



CHARTER POLICY

MAY 9, 2016

Amended December 12, 2016

Contents

1.0 Overview 3

 1.1 Definition..... 3

 1.2 Applicability..... 3

2.0 GPMTD Charter Policy..... 3

 2.1 Policy Overview 3

 2.2 Charter Service Exceptions 4

 2.3 Charter Service Requests 4

 2.4 Availability..... 5

 2.5 Rate 5

 2.6 Time..... 5

 2.7 Payments..... 5

 2.8 Reporting Requirements 5

3.0 Community Service Work 5

Appendix A: FTA Exempted Services..... 7

Appendix B: Service Request Form 8

1.0 Overview

1.1 Definition

Charter service is defined as **transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price**. The following features may be characteristic of charter service:

- A third party pays GPMTD a negotiated price for the group;
- Any fares charged to individual members of the group are collected by a third party;
- The service is not part of GPMTD’s regularly scheduled service, or is offered for a limited period of time; or
- A third party determines the origin, destination, and scheduling of the trip.

Transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration is also considered charter service when the following features are present:

- A premium fare is charged that is greater than the usual or customary fixed route fare; or
- The service is paid for in whole or in part by a third party.

1.2 Applicability

As a grantee of federal funds, the Greater Peoria Mass Transit District (GPMTD) is prohibited from using its federally-funded equipment and facilities to provide charter service. Although federal guidelines allow certain exceptions regarding charter service, GPMTD will not provide charter service except by direct approval of the GPMTD Board of Trustees, and only if such service rightfully falls into the “exceptions” category, as described in Section 2.2 of this policy.

Upon adoption, a copy of this policy shall be widely distributed to local government leaders and organizations interested in charter service.

2.0 GPMTD Charter Policy

2.1 Policy Overview

In accordance with federal regulations, GPMTD and its sub-recipients, contractors, and lessees will only provide charter service if such service meets the required criteria of an exception, as defined in section 2.2 of this policy. In all cases, the provision of charter service will require direct advance approval by the GPMTD Board of Trustees (a minimum of 90 days of advanced notice is required). All federally required actions must be completed as specified for charter service to be provided.

The Charter Service Regulations require that GPMTD shall ensure that its affected employees, sub-recipients, contractors, and lessees have the necessary competency to effectively use the FTA Charter Registration website. The GPMTD Assistant General Manager of Operations shall provide an overview of the FTA Charter Registration website at <http://ftawebprod.fta.dot.gov/CharterRegistration/splash-charterregistration.aspx> for any employee, sub-recipient, contractor, or lessee desiring to know more.

2.2 Charter Service Exceptions

In accordance with federal regulations, GPMTD may, at its discretion, provide the services listed below, so long as the required administrative, record-keeping, and reporting requirements are met.

- Government Officials: GPMTD may provide charter service (up to 80 charter service hours annually) to government officials (Federal, state and local) for official government business only (which can include non-transit related purposes), if:
 - GPMTD provides the service in its geographic service area;
 - GPMTD does not generate revenue from the charter service, except as required by law; and
 - At least one government official participates in the trip.

- Qualified Human Service Organization (QHSO): GPMTD may provide charter service to a QHSO for the purpose of serving persons:
 - With mobility limitations related to advanced age
 - With disabilities
 - With low income

- Petitions to the Administrator: GPMTD may petition the Regional FTA Administrator for an exception to the charter service regulations to provide charter service directly to a customer for:
 - Events of regional or national significance
 - Unique and time sensitive events (e.g. funerals of local, regional, or national significance that are in the public's interest)

There are certain services that are exempt from the Federal Transit Administration's Charter Bus Service Rule (See Appendix A). GPMTD may provide exempted services without notification to registered charter providers, record-keeping, or quarterly reporting.

2.3 Charter Service Requests

In general, the Director of Federal Programs will coordinate all requests for charter service, and will inform inquirers about GPMTD's Charter Policy. Requests for charter service must be made at least 90 days in advance of the proposed date of service.

Parties requesting charter service must fill out the Service Request form (See Appendix B). Once completed, the Service Request form must be forwarded to the Director of Federal Programs.

The Director of Federal Programs will review the request to determine eligibility. If the service is ineligible, the Director of Federal Programs will notify the requestor, and will keep an electronic copy of the denial, along with any supporting documentation, for a period of three years. The Director of Federal Programs will direct requestors to the FTA Charter Registration website for a list of private charter operators.

If the Director of Federal Programs determines the requested service to be eligible under one of the exceptions defined in Section 2.2 of this policy, the request will be taken to the Program Development Committee for preliminary review and the Board of Trustees for final approval or denial. The Director of

Federal Programs will notify the requestor of the approval or denial, and will keep an electronic copy of the approval or denial, along with any supporting documentation, for a period of three years.

GPMTD operations staff may respond to inquiries for charter service. If the proposed service is deemed ineligible, operations staff may decline to provide the service without coordination with the Director of Federal Programs.

If the proposed service is eligible, or if operations staff is unsure whether the proposed service is eligible, operations staff will forward the inquiry to the Director of Federal Programs, who will provide the requestor with GPMTD's Charter Policy and the Service Request form (see Appendix B).

2.4 Availability

Given GPMTD's peak bus requirements, GPMTD will generally only charter vehicles in off-peak hours of operation. All charter service will be subject to available resources.

The origin and destination of all chartered trips must be within the GPMTD geographic service area.

2.5 Rate

The rate charged for charter service will be set by the General Manager, and will be evaluated and modified (if necessary) on an annual basis.

2.6 Time

The number of billable charter service hours will be determined by the number of hours payable to the vehicle operator for delivery of the charter service.

2.7 Payments

Upon approval of charter service, an authorized agent of the chartering party will be provided with a cost estimate for the service. The chartering party will be invoiced for the balance due after service has been provided.

2.8 Reporting Requirements

If GPMTD provides charter service in accordance with one or more of the exceptions listed in Section 2.2 of this policy, the Director of Federal Programs or a designee shall adhere to the federal reporting requirements, pursuant to 49 CFR Part 604.12.

3.0 Community Service Work

According to FTA regulations, transportation service provided to a third party for exclusive use of a bus or van is not considered charter service if GPMTD provides the service free of charge. GPMTD may not accept a negotiated price of any kind, including in-kind payments or advertising.

GPMTD recognizes the importance of giving back to our community. As such, GPMTD will set aside a maximum of one thousandth (0.1%) of the total annual GPMTD operating budget for community transportation service each year. This budget amount is a maximum, and should not be viewed as a prescribed or mandated level of community service funding.

The total monetary budget for community service work will be translated into a set number of service hours based on the variable cost of providing one hour of bus service, which is set each fiscal year. No single community organization shall be allowed to receive more than 15% of the total annual service hours available.

The community service budget will be evaluated annually by the Program Development Committee, and will go through the GPMTD Board of Trustees for final approval.

Requests for community service will be reviewed and approved by GPMTD's Program Development Committee on a case-by-case basis. The request must also go through the GPMTD Board of Trustees for final approval or denial. Requests for community service work must be made at least 90 days in advance of the proposed date of service.

Appendix A: FTA Exempted Services

The following services are exempt from the Federal Transit Administration's Charter Bus Service Rule, and may be provided by GPMTD without notification to registered charter providers, record-keeping, or quarterly reporting.

- Transportation of Employees, Contractors, and Government Officials: GPMTD may transport their employees, other transit systems' employees, transit management officials, transit contractors and bidders, government officials and their contractors, and official guests to or from transit facilities or projects within its geographic service area or proposed geographic service area for the purpose of conducting oversight functions such as inspection, evaluation, or review.
- Emergency Preparedness Planning and Operation: GPMTD may transport their employees, other transit system employees, transit management officials, transit contractors and bidders, government officials and their contractors and official guests, for emergency preparedness planning and operations.
- Section 5310, 5311, 5316 and 5317 Recipients: The Charter Bus Service Rule does not apply to transportation services funded under 49 U.S.C. 5310, 49 U.S.C. 5311, 49 U.S.C. 5316, or 49 U.S.C. 5317. This includes transportation services for human services agencies and FTA target populations, including the elderly and individuals with disabilities.
- Emergency Response: GPMTD may provide service for up to 45 days for actions directly responding to an emergency declared by the president, governor, or mayor, or in an emergency requiring immediate action prior to a formal declaration.

Appendix B: Service Request Form

Greater Peoria Mass Transit District Service Request

Requesting Organization: _____

Address: _____

Authorized Agent: _____

Title: _____ Email: _____

Date of requested service: _____

Origin of trip: _____ Time: _____

Destination of trip: _____ Time: _____

Round trip? Yes No Time of return trip: _____

Purpose of trip: _____

Number of passengers: _____ Number of disabled passengers: _____

Type of vehicle requested: _____

For GPMTD use only

Routing: _____

Start Time: _____ End Time: _____

Availability of type of vehicle requested: Available Not Available

Confirmed by: _____

Assistant General Manager of Operations

Eligibility: Qualified Human Service Organization (attach documentation)

Elected or appointed government official

Petition to the Administrator

FTA Exempted Service

Community Service Work

Approved: _____

Director of Federal Programs

Rate (if applicable): _____ Concurred: _____

General Manager

Denied: _____ Reason for Denial: _____

Director of Federal Programs