



# Virginia Transit Association

## Award Nomination Guidelines

Every year at Virginia Transit Association's Annual Conference, awards are presented to recognize the outstanding achievements and success of the Commonwealth's transit agencies, partners, and individuals. This packet includes information on which awards are given, how to nominate award winners, and narrative guidelines.

## Application Timeline

1. Applications **are now open**
2. Applications close **March 6, 2026 at 5:00 p.m.**
3. VTA Awards Committee reviews and selects award winners
4. Award nominators notified **late-March**
5. Award Ceremony held at VTA's Annual Conference in Fredericksburg on **May 20, 2026**



# Award Narratives

## Outstanding Contribution by an Individual: Public Official & Private Sector

Describe the efforts and contributions made by an individual to improve public transportation within the Commonwealth and the results of their work. The nomination should feature an outline of the nominee's career and the scope of their work, contributions, and achievements relating to advancing public transit. Narratives may include statements, honors, or awards. Examples of public officials include, but are not limited to, legislators, city council members, transportation commission/board members, etc. Private sector individuals must belong to a Virginia Transit Association business member organization and must be nominated by a transit agency.

## Transit Employee Unsung Hero

Describe the efforts and contributions made by a Virginia Transit Association member agency employee who improved the performance of their workplace and distinguished themselves as exceptional in the past year. Individuals nominated for this award should demonstrate excellence in their professional capacity that's evident to their supervisors, co-workers, customers, or larger community. Narratives should include their attributes in leadership, teamwork, dependability, professionalism, adaptability, kindness, or any other outstanding quality. Please cite examples of how this individual **exceeded** expectations in their work assignment and qualities that distinguish this employee from others. Quotes from supervisors, co-workers, and customers describing their experiences with the nominee will be taken into consideration.



# Outstanding Community Program

The Outstanding Community Program Award nomination should give a brief yet detailed overview of the program. Evidence of the program's accomplishments over a significant period of time must be clearly illustrated. This information and format is necessary for an adequate evaluation of the program by the Virginia Transit Association Awards Committee. Please include the following:

## **Abstract**

Provide a 100-word summary of the program. Briefly describe the concern that was addressed, how it was addressed, and the results.

## **Need/Issue**

What circumstances in your community prompted the origin of the program? What particular need or issue did the program seek to address? What were the program's objectives?

## **Program**

What concrete steps were taken by the agency to address the need or issue? How were the program's objectives met?

## **Agency Role**

What role did the agency play? What specific resources—time, money, personnel—were used by the agency to help the program? How were those resources used?

## **Costs**

Describe in exact numbers the amount of money used to fund or operate the program. List all funding sources. Email metrics and data to [info@vatransit.com](mailto:info@vatransit.com)

## **Results**

Cite the tangible results of the program: Cost savings, ridership increases, customer convenience/satisfaction, operations, service improvements, etc. Explain how the program benefited the agency and the community.



# Outstanding Public Transit Marketing

Summarize the marketing project. Describe elements that make it effective, innovative, or unique. Explain the goals of the initiative and the results/response to the project. Has it been successful? How did you measure the success of the program? Could this project be transferred to other systems? Has it affected your system's ridership? Please include info on budget, quantifiable impact, and target metrics (ridership, hiring, etc.) Email budget visuals, marketing graphics, and photographs to [info@vatransit.com](mailto:info@vatransit.com)

# Outstanding Contribution by a Partner

## Formerly Outstanding Contribution by a Business

Describe the efforts or contributions made by the partner to improve public transportation within the Commonwealth. Explain the partner's achievement or contributions to the advancement of public transportation in your service area or statewide. These contributions should be above and beyond the partner's contracted services and not just be within the partner's work assignment. List statements, honors, or awards given to the partner for achievements in transit. Is the partner a member of the Virginia Transit Association?

# Helen Poore Transit Professional Distinguished Service

The Helen Poore Transit Professional Distinguished Service Award is named after Helen Poore, an outstanding transit manager of Charlottesville Area Transit from 1973-2003. She achieved national recognition as the first female Director of Transit in the Commonwealth, and was a founding member of Virginia Transit Association. This award is presented to professionals who have made exceptional contributions to public transportation over the course of their career. Please highlight the individual's career accomplishments that exemplify a life-long dedication to the field of public transit, in their locality and Virginia.



# Exceptional Safety

The Exceptional Safety Award nomination and program summary should be completed giving a brief but detailed overview of the program. Evidence of the program's accomplishments over a significant period of time must be clearly illustrated.

This information and format is necessary for an adequate evaluation of the program by the Virginia Transit Association Awards Committee. Please include the following:

## **Abstract**

Provide a 100-word summary of the safety accomplishments of the organization. Briefly describe the concern that was addressed, how it was addressed, and the measured results.

## **Need/Issue**

What circumstances in your agency or community prompted the origin of the program? What particular safety issue did the program seek to address? What were the program's objectives? What was your safety record for the past three years?

## **Program**

What concrete steps were taken by the agency to address the safety need/issue? How were the program's objectives met?

## **Agency Role**

What role did the agency play? What specific resources—time, money, personnel—were used by the agency? How were those resources used?

## **Statistical Impact**

Describe the statistical improvements as a result of the program (i.e., changes in accidents per revenue hour or mile, injuries per revenue hour or mile). Be specific showing the trend or changes in accidents/injuries as a result of the implementation of this program. Email metrics and data to [info@vatransit.com](mailto:info@vatransit.com)

## **Results**

Summarize the tangible results of the program (i.e., improved record of accidents, reduction in injuries, etc). Describe how the program affected the agency and the community to create a safer environment.



# Application Questions

## Section One: Nominee Information

1. Award Category
2. Name of individual, agency, or partner being nominated
3. Title of individual (if applicable)
4. Name of nominee's agency, partner, or organization
5. Nominee's email address

## Section Two: Nominator Information

6. Name of individual nominating
7. Title of individual
8. Name of nominator's agency, business, or organization
9. Nominator's email address
10. Nominator's phone number

## Section Three: The Abstract

11. Narrative (please limit answer to 4,000 characters)
12. Short summary (Please limit answer to 1,000 characters)
13. A 100-word blurb about your candidate/program to be read during the awards ceremony
14. Additional Materials: Include links or email attachments to [info@vatransit.com](mailto:info@vatransit.com) (Please include relevant materials to support the application including, but not limited to: media coverage, social media content, digital media, graphics and reports)



# Frequently Asked Questions

## Eligibility

Please note that only Virginia Transit Association transit agency members are eligible to win the following awards: Transit Employee Unsung Hero, Outstanding Community Program, Outstanding Public Transit Marketing, Helen Poore Transit Professional Distinguished Service, and Exceptional Safety.

## Application Process

Virginia Transit Association's Executive Director and staff do not participate in the award selection process. Only appointed members of the Awards Committee are responsible for choosing award winners. The Awards Committee is a peer group of transit professionals from across the Commonwealth.

Nominations must be submitted digitally through the Microsoft form.

The March 2nd 5:00pm deadline is firm.

There is no limit on how many nominations an agency may submit for multiple awards. However, only one nomination per award category will be accepted.

## Contact Us

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# Ready to apply?

[Awards Hyperlink](#) 

Or paste into your browser

<https://forms.office.com/r/3rysqLS1qi>

Application QR Code

