

RESOLUTION NO. 1989-149

ESTABLISHING A FORMAL  
BUS PASSENGER SHELTER PROGRAM POLICY  
FOR THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, the Greater Cleveland Regional Transit Authority is responsible for providing comfortable and convenient transit service for the Greater Cleveland area, and;

WHEREAS, passenger shelters constitute an important facet of the transportation service provided to the public by the Authority;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That a formal policy is necessary to insure the efficient administration of the bus passenger shelter program, and;


Section 2. That a copy of said policy is attached hereto and shall become a part of this resolution as if fully rewritten herein, and;

Section 3. That this resolution shall become effective immediately upon its adoption.

Adopted: October 17, 1989

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary-Treasurer

Greater Cleveland Regional Transit Authority  
Bus Passenger Shelter Program Policy

1.0 Purpose/Scope

The purpose of this policy is to establish guidelines for the installation of bus passenger shelters throughout the GCRTA service area on a timely basis using consistent criteria for site selection. This document will serve as the official policy guideline to be used in all of RTA's future bus passenger shelter installations.

2.0 Legal Authority

The legal authority to install passenger shelters can be found in ORC 306.34, 306.35 and 306.36 governing the construction of public transportation facilities in the State of Ohio. Any and all applicable local ordinances and legal constraints not conflicting with the ORC will be complied with.

3.0 General Policies

- 3.1 The GCRTA will provide passenger shelters throughout the service area to protect waiting passengers from inclement weather conditions. Shelters may be installed outside the boundaries of Cuyahoga County provided that the site meets the criteria for the placement of a shelter. However, first priority will be given to sites within the County.
- 3.2 The ultimate objective of the shelter program is to provide new glass shelters at all bus stops which meet the criteria set forth in this policy.
- 3.3 Existing corrugated metal shelters will be left in place as long as they remain in serviceable condition. When these shelters are damaged or become badly deteriorated, they will be replaced with new glass shelters as long as the site meets established criteria for installation of a new shelter. If it does not, then it will be removed and not replaced.
- 3.4 Shelters will be installed at bus stops where (1) the daily passenger volume is sufficient to justify the expense of buying, installing and maintaining the shelter and (2) the shelter can be installed without creating a safety hazard.
- 3.5 The GCRTA will buy new shelters which are a mixture of sizes/types in order to be able to respond to different site circumstances and requirements. All GCRTA passenger shelters will be of a consistent design to minimize both initial and ongoing expense. The design will be durable, easy to maintain, and provide a safe and secure environment for the Authority's customers. Passenger shelters will be free of advertising but

will contain schedule information on the routes serving the shelter.

- 3.6 New passenger shelters will be bought on a regular basis to insure that requests for new shelter locations can be responded to in a reasonable period of time and that badly damaged shelters can be replaced expeditiously.
- 3.7 All passenger shelters will be cleaned on a regular basis and repairs will be made as quickly as possible to insure customer satisfaction and community acceptance.

#### 4.0 Program Guidelines

The program guidelines set forth herein will insure that passenger shelters are installed and/or replaced on an on-going basis in a consistent and uniform pattern.

##### 4.1 Data Base

Staff will develop a complete data base and establish a stop file listing of every stop in the system and the location of each existing shelter, whether new glass or old corrugated metal style.

##### 4.2 Site Selection

Potential shelter sites may come from a variety of sources including but not limited to:

- a. RTA's route facilities section
- b. Other RTA employees
- c. Members of the Board of Trustees
- d. RTA customers
- e. Local officials
- f. Community groups

##### 4.3 Site Evaluation

As they are received by the Planning Department, all potential sites will be evaluated to insure that they meet the established criteria. Passenger counts will be conducted. The Bus Transportation Department will inspect sites for operational considerations. The Construction Management & Engineering Department will conduct site surveys and produce drawings of viable sites. The Authority will obtain permits and easements as required.

##### 4.4 Shelter Acquisition

A new phase of the shelter program will occur every two years beginning in 1991. Each purchase will include a sufficient quantity of shelters to satisfy the requirements for shelters at approved sites. It is estimated that 120-140 new shelters every two years will meet this requirement. This will include new installations as well as replacement of metal shelters.

4.5 Shelters of varying sizes will be purchased to insure that shelter installations can be tailored to suit physical circumstances (i.e. sidewalk width, sight distances) and differing passenger volumes. The mix of shelter sizes will generally be as follows:

Large	0-5%
Medium	10-15%
Small/Extra Small	85-90%

4.6 Criteria for shelter Placement:

4.6.1 Factors in identifying possible shelter sites will include:

- a. Number of passenger boardings per 24-hour period.
  - Minimum 50 boardings per day for densely populated urban areas, older inner-ring suburbs.
  - At least one shelter per route mile will be installed in less densely populated suburban areas regardless of passenger volume.
  - The level of boarding activity will also determine the size of shelter to be used.
- b. Concentrations of senior citizens and/or handicapped utilizing stop. Minimum passenger boardings per day will be relaxed for shelter locations near senior citizen apartment complexes, accessible apartment buildings, etc.
- c. Level of transfer activity between routes.
- d. Proximity to major activity centers (medical facilities, retail shopping centers, apartment complexes, employment centers, and school).
- e. Frequency of bus service at site.
- f. Proximity to an informal park-n-ride lot or a kiss-and-ride facility.
- g. Availability of alternate shelter at site, such as a building overhang or a storefront canopy.
- h. When a particular site does not meet the above criteria and an interested party would still like a GCRTA shelter installed, the Authority will entertain installation of a shelter when funding for the shelter and its installation and on-going maintenance is provided by the interested party or another outside source.

4.6.2 Factors used to determine feasibility of installing a shelter will include:

a. Vehicle interface

- At farside stops, shelters will be located far enough from the intersection so that no part of the vehicle extend into the intersection.
- The shelter should be positioned so that the front door of the bus can be positioned directly adjacent to the downstream doorway of the shelter to facilitate passenger movements.

b. Pedestrian access

- Shelters will be located between sidewalk and curb whenever possible.
- Shelters will be placed on existing pavement; if not available or if unsuitable, such as in suburban areas where tree lawns exist, a minimum 3-foot wide paved access between sidewalk to shelter and from shelter to curb will be provided.
- All new shelter installations are to be wheelchair accessible whenever possible.

c. Available space

- Most desirable location is 3-5 feet from curb edge in treelawn area or between utility poles.
- If shelter must be placed behind sidewalk, it will be located within public right-of-way whenever possible.
- If part or all of shelter must be placed on private property, easements will be sought which will provide a minimum 3-foot access space around side, rear of shelter.
- So as not to constrict pedestrian movements along sidewalks, a minimum clear distance of five feet will be maintained for the sidewalk on pedestrian pathway.
- No part of a shelter will be placed closer than three feet to an existing building.
- New shelters will be positioned in the best manner to minimize the effects of inclement weather conditions, unless there is an overriding physical constraint (i.e., insufficient space between a building and the shelter or minimum required clearances for wheelchair accessibility).

d. Lighting

- Shelters will not be provided with internal lighting.
  - Whenever possible shelters will be located to take maximum advantage of lighting from existing street lights.
- e. GCRTA will comply with all necessary legal requirements, such as obtaining legal permit and licenses, adhering to building codes, and obtaining prior approval by necessary municipal agencies prior to installing a shelter.
- f. As a minimum, GCRTA will provide the following at any shelter site:
- A shelter.
  - A concrete pad for the base of the shelter.
  - A walkway from the sidewalk to the shelter and from the shelter to the curb.

Any additional improvements beyond the above would require funding from another source, such as the municipality in which the shelter is being installed or from the adjacent property owner.

5.0 Periodic review and amendment

- 5.1 The policies delineated herein will be subject to review and revision by the Board of Trustees at least once every two years. This does not preclude the Board of Trustees from revising specific policies included herein or from adding additional policies should the Board of Trustees determine that the best interests of the public and/or the Authority would be served by making such a revision.
- 5.2 Amendments or revisions to these policies can be initiated or proposed by any member of the Board of Trustees or by the General Manager of the Authority.
- 5.3 Proposed amendments or revisions to these policies will be subject to review and study by the Marketing and Communications Committee of the Board of Trustees. The Committee will make recommendations on any proposed amendment or revision to the Board of Trustees. The Board of Trustees must approve any amendment or revision by majority vote before said amendment or revision will become official policy of the Authority.

October, 1989