



## **Updating Intercity Transit's Rules of Conduct**

# Background

- The Washington State Transit Insurance Pool (WSTIP) has developed resource documents to assist transit agencies to enact Rules of Conduct and other transit specific policies as a best practice.
- WSTIP commissioned the creation of a Rules of Conduct resource document and it was prepared by Ann Mitchell, Attorney, Christie Law Group; Seattle, Washington.

# Background

## Updated document includes the following changes:

- Article IV. Public Communications Activities, Section B. Regulation of Public Communication Activities, (updated language is in italics)
  - Posting, *projecting* or affixing flyers, pamphlets, brochures, leaflets, ***displays***, or any other written, printed, or graphic materials of any kind is prohibited.
- (d) Signs, banners, structures, ***displays***, or other paraphernalia may not be affixed to, *projected on*, or erected on Transit Agency vehicles or within or upon Transit Agency facilities or properties, except as authorized by Transit Agency or law.

# Background

## Updated document includes the following changes:

- Under Article III. Regulation of Conduct, Prohibited Conduct; Number 27.
  - Sitting or remaining in an area marked as reserved for senior citizens or paratransit customers ~~without proof of age or current paratransit ID card~~; (this language has been removed to align better with FTA guidelines).

# Background

Intercity Transit Rules of Conduct policy provides:

- a baseline for appropriate passenger conduct;
- the basis for an effective Transit Exclusion policy;
- governance on how a passenger would be excluded from service;
- provisions for the basis of exclusion, and a method of appeal;
- regulations of public communications on Intercity Transit's premises, and in regards to permitting.

# Article I.

## Introduction

- The Rules of Conduct are intended to regulate conduct occurring with Transit employees, on Intercity Transit vehicles, within or upon Intercity Transit facilities and properties, and in connection with Intercity Transit's provision of public transportation services.

# Article II.

## Definitions

### Definition example:

**M. “Intercity Transit facilities and properties”** shall mean all facilities, structures, schedule and news racks, kiosks, fare vending machines, bulletin and information boards, bus stop signs, lands, interest in lands, air rights over lands, and rights of way of all kinds that are owned, leased, held, or used by Intercity Transit for the purpose of providing public transportation services, including, but not limited to, park and ride lots, transit centers, bus shelters, and public streets and sidewalks that are used by the general public to board and alighting from transit vehicles.

# Article III.

## Regulation of Conduct

Outlines prohibited conduct on Intercity Transit vehicles, within or upon Intercity Transit facilities or property, and in connection Intercity Transit's provision of public transportation services.

Any person engaging in prohibited conduct may be restricted in the use of Intercity Transit's vehicles, facilities, or properties by Intercity Transit personnel.



# Article III.

## Regulation of Conduct

### Appeal Procedure:

- Within 15 calendar days of an exclusion, an excluded person (or their representative) may appeal in writing or by phone to Director of Operations for a review of the exclusion.
- A written decision shall be rendered by the Director of Operations within 20 calendar days after Intercity Transit's receipt of the appeal.

# Article III.

## Regulation of Conduct

### Example of Prohibited Conduct

A.5

Playing any radio, recording equipment, except the use of such equipment earphones that limit



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# Article III. Regulation of Conduct

**Keep  
your  
hands to  
yourself.**





**INTERCITY TRANSIT  
EXCLUSION ORDER**

**DATE:**

**TO:**

This letter shall serve as a Notice of Exclusion.

This exclusion is effective \_\_\_\_\_ for 30/60/90/180/365 days. Throughout this period you are barred from contact with any Intercity Transit employee or entering in or onto:

**The Olympia Transit Center, Lacey Transit Center and surrounding property.**

**All Intercity Transit vehicles, facilities, and properties.**

Failure to comply with this Exclusion Order shall be grounds for criminal prosecution for trespass.

This action is being taken because:

If you wish to appeal this decision, you need to contact the Director of Operations, in writing at the address below, or by phone at the number listed below, within 15 calendar days of the effective date of this Exclusion Order. You may request a hearing or a review without a hearing based on a written statement why you believe this exclusion is invalid or improper. **This exclusion will remain in effect throughout the appeal process.**

Operations Supervisor

**NOTES:**

Intercity Transit, P.O. Box 659, Olympia, WA 98507-0659 • 360-786-8585

Distribution: White - Customer      Yellow - Supervisor      Pink - Security      Gold - Director of Operations

Rules of Conduct, Appendix 1, Exclusion Order



# Article IV.

## Public Communication Activities

Intercity Transit is, within reasonable limits, authorized to regulate the time, place, and manner in which persons engage in public communication activities.

Office Use Only  
Permit #

**INTERCITY  
TRANSIT  
APPLICATION**

**PERMIT TO ENGAGE IN PUBLIC COMMUNICATION ACTIVITIES**

*Please fill out form and attach all requested information.  
Incomplete applications will not be considered.*

1. Applicant Information:

Name

Address

#/Street

City

State

Zip

Contact Number(s)

2. Sponsor/Promoter/Organizer Information (if different than above):

Name

Address

#/Street

City

State

Zip

Contact Number(s)

3. Give a short description of the nature of the activity and its purpose:

Description:

Purpose:

4. Activity Information:

**Location requested: (check one)**

Olympia Transit Center

Amtrak Depot

Lacey Transit Center

Other

Dates/Times requested:

Start Date:

End Date:

Daily Start Time:

Daily End Time:

Rules of Conduct, Appendix 2, Application



**INTERCITY TRANSIT  
PERMIT**

TO ENGAGE IN PUBLIC COMMUNICATION ACTIVITIES

PERMIT Number:

Intercity Transit, 526 Pattison SE, Olympia, WA 98501 hereby authorizes:

(The "Permittee"), to engage in Public Communication Activities under the terms and conditions set forth herein.

The days and hours of use are limited to:

Permittee may conduct Public Communication Activities at:

**Restricted to the area designated on the attached diagram.**

The following group is the only one permitted to conduct Public Communication Activities:

Permittee shall use the premises for the purpose of:

The Permittees will be required to have this Permit on their person (or with group) when engaged in their activity, and to present the Permit to Intercity Transit and security personnel upon request. This Permit may not be reproduced or altered in any manner. Reproduced or altered permits will be considered invalid and confiscated. The holder of the invalid permit will be required to cease their activity until a valid permit is obtained. Any other use whatsoever is specifically prohibited. Permittee's use shall comply with the Rules of Conduct.

DATED this                      day of  
Intercity Transit

By:    Emily Bergkamp, Director of Operations

Rules of Conduct, Appendix 3, Permit



# Questions?

Emily Bergkamp

Director of Operations

360-705-5889



thank you!