



INDEPENDENT TRANSIT SERVICE POLICY - TRANSLINK POLICY -

Issued By	SERVICE PLANNING
Approved By:	Board of Directors
Meeting Date:	December 7, 2012
Corporate Secretary Signature :	

1. PURPOSE

This policy guides the identification, evaluation and approval of independent transit services (ITS), under the authority provided in Section 5 of the *South Coast British Columbia Transportation Authority (SCBCTA) Act*. The policy provides a consistent and transparent approach to interpret and apply the Act for future decisions on the role of ITS within the regional transportation system.

2. POLICY

Independent transit services can improve transportation options for markets not served by TransLink's transit network. Application of the provisions within the SCBCTA Act involves three primary steps:

- I. defining if a service is an ITS;
- II. application of evaluation criteria to inform recommendations; and
- III. TransLink Board approval or denial, including terms and conditions required for an approved service to operate.



I. Identifying Independent Transit Services

The following criteria are used to determine if a transportation model fits the definition of an independent transit service.

Definitional Criteria	Defined as ITS if:
Service is either bus or rail transportation*	Yes
Provided primarily within the transportation service region	Yes
Provided by a person or municipality other than the authority or its subsidiaries or contractors	Yes
Does not meet any of the following definitions: carpool vehicle, passenger transportation pool vehicle (e.g., employer-sponsored carpool/vanpool), inter-regional bus (connecting outside service area), passenger directed vehicle (e.g., taxis), school bus, emergency vehicle	Yes
The primary purpose of the service is to provide general mobility	Yes

*Rail transportation systems are defined within the Act as a, "system using one or more fixed rails for the transportation of passengers and includes the system's ancillary works". For the purposes of this policy, a bus transportation system is defined as "one or more motor vehicles providing regularly scheduled vehicle trips, open to the general public, with the capacity to carry multiple passengers whose trips may have different origins, destinations and purposes".

II. Evaluation for Approval

Section 5 of the SCBCTA Act outlines criteria by which ITS should be evaluated when determining service approval. As outlined in the Act, TransLink may grant approval to establish or operate an ITS if:

1. the ITS does not reduce the effectiveness of the regional transportation system, and
2. the ITS does not reduce the financial viability of the regional transportation system.



For the purposes of this policy, “effectiveness of the regional transportation system” is defined as the impact an ITS has on TransLink’s ability to move towards the strategic goals specified in the long range strategic plan of the time of application (currently Transport 2040), while “financial viability of the regional transportation system” is defined as the degree to which an ITS increases TransLink costs or decreases TransLink revenues.

Evaluation will involve both qualitative and quantitative analysis by management. Evaluation considers the potential impact of the ITS on the financial viability (e.g. increase costs, decrease revenues) and effectiveness (e.g. impact on long-term goals and objectives) of the regional transportation system.

III. Terms and conditions

The Act allows TransLink to apply terms and conditions prior to a service commencing operation. The following conditions would be applied to all ITS:

- TransLink reserves the right to review and/or re-evaluate approved services at any point in the future, and revoke approval if deemed appropriate.
- No financial support will be provided by TransLink or any of its subsidiaries.
- Approval to operate as an Independent Transit Service does not constitute approval with respect to any other federal, provincial and local transportation regulations, including safety.
- TransLink may request changes in service provision (including, but not limited to, changes in route, frequency, stops, operating times, passenger access and/or revenue structure). Approval will only be granted if TransLink and the ITS provider agree to service terms.
- Approved ITS must notify TransLink of any substantive, planned changes in service provision (including, but not limited to, changes in route, frequency, stops, operating times, passenger access and/or revenue structure) at least 60 days in advance of a planned change.
- Each approved ITS must report annually to TransLink to confirm its service plan and report changes.
- Use of TransLink-owned or operated infrastructure, including transit exchanges or TransLink bus stops, must be negotiated and approved in advance of use by ITS
- Use of TransLink or subsidiaries branding, language, or symbols, must be negotiated and approved in advance of use by ITS.
- Approved ITS may be recognized or communicated by TransLink to improve the effectiveness of the regional transportation system as appropriate, and at TransLink’s discretion.
- Any additional terms and conditions specific to individual ITS.





An ITS will not be authorized to operate unless all terms and conditions are met.

As per Section 190 of the SCBCTA Act, the TransLink Board must approve any identified ITS to operate, and cannot delegate this authority to staff.

