**Agency Name**

**Transit Policies and Procedures**

|  |  |
| --- | --- |
| **Subject** | Service Hours |
| **Section**  | Agency Information |
| **Effective Date** |  |
| **Approved By** |  |
| **Approval Date** |  |

**Purpose**

Establish operational hours for providing public transportation.

**Definitions**

*Service Hours:* A set of specific times that transit service is available.

**Procedure**

Determine which days transit service will be offered and the start/end times for each day. Specify any holidays when service will not be offered. Define any other instances when service may not be offered such as inclement weather, natural disaster, or health pandemic. Accessible service should be offered during the same days and hours as non-accessible service.

Publish service hours in brochures and rider’s guides.

**Responsibilities**

The Transit Director is responsible for compliance with this policy.

**Example**

*The Transit System will operate Monday through Saturday during the following hours:*

*Monday:* *6:00 AM to 6:00 PM*

*Tuesday: 6:00 AM to 6:00 PM*

*Wednesday: 6:00 AM to 6:00 PM*

*Thursday: 6:00 AM to 6:00 PM*

*Friday: 6:00 AM to 6:00 PM*

*Saturday: 8:00 AM to 4:00 PM*

*Sunday: No Service*

*Out-of-County Service*

*Monday: 10:00 AM to 6:00 AM*

*Wednesday: 10:00 AM to 6:00 AM*

*Friday: 10:00 AM to 6:00 AM*

*Holidays*

*The Transit System will be closed in observance of the following holidays:*

*New Year’s Day (January 1st)*

*Memorial Day*

*Independence Day (July 4th)*

*Labor Day*

*Thanksgiving Day*

*Limited service on Christmas Eve (December 24th)*

*Christmas Day (December 25th)*