in dense urban environments with considerable pedestrian traffic. A bulb-out is essentially a sidewalk extension through the parking lane that is directly adjacent to the travel lane, usually created near crosswalk areas to shorten or simplify the crossing area. When used as a bus stop, a bus will stop in the traffic lane instead of weaving into the parking lane—therefore,

they operate similarly to curb side bus stops. Moreover, when space limitations prevent the inclusion of amenities, bulb-outs create additional space at a bus stop for shelters, benches, and other transit rider improvements along sidewalks. Bulb-outs also provide enough space for riders to comfortably board and alight from the bus away from nearby general pedestrian traffic. Finally, bulb-outs shorten the pedestrian walking distance across a street, which reduces pedestrian exposure to on-street vehicles and makes pedestrian travel quicker and more convenient for transit riders and members of the public. Bulb-outs should be considered at sites along crowded city sidewalks with high ridership, where parking along the curb is permitted.

Bulb-outs are best placed along streets with lower traffic speeds and/or low traffic volumes where it would be acceptable to stop buses in the travel lane. Collector streets in neighborhoods and designated pedestrian districts are good candidates for this type of bus stop. Bulb-outs should be designed to accommodate vehicle turning movements to and from side streets including transit vehicles.

Transit islands are similar to bulb-outs in that they allow the bus to stop in the travel lane in congested areas, but are usually implemented in areas where cycle tracks or protected bike lanes also exist along with possible on-street parking conflicts. Transit islands are designed to create a bus/bicycle/parking/vehicle movement coordination that will allow all modes to operate with minimal conflict. They serve to keep transit traffic from crossing over dedicated or buffered bike lanes by allowing transit riders to board and alight from an island space between the transit lane of travel and a bike lane, thus separating the bus lane of travel from the bike lane by not requiring the bus to curb as it normally would (see examples in the exhibit section of this document).

Transit islands are required by VRT agency partners on many corridors in the VRT area of operation and are a part of VRT partner agency regional plans. Transit islands require specific design for each site but should be implemented on the corridors in question and in any location with buffered or protected bike lanes either in use or planned for the future. Currently there are several corridors where – if improvements are being entertained, VRT requires transit islands to be created rather than the typical bus stops listed or noted in this document. Those corridors are: Already built

- Main and Fairview in Boise between Whitewater Parkway and 17th Street
- Capitol Blvd in Boise anywhere protected bike lanes are considered

Section 5.07 Park and Ride Facilities

Park and Ride facilities are a great way for the traveling public to make use of a transit network when the transit network does not have service in all communities in a particular region. They can be served by numerous types of mobility providers including commuter vans, carpooling groups or transit agencies. As VRT is not the only agency to create, design or assist in the design of park and ride facilities there are numerous types of park and ride facilities in VRT's service area. Some are served by VRT and some are not. For the purposes of this document, guidelines have been provided only for facilities served by VRT. Please see the park and ride inventory for details about individual locations.

Park and ride facilities can be as varied as the communities that are served by VRT. A main concern regarding the design of the park and ride is the accommodation of a large bus entering the facility. The preference is to board and alight passengers from a sidewalk abutting the street to avoid the excessive space needed to turn a large vehicle around for re-entry into traffic. If boarding and alighting from a travel lane creates traffic or safety concerns, the facility must be designed to allow for proper boarding and alighting at a location inside the park and ride facility.

Other unique elements of a park and ride usually depend on what funding is available for the site and the maintenance and upkeep required. VRT does not have maintenance staff or contracts to provide landscape or facility management and must rely on the controlling authority to provide those services. Design of park and ride facilities that may be served by VRT should be coordinated with VRT's development staff from early in the design process and follow **AASHTO's Guide for the Design of Park and Ride Facilities**. Additionally, a park and ride facility should be bicycle and pedestrian friendly (depends on the location) through connections to an outside transportation network with sidewalks and/or bicycle lanes, amenities on site including shelter, lighting, and seating, Restrooms?. Check Park n ride study

Section 5.08 Bus Pads

Roadway surfaces need to be of sufficient strength to accommodate repetitive bus axle loads of up to 25,000 pounds. Exact pavement designs will depend on site-specific soil conditions. Areas where buses start, stop, and turn are of particular concern because of the increased loads associated with these activities. Using reinforced concrete pavement pads in these areas reduces pavement failure problems that are common with asphalt. The pad should be a minimum of 11 feet wide (12 feet desirable) with a pavement section designed to accept anticipated loadings. The length of the pad should be based on the anticipated length of the bus that will use the bus stop and the number of buses that will be at the stop simultaneously. Where are these required? Does VRT require these anywhere?

Section 5.09 Construction Impacts to Bus Operations

Public Works and private development construction activities often impact bus operations and bus stops. Construction impacts caused by private development or public projects can be minimized through stipulations? Conditions of approval in development agreements? List specifics applied to the development. The following information attempts to reduce construction conflicts, provide information for the contractor, and guide local authority staff coordinating both design and construction work with the private development community. VRT considers construction coordination a local function, but is available to provide assistance if requested. VRT will participate in any decisions on construction that requires temporary stop closures, relocations, or route disruptions.

There are two predominant mechanisms for communicating transit needs to construction contractors. The first available and commonly used mechanisms are standard plans and specifications. They usually contain language requiring contractors to maintain access and signage, etc. Notes on the construction plans provide the second and often the most followed instructions to contractors and construction inspectors.

The Goal: To Provide safe access to and from the bus stop for both passengers and buses.

Typical standard plans and specifications should include the following notes:

- A minimum four (4) feet wide walkway should be provided to maintain passenger access to and from bus stops during construction.
- Temporary access to bus stop zones during construction should be approved by VRT in advance of construction activities.
- For minor roadway or shoulder impacts not expected to detour a transit route the contractor should notify VRT at least 5 working days in advance of all construction staging and impacts expected around transit stops to allow VRT to possibly close or temporarily relocate stops and related signage.
- The contractor should notify VRT at least 10 working days in advance of all notable detours or street closures affecting transit operations regardless of the duration of the closure. This will allow VRT sufficient time to plan detours and notify the general public and avoid compliance issues. More time is preferred, but 10 days for all notable detours or closures should be anticipated.
- The contractor should work with VRT to establish an approved temporary bus stop location outside of the work zone if needed. Temporary ADA access infrastructure may be needed.

- VRT will provide and post the appropriate temporary bus stop signage.
- The contractor should notify VRT at least 5 days in advance of construction completion so that permanent bus stop sign re-installations can be checked by VRT.
- Contractor may not remove any bus stop signs without prior authorization from VRT.
- All work should conform to ADA requirements including provisions for temporary access to and from bus stops.
- The contractor is responsible for all costs incurred for loss or damage to bus stop signs and hardware and street furniture.
- Temporary removal of street furniture to avoid damage and conflict during construction requires a 30 day advance notice to both the city and the owner of the street furniture.
- The contractor is responsible for construction of the passenger boarding pad on which street furniture will be placed. The pad must be designed and located in conformance with local authority standard details. Any necessary deviations from standard details require the written approval of the local authority.
- The contractor should receive approval from the local authority for the location of street furniture placement prior to construction of the passenger boarding area.
- Prior to final acceptance or release of certificate of occupancy, the local authority must be notified to inspect and approve all bus stop related improvements.
- A minimum of 48 hours advance notice to the local authority and VRT for final inspections is required.

In addition, the construction plans need to show existing and proposed bus stop locations. The following special provisions may be included in the permitting process, the inspection process, pre-construction conferences, or wherever it is most appropriate:

- Contractor should provide VRT with the name and telephone number of the contractor's construction manager prior to the commencement of all construction projects involving bus stops or bus route detours.
- Contractors should make every effort to schedule their work to minimize impacts and the duration of impacts to transit operations and the general public.
- The contractor is responsible for the construction of the passenger boarding area.
- A representative of VRT should be invited to the project's pre-construction conference.

Article VI. Background Information

References **AASHTO. Guide for the Design of Transit Facilities on Highways and Streets.** Washington, DC: 2014

AASHTO. Guide for Park –and-Ride Facilities, 2nd Edition. Washington, DC: 2004

ADA Accessibility Guidelines (ADAAG) – <http://www.access-board.gov/adaag/html/adaag.htm>

Public Rights-of-Way Accessibility Guidelines (PROWAG) - <http://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines>

Texas Transportation Institute, Texas A&M University, Texas A&M Research Foundation (1996) **TCRP Report 19** – http://nacto.org/docs/usdg/tcrp_report_19.pdf ,

US Dept. of Justice - Transportation Requirements –<http://www.usdoj.gov/crt/ada/reg3a.html#Anchor-11861> Federal Transit Administration - **ADA Information** –http://www.fta.dot.gov/transit_data_info/ada/14524_ENG_HTML.htm

United States Access Board – <http://www.access-board.gov/index.htm>

Transit Cooperative Research Program - http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_19-a.pdf

[Bus Stop Typology and Kit of Parts](#)

[Valley Connect 3.0](#)

[Communities in Motion 2050](#)

Section 6.01 Glossary of Terms

- ❖ **AASHTO** – American Association of State and Highway Transportation Officials
- ❖ **ADA** – Americans with Disabilities Act
- ❖ **ADAAG** – ADA Accessibility Guidelines from the US Access Board: see <http://www.access-board.gov/adaag/html/adaag.htm>
- ❖ **Bulb-out** – a curb extension from the sidewalk which allows buses to board passengers without leaving the travel lane; sometimes referred to as a nub
- ❖ **Downstream** – past or after an amenity or intersection in question in the direction and flow of traffic
- ❖ **Dwell time** - the time a bus spends at a stop, measured as the interval between its stopping and starting
- ❖ **Farside stop** - a bus stop located immediately after an intersection
- ❖ **Headway** - the interval between the passing of the front ends of successive buses moving along the same lane in the same direction, usually expressed in minutes
- ❖ **ISPWC** – Idaho Standards for Public Works Construction
- ❖ **Layover** - time built into a schedule between arrivals and departures, used for the recovery of delays and preparation for the return trip
- ❖ **Midblock stop** - a bus stop within the block
- ❖ **Nearside stop** - a bus stop located immediately before an intersection
- ❖ **Notable detour or closure** – a construction detour that will cause the transit vehicle more than 5 minutes of route timing changes to complete
- ❖ **Open bus bay** - a bus bay designed with bay "open" to the upstream intersection
- ❖ **PROWAG** – Public Rights of Way Accessibility Guidelines
- ❖ **Queue jump bus bay** - a bus bay designed to provide priority treatment for buses, allowing them to use right-turn lanes to bypass queued traffic at congested intersections and access a far side open bus bay

- ❖ **Queue jump lane** – right-turn lane upstream of an intersection that a bus can use to bypass queue traffic at
- ❖ **Roadway geometry** - the proportioning of the physical elements of a roadway, such as vertical and horizontal curves, lane widths, cross sections, and bus bays
- ❖ **Shelter** - a curb-side amenity designed to provide protection and relief from the elements and a place to sit while patrons wait for the bus.
- ❖ **Sight distance** - the portion of the highway environment visible to drivers
- ❖ **Street-side factors** - factors associated with the roadway that influences bus operations
- ❖ **TCRP** - Transit Cooperative Research Program of the Transportation Research Board
- ❖ **Upstream** - toward the source of traffic
- ❖ **Waiting or accessory pad** - a paved area that is provided for bus patrons and may contain a bench or shelter

Article VII. Exhibits

Section 7.01 Point of Contact Information

Points of Contact

Capital Projects

Capital Project Manager Joseph Guenther
Associate Capital Project Manager
Facilities Manager

Planning

Chief Development Officer	Stephen Hunt	208.258.2701
Principal Planner Kate Dahl		

Maintenance

Transportation Services		
Ada County	Dispatch	208.258.2746
Canyon County	Dispatch	208.258.2780

Bus Stop / Bench and/or Shelter Request

Date Submitted: _____

Contact Information

Name: _____

e-mail address: _____

Address: _____

Phone: _____

Existing/Proposed Stop Location

Address _____

Cross Streets _____

City _____

Requesting a:

Bench _____

Shelter _____

What Routes use this stop? _____

Is there:

Existing Sidewalk? Yes or No

Cross Walk? Yes or No

Pedestrian Ramps? Yes or No

Any Additional Comments: _____

VRT Response

Date of Response: _____

Determination: _____

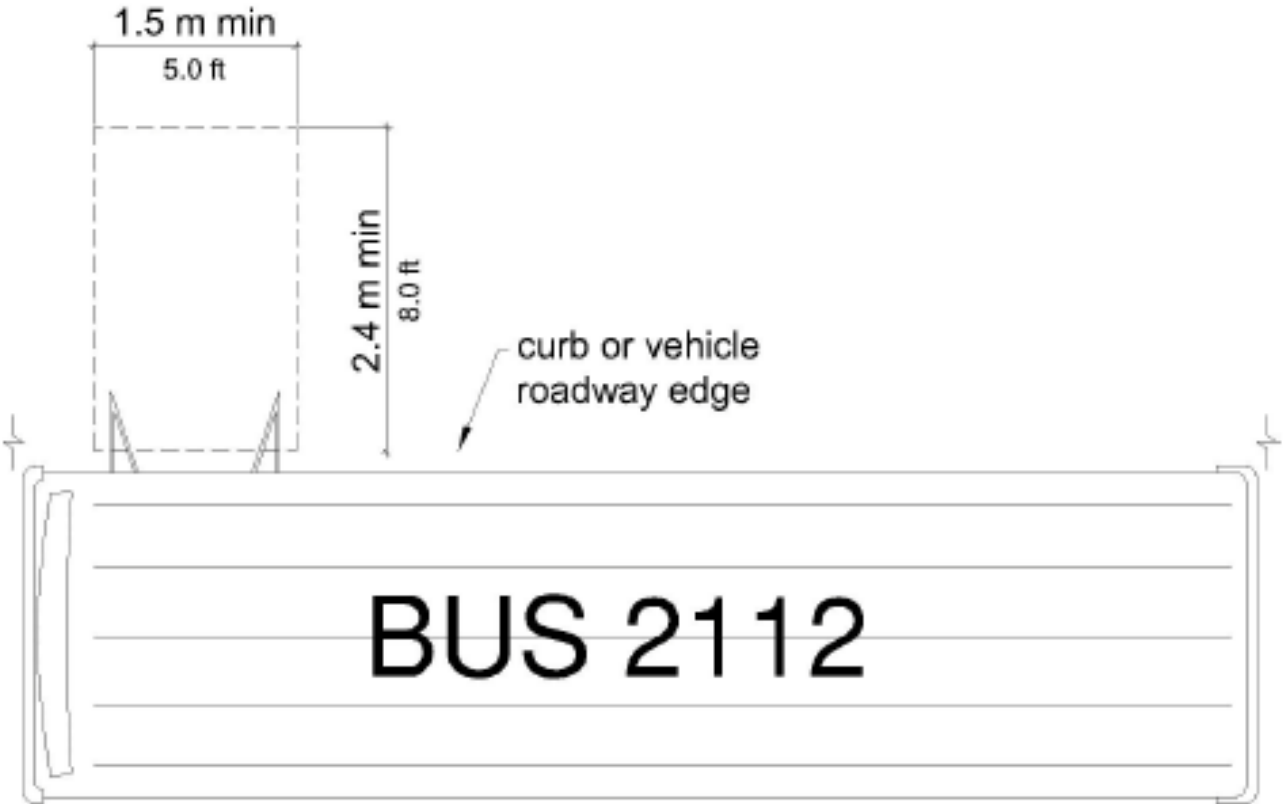


Figure 8 A.D.A. Loading Area Requirements



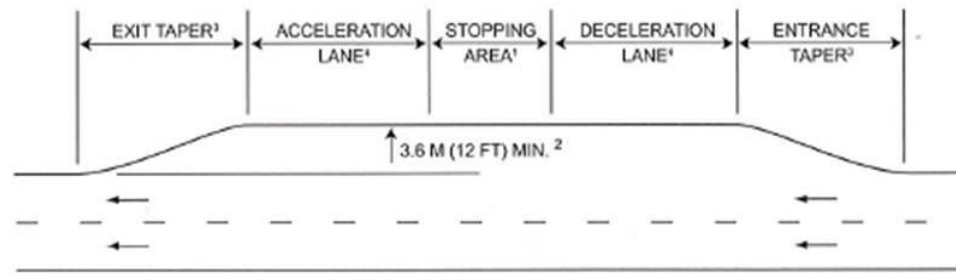
Figure 9 Bus Stop with A.D.A. Loading Area



Figure 10 Example Bus Stop Elements, Overland & Curtis, Boise ID



Figure 11 Example Bus Shelter Elements, Vista & Targee, Boise ID



Not to Scale

- (1) The bus stopping area should be 15 m (50 ft) for each standard 12.2-m (40-ft) bus and 21 m (70 ft) for each 18.3-m (60-ft) articulated bus expected to be at the stop at the same time.
- (2) The width of the bus bay should be at least 3.6 m (12 ft), excluding gutter width. A bus bay 3 m (10 ft) in width may be acceptable with traffic speeds less than 50 km/h (30 m.p.h.)
- (3) Taper lengths are a function of the street through speed and the width of the bus bay. Recommended taper lengths are listed in Table 5-3. A taper of 5:1 is the recommended minimum for an entrance taper from an arterial street into a bus bay. The recommended taper for re-entry into the traffic stream is not sharper than 3:1.
- (4) Recommended acceleration and deceleration lane lengths are listed in Table 5-3.

Source: TCRP Project D-09 Task 7-4 Bus Pull-Outs, p. 12.

Figure 5-15. Typical Bus Bay Dimensions (37)

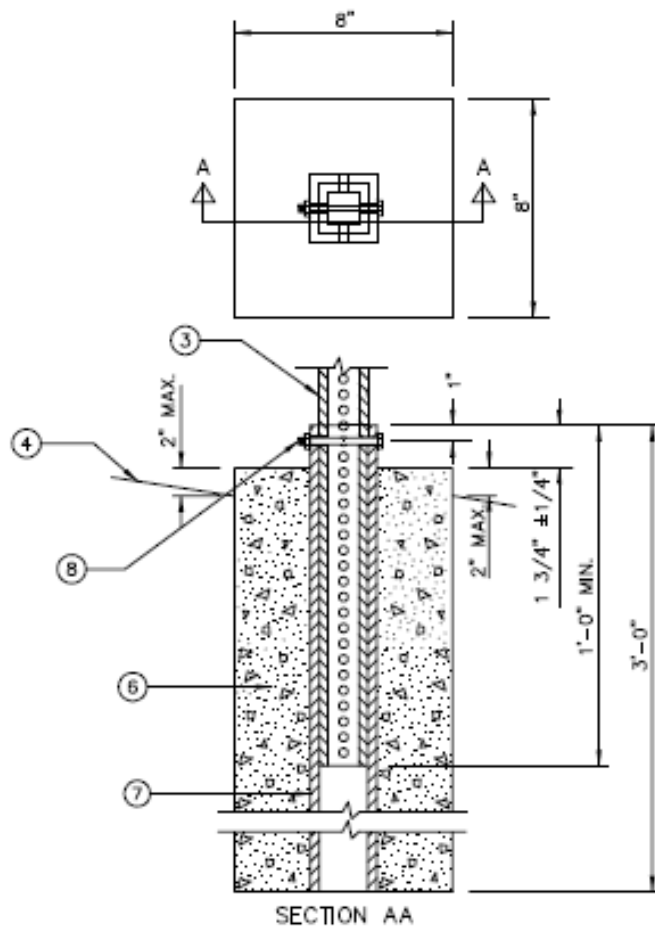
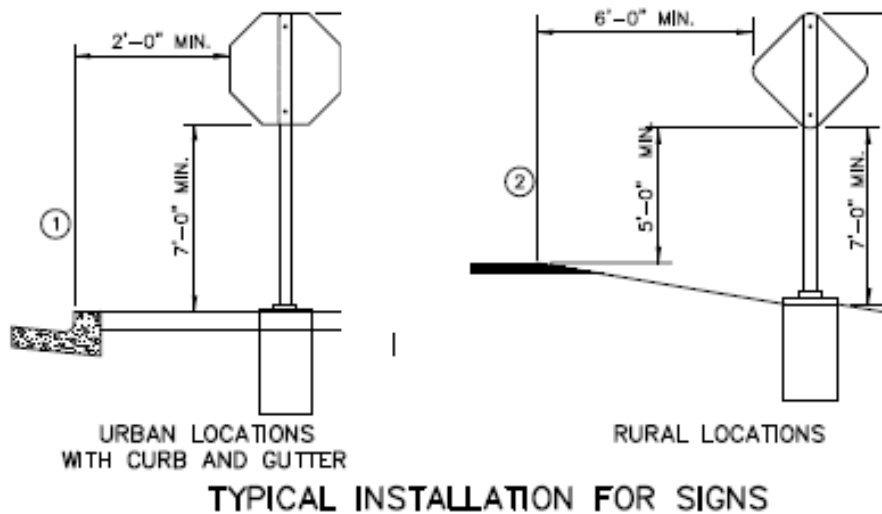
Table 5-3. Sample Bus Bay Dimensions (36)

	Thru Speed	Enter Speed	Length					
			Entrance Taper	Decel. Lane	Stopping Area	Accel. Lane	Exit Taper	Total
Metric	km/h	km/h	m	m	m	m	m	m
	<50	<30	5:1 min	None	15	None	3:1 max	40
	60	40	50	55	15	75	50	245
	70	50	65	110	15	215	65	470
	80	60	70	145	15	295	70	595
	90	70	75	180	15	425	75	770
	100	80	80	225	15	580	80	980
U.S.	mph	mph	ft	ft	ft	ft	ft	ft
	<30	<20	5:1 min	None	50	None	3:1 max	130 min
	35	25	170	185	50	250	170	825
	40	30	190	265	50	400	190	1,095
	45	35	210	360	50	700	210	1,530
	50	40	230	470	50	975	230	1,955
	55	45	250	595	50	1,400	250	2,545
	60	50	270	735	50	1,900	270	3,225

- Notes: 1. Entering speed to be within 15 km/h (10 mph) of through-speed at end of taper.
2. Tapers based on standard 3.65-m (12-ft) bus bay width. 3.0-m (10-ft) minimum is acceptable for traffic speed under 50 km/h (30 mph)
3. Add 6.1 m (20 ft) to length of stopping area if it is to be used by 18.1-m (60-ft) long articulated buses.
4. Deceleration rate 4 km/h/sec (2.5 mph/sec).

Note – these dimensions are the minimum requirements. Local agency or authority requirements may also apply.

Section 7.04 Required Bus Stop Sign Details (from ISPWC)

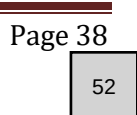


**TYPE E-1
SIGN POST INSTALLATION DETAILS
WITH ONE PIECE ANCHOR POST**

LEGEND

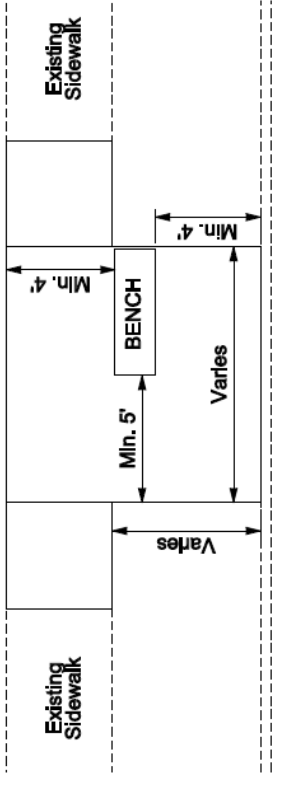
- ① FACE OF CURB.
- ② NORMAL SHOULDER LOCATION.
- ③ TYPE E-1 SIGN POST.
2" x 2" PERFORATED SQUARE TUBING.
12 GAUGE (0.105" WALL THICKNESS).
2.416 LB./FT. WEIGHT.
- ④ GROUND LINE.
- ⑤ 3/8" x 3" HEX HEAD BOLT
W/LOCKNUT & 2 FLAT WASHERS.
- ⑥ CLASS 3000 psi CONCRETE.
- ⑦ TYPE E-1 ANCHOR POST.
2 1/2" x 2 1/2" SQUARE TUBING.
3/16" WALL THICKNESS
NO PERFORATIONS.
5.59 LB./FT. WEIGHT.

Note – these dimensions and elements are minimum requirements. Local agency or authority requirements may also apply.

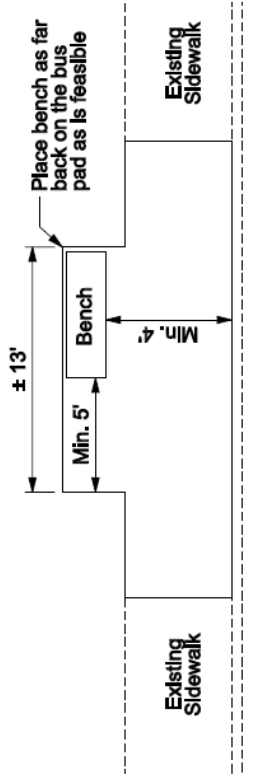


Bench Placement Guide

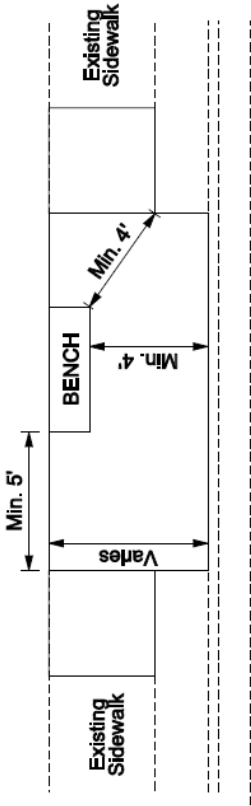
Detached Sidewalk Option 1



Attached Sidewalk



Detached Sidewalk Option 2



Stand-Alone Style Stop

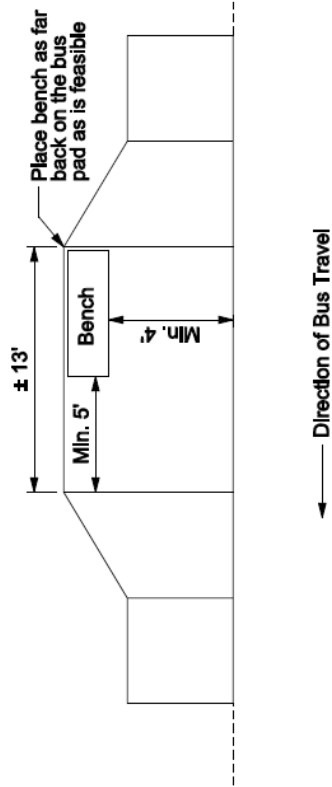




Figure 12 Example Transit Island Concept



Figure 13 Example Transit Island – Update with Fairview/Main islands



Figure 14 Example Transit Island, Idaho & 1st, Boise ID

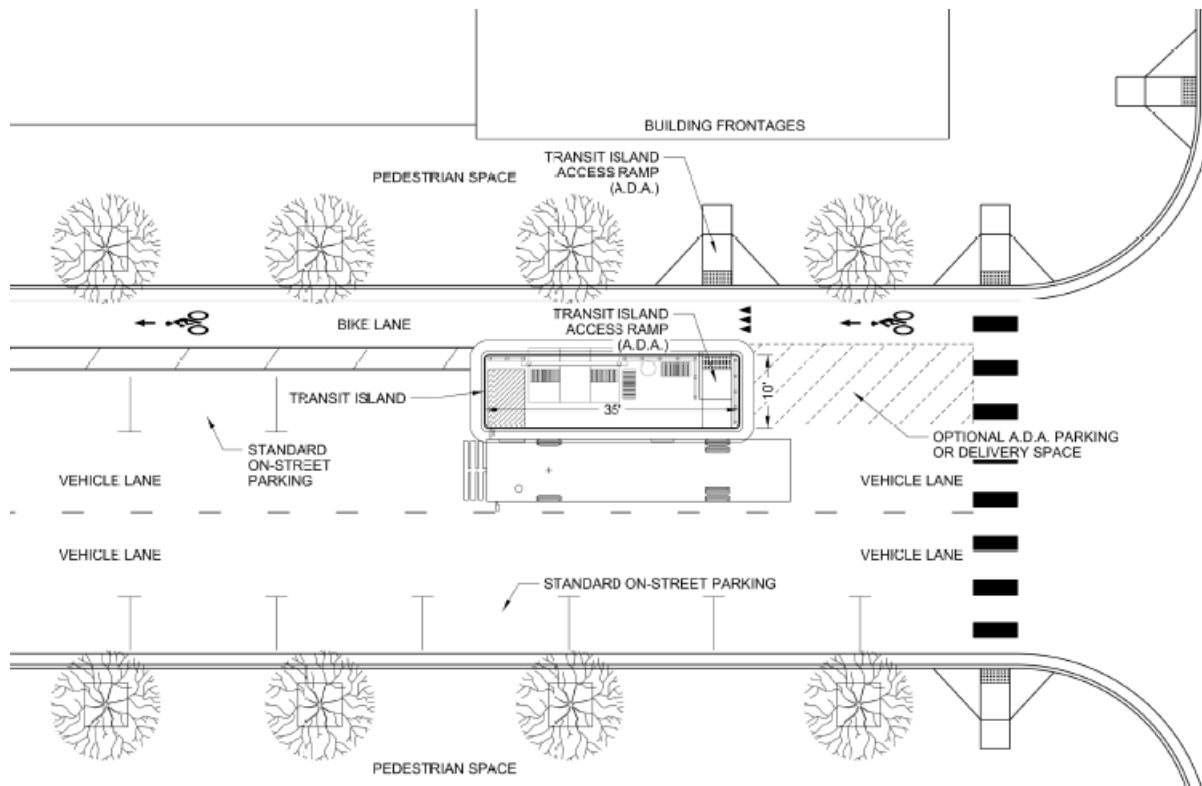


Figure 15 Example Transit Island Conceptual Design – Update with actual VRT design



TOPIC	October 2025 Service Change
DATE	September 30, 2025
STAFF MEMBER	Kate Dahl

Staff Recommendation

This is an information item only. Staff will update Regional Advisory Council members on the service change occurring on September 29, 2025.

Highlights

A minor service change will take effect on September 29, 2025. The extent of this service change includes:

- Adding one outbound evening trip and one partial inbound trip in the evening to the route 10 Hill Road.
 - The partial inbound trip allows riders commuting home from downtown Boise in the evening to “complete the loop” from the end of the outbound trip at State Street and Ellens Ferry, to Collister and Johns Landing.
- Relocating the inbound stop at Vista and Spaulding on route 3 to the newly built stop at Vista and Nez Perce.
- Activating the newly built stop at State and 7th on routes 9 and 10.

Summary

Periodically, Valley Regional Transit staff identify small changes to service that need to occur at a scheduled time, but don’t require significant public outreach or board action.

The additional trip to Route 10 Hill Road is intended to provide additional options for commuters returning home in the evening whose work schedule prohibited them from using the previous last trip from Main Street Station. The new trip will leave Main Street Station at 5:45 pm.

The relocation and activation of the stops at Vista and Nez Perce, and State and 7th came about through partner development of the stops through other construction projects.

The relocation of the stop from Spaulding to Nez Perce provides riders boarding or alighting at this location to cross the street safely at a signalized crosswalk, a feature the stop at Spaulding was missing. It also brings the inbound stop closer to the existing outbound stop at Vista and Spaulding.

The new stop at State and 7th provides a new outbound stop on routes 9 and 10 between 6th and 8th Streets and is directly adjacent to the Idaho Capitol Building. This will allow riders an opportunity to board routes 9 or 10 closer to downtown, without having to access Main Street Station if it is inconvenient for them.

Implication

The addition of the evening trip to Route 10 Hill Road, and the stop locations at Vista and Spaulding and State and 7th will improve rider experience, offering more opportunities to ride at time at locations that are convenient to them, or from stops that are safer to access.

More Information

For detailed information, contact:

Kate Dahl
Senior Planner
kdahl@rideVRT.org
(208) 258-2715



Attachment 1: Stop Pictures



Vista & Cherry Stop Pair – to be closed



Figure 1: AB296 S Vista Ave & W Cherry Ln SEC



Figure 2: AB297 S Vista Ave & W Cherry Ln SWC

Vista and Canal Stop Pair – to remain



Figure 3: AB292 S Vista Ave & W Canal St NEC



Figure 4: AB293: S Vista Ave & W Canal St NWM





Vista and Targee Stop Pair – to remain



Figure 5: AB309 S Vista Ave & W Targee St SEC



Figure 6: AB308 S Vista Ave & W Targee St NWC



Attachment 2: Map of Area

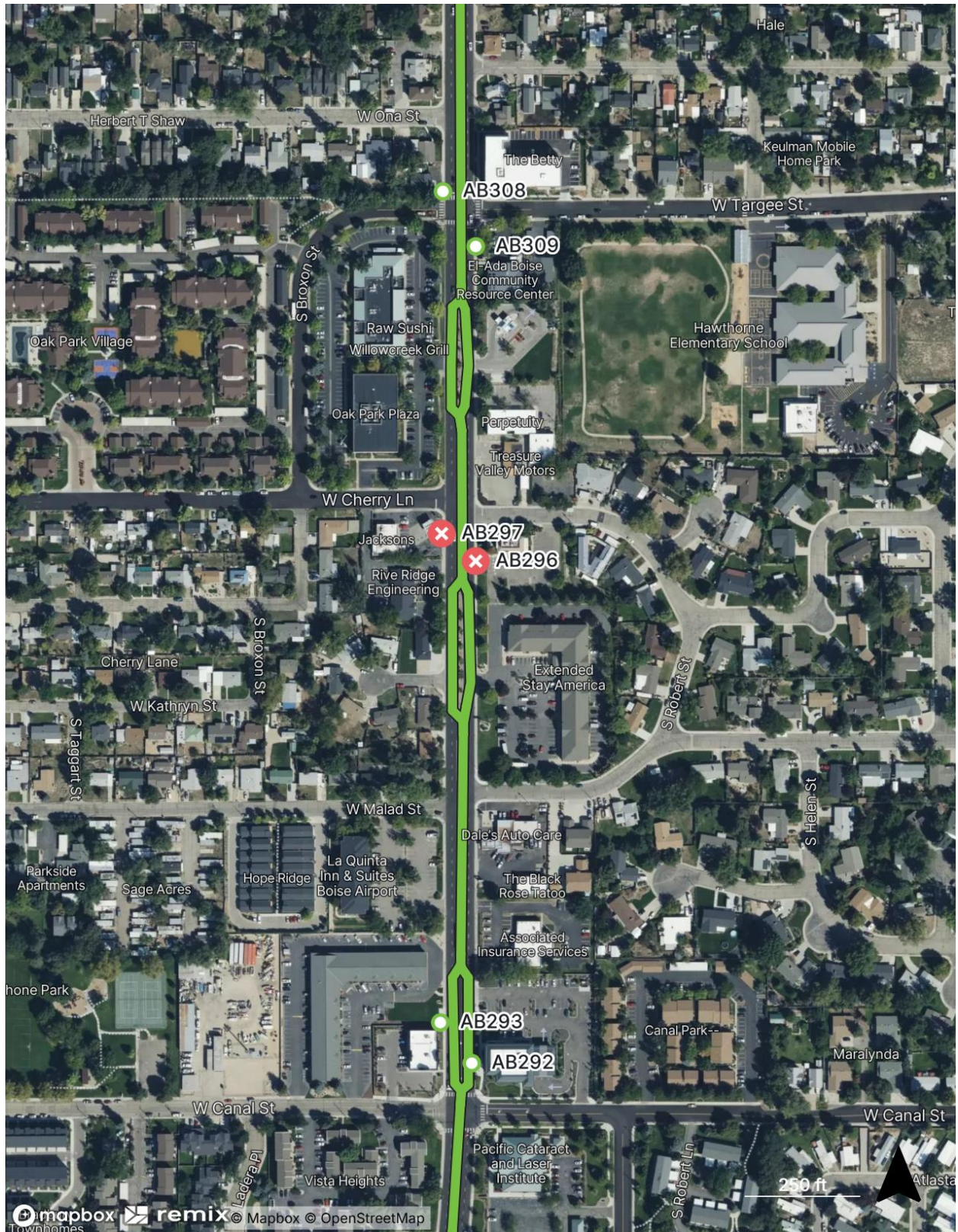


Figure 7: Route 3 Vista Segment



Attachment 3: Maps of Stop Pairs



Figure 8: Vista & Cherry Stops – to be closed

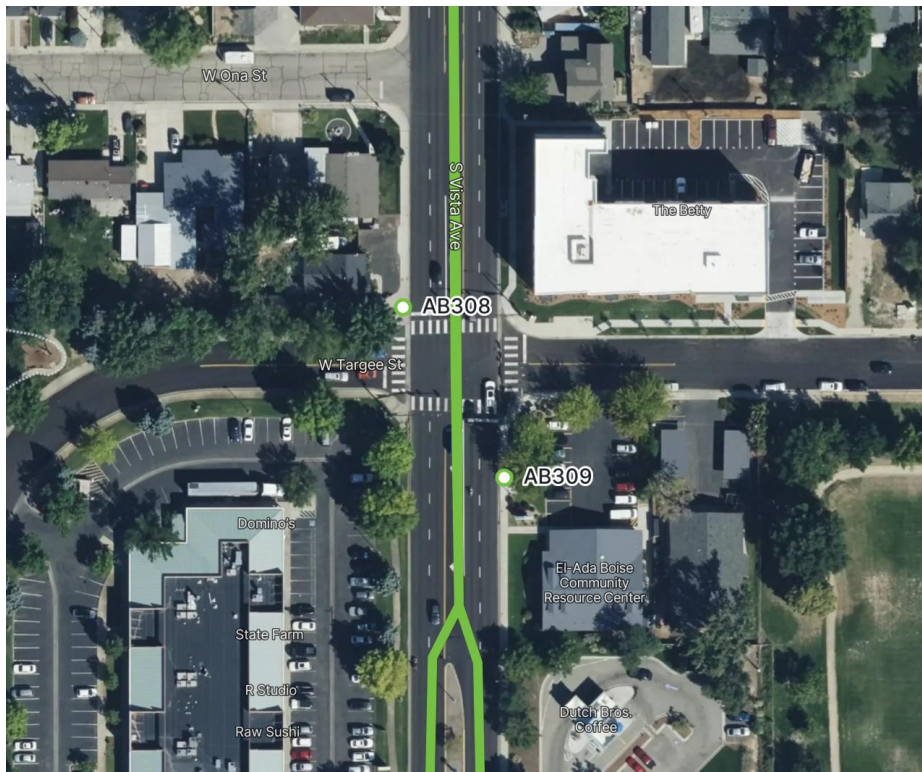


Figure 9: Vista & Targee Stops – to remain





Figure 10 Vista & Canal Stops – to remain





CEO Activity Report	CEO Activity Report
DATE	September 8, 2025
STAFF MEMBER	Elaine Clegg

Summary

Information only, no action needed.

Highlights

The **construction at Main Street Station (MSS)** has entered Phase II. This means that half of the downstairs bus bays have reopened and four buses have moved back down to the MSS Lower Deck. 9th Street in downtown Boise has reopened as the buses that have been staging at stops on 9th Street have either moved back downstairs or to stops on the MSS upper deck on Main Street east of 9th. I got an onsite update and tour of the progress and also showed off that progress to some of our congressional staff who were in town for the August recess. I was able to thank them in person and let them see firsthand the impact of their work to get the grant moving again. We will look for a time to offer a tour to any board members who might be interested later this year or early next as we get closer to commissioning the new chargers.

VRT is very excited by the finding of the COMPASS Board to move forward with commuter rail on the **Boise Cut-off as the preliminary locally preferred alternative** for high-capacity transit providing regional east-west movement. After decades of discussion this gives us a solid foundation to move toward service and operations analysis and planning for the corridor and to begin serious discussions about potential funding options.

Thank you all for engaging in our **budgeting** process with good information and good faith. As noted last month, the majority of our requests have been met even in this very difficult budget year, and we have begun to engage partners who did not meet or fully meet our requests with conversations about strategies to grow their contributions in the future and implications for service. We have also begun to engage partners that directly benefit from our services to older adults and persons with disabilities about new or increased contributions in light of the funding cut from the Area Agency on Aging.

Meetings/Presentations

I represented VRT or presented at the following meetings this month:

- I presented at the **Idaho School Administrators Association** with the **Treasure Valley Clean Cities Coalition** on lessons learned from two decades of moving our fleet to cleaner, lower emission buses.
- I completed an interview with the consultants contracted to update the **State Rail Plan** for the **Idaho Transportation Department**.
- I met with a **high school student** who is interested in organizing students in the

valley in support of rail and transit initiatives.

- Conducted a **congressional staff tour** of Main Street Station.
- I have participated in various follow-up meetings to develop next steps for various rail initiatives.
- I continue to participate in a handful of board and other meetings including **The Bus Coalition**, the **APTA High Speed and Intercity Rail Committee**, and the **Treasure Valley Clean Cities Coalition**.

Travel

Travel has been up this month. Remember, Amtrak pays for all of my Amtrak related travel.

- While at the Amtrak Board meeting in the last week of July I scheduled a congressional staff meeting and met with two VRT project consultants DC teams.
- I also traveled to the **Community Transit Association of America (CTAA) Small Urban Network** conference in Minnesota. Newly confirmed FTA administrator, **Marc Molinaro**, attended and gave his first public presentation. I talked to him about the waiver request for the small E-jest bus we demonstrated last year.
- I traveled on the [first inaugural ride of the new Amtrak Mardi Gras Service](#) train from New Orleans to Mobile, Alabama. It was great to experience firsthand the enthusiasm for passenger rail from small communities along the gulf Coast. I was also able to meet and have extended conversations with the nominee for FRA Administrator, **David Fink**, **Senator Roger Wicker** and two **STB Board** members.
- I also traveled to the inaugural run of the new **Acela trainsets** from Washington, D.C. to New York City. These are beautiful, fast trains and the ride is so smooth you can easily stand and have a conversation while in motion. I was able to meet **the Secretary of Transportation, Sean Duffy**, and again have great conversations with various federal staff that impact transit policy and funding. I also meet with our congressional staff members and was offered a behind the scenes tour of the Penn Station revitalization project.

Media

Media has focused on our budget and the rail corridor study

- [Valley Regional Transit sets \\$36.6 million budget](#)
- [Commuter rail in Boise? Really? Treasure Valley transit leaders keep dreaming](#)
- [COMPASS identifies commuter rail as the preferred mass transit solution for the Treasure Valley](#)
- [Boise, Idaho, takes step toward developing commuter rail service](#)
- [Main Street Station Update: Buses Return to the Lower Deck August 23](#)



Internal Activities

We have spent much of the last month working with our current (TransDev) and soon to be next (MVCorp) operations contractors to ensure a smooth transition between those two organizations and contracts. Things are on track and the mandatory training reviews and updates to new systems will be completed during September. The plan is to complete the transition to MV on September 28 to better accommodate the scheduled services changes. The changes will be very minimal this year, but one that has been much requested is adding one later run on Route 10. There will also be some minor stop adjustments.

Valley Connect 3.0 and our Transit Oriented Development analysis on Nampa/Caldwell Blvd. are both wrapping up. I was thrilled at the level of engagement from the Executive Board last month when we brought the plans to you for updates and discussion. I foresee that as we wrap up these two plans, we will identify the next steps for the plans themselves as well as community focused planning that is indicated by the findings. Stay tuned for us to reach out to many of you at a level focused on your community as a result.

For detailed information, contact:

Elaine Clegg, CEO

eclegg@ridevrt.org,

(208) 258-2712





TOPIC	Development Department Monthly Report
DATE	September 8, 2025
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for the September 2025 report.

Highlights

VRT Strategic Plan: Goal 1 – Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **FY2026 Budget Development** – Staff continued to support funding partners in their budget development processes to secure local funding commitments for FY2026.

VRT Strategic Plan: Goal 2 – Increase Ridership and Revenue

Planning

- **Bus Stop Improvements** – Staff continues to make progress on the bus stop investments prioritization and will prepare a list of potential projects before the end of the calendar year. Staff continues to reposition passenger amenities such as bus benches to better serve the public.
- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study** – Staff continues to work with HDR, Inc., the consultant VRT is working with on the Caldwell Corridor Transit Oriented Development Study.
- **Valley Connect 3.0 (VC 3.0)** – Jacobs Engineering, and staff worked with consultants to complete draft chapters for VC3.0. VRT staff are now reviewing draft chapters and working with communications to finalize VC3.0 for adoption later this fall.
- **Pacific Northwest Economic Region (PNWER) Regional Infrastructure Accelerator (RIA) Grant** – Staff continues to coordinate with PNWER staff and local stakeholders on the possible use of Transportation Infrastructure Finance and Innovation Act (TIFIA) financing to construct a multi-modal center near Whitewater and Main Street, build a mixed-use development at Happy Day Transit Center and invest in rail infrastructure in the valley.

Mobility Integration

- **City Go/Transportation Demand Management (TDM)** – Staff continues to develop internal tools to help with the implementation of the employer and residential pass programs. These updated programs will be integrated into the City Go brand.

- **Canyon County Vanpool Pilot** – In coordination with ACHD Commuteride, and per the findings of the Regional Vanpool Study, VRT staff is continuing to work with Commuter Enterprise, who drafted an initial concept for expanding vanpool options in Canyon County.
- **Reduced Fare Verification** – With imminent changes to the existing Genfare fare boxes staff determined to delay the reduced fare verification process and align it with the roll out of the Genfare farebox replacement.

VRT Strategic Plan: Goal 3 - Build Institutional and Regional Capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Update** – Staff worked with consultants and finalized scope and fee for the Orchard facility master plan update, including a review of forecasted fuel types. This review will revisit and refine electrical and other fuel source infrastructure needs.
- **Happy Day Transit Center Upgrades (HDTC)** – Staff continued work on temporary roof repairs at Happy Day Transit Center. Staff also responded to a vehicular accident at HDTC and are working with insurance to assess the damage plan for repairs.
- **Main Street Station (MSS)** – Construction is well underway at MSS. VRT worked with operations and the public to reopen half of Main Street Station and remove the bus staging on 9th. Construction will continue through the end of this year.
- **Nampa Pedestrian Improvements** – Staff continues its coordination with Nampa on a subrecipient contract regarding pedestrian infrastructure improvements to transit stops on 16th Ave.
- **Bus Stop Improvements** – Staff continued its evaluation of the real-time information signs. The installation of the Papercast real-time information signs has been delayed because of missing mounting hardware. Staff have continued coordinating with the Boise Airport on placement of a bench and shelter and resumed conversation with the City of Boise about bus stop improvements in Barber Valley as part of a neighborhood grant.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 - Federal Transit Administration (FTA) has submitted a final draft of the Paper Grant Agreement for the 2022 Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant to the Department of Transportation (DOT) for their review.
 - Staff continued design of intersections at State and 23rd and 27th in coordination with ACHD and other partners.
 - VRT staff has resumed coordination activity to cover the Boise Valley Canal from Saxton to Bogart on State Street until the future of RAISE grant funding is clarified. Staff have been working with Federal partners to ensure progress is as timely as possible



More Information

For detailed information, contact:

Stephen Hunt, Chief Development Officer, 208.258.2701, shunt@rideVRT.org

Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@rideVRT.org

Lisa Brady, Safe Routes to School Program Manager, 208-761-8507, lbrady@rideVRT.org

Kate Dahl, Principal Planner, 208.258.2715, kdahl@ridevrt.org

Alissa Taysom, Associate Planner, 208.258.2717, ataysom@rideVRT.org

Kyle Street, Programming Planner, 208.258.270, kstreet@rideVRT.org





TOPIC	Finance and Administration Activity Report
DATE	September 8, 2025
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

This information item provides an update on the finance department.

Highlights

Budget/Finance

- Finance staff continue to work on the final stages of the Oracle ERP system implementation
- Finance and Operations are working together on the final stages of the Oracle EAM system
- Staff are working to close FY2024 and prepare for the annual audit
- Finance staff are preparing to draft and send FY2026 Cooperative Agreements to local jurisdictions

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - FY2025 Projects
 - Federal grant reconciling and reporting

Procurement

- Procurement and Contracts Specialist is working on:
 - Temporary Staffing Services
 - Transit Management Services Contract
 - On Call Human Resource Services
 - Farebox Replacement

For detailed information, contact:

Jason Jedry
Chief Financial Officer
jjedry@ridevrt.org
208-258-2709



TOPIC	Operations Department Staff Report
DATE	September 8, 2025
STAFF MEMBER	Leslie Pedrosa

Summary

This report provides a status update of activities related to contracted transportation services, Specialized Transportation services, compliance, customer service support and regional operations.

Regional Highlights

Ada County Charging and Battery Electric Bus Update

Valley Regional Transit (VRT) continues to work with Phoenix Motors, Inc., to try and get four buses back on the road. Three buses are down due to battery issues, and one is down due to delayed replacement parts. Zenobe, the vendor that maintains the battery lease for VRT, is still working to coordinate the repairs for battery issues with Phoenix. With the lack of response from Phoenix, VRT is working with legal counsel to send a demand letter to Phoenix to address the maintenance issues that have not been resolved.

VRT continues to work with BorgWarner, the vendor who provided the recently installed Rhombus Energy Solution dispensers. BorgWarner staff were onsite in June to troubleshoot some chargers that were having issues. BorgWarner has been working remotely to try and reprogram chargers and was onsite in August to install replacement parts. While onsite, a training class was held with facility and maintenance staff to be able to perform preventative maintenance and basic maintenance on the chargers.

Miscellaneous

- Main Street Station partially reopened on Saturday, August 23. Routes 3, 4, 5, and 29 are back to servicing riders at the lower deck. Service is no longer using 9th Street as a bus zone.
- Staff worked with Saint Alphonsus and St. Luke's to get additional local funding to continue operating the Rides2Wellness service for the remainder of fiscal year 2025. There was a large increase in ridership when the healthcare providers opened up the service to all of their clinics.
- Staff and Transit Management of Ada County is preparing to provide the first Game Day Bus service of the season on September 5.
- Staff are working on a slight service adjustment that will occur October 1, which will add an additional trip in the evening to Route 10.
- Metro is still working to hire more drivers. VRT is trying to fulfill as many rides as possible in Canyon County.
- VRT and Transit Management of Ada County participated in the Triennial Exercise for a mass casualty event with the Boise Airport August 7.

- VRT continues to work with MV Transportation to finalize a contract and prepare for the new transit management contractor change in Ada and Canyon counties.

Service Highlights

Canyon County

- Zero preventable safety events in July
- Intercounty on-time performance 79% for July
- On-demand on-time performance 79% for July
- ACCESS on-time performance 92% for July

Ada County Highlights

- One preventable safety event in July
- Fixed-route on-time performance 87% for July
- ACCESS on-time performance 97% for July

Beyond Access Service

- Zero preventable safety events in July
- On-time performance 92% for July

Compliance

- Staff completed all bus ride checks. Staff have been working with Urban Transportation Associates to recertify the automatic passenger counters (APC's) with NTD. APC's are required to be recertified every three years. This will be VRT's second time recertifying the APC's.

Customer Service

- In July customer service answered 7,653 of 8,232 of all incoming calls. That is 93% of all phone calls that are to schedule or change a demand response ride, fixed-route information or general VRT calls. There were 530 abandoned calls. The average call time was 2 minutes, 52 seconds. The average hold-time was 17 seconds.
- July City Go Pay mobile ticket sales totaled \$12,320.75.

More Information

For detailed information, contact:

Leslie Pedrosa
 Chief Operating Officer
lpedrosa@ridevrt.org
 (208) 258-2713





TOPIC	Information Technology Monthly Report
DATE	September 8, 2025
STAFF MEMBER	Brad Alvaro

Summary

This memo provides an update on the accomplishments of the Information Technology Department and the status of the IT related projects and services.

Projects

- Awarded Electronic Farebox Mobile Ticketing system RFP to Genfare. Working on contract, scope of work (SOW) and phase I requirements.
- Oracle Enterprise Resource Planning (ERP) system: Continue working with FourthSquare for minor production support issues and troubleshooting. Worked with FourthSquare regarding last data dump from our legacy ERP system called Fleetnet.
- Continue supporting Oracle Enterprise Asset Management (EAM) system:
- FY2024 Service Changes. Continue to modify bus stops and routes in General Transit Feed Specification (GTFS) and bus head signs. Working on new service change for June.

Support Services

- Continue to support Oracle user access and privileges
- Continue support and integration with new Service Change Programming
- Provide support for Realtime Information Displays
- Rolled out Microsoft CoPilot Access to users
- Assist with Automatic Passenger Counter (APC) recertification
- Working with Pacific Office regarding new printer rollout.

More Information

For detailed information, contact:

Brad Alvaro
Information Technology Director
balvaro@ridevrt.org
(208) 258-2726



TOPIC	Communications and Engagement Update
DATE	September 8, 2025
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future communications, engagement, and marketing efforts.

Highlights

EARNED MEDIA

Earned media mentions from July 15 to August 21:

- **8/5/25:** [Valley Regional Transit sets \\$36.6 million budget](#) (Boise State Public Radio)

COMMUNITY OUTREACH

The Communications and Engagement team is busy with the summer outreach season, which includes engagement with school partners, events, parades, travel training, and more. We continue to partner with community organizations, offer travel training, and are developing educational tools to help riders feel comfortable getting on board, including finalizing our new How to Ride suite of materials and relaunching the youth-focused “Bus Bear Billy” program.

ADVERTISING

Since the start of FY2025, we have secured \$592,378.00 in bus wrap ads, with about \$6,400.00 in pending contracts. We also received \$5,238.00 in bus shelter revenues

VRT added bus bench advertising to our media kit on April 1 and has secured \$55,983.00 in revenue with around \$1,200.00 in pending contracts this fiscal year, many of which have signed annual contracts. We anticipate ending FY2025 at \$661,199.00.

BUSINESS OUTREACH

Our City Go and pass program outreach continues strong, with 34 total partnerships serving 76,865 employees and participants and generating \$222,812 so far in FY2025. We are also in the process of “re-launching” the City Go and pass programs into a single product offering to reduce confusion and uphold VRT brand integrity. This includes a brand facelift, new promotional materials, updated support and education collateral, and more. We anticipate this to generate and bring attention to the City Go package, and plan to roll out the updated elements to stakeholders this summer and to the public later this year. We also

continue to engage with transportation partners, such as ACHD Commuteride: we received Platinum status for our participation in their May in Motion initiative and participated in over 20 education events throughout the month.

SOCIAL MEDIA (JULY)

Platform	Total Followers	Posts Published	Total Views	Reach	Post Engagement Rate	Story Engagement Rate
Instagram	1,519	11	18,671	11,362	5.55%	7.62%
Facebook	2,102	8	5,223	5,202	4.51%	
LinkedIn	625	4	1,074	946	14.62%	
Reddit	N/A	1	8,800	N/A	0.93%	

Comparisons

Platform	Followers compared to June	Followers compared to last July	Post Engagement Rate compared to June	Post Engagement Rate Compared to last July	Reach Compared to June	Reach Compared to last July
Instagram	1,502	N/A	7.20%	8.79%	8,957	4,448
Facebook	2,098	2,034	4.47%	5.22%	6,000	7,697
LinkedIn	618	N/A	13.42%	N/A	1,585	N/A
Reddit	N/A	N/A	1.14%	N/A	25,300	8,800

In July, we continued to see strong engagement across platforms, with several notable highlights. Informative posts about the Post Malone concert generated positive feedback, reinforcing the value of timely, clear updates for our audience. Instagram reach increased by

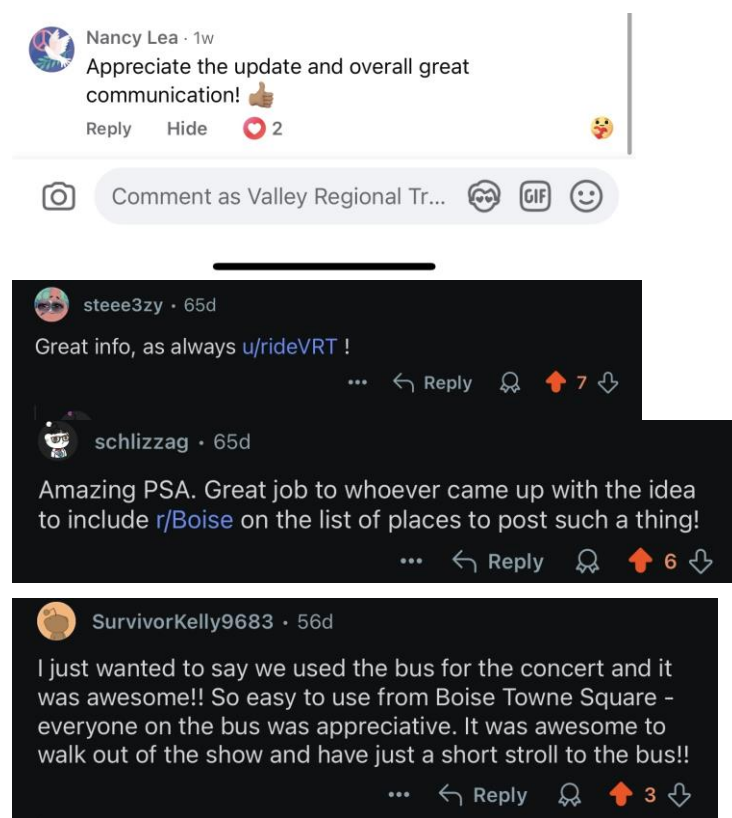


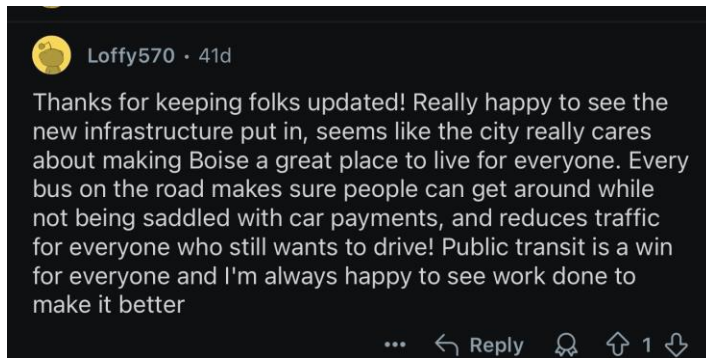
over 100% compared to July of 2024, signaling growing momentum and stronger resonance with our content.

On Reddit, we utilized the platform selectively to share news and updates. Even with just one major post in July, it reached 8,800 views which demonstrates the community's strong interest in VRT-related content. Meanwhile, integrating trends on Instagram has been especially effective, driving higher engagement and further expanding our reach.

Overall, July showcased the impact of mixing informative, trend-driven, and community-focused content. By leaning into platform strengths, we maintained a steady rise in visibility and strengthened audience connection across multiple channels.

Interaction Highlights





MARKETING/DESIGN

The team continues to make progress on passenger and partner information design and collateral, including updating our How to Ride suite, media kit, language cards, various survey initiatives for new services, supplemental services, and more. We are preparing for an accessibility-focused website audit in anticipation of changes required through the new Department of Justice rulings.

We're also proud to announce that the "Let's Ride, BOI" campaign has won a Grand Award in APTA's 2025 AdWheel Awards competition for marketing, communications, and customer experience. The award, under the category "Integrated Brand Awareness and Ridership Campaign: The Best Marketing and Communications to Increase Ridership," is being presented at the annual APTA TRANSform conference in Boston this month.

We are in the process of preparing our strategy for fiscal year 2026, including ad buys with Boise State, the Boise Airport, and various other partners; improve passenger information; prepare for a new "route-reach" engagement initiative, which dovetails from the Let's Ride campaign; and more!

For detailed information, contact: Jason Rose, Chief Communications Officer/PIO, jrose@ridevrt.org, (208)803-5183

Jason has the pleasure of leading the Communications Team, which is comprised of:

- Rich Marks: Account & Sales Manager
- Kathleen Godfrey: Business Development Manager
- Melody Roper: Marketing & Creative Projects Manager
- Hailee Lenhart-Wees: Community Outreach Manager
- Nick Moore: Communications Specialist I

