

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)