

## Agency Name

### Transit Policies and Procedures

<b>Subject</b>	Transportation Steering Committee
<b>Section</b>	Agency Information
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

#### **Purpose**

Assemble a committee to provide advice and recommendations regarding the agency's transit program.

#### **Definitions**

*Transportation Steering Committee:* A local committee comprised of transportation providers, purchasers, and consumers to assist in determining local needs.

#### **Procedure**

Define how many members should serve on the committee, how those members will be selected, and how long they will serve. The committee should be diverse and should represent providers, purchasers, and consumers. Develop a schedule defining how often the committee should meet and clearly outline their role.

#### **Responsibilities**

The Transit Director should confer with department directors to appoint a committee and regularly meet with them.