

# LOUDOUN COUNTY TRANSIT BUS USE POLICIES



## USE OF LOUDOUN COUNTY TRANSIT BUS SERVICES

**EQUAL ACCESS:** This policy shall apply to all groups and individuals that seek to use the Loudoun County Transit Bus services. No group or individual shall be excluded from equal access to Loudoun County Transit Bus services because of considerations of race, color, religion, sex, disability, national origin, political affiliation or any other basis prohibited by law. However, use may be denied or terminated if there is a violation of the rules set forth in this policy and/or if the use poses health, safety or general welfare risks.

**DENIAL OF USAGE:** The County reserves the right to deny use if an individual is in violation of the rules set forth in this policy or if the individual poses health, safety or general welfare risks.

**REMOVAL AND BAN:** Any person found not to be in compliance with the Loudoun County Transit Bus Use Policy may be asked to leave the Bus or Park & Ride lot, or Bus Stop or may be prohibited from boarding the Bus or using the Park & Ride lots at the time of the incident and/or in the future.

**BANNING AN INDIVIDUAL FOR NON-COMPLIANCE:** County Staff and the County's Contractor (including operators/drivers) have the authority to request any individual who is acting in a manner contrary to this policy to immediately stop this behavior. If the behavior does not stop, they have the authority to request the individual to leave the Bus or Park & Ride lot or Bus Stop or deny boarding.

The County Administrator has the authority to ban an individual who is in non-conformance of the policy to protect the health, safety and general welfare of citizens of Loudoun County and riders of Loudoun County Transit Commuter Buses. If an individual wishes to appeal their ban, the individual has the right to contact the County's Facility Ban Appeals Officer by calling the Office of the County Administrator at 703-777-0200 to discuss or contest his/her ban. After investigation into the facts of the incident and discussion with involved parties (including the County Administrator), the Appeals Officer may modify or rescind the ban or keep the ban in place.

During the pendency of the ban and pursuant to §18.2-160.2 of the Code of Virginia, "Any person who enters or remains upon or within a vehicle operated by a public transportation service without the permission of, or after having been forbidden to do so by, the owner, lessee, or authorized operator thereof is guilty of a Class 4 misdemeanor." If a banned individual returns to the Commuter Buses or Park & Ride lots, the individual will be reported to the Sheriff's Office.

**PURPOSE:** To establish rules, guidelines and procedures regulating the use of Loudoun County Transit Buses, which includes Commuter Buses, Metro Connections Buses, all Local Buses and any future County managed transit bus services, which help provide for a safer and enjoyable service environment.

**OVERALL RULES AND POLICY GUIDELINES:**

This Loudoun County Transit Bus Use Policy is established by the Department of Transportation and Capital Infrastructure under general authority granted by the County Administrator.

**The following apply while on any Loudoun County Transit Bus (“Bus”) or in a Park & Ride lot or at a Bus Stop:**

1. It is prohibited to use or be under the influence of alcohol or illegal drugs, or possess an open receptacle containing an alcoholic beverage.
2. It is prohibited to deposit trash anywhere but in a receptacle. If there is no receptacle, take the trash with you.
3. It is prohibited to obstruct the access of individuals or vehicles to a Bus Stop, Park & Ride lot or Bus.
4. It is prohibited to deliberately leave a bag or other personal belongings unattended at a Loudoun County Park and Ride or Bus Stop, for the purpose of reserving a spot in line.
5. It is prohibited to use abusive, threatening or obscene language, or shout, make a loud noise, or play an electronic device (ex. MP3 player, Game Player, Computer, etc.) without earphones. Volume must be at a level so as not to disturb other passengers.
6. Smoking is prohibited on Buses or while in line at Park & Ride lots or Bus Stops. Further, it is prohibited to light matches or engage in activity that causes the release of fumes, dust, or smoke.
7. It is prohibited to gamble, solicit money or services, sell or take orders for merchandise or services.
8. Other than County approved and provided advertisements, notices and information, the posting of advertisements, order forms, flyers or any other materials on Buses or at Park & Ride lots or Bus Stops is prohibited.

9. With the exception of a service animal, animals are prohibited on the Bus.
10. It is prohibited to inappropriately touch, or to harass, threaten or intimidate another by words or actions.
11. It is prohibited to bring a concealed firearm onto a Park & Ride lot, Bus Stop or on a Bus, unless in possession of a valid permit to do so under the Code of Virginia or Federal law. Any other weapon not classified as a firearm may not be brought onto a Park & Ride lot or a Bus or at a Bus Stop.
12. It is prohibited to engage in disruptive behavior such as extreme, excessive or repeated behavior that significantly and adversely impairs the ability of a County employee or County Contractor to perform his/her work in an efficient and effective manner, or behavior that significantly and adversely impacts the ability for riders, residents, business-owners, and/or visitors to receive and/or use the Bus services in a friendly, courteous, safe and business-like manner.
13. The temperature on the Buses is set at 68 degrees. Inform the operator if you are experiencing extreme cold or hot conditions in your part of the bus. He/she may not be aware if there is an issue with the temperature in the rear of the bus. Remember every individual interprets being hot and cold differently, so riders may wish to carry a sweater or jacket.
14. Loudoun County Transit Buses comply with the Americans with Disabilities Act.
15. The Priority Seating Policy is fully compliant with the Federal Transportation Act (FTA) and Department of Transportation (DOT) regulation **49 CFR §37.167(j)** for Priority Seating. Priority seats are designated as the seats in the front row, as well as the seats marked with a handicap sticker. The seats identified with the handicap sticker are located about midway on the Commuter Bus and are seats that may have to be moved should a wheelchair passenger need to be transported.

**The following apply to the Commuter Bus Service only:**

1. Only limited snacking is permitted.
2. Bicycles on Buses. For security reasons, Bus passengers who want to put a bicycle in the underneath luggage compartment must provide a completed “Bike on Bus” registration card to the County. Cards are located on the Loudoun County government website at [www.loudoun.gov/bus](http://www.loudoun.gov/bus). For the specific bus stop locations where bicycles can be placed on the Buses, please visit [www.loudoun.gov/bus](http://www.loudoun.gov/bus).
3. Carry-on items are permitted if placed in the overhead luggage compartments, beneath the seat in front of you or on your lap. No item may be stored in the aisle or on a seat. The Bus operator is not permitted to open the underneath compartments to store luggage or parcels for passengers.
4. For those Buses with reclining seat backs, seat backs must remain in their full upright position until the Bus has left its last boarding location of the morning or afternoon. Once the Bus has departed its last boarding location, passengers may carefully recline their seatbacks after politely notifying the passenger sitting behind them. The personal space of other passengers is to be respected.

**The following apply to the Commuter Bus Service and the Metro Connect Bus Service:**

1. When using cell phones one must use a silent mode or low volume ring tone and keep calls brief (less than five minutes). One must speak quietly when using a cell phone or when conversing with other passengers.
2. The Buses accept two forms of fare payment: SmarTrip card or cash. Published fare is required. No change is provided. If filling a SmarTrip Card, the currency denominations accepted on the Buses are \$1, \$5, \$10, \$20.

3. Lost and found items left on a Bus are turned over to County Staff as soon as possible. Passengers may call or email the County to check on the status of a lost item at 703-771-5665 or [rideshare@loudoun.gov](mailto:rideshare@loudoun.gov). Items unclaimed after 30 days will be donated to charity.
4. All riders are required to pay the published fare when boarding the Bus. One child five years old or younger may ride free when accompanied by a paying adult. The child who rides free may be required to relinquish their seat if there are standees on the bus. Children five years old and younger may not stand on the Bus and will need to sit on the paying adult’s lap.

**The following apply to the Local Bus Service only:**

1. Lost and found items left on a Local Bus can be claimed by calling 571-258-3464.
2. The Buses accept two forms of fare payment: exact cash or punch passes.
3. All riders are required to pay the published fare when boarding the Bus. Children ten years old or younger may ride free when accompanied by a paying adult.

**For more information or with questions, comments or concerns, please contact Loudoun County Transit Bus services at 703-771-5665 or [rideshare@loudoun.gov](mailto:rideshare@loudoun.gov).**

**Any person found to be in violation of these rules or engaging in any of the prohibited conduct may be removed from a Bus or Park & Ride lot or Bus Stop. Refusal to leave may, among other things, subject the violator to be banned from the use of the Bus services and possibly arrested and prosecuted for criminal trespass.**

**In the event that Riders experience or witness behavior that is physically threatening, abusive, illegal, intimidating, or would otherwise require the immediate presence of law enforcement, the Rider should call 911.**