

Agency Name

Transit Policies and Procedures

Subject	Agency Mission Statement
Section	Agency Information
Effective Date	
Approved By	
Approval Date	

Purpose

Create a statement which identifies the transit agency's purpose for existence and overall goals.

Definitions

Mission statement: A formal summary describing the purpose and goals of an organization.

Procedure

Develop a statement to express the transit agency's purpose and goals. The statement should include the target audience and/or service area, a brief description of service, and what makes the transit service unique.

If the transit agency is part of a larger organization, the transit mission statement should tie in with their mission statement.

Responsibilities

The Transit Director should confer with department directors to develop the mission statement. The statement should be approved by any applicable governing board.

Example

"The mission of the Alabama Transit Program is to provide a safe, efficient, environmentally sound intermodal transportation system for all users. The program also seeks to facilitate economic and social development and prosperity through the efficient movement of people and goods and to facilitate intermodal connections within Alabama. ALDOT must also demand excellence in transportation and be involved in promoting adequate funding to promote and maintain Alabama's transportation infrastructure."