



Special Meeting of the Board of Directors – Strategic Planning Workshop

Wednesday, October 18, 2017

9:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
www.avta.com

AGENDA

For record keeping purposes, and if staff may need to contact you, we request that a speaker card, located at the Community Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak. A three-minute time limit will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board at least 72 hours prior to the meeting.

Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Austin Bishop, Director Angela Underwood–Jacobs, Director Michelle Flanagan

APPROVAL OF AGENDA

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

If you would like to address the board on any agendized or non-agendized items, you may present your comments at this time. Please complete a speaker card (available as you enter the Community Room) and provide it to the Clerk of the Board. Speaking clearly, state and spell your name for the record. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the Authority's Executive Director/CEO for follow-up.** Each speaker is limited to three (3) minutes.

STRATEGIC PLANNING WORKSHOP:

CLOSED SESSION (CS):

PRESENTATION BY LEGAL COUNSEL OF ITEM(S) TO BE DISCUSSED IN CLOSED SESSION:

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(D)(4)
Consideration of initiation of litigation (one potential case)

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

DISCUSSION ITEMS:

- DI 1 REQUIREMENT FOR “ENHANCED” SERVICE WITH MEASURE M FUNDS
- DI 2 ANTICIPATED FUNDS FROM SENATE BILL 1: TRANSPORTATION FUNDING
- DI 3 NEW COMMERCIAL AND RESIDENTIAL DEVELOPMENTS
- a) Additional Bus Service
- DI 4 LOW PRODUCTIVE ROUTES
- a) AVTA's Service Standards
 - b) Improvements to Service to Rural Communities
- DI 5 OPTIONS FOR COMMUTER VANPOOL SERVICE PROVIDER WITH ZERO EMISSION FLEET

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director/CEO for follow-up.

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on October 24, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 5:00 p.m. on October 12, 2017 at the entrance to the Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534.

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



DI 1 REQUIREMENT FOR “ENHANCED” SERVICE WITH MEASURE M FUNDS



DATE: **October 18, 2017**

TO: **BOARD OF DIRECTORS**

SUBJECT: **Measure M**

RECOMMENDATION

That the Board of Directors review and discuss eligible uses for Measure M funds and provide direction to staff.

FISCAL IMPACT

Measure M discretionary (competitive) funding, if applied for and awarded, may provide additional resources for transit enhancement projects.

BACKGROUND

On the November 2016 ballot, the Los Angeles County Metropolitan Transportation Authority (LACMTA) proposed a \$120 billion plan to expand upon its previously approved Measure R. (Measure R was approved by Los Angeles County voters in November 2008.) The new ballot initiative, Measure M, would expand upon Measure R, adding new transit projects and expediting other projects previously included within Measure R. As proposed, Measure M would be paid for by an additional half-cent sales tax increase. Measure M passed with 70.15 percent of the vote, clearing the two-thirds majority required.

Prior to placement of Measure M on the ballot, each geographic subregion (e.g., North County) within the LACMTA region compiled a list of proposed projects for funding, assuming the measure passed. Within the Antelope Valley, each of the three governmental jurisdictions (City of Lancaster, City of Palmdale, and County of Los Angeles) identified projects within their specific jurisdictions as well as projects common to the three jurisdictions.

In general terms, Measure M funding can be grouped into four subcategories: Major projects (e.g., High Desert Multi-Purpose Corridor, etc.), Multi-Year Subregional Programs (e.g., Active Transportation, Arterial Program, Goods Movement, etc.), Local Return (estimated to be \$1.4 billion across the 40-year period), and Transit (e.g., Regional Rail [Metrolink] and Municipal Transit Operators in the North County). Measure M funding is intended to “enhance” transportation programs and services; as well as accelerate delivery of Measure R-approved projects. “Enhanced” is defined as supplementing existing transit programs or services, such as additional service frequency, route extensions, expanded service hours, etc.

According to the Measure M Final Guidelines, which were prepared to guide implementation of Measure M following the LACMTA Board’s approval of the Measure M Ordinance:

Senate Bill No. 767 (De Leon) states that funds allocated by Metro to eligible and included municipal operators shall be used for transit operations and shall not supplant any funds authorized by other provisions of law and allocated by Metro to the eligible and included municipal operators for public transit. In addition to implementing new transit services and programs, eligible recipients may use Measure M 20% funds to supplement existing state, federal, and local transit funds in order to maintain the provision of the existing transit services in the event of a current or projected funding shortfall. Metro staff reserves the right to request appropriate documentation from eligible recipients to support the existence of a funding shortfall.¹

It further states that “Measure M funds shall not supplant any local return fund contributions made toward the operations of a transit system.”

Year One Local Return allocations follow:

Lancaster	\$2.28 million
Palmdale	\$2.23 million
Santa Clarita	\$3.03 million
Unincorporated LA County	\$14.94 million

¹ Measure M Final Guidelines, pp. 65-66. http://theplan.metro.net/wp-content/uploads/2017/07/guidelines_measurem_2017-0714.pdf

In addition to the above allocations, the two local transit providers were identified for specific Year One Transit allocations:

Antelope Valley Transit	\$2.51 million
Santa Clarita Transit	\$2.65 million

Disbursement of Transit funds is contingent upon the execution of a Memorandum of Understanding (MOU) between an eligible transit operator and the LACMTA and following the submittal by the transit operator of a Measure M 20% Improvement Plan showing how that fiscal year's funds will be used.

The Measure M 20% Improvement Plan should include a description of how these funds will be spent. The plan should explain how these services will meet the program objective and benefit transit users. The Measure M 20% Improvement Plan may be amended by the operator in coordination with Metro's Local Programming staff. Funds for operating purposes will be disbursed monthly in equal portions of an operator's allocation once an invoice for the annual allocation amount is received from that operator. ²

As stated above, a slate of Measure M "eligible" projects was identified by the respective jurisdictions in advance of the actual balloting. Individual funding recipients may have some discretion regarding the use of funding allocations programmed via LACMTA's Municipal Transit Operators (aka Bus Operations Subcommittee). However, it is expected that such funding would be modest in comparison to the funding available/programmed through the list of approved projects. In summary, the core goal of Measure M is to "enhance" public transportation programs throughout Los Angeles County. It is not intended to "backfill" or "replace" "normal" operations funding, and the use of Measure M Transit funds must be clearly justified as meeting the program objectives and benefiting transit users.

Submitted by:

Len Engel
Executive Director/CEO

² Ibid., p. 66.



DI 2 ANTICIPATED FUNDS FROM SENATE BILL 1: TRANSPORTATION FUNDING

STRATEGIC PLAN FOR INTEGRATING TRANSPORTATION IN THE ANTELOPE VALLEY

SCOPE OF WORK

Antelope Valley Transportation Authority, with assistance from member jurisdictions, stakeholders, and members of the communities, will prepare a strategies-based plan to advance coordinated transportation/mobility goals in the Antelope Valley. The plan will focus on integrating transportation planning and decision-making across public and private sectors with a focus on sustaining the Authority; member jurisdictions; and residents who are most impacted by transportation, economic, housing, health, and environmental hardships.

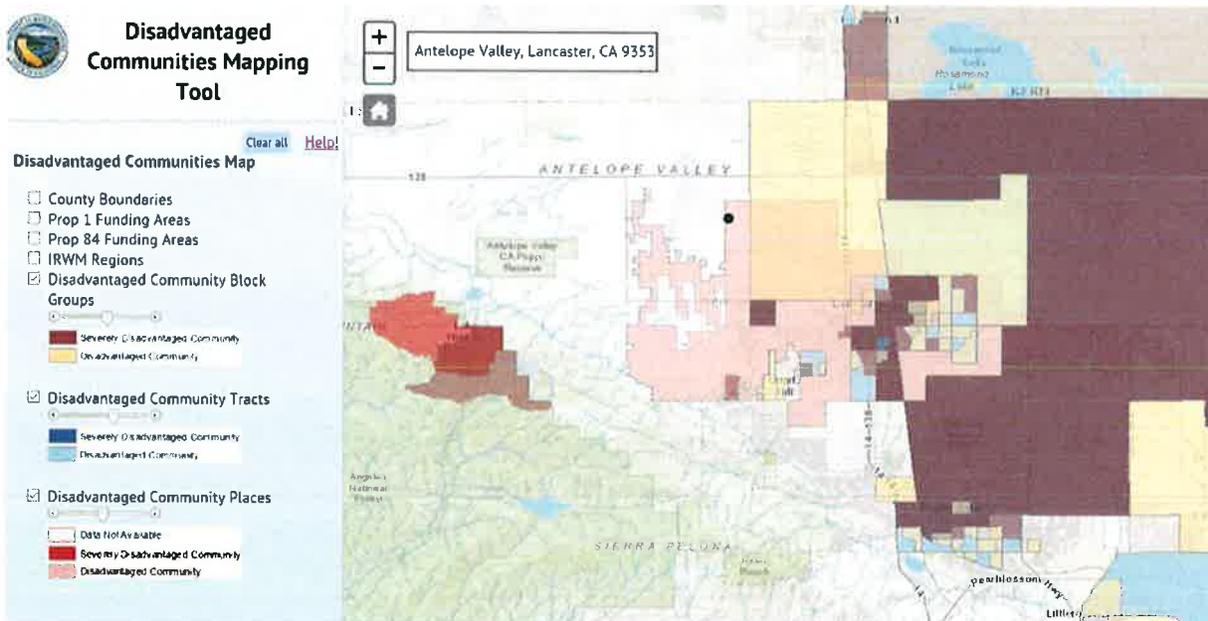
This plan will include comprehensive and community-driven public engagement activities focusing on needs and advancing practical solutions linking transportation with community quality-of-life indicators including public health, housing, environmental justice, and economic security.

The scope of work presented herein reflects the process, tasks, and deliverables anticipated in developing the Strategic Plan for Integrating Transportation in the Antelope Valley.

DEMOGRAPHIC DATA for DISADVANTAGED COMMUNITIES

Within the Antelope Valley and the AVTA service area, the California Disadvantaged Communities Mapping Tool reveal Lancaster, Palmdale and surrounding Los Angeles County include disadvantaged populations. See *Figure 1*.

Figure 1 Palmdale and Lancaster CA Disadvantaged Community



Within the AVTA service area, a significant portion of the resident population lives in poverty. See Figure 2.

2015 Census Data indicates 38 percent of residents did not achieve a high school education.

Unemployment rates for April 2017 were 4.9 percent for Lancaster and 5.9 percent for Palmdale – a significant improvement over the last several years, but also an indicator that use of single occupancy vehicles to travel to work are growing faster than the ridership of the AVTA system.

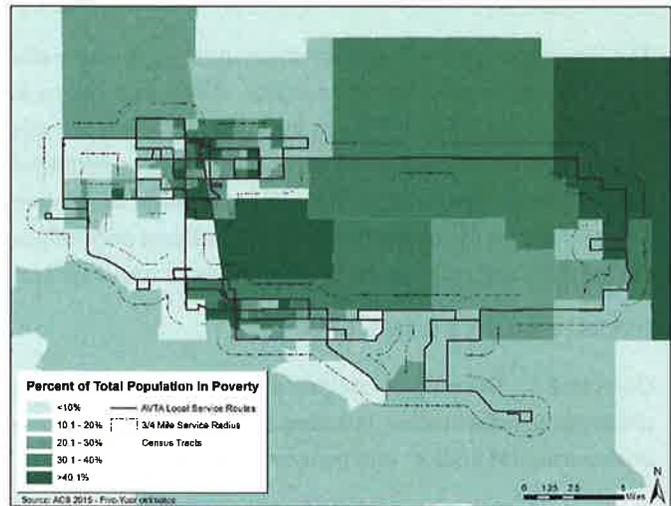
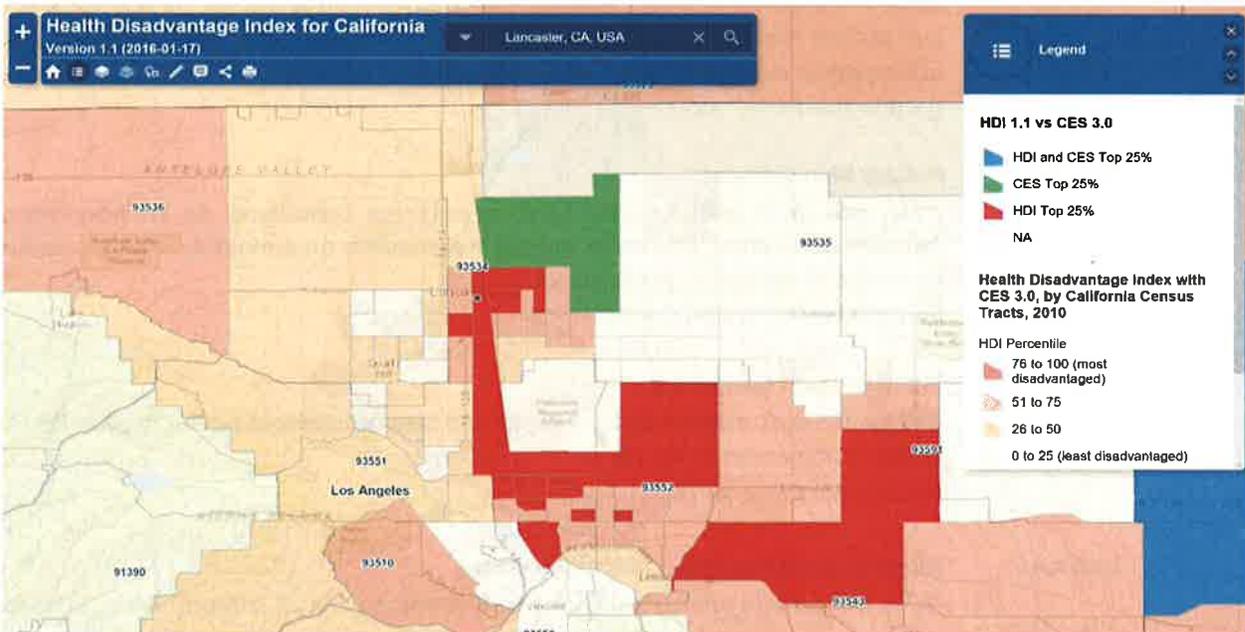


Figure 2 Percent of Total Population in Poverty (AVTA Service Area)

The Health Disadvantage Index for California reveals areas of both Lancaster and Palmdale are in the top 25 percent for California. See Figure 3.

Figure 3 Health Disadvantage Index



RESPONSIBLE PARTIES

The Antelope Valley Transportation Authority will either conduct the study in-house or will engage the assistance of a qualified consultant. AVTA has yet to identify a potential consultant; however, if outside assistance is desired, it will use its State-approved procurement procedures when selecting and hiring a firm. The grant amount requested represents funding required to complete the planning process. AVTA will work with Caltrans, Southern California Association of Governments, and the Los Angeles County Metropolitan Transportation Authority to coordinate efforts and reduce potential duplication of effort. AVTA and its Board of Directors are committed to providing the required local match in support of this effort.

OVERALL PROJECT OBJECTIVES

Objective 1: Develop strategies and performance measures designed to further transportation goals that promote transportation linkages to community sustainability indicators including public health, housing, environmental justice, and economic security.

Objective 2: Through public education, enhance the JPA jurisdictions' understanding of the links between transportation and community sustainability, and how integrated transportation planning and governance can improve sustainability and quality of life for residents of the Antelope Valley.

1. Project Initiation and Management

- Task 1.1** **Kick off Meeting with Caltrans**
AVTA will facilitate a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations, refine scope of work elements and timetables, and any other project management activities relevant to the project.
Responsible Party: AVTA
- Task 1.2** **Project Management**
AVTA will meet with Caltrans staff, a potential consultant, its Transportation Advisory Committee, and other project stakeholders on a monthly basis to assure on-time and on-budget performance.
Responsible Party: AVTA/Consultant
- Task 1.3** **Procurement - Consultant**
Using AVTA procurement policies, select and contract with consultant to assist AVTA in the development of the Plan.
Responsible Party: AVTA
- Task 1.4** **Monthly invoicing and match requirement**
AVTA will provide monthly invoicing to Caltrans, paying all subcontractors prior to submitting a request for reimbursement.
Responsible Party: AVTA

Task 1.5 Local match provision

AVTA will provide, at minimum, 11.47 percent in local match which shall be provided as a proportionate share of each invoice. Local match will be a combination of eligible AVTA local cash and third-party in-kind sources.

Responsible Party: AVTA

Task 1.6 Reporting

Task 1.6.1 AVTA will submit to Caltrans, quarterly progress reports using the timeline and forms required by Caltrans.

Responsible Party: AVTA

Task 1.6.2 AVTA, will prepare and provide Caltrans and its Los Angeles district office an electronic copy of all final reports. The Final Report will consist of an AVTA approved “Strategic Plan to Integrate Transportation in the Antelope Valley” that incorporates findings, recommended strategies, and supporting materials from 5-14.

Responsible Party – AVTA

Task	Deliverable – Management Report #1
1.1	Meeting notes with revised scope of work and timetable
1.2	Monthly progress report with meeting notes
1.3	Procurement documents and contract
1.4	Monthly invoices with accounting of project costs
1.5	Monthly accounting of local cash match and third-party in-kind match
1.6.1	Quarterly progress reports
1.6.2	Final report

2. Review of industry literature and understanding of previously completed and ongoing transit and RTA sustainable communities studies and plans specific to or including the Antelope Valley and integrating transportation into community decision making

Task 2.1 AVTA (and its potential consultant) will review and gain an understanding of industry literature and relevant plans and studies for the three AVTA jurisdictions, Southern California Association of Governments, Los Angeles County Metropolitan Transportation Authority, and Caltrans as they relate to the Antelope Valley. The project team will determine what integrated transportation goals and objectives are already in place; what strategies have been developed to address them; and what progress has been made in implementing strategies.

Responsible Party – AVTA/Consultant

Task	Deliverable – Technical Report #1 Existing Conditions
2.1	Summary of findings

3. Review and analyze existing conditions and establish base-line data for performance measures

Task 3.1 AVTA/Consultant will review the existing condition of AVTA services including, but not limited to:

- Transportation **system management, operations, and performance.**
- Gaps in transit/mobility service and programs that promote or support **health and environmental equity** (e.g., stop distances, access to active transportation modes, reliability of commuter access, etc.) and include ecological consideration.
- Use of coordinated partnerships and **technologies that promote improved mobility options** and management (e.g., websites, Mobility As A Service apps, MOUs with public and private entities, intercity connections, etc.).
- **GHG emissions** data for the service area and reduction efforts.
- **Safety** – accidents, incidents, injuries, and fatalities.
- Ridership trends and forecasts.

Responsible Party – AVTA/Consultant

Task 3.2 AVTA/Consultant will review and analyze existing conditions among AVTA JPA members as they relate to transportation goals including, but not limited to:

- Gaps in **land-use plans** that could be filled support transportation goals.
- Gaps in commercial and **housing development** codes/policy that could be filled support transportation goals.
- Commercial and housing development and employment forecasts.
- Gaps in **active transportation** (e.g., walking and bike paths) resources that could be filled to support access to public transportation
- **Safety** – accidents, incidents, injuries, and fatalities involving pedestrians, public conveyances, and personal vehicles.
- Gaps in policies and programs promoting **health equity** as they pertain to public transportation.
- Gaps in policies and programs promoting **environmental justice** as related to public transportation.

Responsible Party – AVTA/Consultant

Task 3.3 For the purposes of establishing baseline data for future performance measures, AVTA/consultant will develop current measurable data for transportation and sustainability indicators including, but not limited to:

- Safety,
- Points of access to active and public transportation at large and in disadvantaged areas,
- Land-use policies,
- Service and management efficiencies,
- Service gaps,
- Financial and cost-per performance indicators,
- GHG emissions, and
- Health benefit (using Integrated Transport & Health Impact Model – ITHIM).

Responsible Party – AVTA/Consultant

Task	Deliverable – Technical Report #1 – Existing Conditions
3.1	Report on existing conditions of AVTA services
3.2	Report on existing conditions of JPA members/jurisdictions: Lancaster, Palmdale, north LA County within AVTA’s primary service area
3.3	Report on base-line data indicators for use in performance measures

4. Conduct comprehensive, multi-lingual public and stakeholder engagement

Task 4.1 AVTA/Consultant will prepare a public outreach plan to determine **trends, gaps in, barriers to, and satisfaction with** public transit that includes relationships to **health, housing, economic, and environmental conditions**; includes stakeholders, community members, community groups including special needs populations, disadvantaged neighborhoods, and across socio-economic groups; and uses various methods that maximize public engagement participation.

Responsible Party – AVTA/Consultant

Task 4.2 Using technology and face-to-face meetings, AVTA/Consultant will engage the public to ascertain transportation **needs and expectations** that will inform the planning process. AVTA/Consultant will:

- Conduct outreach to and survey users and potential user of AVTA’s services.
- Conduct outreach to and survey of regional stakeholders.
- Conduct outreach to and survey of community advocates for special needs groups, healthcare, education, and others.
- Conduct outreach and community workshops/meetings to gain input from the community at-large and **specifically from areas that are low-income or face hardships not found in other areas of the community.**
- Conduct sector roundtables and/or interviews (e.g., healthcare, business owners, non-profits, education, etc.)

Responsible Party – AVTA/Consultant

Task	Deliverable – Technical Report #2 Public Engagement
4.1	Community engagement plan
4.2	Community outreach findings report

5. Develop a regional transit needs assessment, based on present data and forecasts, including:

Task 5.1 AVTA/Consultant will conduct a needs assessment by identifying and describing:

- Gaps in **first-last mile, multi-modal access** to active and public transportation resources (e.g., walk and bike paths, park and ride facilities, intercity connections, service area gaps, etc.).

- Gaps in **collaborative and/or coordinated partnerships/relationships** (i.e., healthcare, employers, human services providers and other transportation providers, etc.).
- Gaps in addressing **environmental justice and ecological conditions** as they pertain to transportation provision and planning.
- Gaps in **service provision** addressing mobility needs of multiple consumers (i.e., seniors, veterans, employees, students, etc.).
- Gaps in **intercity/regional connectivity**.
- Gaps in **jurisdictional policy and ordinances** that support improved access to transportation (commercial and residential development ordinances and codes, land-use policies, environmental policies, etc.).

Responsible Party – AVTA/Consultant

Task	Deliverable – Technical Report #3 Needs Assessment and Strategies
5.1	Needs assessment report

6. Recommend strategies and performance measures

Task 6.1 AVTA/consultant will formulate strategies and develop performance measures, with a focus on **disadvantaged areas**, to:

- Improve **access to and use of public transportation**.
- Assure support for integration of public transportation in jurisdictional policies and ordinances including those that integrate transportation with **land-use policy, economic development, and commercial and housing development planning and land-use**.
- Support the Authority’s **GHG emissions reduction** goals (e.g., complete transition to electric fleet, improve access and ridership numbers which reduce use of personal vehicles, etc.) and address potential challenges of **climate change**.
- Result in **improved health** indicators (e.g., increased active transportation, reduced exposure to pollutants and improved access to transportation).
- **Coordinate and implement Southern California Association of Governments Regional Transportation Plan: Sustainable Communities Strategy** and state priorities.

Responsible Party – AVTA/Consultant

Task	Deliverable – Technical Report #3 Needs Assessment and Strategies
6.1	Strategies and performance report

7. Develop draft and final Strategic Plan for Integrated Transportation

Task 7.1 AVTA/Consultant will draft a Strategic Plan for Integrated Transportation that incorporates research, analysis, findings, and recommendations from prior tasks. The draft Plan will be provided to the TAC and project stakeholders for review and

comment. Comments and change requests will be integrated into a final draft plan for AVTA executive staff approval. The project team will present the final Plan to the AVTA Board of Directors.

Responsible Party – AVTA/Consultant

Task	Deliverable – Final Report
7.1	Draft and Final Report

8. Conduct symposium or series of educational opportunities

Task 8.1 AVTA/Consultant will conduct educational opportunities for JPA jurisdictions on the relationship between transportation and community sustainability and the strategies which can be employed to achieve goals in transportation as they relate to public health, housing, economic security, environmental justice and ecological conditions. AVTA/Consultant will:

- Develop public presentation plan,
- Make presentation(s), and
- Conduct post-presentation survey(s) to assess impact

Responsible Party – AVTA/Consultant

Task	Deliverable – Educational Opportunity
8.1.	Presentation Plan and Presentation

9. Conduct “Next Steps” meeting(s) with AVTA and jurisdictions

Task 9.1 AVTA/Consultant will facilitate a “Next Steps” meeting(s) with AVTA and jurisdictions to determine next steps in implementing the Plan. AVTA/consultant will:

- Document proposed next steps for each jurisdiction.
- Facilitate joint and jurisdictional meetings.
- Produce report on “Next Steps” commitments.

Responsible Party – AVTA/Consultant

Task	Deliverable – Next Steps
9.1	“Next Steps” Report



DI 3 NEW COMMERCIAL AND RESIDENTIAL DEVELOPMENTS

a) Additional Bus Service



DATE: **October 18, 2017**

TO: **BOARD OF DIRECTORS**

SUBJECT: **Local Development and Transit Service**

RECOMMENDATION

That the Board of Directors review and discuss proposed guidelines for transit service to new developments and provide direction to staff.

FISCAL IMPACT

The recommended evaluation guidelines address only triggers for service development. There is no fiscal impact at this time.

BACKGROUND

Given the need to evaluate new developments with respect to transit service, the following guidelines are presented for consideration.

Residential developments:

- Development size: number of units.
- Development type: single family home, apartment, affordable housing, purpose-built rental.
- Development density: dwelling unit per acre.
- Proximity to existing local service: ¾ mile service area buffer.

The development should be reviewed for transit service if the number of units exceeds 100 units. In determining the appropriate service offering for the development, the following guideline should be followed. The transit service supportive threshold guideline consolidates industry standards and guidelines presented by Caltrans. The development should be reviewed if the

development is not within the ¾ mile service buffer and is an affordable housing project or a purpose-built rental.

Transit Supportive Densities

Service Type	Design Headway	Dwelling Units per Acre	Comparable Population + Employment/Acre
Arterial	15 minutes	15	30
Local	30 minutes	7	15
Suburban/Rural Demand Response/Dial-a-Ride	60 minutes n/a	4 <4	8 <8

(Source: Community Transit Long Range Plan 2010, Caltrans Transit Supporting Threshold 2015)

The table below identifies nine residential development projects currently under construction or recently completed within Lancaster and Palmdale. An additional two developments are in the planning review stage. Based on the Dwelling Unit (DU)/Acre calculation found in the last column, developments Reference ID 1, 7, 8, and 18 meet the minimum transit supportive density for a suburban/rural fixed-route local service. Developments 1 and 7 are currently served by local Route 11 which operates at a 30-minutes frequency. The service exceeds the headway frequency outlined in the table above. We recommend AVTA review each development plan for bus stop requirements; it should not be required to review service offering at this stage. Developments 8 and 18 are currently not within the fixed-route service area. However, we recommend they be assessed for future service feasibility. It is important to note Development 18 has a density to support fixed-route service. However, the proposed community is located away from other transit supportive density areas. In order to support a transit service, the route corridor must meet the minimum supportive density required. The remaining medium-to-large scale developments currently planned do not meet the minimum density for a fixed-route local bus. They will not support the ridership required for effective transit service. These developments should be served by a general Dial-a-Ride service if located outside the current fixed-route service area.

Reference ID	City	Location	Existing Service	Development Details	Status	DU/Acre
1	Lancaster	W Ave I and 30th St W	On local service route	204 units apartment building on 19.48 acres	Approved/Under construction	10.47
2	Lancaster	40th St W and W Ave J	In Urban DAR Zone	94 units subdivision on 25 acres	Approved/Under construction	3.76
3	Lancaster	40th St W and W Ave K	In Urban DAR Zone	106 units subdivision on 52 acres	Approved/Under construction	2.04
4	Lancaster	W Ave J8 and 60th St W	On local service route	106 units subdivision on 27 acres	Approved/Under construction	3.93
5	Lancaster	E Lancaster Blvd and 20th St E	On local service route	98 units subdivision on 23 acres	Approved/Under construction	4.26
6	Lancaster	Ave K and 50th-53rd St W	In Urban DAR Zone	169 units subdivision on 40.4 acres	Under review	4.18
7	Lancaster	Between K/K-8 & 60th/70th West	On local service route	753 units subdivision, 237.25 acres	Approved/Under construction	3.17
8	Lancaster	SW corner of Ave K and 25th Street	On local service route	86 units subdivision on 22.5 acres	Under review	3.82
9	Palmdale	NE corner and NW corner of Pearblossom Hwy and 47 th St E	On local service route	121 unit subdivision on 35.7 acres	Approved/Under construction	3.39
10	Palmdale	SE corner of Avenue M and 70th W	On local service route	97 units subdivision on 39.8 acres	Approved/Under construction	2.44
11	Palmdale	W Ave S and Parkwood Drive	In Rural DAR Zone	5,000 units subdivision on 1,000 acres	Approved/Under construction	5.00

The Development Map provided in Attachment A illustrates the location of each residential and commercial development with respect to current AVTA transit services.

Commercial developments:

Commercial developments include manufacturing space, retail space, and office space developments. They should be assessed using the following guidelines:

- Development size,
- Commercial type, and
- Proximity to existing local service.

Transit Supportive Densities

Service Type	Design Headway	Dwelling Units per Acre	Comparable Population + Employment/Acre
Arterial	15 minutes	15	30
Local	30 minutes	7	15
Suburban/Rural Demand Response/Dial-a-Ride	60 minutes	4	8
	n/a	<4	<8

(Source: Community Transit Long Range Plan 2010, Caltrans Transit Supporting Threshold 2015)

In assessing the commercial developments, transit supportive density guidelines cites density as employees/acre. The Southern California Association of Governments (SCAG) has provided average square feet per employee by land-use category for Los Angeles County. It is important to recognize the transit supportive density is required for the route service corridor, not solely the development area.

Land Use Category	Employees/Acre	Land Use Category	Employees/Acre
Retail/Service	15.71	R&D/Flex Space	25.31
Low-Rise Office	30.75	Light Manufacturing	14.17
High Rise-Office	156.07	Warehouse	12.65

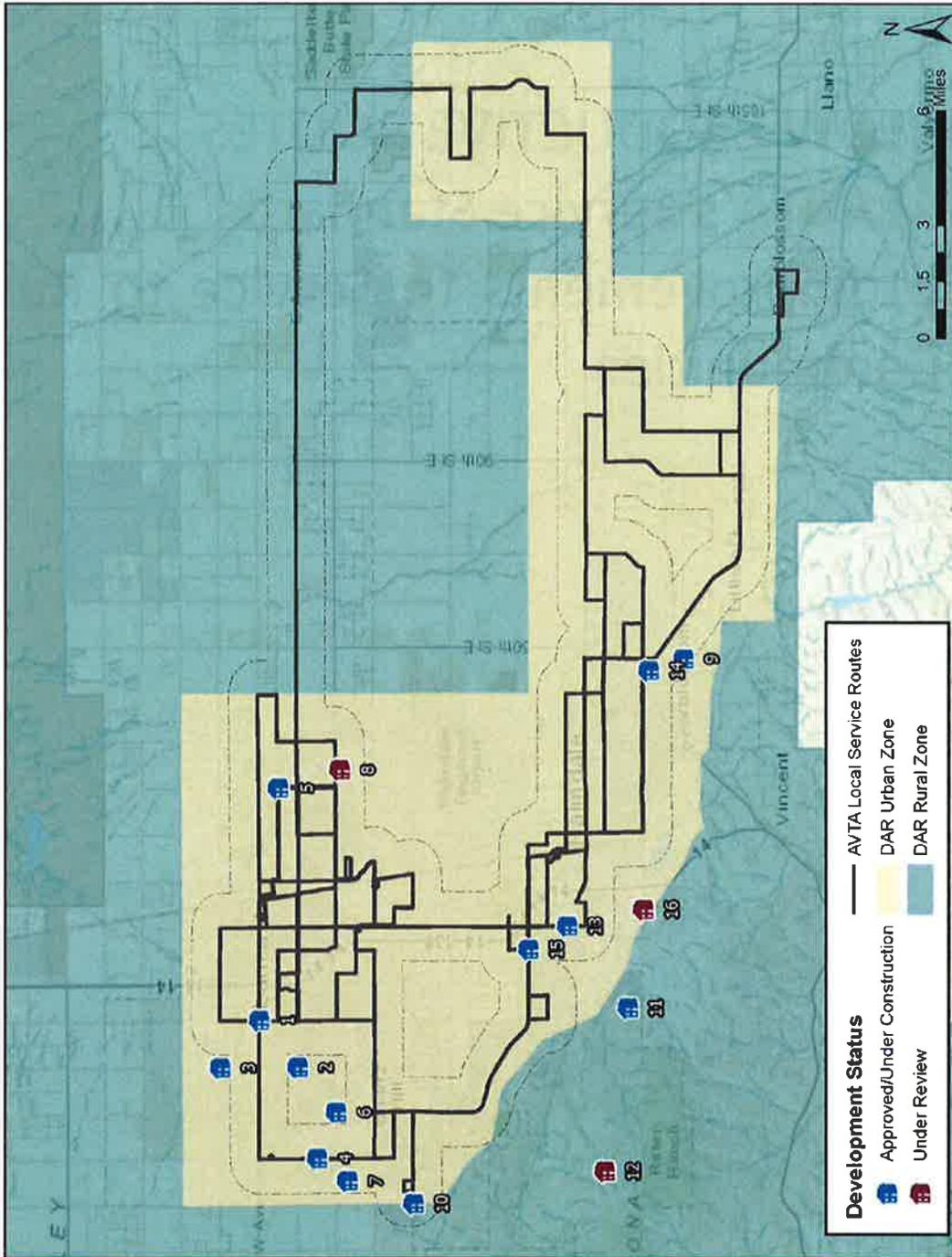
(Source: SCAG Employment Density Study, 2001)

Proposed developments 9, 10, and 11 are located on an existing local service corridor. Most commercial developments are typically located in existing urban centers within the local service area.

Submitted by:

Len Engel
 Executive Director/CEO

Attachment A Development Map





DI 4 LOW PRODUCTIVE ROUTES

- a) AVTA's Service Standards
- b) Improvements to Service to Rural Communities



DATE: October 18, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Service Productivity Performance Standards

RECOMMENDATION

That the Board of Directors review and discuss proposed service productivity and performance standards and provide direction to staff.

FISCAL IMPACT

The recommended evaluation guidelines address only thresholds for service productivity. There is no fiscal impact at this time.

BACKGROUND

Productivity standards – often expressed as the number of boardings or passenger trips per vehicle revenue hour or vehicle revenue mile – offer a standard by which we can measure the productivity of a given route or system. A route with 40 passengers per hour is generally seen as more productive than a route with 11 passengers per hour. Because the standards are calculated based on the number of service hours actually run, the metric is comparable regardless of how many hours the route is operated.

However, not all routes are created equal. In some cases, routes designed to provide coverage over productivity may never have been intended to be high productivity routes. In those cases, routes may cover long distances just a few times a day. Should the measure of productivity be the same for that type of route as for one that operates very frequently along a densely populated corridor? And is a high productivity route operating in a vacuum, or does it depend on lower productivity routes to bring riders in to a trunk

line? Would elimination of low productivity routes have a negative impact on high productivity routes, such as Route 1? Because of this differing nature of routes, it is difficult to use a single yardstick to measure productivity.

Many transit operators address this by categorizing their routes by type, then developing productivity metrics for each type of route. Some designations include local, express, feeder, lifeline, circulator, commuter, or tripper. An express or commuter route, with few stops located at each end of a corridor and largely closed-door service in between, operates much differently than a feeder or circulator route, which connects riders to trunk route.

Types of productivity standards

There are several metrics which are typically used as productivity standards. They focus on passenger trips (or boardings) across a defined time or distance.

- **Passengers per vehicle service hour:** The number of passengers (boardings) divided by the number of hours the vehicle is in service. This is the average number of passengers onboard the vehicle during any given hour of revenue service. This is a typical productivity metric. In FY 2016, the metric was 17.3 passengers/service hour for the system as a whole. The performance target for that year was 19.5.
- **Passengers per vehicle service mile:** The number of passengers (boardings) divided by the number of miles the vehicle travels while in service. This metric is not typically used on its own, but is often used in combination with passengers/vehicle service hour to provide additional insight into productivity.
- **Passengers per trip:** For routes that cover long distances with few trips per day, this may be a better measure of productivity than either of the other metrics. For example, a long-distance route might carry an average of 10 passengers per trip. However, due to the length of the route, the passengers per hour metric may be low. Passengers per trip provides a different way to look at productivity.

Are there other options besides the status quo?

If a route is determined to have low productivity when measured against an appropriate standard, it is not necessarily an "all or nothing" choice, where you either continue to run the low productivity route as-is, or you eliminate it completely. There are alternative options that can be considered to

reduce the operating cost while continuing to provide mobility to the affected area or population. These may include:

- **Reduction of service hours.** This may be an effective solution if ridership on the low productivity route is concentrated in a few trips or times of day. Consider reducing service on the parts of the day which have limited ridership.
- **Implementation of a general public Dial-A-Ride program in the target area.** Customers could schedule rides within the target area, or use Dial-A-Ride to connect to an AVTA fixed route.
- **Implementation of a taxi program in the target area.** Unlike a Dial-A-Ride program, customers coordinate directly with a taxi provider. Customers could pay the driver a negotiated fare, and the taxi company would bill AVTA only for rides provided.
- **Coordination with Uber and Lyft.** AVTA could coordinate with Uber and/or Lyft to provide rides in the target area. It would be negotiated similar to a taxi program.
- **Introduction of a circulator service.** If the primary mobility need is for riders of low productivity routes to travel within their own community, a circulator using a smaller vehicle could be an effective solution, especially if it offered connectivity to an AVTA fixed route.

Before identifying low productivity routes and recommending specific actions, AVTA needs to develop clear productivity standards specific to its unique operating environment. These should be based on historic performance as well as industry standards for productivity.

1. Determine what types of routes are in the AVTA system (more than just Local and Commuter).
 - a. Look at type of route (frequency/productivity vs. coverage)
 - b. Look at the route's service area population (population residing within ¼ mile of a bus stop)
2. Develop reasonable service standards for each type of route.
3. For routes that have low productivity based on these standards:
 - a. Determine if low productivity is influenced by issues with service delivery (i.e., if a route is very unreliable due to low on-time performance and has low productivity, should that be addressed before it is considered to be a low productivity route?).
 - b. Are there certain trips or time periods where most of the ridership is concentrated? Could a solution be to eliminate some service hours, but not the route?
 - c. Is there another alternative to eliminating the route?

Recommendations

The fixed-route services provided by AVTA can be categorized into five groups.

1. Trunk Lines
 - Service frequency of 30 minutes or less during majority of the day.
 - Operates along densely populated and high activity corridors.
 - Routes 1, 2, 3, 11 and 12.
2. Low Density Area Lines
 - Low service frequency of 2 hours, with service to Lake Los Angeles, Pearblossom, and Little Rock.
 - Connects communities in unincorporated areas with Palmdale and Lancaster.
 - Routes 50, 51 and 52.
3. Feeders
 - Service frequency of approximately 60 minutes.
 - Service around Lancaster and Palmdale, feeding into Palmdale Transportation Center and Owen Memorial Park.
 - Routes 4, 5, 7, and 9.
4. Supplementary Service
 - One trip a day in each direction, providing service to special points of interests.
 - Routes 94, 97 and 98.
5. Commuter Lines
 - Trips for commuting purpose to destinations in Santa Clarita and Los Angeles.
 - Route 785, 786, 787, and Transporter.

Performance Indicators assessed for each service group include the following. These proposed performance indicators correspond to the KPI measures previously presented to the Board.

- Boardings/vehicle service hour,
- Average weekday boarding,
- Average cost/passenger, and
- Schedule adherence.

Service Productivity Performance Standards
 October 18, 2017
 Page 5

Average weekday boarding		Performance Standards		
Classification	Current	Exceeds	Satisfactory	Needs Improvement
Trunk lines	1334	>1500	1250-1500	<1250
Feeders	388	>450	350-450	<350
Low Density Area Lines	185	>200	150-200	<150
Supplementary Service	33	>30	20-30	<20
Commuter Lines*	211	>250	200-250	<200

*Commuter coach Automatic Passenger Counters believed to reflect significant margin of error.

Boardings per VSH		Performance Standards		
Classification	Current	Exceeds	Satisfactory	Needs Improvement
Trunk lines	19.2	>25	15-25	<15
Feeders	15.5	>20	15-20	<15
Low Density Area Lines	9.9	>12	10-12	<10
Supplementary Service	20.0	>20	18-20	<18
Commuter Lines*	7.4	>15	10-15	<10

*Commuter coach Automatic Passenger Counters believed to reflect significant margin of error.

Average Cost per Passenger		Performance Standards		
Classification	Current	Exceeds	Satisfactory	Needs Improvement
Trunk lines	\$ 5.97	<5	5-6	>6
Feeders	\$ 7.40	<6.5	6.5-7.5	>7.5
Low Density Area Lines	\$ 11.55	<8.5	8.5-10.5	>10.5
Supplementary Service	\$ 5.73	<5	5-6	>6
Commuter Lines*	\$ 15.41	<15	15-18	>18

Service Productivity Performance Standards
 October 18, 2017
 Page 6

Schedule Adherence		Performance Standards		
Classification	Current	Exceeds	Satisfactory	Needs Improvement
Trunk lines	77.6%	>90%	80-90%	<80%
Feeders	73.3%	>90%	80-90%	<80%
Low Density Area Lines	66.6%	>85%	75-85%	<75%
Supplementary Service	61.3%	>95%	85-95%	<85%
Commuter Lines*	52.0%	>85%	70-85%	<70%

On-time window is six minutes: One minute prior and up to five minutes after scheduled time.

Submitted by:

Len Engel
 Executive Director/CEO



Vanpool Options

AVTA Commuter Vanpool Program

White Paper

Introduction

The broad definition of a vanpool is a form of ridesharing using a van to transport participants. The federal government defines a vanpool as a commuter highway vehicle, which is further defined as “any vehicle seating at least six adults (not including the driver) with at least 80 percent of its mileage being used for transporting commuters between their residences and their place of employment.”¹

With respect to AVTA’s proposed program, a vanpool consists of a van-style vehicle that is used to transport commuters from their home locations in Palmdale and Lancaster to key work locations such as Edwards Air Force Base, Plant 42, and/or the BYD facility.

Goals

AVTA’s vanpool program has three primary goals:

- Expand AVTA’s role as mobility agent,
- Increase ridership/fare revenue, and
- Serve as a test bed for future commuter bus services.

The program will also further cement AVTA as a leader in electric vehicle deployment through the use of battery-electric vans.

Operational models

There are two primary types of vanpool programs currently being operated in the United States:

1. **Directly operated.** In this program type, the owner of the vanpool (whether it is an individual, employer, transit organization, or another agency) also operates the program directly. The owner of the program is responsible for procuring vehicles, filling seats, screening drivers, and processing rider payments. The owner also provides insurance, maintenance, and often fuel. Directly operated programs are most likely to be those sponsored by a transit agency or employer.
2. **Contracted.** In this program type, the owner of the vanpool contracts with a third-party operator to provide the vans and manage the program. The owner of the program funds the program, while the third-party contractor is responsible for procuring vehicles, filling seats, screening drivers, and processing rider payments, as well as providing insurance, maintenance, and fuel.

Examples of vanpool programs operated by transit organizations

While many vanpool programs are similar in their structure, there are some different strategies in how agencies manage in-house programs. Some programs from throughout the country are described in full or part below.

Northern Arizona Intergovernmental Public Transportation Authority (Flagstaff, AZ). NAIPTA contracts with vRide to provide vanpool services. NAIPTA offers a \$400 subsidy per vanpool per month. Riders

¹ Title 49, U.S. Code, Section 5323[i].

split the remaining lease cost plus the cost of fuel. Each contract has a monthly mileage allowance of 1,000 miles. Some of these miles are reserved for the personal use of the driver. The monthly lease with vRide includes all routine maintenance, unscheduled repairs, 24 hour roadside assistance/towing, loaner vans (if necessary), \$1,000,000 liability insurance coverage, and an emergency-ride-home program. vRide is responsible for managing the vanpool program. Lease agreements are for 30 days.

Pierce Transit (Tacoma, WA). Pierce Transit operates an in-house vanpool program. Pierce Transit with a fleet of more than 300 vans. Drivers must be at least 25 years old with five years of recent driving history and have a valid Washington driver license, safe driving record, and proof of insurability. Drivers are required to take the online *Coaching the Van Driver* defensive driving course before they can begin driving. The driver's responsibilities include arranging for maintenance (provided by Pierce Transit), van cleaning, and fueling. The driver is not charged a fare, provided there are at least five paying riders. Monthly fares are based on the number of riders, and may fluctuate from month to month if riders join or leave the vanpool.

Fares are collected by a vanpool bookkeeper, who quotes and collects fares, records ridership and mileage, and ensures that vanpool reports and fares are delivered to Pierce Transit by the 10th of the month. Fare payments can also be paid online. Pierce Transit pays for fuel using a Voyager gas card, for which the driver has an individualized PIN. Vanpools are insured through the Washington State Transit Insurance Pool, which provides coverage for the van and all authorized occupants. Pierce Transit also purchases uninsured motorist coverage. Vanpool agreements are on a month-to-month basis, and the agency asks for no less than five day notification if leaving the vanpool.

Vanpools are provided with numerous resources, including an accident kit, recruitment tools, and a vanpool manual. Incentives include "5 Free to Go," which allows new, qualifying users up to five free vanpool rides to try out the program. New vanpoolers joining an existing vanpool can receive a \$50 gift code. New vanpools can receive the first month free or a \$100 gift card. Riders can also earn \$50 gift codes by referring new program participants. Pierce County's rideshare program (PierceTrips) also offers participants the chance to log their vanpool trips and qualify to win prizes.

Charlotte Area Transit System (Charlotte, NC). CATS vanpools are operated directly by the agency. However, each vanpool is equipped with Lynx Telematics technology that allows CATS to monitor and track the vehicles. The Telematics system monitors speed, vehicle idling, seat belt use, harsh braking, hard acceleration, and hard-turning, which can help CATS identify potential fuel savings, unsafe driver behavior, and opportunities to be environmentally friendly. A retail version of this product is called LynxSafe (www.lynxsafe.com) and can be installed on a personal vehicle to monitor new drivers, etc.

Piedmont Authority for Regional Transportation (Greensboro, NC). PART requires each vanpool that is formed to put down a \$300 deposit before taking possession of the van. Assuming the van is returned in the same condition it is provided, the deposit will be returned. Unlike Pierce Transit, the driver is responsible for not only maintenance, cleaning, and fueling, but also collecting fares and submitting monthly reports. PART does offer an online payment mechanism. Late fees (\$25) are assessed against the driver if payments or reports are received late.

Dallas Area Rapid Transit (Dallas, TX). DART's vanpool program is contracted with vRide. DART offers a flat rate of \$450 per month for 15-passenger vans and \$425 per month for eight-passenger vans. Drivers participate for free, and the monthly cost per passenger is highly dependent upon the number of riders.

Fuel is not included in the lease fee. The lease fee does include insurance and emergency ride home. DART encourages additional employer subsidies.

Potomac and Rappahannock Transportation Commission (Woodbridge, VA). PRTC does not operate vanpools, but provides funding for its VanStart and VanSave programs. Qualifying vanpools must be non-profit operations and have the appropriate commercial insurance. The VanStart program provides financial assistance on a temporary basis to new vanpools starting to build ridership. The VanSave program provides assistance to vanpools experiencing a loss of ridership that threatens the survival of the vanpool arrangement. PRTC also participates in a regional program called Vanpool Alliance which provides a monthly stipend of \$200 to vanpools that report ridership data.

Other examples of in-house vanpool operations:

- Ben Franklin Transit (Richland, WA),
- Eastern Sierra Transit Authority (Bishop, CA),
- Mountain Metro (Colorado Springs, CO), and
- RiverCities Transit (Longview, WA).

Other examples of contracted vanpool operations:

- Denton County Transportation Authority (Denton, TX) – Enterprise;
- Lextran (Lexington, KY) – Enterprise;
- Los Angeles County Metropolitan Transportation Authority (Los Angeles, CA) – Enterprise, vRide, and CalVans;
- Orange County Transportation Authority (Orange, CA) – Enterprise;
- San Joaquin Regional Transit District (Stockton) – CalVans;
- Space Coast Area Transit (Brevard County, FL) – vRide;
- SunLine Transit Agency (Thousand Palms, CA) – Enterprise and CalVans;
- Tompkins Consolidated Area Transit (Ithaca, NY) – vRide;
- VIA Metropolitan Transit (San Antonio, TX) – Enterprise; and
- Wichita Transit (Wichita, KS) – Enterprise.

Vehicles

A vanpool is defined by the Internal Revenue Service as a “commuter highway vehicle” seating at least six adult passengers not including the driver. Most standard vans meeting this definition, with minivans seating seven passengers (including the driver) and larger van seating up to 15 passengers (including the driver). Larger vehicles, such as cutaways that seat more than 15 passengers (including the driver) require a Class C commercial drivers license for operation, and cannot be driven by a standard driver applicant.

Tesla offers its Model X sport utility vehicle, which when equipped with a seven-seat interior meets the IRS definition of a “commuter highway vehicle.” Each vehicle can travel up to 295 miles on a single charge. The vehicle comes standard with active safety features including automatic emergency braking, side collision warning, and lane departure warning. It is also equipped with a medical-grade HEPA cabin air filtration system. As with all Tesla vehicles, the Model X includes the hardware needed for future self-driving capabilities. The vehicles come with an eight-year, infinite mile battery and drive unit warranty and a four-year, 50,000 mile limited warranty. The Model X sells for between \$75,000 and \$140,000 per unit. However, given the current production challenges Tesla is currently facing, it is unknown as to when sufficient vehicles will be available for delivery.

BYD currently manufactures a five-passenger electric vehicle (e6) and a passenger minivan (M3, or Shang). The e6 has a range of 250 miles and sells for approximately \$50,000 per unit. The range of the Shang is unknown, though the similar T3 cargo van model has a range of approximately 200 miles. Only the e6 is currently available in the United States. The e6 would not qualify as a “commuter highway vehicle” (given it only seats five including the driver), though the Shang would. However, it is unclear when the Shang would become commercially available in the United States.

Nissan also has an electric van, the e-NV200, that is not yet available in the United States. However, the concept design for the U.S. features only seating for five, which means it would not qualify as a “commuter highway vehicle.” This vehicle is currently available in the U.K. with seating for seven. Should it become available in the U.S. with third-row seating to seat two or more additional passengers, it would meet this requirement.

Procurement will likely need to take place through a competitive bid process, following AVTA’s established procurement policies.

Ten vanpools will need ten dedicated charging stations at the Palmdale and Lancaster locations, as all vans will need to charge during the same period (presumably overnight). Each van should be assigned a specific charging station. Should additional vehicles be added to the fleet, more charging stations will be required. The need for a dedicated charging station per vehicle is not because the vehicles will take all night to charge, but because the drivers need to be able to plug the vehicles in when they return to the Antelope Valley.

Maintenance

As the owner of the vans, AVTA will be required to provide ongoing maintenance. The maintenance can either be done in-house using a mechanic trained to work on electric vans, or it can be contracted out. The challenge with contracting out maintenance is finding a locally qualified mechanic that does not require the vehicles to be taken more than an hour away for the work to be completed/performed.

As with transit vehicles, vans require preventive maintenance as well as maintenance in response to a problem. Electric vehicles have an advantage over some systems in gasoline-powered vehicles, as they do not need oil, spark plugs, or air/fuel filter changes. Brakes tend to wear out slower. However, tires, wiper blades, and other fluids will need to be checked regularly. In addition, the battery system tends to lose efficiency over time and will ultimately have to be replaced.

Other more involved maintenance may be required should the vehicle be involved in an accident or something unexpected go wrong. Body work or other major repairs will take a vehicle out of commission for some time, as it will likely require the vehicle being transported out of the Antelope Valley for repairs.

With the anticipated purchase of ten vans, it is likely one qualified full-time mechanic will be able to provide an appropriate level of maintenance. However, AVTA should also consider the following:

1. Designate at least one vanpool vehicle as a spare. This vehicle can be swapped out with leased vehicles to ensure they receive the appropriate maintenance (thereby allowing AVTA’s mechanic to work during regular operating hours) or used as a replacement should a vehicle need to be pulled out of service for a longer period.

2. Phase in vanpools over several weeks or months. Given many of the vans will initially be traveling the same distance for each commute, concurrent vanpool launches will result in all the vehicles coming due for maintenance at the same time. Staggering the launch of the vanpools will stagger the times at which they are due for regular maintenance.
3. Should additional vehicles be added to the fleet, it will likely become necessary to add capacity by hiring another qualified mechanic. AVTA should plan for one full-time mechanic for every ten vanpool vehicles.

Another consideration is notifying drivers that their vehicles are due for maintenance. Some kind of system will need to be established by which the vanpool mechanic notifies drivers that their vehicles are due, and arranges for a substitute vehicle if necessary.

California Vehicle Code

According to the California Vehicle Code, Division 14.8, Safety Regulations, Section 34509, vanpools are required to meet the following requirements with respect to safety and maintenance:²

- (a) *The vanpool vehicle shall be equipped with an operable fire extinguisher which is of the dry chemical or carbon dioxide type with an aggregate rating of at least 4-B:C and which is securely mounted and readily accessible.*
- (b) *The vanpool vehicle shall be equipped with a first aid kit, conforming to the minimum requirements for school buses. First aid kits shall be readily visible, accessible, and plainly marked "First Aid Kit."*
- (c) *The vanpool vehicle shall be regularly and systematically inspected, maintained, and lubricated in accordance with the manufacturer's recommendations, or more often if necessary to ensure the safe operating condition of the vehicle. The maintenance shall include, as a minimum, an in-depth inspection of the vehicle's brake system, steering components, lighting system, and wheels and tires, to be performed at intervals of not more than every six months or 6,000 miles, whichever occurs first.*
- (d) *Operators of vanpool vehicles shall document each systematic inspection, maintenance, and lubrication and repair performed for each vehicle under their control. Required records shall include services performed, the person performing the service, the date, and the mileage on the vehicle at the time of the repair. The records shall be maintained with the vehicle for one year, and shall be presented upon demand to any authorized representative of the California Highway Patrol.*
- (e) *Vanpool vehicles being operated pursuant to the exemptions specified in this section shall display, upon the rear and sides of the vehicle, a sign or placard, clearly visible and discernable for a distance of not less than 50 feet, indicating that the vehicle is being used as a vanpool vehicle.*

²https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=VEH&division=14.8.&title=&part=&chapter=&article=

Insurance

Insurance protection specifically designed to cover vanpools must be obtained by AVTA. It should be a commercial auto liability policy that may cover general liability, physical damage, and bodily injury and property damage liability. AVTA should consult with its insurance broker to determine what coverage is required and what level of coverage is desired.

The California Joint Powers Insurance Authority was formed as a municipal self-insurance pool to provide California cities with appropriate liability protection. This may be one source of additional insurance to specifically cover vanpools.

Operations

Prior to launching the vanpool program, all procurement, policies, and procedures must be established, along with ensuring the program is appropriately staffed and supported by technology (i.e., online payment capabilities). Below is a punch list of operational considerations that would be required to launch an in-house vanpool program:

- Identify program funding;
- Conduct vehicle procurement;
- Construct and activate charging stations;
- Brand vehicles;
- Equip vehicles with required safety equipment (i.e., first aid kit, fire extinguisher);
- Develop program policies and guidelines, including;
 - Rider and driver applications,
 - Driver manual,
 - Driver logs and reporting guidelines,
 - Payment guidelines,
 - Program pricing;
 - Emergency/accident procedures;
 - Guaranteed ride home program; and
 - Participation guidelines (including requirements regarding notification when a rider or driver wishes to leave their vanpool).
- Hire and/or designate staff:
 - Full-time mechanic qualified to work on battery-electric vehicles, and
 - Part-time program coordinator to manage applications, payments, and serve as a point of contact (could be integrated into an existing customer service position);
- Secure appropriate insurance;
- Develop protocol for maintenance notification;
- Determine how service will be implemented (phased or as demand warrants; certain initial locations or open to the Antelope Valley as a whole depending upon demand);
- Create and distribute marketing materials;
- Promote program and solicit participation;
- Process driver and rider applications (including appropriate background checks for driver applicants);
- Make vanpool assignments based on work schedules and locations;
- Assign vehicles to vanpools;
- Establish a start date for each vanpool; and
- Process initial monthly payments.

Once the program has been established and the vans are in service, the following will need to be done on an ongoing basis:

- Preventive and as-needed maintenance of the vehicles,
- Process of monthly payments;
- Process new rider applications and assignment to a vehicle as appropriate; and
- Process driver logs (for reporting purposes) on a monthly basis.

Driver qualification

Being the driver of a vanpool does not require a commercial driver's license. However, the California Vehicle Code does stipulate that the driver must meet the same medical requirements that would be required for a Class B commercial license and keep a statement in the vehicle that he/she has not been convicted of reckless driving, drunk driving, or a hit-and-run offense in the prior five years.

Per to the California Vehicle Code, Division 6, Drivers' Licenses, Article 3, Section 12804.9:³

A driver of a vanpool vehicle may operate with a Class C license but shall possess evidence of a medical examination required for a Class B license when operating vanpool vehicles. In order to be eligible to drive the vanpool vehicle, the driver shall keep in the vanpool vehicle a statement, signed under penalty of perjury, that he or she has not been convicted of reckless driving, drunk driving, or a hit-and-run offense in the last five years.

NTD reporting

As long as its vanpools are open to the public (and not restricted to a particular employers), AVTA must report vanpool (VP) data to the NTD in addition to motor bus (MB), commuter bus (CB), and demand-response (DR) data. For an in-house program, the data would be reported as a directly operated vanpool (VP-DO). The required data includes total capital and operating costs, program revenue, vehicle miles traveled, number of passengers (including the driver), passenger miles traveled, and incidents (crashes or criminal activity).

Cost data should include vehicle operations (fuel and insurance), maintenance, general administration, and capital costs. For an in-house program, these costs should be straightforward to capture. Program revenues must also be reported. Operating data should be collected on a daily basis by the vanpool driver, and reported on a monthly basis to AVTA. AVTA would then report the data to the NTD as part of its regular reporting cycle.

The NTD requires transit agencies to complete and submit to the FTA a questionnaire before beginning to report vanpool service. This questionnaire is provided in the 2017 NTD Policy Manual, which is available online.⁴ The NTD Policy Manual provides detailed instruction for vanpool reporting.

³http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=12804.9.&article=3.&highlight=true&keyword=vanpool

⁴ https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/57981/2017-ntd-policy-manual_2.pdf

Pricing

Typically vanpool pricing assumes the cost of the van amortized over its useful life, plus the costs for administration, insurance, maintenance, and fuel, is used as the basis for calculating the monthly cost of the vanpool. This cost is then split among all the riders participating in the vanpool (excluding the driver). If mileage is taken into consideration with respect to the pricing, then that would affect the monthly rate. Otherwise the monthly rate is considered a flat rate that becomes less expensive per person when more people join the vanpool. Dallas Area Rapid Transit is one agency that offers a flat-rate vanpool lease, but it does not include fuel.

Some agencies place a cap on the mileage that can be traveled for a particular rate (i.e., 1,000 miles per month). Others base pricing on the daily distance traveled. For example, Valley Metro (Phoenix, AZ) offers different pricing scales for every 10 commute miles traveled per day. Seven passengers sharing a 20-mile daily roundtrip commute would pay approximately \$61 per month, while seven passengers sharing a 50-mile daily roundtrip commute would pay approximately \$100 per month.

Program management

Application

Each individual wishing to participate in the vanpool program will need to complete an application form and return it to AVTA. Vanpool applications should be processed on a first-come, first-served basis with respect to vanpool assignments. Potential drivers will also need to complete a driver application, which goes into much greater detail regarding driving history and insurability. Draft rider and driver applications are provided in the Appendix.

Payment

An online mechanism should be established for payment of vanpool fares. We recommend utilizing automatic billing which can debit a participant's credit card or bank account for the monthly fare or accept single payments. It should have the capacity to offer credits or refunds should the need arise, as well as to apply multiple payments to the same fare (i.e., where an employer pays part of the fare and the rider pays the balance). The payment system must be able to accept employer pre-tax payments for vanpool fares, as well as the Federal government's Transportation Incentive Program card.

Departure

It is anticipated that each van would depart from its charging station in Palmdale or Lancaster. Each vanpool should have an established departure time from the charging station as well as a scheduled departure time from the workplace for the return trip. AVTA should set those departure times based on vanpool composition at the time the vanpool is initially created. It is important for AVTA to document scheduled departure times so that new riders can be added to the vanpool after it is established.

Federal pre-tax benefits

The federal government allows commuters to claim pre-tax transportation fringe benefits under Section 132(f) of the IRS Code. These benefits can either be contributions by the employer or simply pre-tax deductions from the employee's wages. A description of each type of benefit is shown below.⁵

⁵ Best Workplaces for Commuters, "Vanpool Benefits," 2005. Updated to reflect 2017 tax benefit information.

Option	Employer Tax Benefit	Employee Tax Benefit
Employers give their employees up to \$225 per month to commute via vanpool.	Employer receives tax deduction. Employer can deduct cost of benefit from corporate income for purposes of calculating corporate income taxes.	Employee receives up to \$225 per month tax-free. The employee does not pay any taxes on the value of the benefit.
Employers allow employees to use pre-tax income to pay for vanpooling.	Employer saves on payroll taxes (at least 7.65% savings). No payroll taxes are paid on the income that is set aside by the employee.	Employee saves on income tax and payroll taxes. The amount of income set aside for vanpooling (up to \$225 per month) is no longer treated as taxable salary.

In order for vanpooling to be considered an eligible transportation fringe benefit, the vehicle used to provide the vanpool is considered a “commuter highway vehicle” and must meet the following criteria:

- Seats at least six adults (not including the driver), and
- At least 80 percent of the mileage use can reasonably be expected to be for transporting employees between their homes and workplace, with employees occupying at least one-half of the vehicle’s seats (not including the driver).

These criteria mean that the vanpool vehicle must have the capacity to seat at least seven people (including the driver) and have no less than half occupancy (three riders for a seven-passenger vehicle) in order to be considered a vanpool and be eligible for the transportation fringe benefits.

Federal/Department of Defense transportation benefits

Executive Order 13150 (2000) required Federal agencies to establish a transportation incentive program in order to reduce Federal employees’ contributions to traffic congestion and air pollution and to expand their commuting alternatives. The purpose of the program is to encourage commuting by mass transportation and provide incentives to employees. The United States Air Force (through the Department of Defense) participates in the Mass Transportation Benefit Program (MTBP) formed in 2008 in response to the Executive Order. Edwards Air Force Base is considered to be “outside the National Capital Region” for the purposes of this program. All active-duty military, active Reservists, and Department of Defense civilians are eligible to participate in the Transportation Incentive Program.

Guaranteed Ride Home

A Guaranteed Ride Home program, sometimes called Emergency Ride Home, is a common benefit provided as part of a vanpool or other ridesharing program. It typically offers an alternative means of work-to-home travel in case of illness, a family emergency, or unplanned/unexpected overtime.

Most Guaranteed Ride Home programs offer a voucher or reimbursement for a taxi ride home or one-day car rental for vanpool riders in the case of a qualifying event. The qualifying event could be if the vanpool driver has to depart work early due to illness or a family emergency or stay late for unscheduled overtime, or if a rider has a qualifying event that necessitates going home early or staying late. A Guaranteed Ride Home is never provided for travel to work, even if the vanpool driver is ill or not going to work that day. It can only be used to get riders home.

In general, Guaranteed Ride Home programs are not typically heavily used. As a result, once the program is set up, it does not require significant funding support. The real challenge may be finding a taxi company that will serve Edwards Air Force Base. A voucher program would require a contract with a local taxi company, as well as a point of distribution for the vouchers. However, voucher programs are typically very easy for riders to use and do not require any cash outlay on the part of the rider. A reimbursement program would be a simpler option for AVTA, as the onus is on the rider to arrange and pay for the ride home as well as request a reimbursement for the cost from AVTA. AVTA would need to develop a reimbursement request form and procedure as part of its Guaranteed Ride Home program.

Marketing

It will be necessary to market the vanpool program to solicit riders and drivers. In order for the vanpools to be considered public transit (and reportable to the NTD), they must be open to the public and advertised as openly as AVTA's other transit programs (i.e., dedicated information page on the AVTA website). However, for a limited or phased implementation, marketing and promotion should be targeted to the employers which the vanpools will be serving. For example, if the intent is to serve only Edwards Air Force Base during Phase I, then the focus should be on actively promoting vanpools within Edwards Air Force Base rather than to the general public.

The following marketing/promotional materials are recommended:

- Informational brochure;
- Customized informational materials for key employers (if desired);
- Vehicle branding (vehicles must be clearly identified as vanpools per the California Vehicle Code);
- Driver and rider application forms;
- Dedicated web page on avta.com; and
- Social media content.

In addition, AVTA's customer service staff will need to be trained regarding the vanpool program so as to address any inquiries that are received via phone and email. A dedicated vanpool email account (such as vanpool@avta.com) should be established for inquiries as well as communications from existing riders and drivers. A phone number should also be designated as the emergency contact number for vanpool drivers or riders in the case of an accident or emergency.

Appendix

- Vanpool Rider Application Form
- Vanpool Driver Application Form



For AVTA Use Only

Date received: ___/___/___

Received by: _____

Vanpool Application Form

Thank you for your interest in AVTA's vanpool program. To enroll, complete this form, then either 1) hand it to an AVTA Customer Service Representative, 2) fax it to 661-729-_____, or 3) mail it to AVTA Vanpool Enrollment, 44210 6th St. W., Lancaster, CA 93534.

Name: _____

Phone number: _____

Email address: _____

Employer name: _____

Primary work address: _____

Work phone: _____

Home address: _____

Typical work start time: _____:_____ AM / PM (circle one)

Typical work end time: _____:_____ AM / PM (circle one)

Typical work days: Mo Tu We Th Fr Sa Su (circle all that apply)

I am willing to be: (check all that apply)

- Rider only Primary driver Back-up driver

This application form does not guarantee vanpool assignment and does not serve as an agreement between AVTA and the individual. You will be contacted regarding your vanpool assignment as vanpools are formed or as seats meeting your travel needs become available. Should the number of applicants exceed the number of vanpool openings available, applicants will be placed on a waiting list on a first-come, first-served basis.

Everything stated on this application is both true and correct to the best of my knowledge.

(Signature)

(Date)

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For AVTA Use Only
Date received: ___/___/___
Received by: _____

Vanpool Driver Application Form

I am interested in being qualified as a: Primary Driver Alternate Driver Either/both

Section 1. Personal Information

Last Name		First Name		Middle Initial
Home: Street Address			City	Zip Code
Contact email			Cell Phone	
Name of Employer			Work Phone	
Work: Street Address			City	Zip Code

Section 2. Driver Information

Drivers License Number	State	Expiration Date	Birthdate
License restrictions	Total years driving experience	Total years licensed in CA	If less than 3 full years in CA, list previous state
Have you had any accidents or moving violations during the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list with dates.			
How much travel and overtime does your current job require? (average percentage per month)			
How many days of work did you miss last year?			
What experience have you had in carpooling or vanpooling?			
Driver Record Release: The applicant authorizes the Antelope Valley Transit Authority to investigate and research driving records with the State of California and any other state and/or private agency generally used to maintain information pertinent thereto, and agrees to execute any other forms or documents necessary for such investigations.			
Driver Application Signature			Date
X			



**Antelope Valley Transit Authority
Volunteer Vanpool Driver Agreement**

Name: _____ **Van Number:** _____
(Please print – Last, First, MI) **Work Phone:** _____
(Make sure to sign the last two pages)

AGREED TO THIS _____ DAY OF _____, 20_____.

This Agreement between the authorized Volunteer Primary Driver or Alternate Driver (herein called "Driver"), whose signature appears below, and the Antelope Valley Transit Authority (AVTA) shall become effective on the date it is accepted by AVTA, as evidenced by the signature of its authorized representative.

I hereby agree to the following conditions of my participation as a Volunteer Driver in AVTA's Vanpool Program.

1. Driver represents that he/she:
 - A. Has a valid State of California Class A, B, or C driver license, or a valid driver license from another state if a Department of Defense employee, and will possess said license while operating the vehicle. If this license has a restrictive endorsement(s), Driver will comply with the restriction(s).
 - B. Will immediately (within one business day) notify AVTA's Vanpool Program Coordinator if any of the following occur:
 1. Being ticketed for or convicted of:
 - Reckless driving
 - Driving under the influence of drugs or alcohol
 - Hit and run offense
 - Fleeing from police
 - Assault with a motor vehicle
 2. Being involved in any other moving or parking violation.
 3. Being ticketed for any other moving or parking violation.

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44210 6th St. W., Lancaster, CA 93534 | 661-945-9445 | avta.com



Aforementioned notice to AVTA is required for all driving activated by the Driver, including personal driving.

- C. Understands that he/she will be disqualified from serving as Driver if he/she has been ticketed or convicted of violations listed in 1.B.1 above, or accumulates 3 points for moving violations.
 - D. May also be disqualified if his/her driving practices are deemed unsafe in the opinion of the AVTA Vanpool Program Administrator.
 - E. Will authorize AVTA to obtain his/her driving record (covering the past 5 years) from the State Department of Motor Vehicles.
 - F. Will authorize AVTA to medically evaluate Driver according to State Class B license medical requirements in order to obtain the required valid medical certificate, and will possess said certificate while operating the vehicle. Failure to pass this medical evaluation will result in ineligibility to be a Driver.
 - G. Will sign annually and will possess while operating the vehicle a current sworn statement that Driver has not been convicted of driving under the influence of alcohol and drugs, reckless driving, or a hit-and-run offense in the past 5 years.
 - H. Will be available to participate in initial and periodic basic Driver training/safety awareness orientations administered by AVTA or a designated agent.
 - I. Shall not consent to use of the vanpool vehicle by anyone other than the Primary Driver or Alternate Driver.
2. Driver agrees to use AVTA's commuter van to pick up, transport, and deliver other vanpool participants to and from pre-determined pick-up point(s) and pre-determined drop-off point(s). Driver agrees that use of the van, for the purposes described in this paragraph 2, is not being engaged in transportation as a business. Driver also agrees that no person shall be transported in the van without a valid passenger agreement on file with AVTA.
 3. Driver acknowledges and understands that he/she will only operate and use the assigned vehicle in a safe and prudent manner in accordance with all applicable laws, ordinances, rules and regulations. Any citation or violation of applicable laws and ordinances will be the responsibility of Driver. If the vehicle is involved in a violation for which Driver receives a citation, AVTA must be notified immediately (within one business day). Proof of resolution must be sent to AVTA within 20 days.

ANTELOPE VALLEY TRANSIT AUTHORITY
44210 6th St. W., Lancaster, CA 93534 | 661-945-9445 | avta.com



4. Driver understands that any vehicle assigned by AVTA to Driver is a contract to permit use of the vehicle only. Driver also understands that all keys for the assigned vanpool vehicle must be relinquished to the AVTA upon his/her withdrawal or disqualification as a Driver.
5. Driver shall return the vehicle to AVTA in the same condition as when delivered; ordinary wear and tear is expected. Upon its delivery and return, Driver and AVTA shall inspect the van and provide a jointly signed report on its condition. Damage to the vehicle, which is not attributable to a reported accident and supported by a written accident report will be the sole responsibility of Driver.
6. Driver agrees to submit monthly vanpool logs to AVTA within the first 3 business days of each month. Driver understands that participation in the vanpool program will be suspended for all Drivers unable to comply with the deadlines and requests made by AVTA.
7. Driver is allowed to use the vanpool vehicle for vanpool-related "business" at no charge. Vanpool "Business Mileage" must be documented on the monthly Vanpool Mileage Log. Vanpool "Business Mileage" will be limited to the following activities: maintenance, including van washing; AVTA-provided training; and fueling. Overtime work on the weekends or after normal operating hours, employer-sponsored training or education, field work, and other business are not valid uses and cannot be logged as vanpool "Business Miles."
8. Driver agrees to maintain a clean vehicle both inside and out. Driver will ensure the vehicle is plugged in at an AVTA charging station following the work-to-home commute so that it is fully charged for its next use.
9. If a vanpool vehicle breaks down or is damaged in an accident, AVTA will credit the vanpool participants on a prorated basis, based upon a 21-workday month, for the period of time that the vehicle is inoperable, or until such time as a back-up vehicle becomes available.
10. Driver agrees to pay all fines, including but not limited to parking tickets, forfeitures and court costs that may be assessed against AVTA and its agents which are due to Driver's unauthorized or negligent operation or misuse of the vehicle, resulting in traffic citation or criminal charges.
11. Driver will notify AVTA immediately (within one business day) of any occurrence which may affect AVTA's interest, including but not limited to: citations for violations of motor vehicle, traffic, or parking laws; suspension, cancellation, or lapse of Driver's license; defects, malfunctions, or breakdowns of the vehicle; termination of Driver's principal employment; or change of home or City worksite address and phone number.
12. Driver will report to AVTA immediately any accident involving bodily injury, death or property damage, pursuant to details included in the Accident Reporting Instructions provided to each van. Driver will complete and file written accident reports with AVTA within 24 hours of any accident. Driver will be responsible for obtaining police reports and other information directly from other participants involved in the accident. AVTA shall be responsible for giving Driver

ANTELOPE VALLEY TRANSIT AUTHORITY
44210 6th St. W., Lancaster, CA 93534 | 661-945-9445 | avta.com



instructions on obtaining damage estimates. "Accident" shall also include injury to a passenger in which no third party is involved (e.g., injury from a fall inside the vehicle or while entering or leaving the vehicle). Driver shall be required to cooperate fully with AVTA in all accident investigations and settlement. FAILURE TO REPORT AN ACCIDENT IN ACCORDANCE WITH THIS PARAGRAPH WILL CONSTITUTE BREACH OF THIS AGREEMENT.

13. Driver understands that AVTA's 's liability coverage does not apply to any other vehicle operated by Driver.
14. AVTA shall not be responsible to Driver for any loss of income, inconvenience, or other damage sustained by Driver as a result of an interruption of services to be furnished by AVTA. It is expressly understood that AVTA will not be responsible for any person's property which is lost, stolen, or damaged in or from the vehicle.
15. Driver understands and agrees that if a vehicle is being operated by Driver or with Driver's knowledge and consent under any of the following conditions, hereinafter called "unauthorized use," Driver shall be considered in material breach of this Agreement, and may be subject to disciplinary action. Unauthorized use means:
 - A. Use of the vehicle by any person under the influence of narcotics or intoxicants.
 - B. Driving in any race, speed test, or contest.
 - C. Use of the vehicle to propel or tow any trailer or vehicle.
 - D. Driving other than on a paved public highway or paved or suitable graded private road or driveway, or driving over bridges posted at three tons or less, except in an emergency.
 - E. Carrying passengers for hire or outside the scope of the regular home-to-work commute as described in paragraph 2, or of the business use allowed under Paragraph 7 of this agreement.
 - F. Driving outside the borders of the State of California.
 - G. Use of the vehicle by anyone other than Driver.
 - H. Parking the vehicle overnight other than at the AVTA charging station. The vehicle must be locked and properly secured when not in use.
 - I. Use of the vehicle without making reasonable effort to ensure that all passengers, including Driver, are wearing their seat belts, and that van doors are securely closed.



- J. Transporting formal groups such as a church groups, scout troops, athletic teams, etc.
 - K. Transporting of any property deemed hazardous by reason of being flammable, explosive, fissionable, or corrosive, or contraband material.
 - L. Loading the vehicle beyond the manufacturer's stated seating capacity.
16. Driver will notify AVTA in writing of intent to withdraw from the vanpool and/or Driver responsibilities 30 days before termination as a Driver. This 30-day notice begins once written request is received by AVTA. If Driver fails to give sufficient notice, Driver will pay up to one month's fare unless a new Driver is available immediately.
 17. AVTA has the right to end this Agreement for any reason. This Agreement may terminate if there are not sufficient qualified Drivers for the van; the van, in AVTA's sole judgment, is irreparable or unusable; or Driver or Passengers breach their obligations under their respective Agreements. Failure by Driver to comply with any responsibilities or the general provisions of this Agreement or General Rules or other directive issued by AVTA regarding vans or vanpooling shall be grounds for AVTA to discontinue, without advance notice, Driver's participation in the vanpool.
 18. Driver agrees that AVTA is providing the vanpool as a service to its Antelope Valley residents and that AVTA shall have no responsibility whatsoever regarding the vanpool other than what is expressly set forth in this Agreement.
 19. Upon termination of this Agreement, the vehicle and all documents pertaining to it shall be returned to a location designated by AVTA. This Agreement may not, without prior written consent by AVTA, be assigned or sublet.
 20. Any provision in this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining portions hereof of thereof, or affecting the validity or enforceability of such provisions in any jurisdiction.
 21. The Undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of riding in an AVTA vanpool. The Undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or cause of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstance with he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the Antelope Valley Transit Authority or any of its officers, agents, servants or employees (hereinafter "Indemnified Parties") for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise. It is the intention of the Undersigned by this instrument, to exempt and relieve the

ANTELOPE VALLEY TRANSIT AUTHORITY
44210 6th St. W., Lancaster, CA 93534 | 661-945-9445 | avta.com



Indemnified Parties from liability for personal injury, property damage or wrongful death caused by negligence.

The Undersigned, for him/herself, his/her heirs, executors, administrators or assigns agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against the Indemnified Parties, he/she shall indemnify and save harmless the same Indemnified Parties from any and all claims or causes of action by whomever made or presented for personal injuries, property damage or wrongful death.

The Undersigned has read and understands that following statutory language of Section 1542 of the California Civil Code: "A general release does not extend to claims which the creditor does not know or suspect to exist in his/her favor at the time of executing the release, which if known by him/her must have materially affected his settlement with the debtor." Having been so apprised, the Undersigned elects to and does assume all risk for claims heretofore or hereafter arising, known or unknown, arising from the subject of this release, and the Undersigned knowingly and voluntarily expressly release the Indemnified Parties from all liability on claims arising out of such matters.

The undersigned acknowledges that he/she has read the foregoing three paragraphs and is fully aware of the legal consequence of signing the within instrument.

22. All notices and/or correspondence shall be addressed to:

- A. DRIVER – at Driver’s home address or work address.
- B. AVTA – Antelope Valley Transit Authority
Vanpool Program Administrator
44210 6th St. W.
Lancaster, CA 93534

Driver’s Signature

Date

AVTA Representative’s Signature

Date



This statement is required by passage of State Assembly Bill 550 (passed 1982, effective 1/1/83) and must be in driver's possession while operating a vanpool vehicle. A copy of this page will be provided to you upon execution of the Vanpool Driver Agreement.

Please Print:

Full Name: _____

Vanpool number: _____

**SWORN STATEMENT*
Safe Driving Record**

Pursuant to Vehicle Code Section 12804.9(j), I certify under penalty of perjury that I have not been convicted of Driving Under the Influence of Drugs or Alcohol, Reckless Driving, or a Hit-and-Run Offense in the past five (5) years.

Driver's Signature

Date

**This statement is to be updated each calendar year.*

