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# RULES AND REGULATIONS FOR METROBUS OPERATIONS

OCTOBER 1996

(Revised by Board resolution February 10, 2000)

**Washington Metropolitan Area Transit Authority**

600 Fifth Street, NW ! Washington, DC 20001



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## *PURPOSE*

The rules and regulations set forth in this document have been established by action of the WMATA Board of Directors. They conform to recent changes in the WMATA Compact and amplify the Compact's language by defining the specific parameters governing the approval and implementation of fare and service changes.

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## *CONTENTS OF THIS DOCUMENT*

The contents of this document accomplish the following:

1. They define the approval process for :
  - ! Fare Increase
  - ! Fare Decrease
  - ! Promotion and Demonstration Fares
  - ! Fare Reimbursement
  - ! Major Service Decrease
  - ! Major Service Increase
  - ! Minor Service Decrease
  - ! Minor Service Increase
  - ! Emergency Service Change
  - ! Experimental Service Increase
2. They define the limits of "Major" and "Minor" with respect to service increases and decreases.
3. They define the requirements of the public hearing process regarding:
  - ! Pre-Hearing Notice, including time and posting locations
  - ! Post-Hearing Record
  - ! Notice of Service Change



**WMATA  
COMPACT**

The WMATA Compact contains the following language pertinent to fare and service change rules and regulations:

**Section 62 (a):** *The board shall not raise any fare or rate, nor implement a major service reduction, except after holding a public hearing with respect thereto.*

**Section 62 (c):** *The board shall give at least fifteen days' notice for all public hearings. The notice shall be given by publication in a newspaper of daily circulation throughout the transit zone and such notice shall be published once a week for two consecutive weeks. The notice period shall start with the first day of publication. Notices of public hearings shall be posted in accordance with regulations promulgated by the board.*

**FARE  
CHANGES**

A change to any WMATA fare, parking rate or other fee shall be subject to the following public hearing and approval requirements:

Fare Change	General Manager's Approval	Board Approval	Public Hearing Required
Fare Increase		M	M
Fare Decrease		M	
Promotion and Demonstration Fares (reductions only)		M	
Fare Reimbursement		M	



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## SERVICE CHANGES

A change to any Metrobus service shall be subject to the following public hearing and approval requirements:

<b>Service Change</b>	<b>General Manager's Approval</b>	<b>Board Approval</b>	<b>Public Hearing Required</b>
Major Decrease		M	M
Major Increase		M(b)	
Minor Decrease	M (a)		
Minor Increase	M (a)		
Emergency (detour etc.)	M (a)		
Experimental Service Increase		M(c)	

- (a) Board Informed and coordination with local jurisdiction if significant cost impact.
- (b) Public hearing only if requested by Board or local jurisdiction[s] affected.
- (c) Designated period not to exceed 18 months with the option to extend the period to 24 months at the Board's discretion; Board action required to make permanent during experimental period.



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## DEFINITIONS

### Major Service Decrease

**Revenue Miles:** One or more reductions in a single year that represent a total reduction in that year of more than 20% of a line's scheduled revenue miles, or

**Route Miles:** One or more reductions in a single year that represent a total reduction in that year of more than 15% of a line's route miles, or

**Span of Service:** One or more reductions in a single year that represent a total reduction in that year of more than one hour in the hours of service on a line, or

**Boardings:** One or more eliminations of service in a year for more than 10% of a line's current riders.

### Minor Service Decrease

**Revenue Miles:** All else not included in the definition of Major Decrease cited above.

**Route Miles:** All else not included in the definition of Major Decrease cited above.

**Span of Service:** All else not included in the definition of Major Decrease cited above.

**Boardings:** All else not included in the definition of Major Decrease cited above.

*Note: All measurements of service impacts will be based on the service day of the change. As an example, the percentage reductions in a weekday decrease in Revenue Miles on a line will use the average weekday Revenue Miles on that line as a base; a Saturday change will use the average Saturday as the base, and the same for a Sunday.*



*DEFINITIONS*  
*(continued)*

**Minor Service Increase**

**Rush Hour:** Improve rush hour headways by less than ten minutes.

**Non-Rush Hour:** Improve non-rush hour headways by less than 15 minutes.

**Major Service Increase**

**Rush Hour:** All else not included in the definition of Minor Service Increase cited above.

**Non-Rush Hour:** All else not included in the definition of Minor Service Increase cited above.

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*PUBLIC*  
*HEARING*  
*PROCESS*

When fare or service changes are being considered which require, as directed above, that public hearings be conducted, the Authority shall be guided by the following parameters:

**Pre-Hearing Notice**

Fifteen days' notice, once a week for two successive weeks. Notice shall be posted in newspapers of daily local circulation, as well as in Authority offices, and on all revenue vehicles serving the public directly affected by the change. Notice shall be made by additional means as the Board may direct.



*PUBLIC  
HEARING  
PROCESS  
(continued)*

**Post-Hearing Record**

The Public Hearing Record shall remain open for five days after the hearing to receive further comments.

**Notice of Service Change**

Notice shall be posted in Authority offices and on all revenue vehicles serving the public directly affected by the change. Notice shall be made by additional means as the Board may direct.