



Policy number: MT-007	Dates: Adopted 5/17/2005 Revised 5/13/2013 Revised 4/28/2015
Policy Title: Transit Service Modification Policy	Department: Planning Department/Mass Transit

The Federal Transit Administration (FTA) requires all recipients of federal transit funds to adopt a policy for soliciting public comment on major service modifications. The objective of the policy is to establish mass transit guidelines for service reductions and enhancements that give the public sufficient notice to learn about and to comment on service modifications.

#### Definitions

- Major Service Modification means a change that impacts more than 20 percent of service based upon the decrease or reduction in route mileage or changes in service hours of a route.
- Service Enhancement means improvements made to the current service such as increasing service hours, reducing headways, adding a new route, realignment of routes or any other type of change that improves the quality of the service currently provided.
- Temporary Service Change means short term changes to routes caused by road construction and maintenance, road closures, emergency road conditions, fiscal crisis, civil (and labor) disputes, or any other uncontrollable circumstances and seasonal service (e.g., summer service) that last for 180 days or less.
- Minor Route Shift means the movement of a route to an immediately adjacent road within the same local travel corridor. Additionally, it includes the change of access to and egress from facilities along a bus route.

#### Procedures for a Major Service Modification or Service Enhancement

Proposed Major Service Modifications and Service Enhancements will be presented to the Hernando County Board of County Commissioners for consideration prior to commencement of a public comment period.

Once the Board of County Commissioners has authorized the public comment process to begin, the Mass Transit Division will begin a minimum public comment period of thirty (30) days.

The public comment period will start on the day public notice of a proposed service modification or enhancement is advertised in the newspaper. The public notice will include information on proposed action, the address where public comments can be sent, and the date and time of the public hearing.

Information concerning the public notice will also be posted on THE Bus website ([www.HernandoBus.com](http://www.HernandoBus.com)). Other available means of public notice shall include posting on transit vehicles to communicate the proposal with the public.

A summary of public comments will be maintained by the Mass Transit Division, and provided for the public and the Board of County Commissioners to review. Upon completion of the public comment period, an advertised public hearing will be scheduled before the Hernando County Board of County Commissioners for final action. Once final action has occurred, the service modification or enhancement will be implemented in accordance with an approved schedule.

#### Procedures for Temporary and Minor Route Changes

Temporary and minor route changes are exempt from the formal process to obtain public comment for service modifications and enhancements. However, the Transit Operator and the Hernando County Mass Transit Division will make good faith efforts to inform the public and explain minor route changes. The changes will be announced to the public on THE Bus website as well as in the interior of the buses. Press releases and other forms of communicating with the public may be utilized to provide notice of the change.