

TRANSIT 101 for the CAC

**Everything you need to know about
transit...and more.**

KITSAP TRANSIT Citizen's Advisory Committee

60 Washington Avenue, Suite 200
Bremerton, Washington

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CAC (CITIZENS ADVISORY COMMITTEE)

Mission Statement

The Citizens Advisory Committee (CAC) was created by the Kitsap Transit Board of Commissioners to advise Kitsap Transit’s senior management and directors. The CAC:

- Acts as a sounding board for policies and plans.
- Provides a communication link between the residents of the service area and Kitsap Transit’s Directors.
- Recommends plans, policies and procedures to the Kitsap Transit Board of Commissioners.
- Promotes agency accountability

Our dedication to our community and our diverse area gives us the special two-way communication link needed to achieve Kitsap Transit’s goals.

History/Description

Kitsap Transit’s Citizens Advisory Committee (CAC) was developed in 1983. It is an advisory board that meets monthly to advise the agency’s Board of Commissioners and staff, in many areas, including but not limited to:

- The preferred balance between the various types of service the agency offers
- Quality of service
- Service costs and fare-box return ratio
- Public information and marketing programs

Citizen input is essential to the success of a transportation planning process. Since the general public is both the user and the financier of all transportation systems, it is important for the community to participate in identifying transportation issues and to comment on potential alternatives.

The make-up of the Kitsap Transit’s Citizens Advisory Committee is determined both geographically and by representation from various advocacy groups. The CAC consists of members representing the following constituencies:

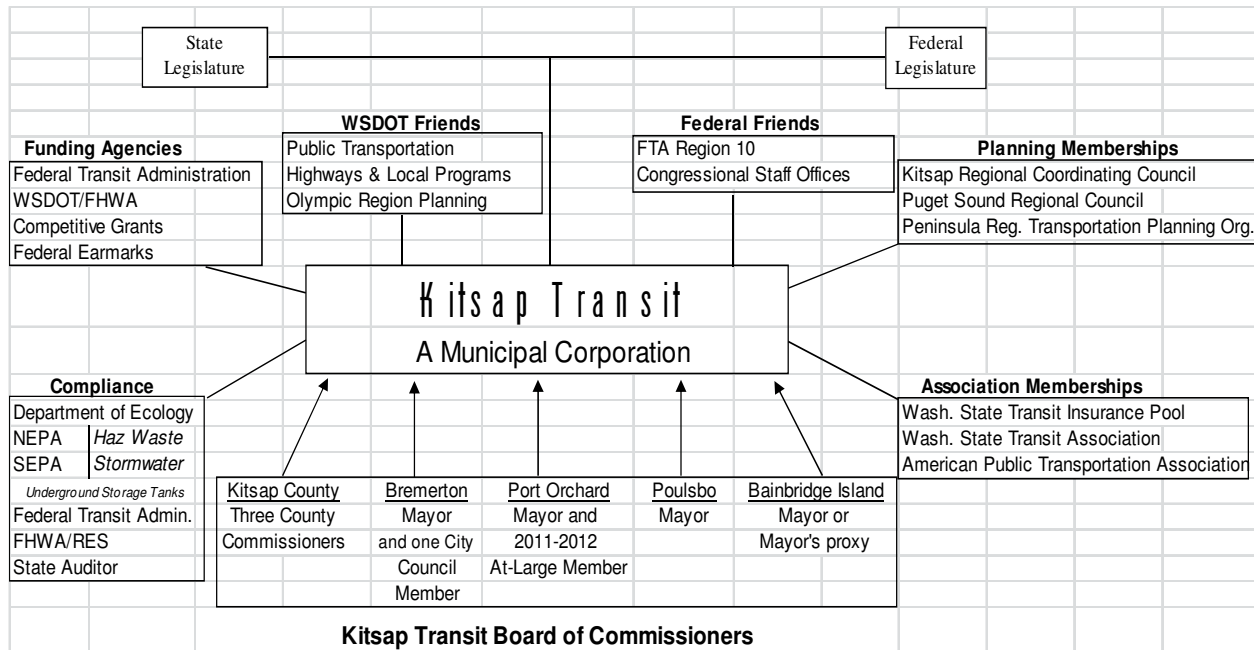
<ul style="list-style-type: none">• North Kitsap• South Kitsap• Bremerton/Central Kitsap• Senior citizens	<ul style="list-style-type: none">• Olympic College• Commuter• Regular transit rider• Puget Sound Naval Shipyard
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Members may represent one or more of these areas. While understanding that they may have been appointed by virtue of a particular position or interested they hold or represent, all members must also understand that they represent all the citizens of the service area in their work as advisory committee members.

CAC Members apply for two-year appointments, which are made by the Kitsap Transit Board of Commissioners. All members must first be nominated by the existing committee members, and then must be approved by a majority of the Board at a regular meeting before beginning full participation.

The CAC meets once a month on the second Thursday and reviews the draft agenda for the upcoming meeting of the Board of Commissioners. The CAC has generally a member to serve as the chair of the Passenger Advisory Committee on Transportation (PACT).

KITSAP TRANSIT IN THE WORLD



Kitsap Transit’s Mission Statement

- To provide excellent customer service to various publics with a variety of needs.
- To provide a primary commuter resource that is competitive with the car in key target areas, especially major employer work sites and ferry terminals.
- To provide a basic local bus and passenger ferry transportation network for those who cannot or choose not to use an automobile.
- To support cross-sound passenger only ferry service and other regional and sub-regional high-capacity services
- To help local governments manage anticipated Kitsap County growth in a manner that minimizes the negative environmental and social consequences.

Kitsap Transit’s Goals

1. Competitive with the car:

- As reliable, including backups
- As convenient, including late evening, mid-day and emergencies (Guaranteed Ride Home)
- As fast if not faster in major corridors via transit advantages (Opticom, HOV treatments/lanes)
- As comfortable

2. Transportation network for those who are without or who are unable to use a car:

- a. Safe and comfortable
- b. Reasonable hours: 8:00 a.m. to between 6:00 p.m. and 8:30 p.m. (depending upon area density)
- c. Maintain reasonable rates
- d. Convenient, especially to local shopping and medical (maximum of two transfers)
- e. Reasonable speed (half-hour wait time and trip times from two to three times as long as single occupant vehicle trip)
- f. Fully accessible and supportive of those who are disabled or frail elderly

3. Help manage Kitsap County anticipated growth:

- a. Provide higher service levels at and to "centers" within urban growth areas and along major transit corridors (per regional and local land-use plans)
- b. Integrate transit services into land-use (planning and practice)
- c. Provide for amenities which attract more transit users and enhance their commute experience
- d. Minimize investments in and expansion of road system
- e. Maximize open and green spaces
- f. Minimize air and water pollution

Management Team

NAME	TITLE	PHONE (360)	MAJOR AREAS/TASKS
John Clauson	Executive Director	Office: 478-6230 Cell: 340-2712	Directly responsible to Board of Commissioners regarding overall management of all departments. Liaison to variety of external agencies, groups and committees.
Charlotte Sampson	Executive Assistant	478-5494	Support for the Executive Director. Provides support to Department Directors as requested and administrative assistance to the CAC.
Jeff Cartwright	Human Resources Director	478-6227	Personnel/Human Resources, Risk Management, Risk Manager for Safety, Education/Training and Recruitment EEO/Title VI Officer
Wendy Clark-Getzin	Capital Development Director	478-6931	Grants and Programming; Long Range Planning; Capital Budget; Procurement; Contracts and Leasing; Federal Compliance; Design Development; Permits, SEPA/NEPA and Construction Management

Ellen Gustafson	Operations Director	Harborside: 824-4923 ACCESS: 478-5491	Routed service, <i>ACCESS</i> service and Routed and <i>ACCESS</i> Operators and Dispatch; Worker/Driver program
Hayward Seymore	Vehicle & Facilities Maintenance Director	478-6229	Vehicle acquisition and retrofitting, Vehicle Maintenance and Facilities Maintenance, Buildings & Grounds, Inventory Control
Paul Shinnars	Finance Director	824-4908	Budget, Finance Plans, Accounting and Payroll, Parts Dept., DBE Officer, Purchasing and Transit Insurance Pool Board Member
OPEN	Service Development Director		Service Planning, New routes, Marketing, Public Information, Customer Service, Statistics, Vanpools, KTFE Contract Administration, IT Services, Commute Trip Reduction, and Dept. of Emergency Management
Cathie Knox-Browning	Clerk of the Board	478-6230	Support for Transit Board, creation/ dissemination of Board Packet, internal/external communications and agency record-keeping
Ron Templeton	General Counsel	692-6415	Legal matters

Legislative Liaison

KT began employing a legislative liaison to represent its interests to the State Legislature in 2003, primarily during the Legislative Sessions, to support KT’s interests in both the general transit as well as the passenger-only ferry areas relative to state legislative activity. KT now employs liaisons year-round and the liaisons also work with the Washington State Transit Association.

In August of 2010, KT began a three-year contract with the firm of Jensen Walgren Doty Governmental Consulting, at an annual rate of \$60,000.

Memberships/Affiliations

- Community Transportation Association of America
- Kitsap Regional Coordinating Council (while KT is not a member, we attend many of KRCC’s meetings, give them funding each year, provide input on legislative agendas and participate in planning).
- Kitsap Peninsula Visitor & Convention Bureau

- Marine Transportation Association of Kitsap
- Navy League
- Passenger Vessel Association
- Puget Sound Naval Bases Association
- Society for Human Resource Management
- Washington State Rideshare Organization

COMMUNITY COMMITTEES

Kitsap Transit has three community committees. These committees represent both specific populations and ridership groups KT serves. They include the CAC, the PACT, and the TIED.

CAC (Citizens Advisory Committee)

The make-up of the Kitsap Transit’s Citizens Advisory Committee is determined both geographically and by representation from various advocacy groups (disabled, Worker/Driver riders, retired, etc.). CAC Members apply for two-year appointments, which are made by the Kitsap Transit Board of Commissioners. The CAC meets monthly on the second Thursday at the KT headquarters in the Bremerton Convention Center building. It reviews the draft agenda for the upcoming meeting of the Board of Commissioners. Below is the CAC’s 2012 meeting schedule. CAC has generally provided a member to serve as the chair of the PACT.

2012 CAC Meeting Schedule:

The CAC meets on the 2nd Thursday of each Month. We conduct a dinner meeting in August/September and December.

2012 CAC Member Roster:

Name	Representing
Claire Brown, Vice Chair	Bainbridge Island
Larry Elliott, Chair	North Kitsap
Thomas Oliver	Olympic College
OPEN	Puget Sound Naval Shipyard
Russ Holloway	Worker/Driver Commuter
Rex Nelson	South Kitsap
Don Palmer	South Kitsap
Ed Saftich	Bremerton
OPEN	KC Developmentally Disabled Advisory Board
Diane Littau	South Kitsap
Robert Roach	Bremerton

PACT (Passenger Advisory Committee on Transportation)

The purpose of this public advisory committee is to provide all ACCESS passengers and their families with a way to get more information regarding ACCESS and other major Kitsap Transit projects. There is no set roster and attendees vary.

2012 PACT Meeting Schedule:

This meeting is held on the 2nd Tuesday of every other month at 2:00 p.m. at the KT's Charleston Base, 200 Charleston Boulevard, Bremerton, WA 98312.

TIED (Transportation Issues for the Elderly and Disabled)

The purpose of this public meeting is to allow agencies that serve the elderly and disabled populations in Kitsap County to have a voice in transit affairs in the County. There is no set roster and attendees vary. TIED receives information on Kitsap Transit's upcoming projects and funding and service updates for ACCESS. This meeting is held quarterly on the 3rd Wednesday of the month at 2:30 p.m. at the agency's Charleston Base, 200 Charleston Boulevard, Bremerton, WA 98312.

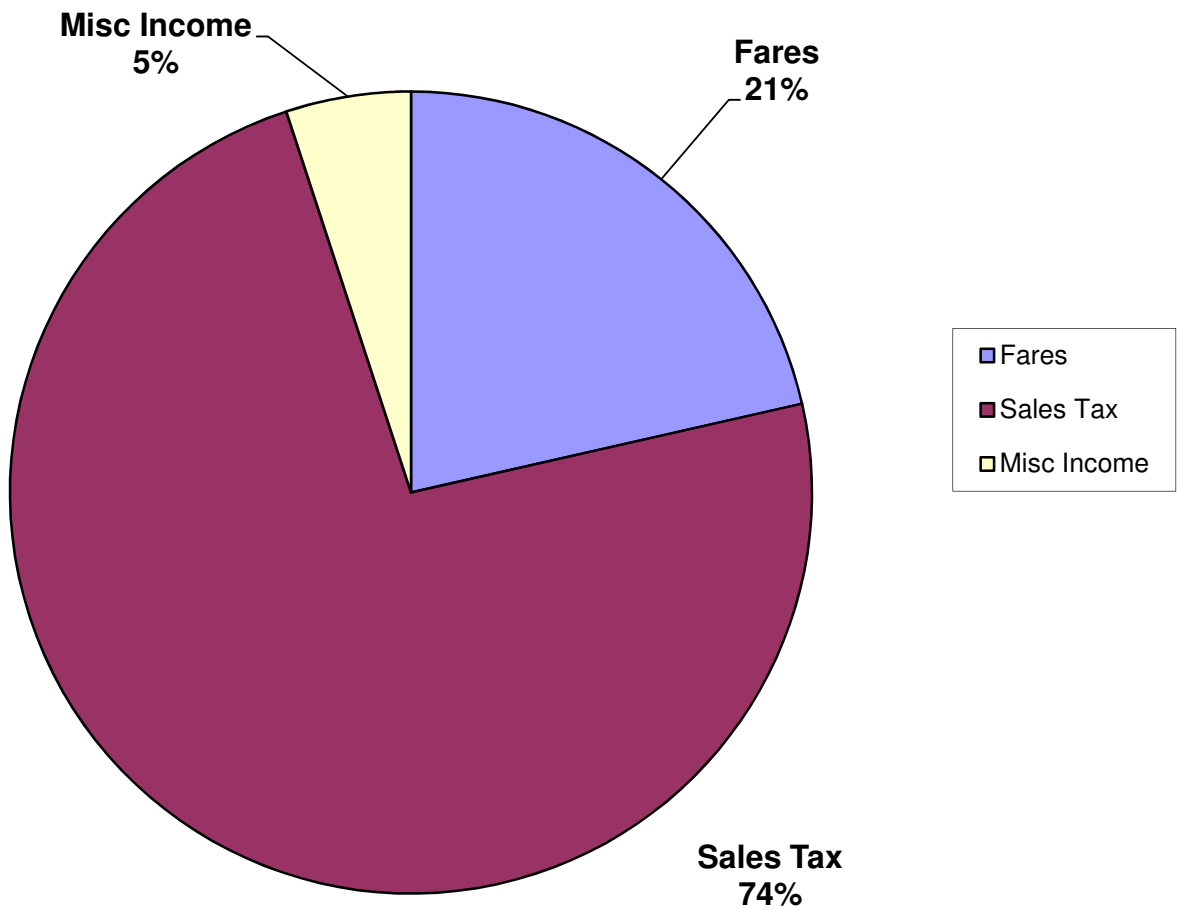
2012 TIED Meeting Schedule:

Meetings are held once per quarter on the third Wednesday of January, April, July and October. TIED include county and state agencies with missions to the elderly and disabled, several convalescent and vocational rehabilitation services (mostly private) and retirement homes.

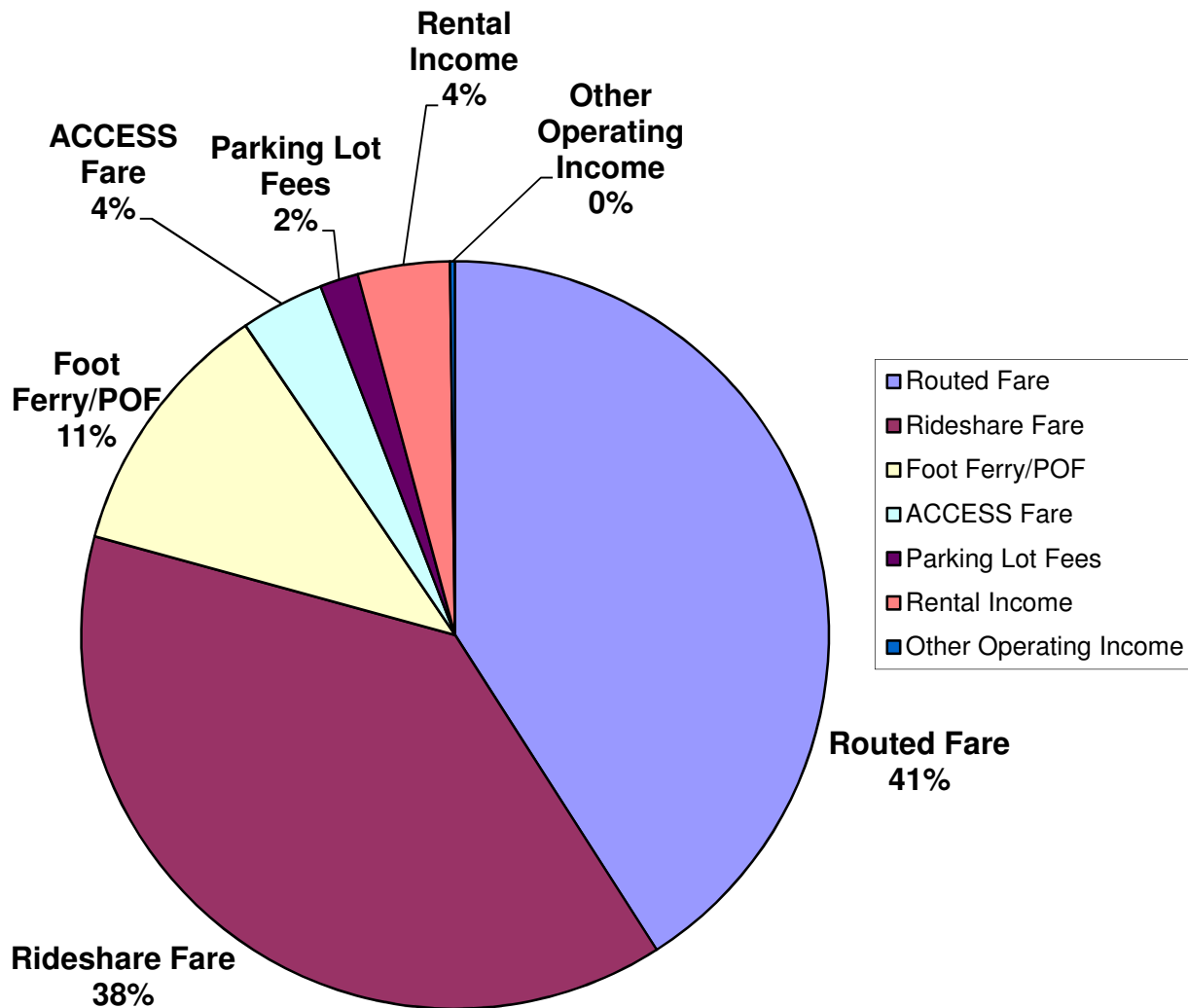
BUDGETS AND FUNDING

Kitsap Transit’s primary source of funding is a share of the sales tax collected in Kitsap County. Fares represent a small portion of the transit system income. Kitsap Transit also works hard at obtaining grants. Most grants are administered through the Federal Transit Administration, the Federal Highway Administration or the Washington State Department of Transportation, but there are several other grant sources that provide funds for specific tasks such as improving the emissions from our bus fleet.

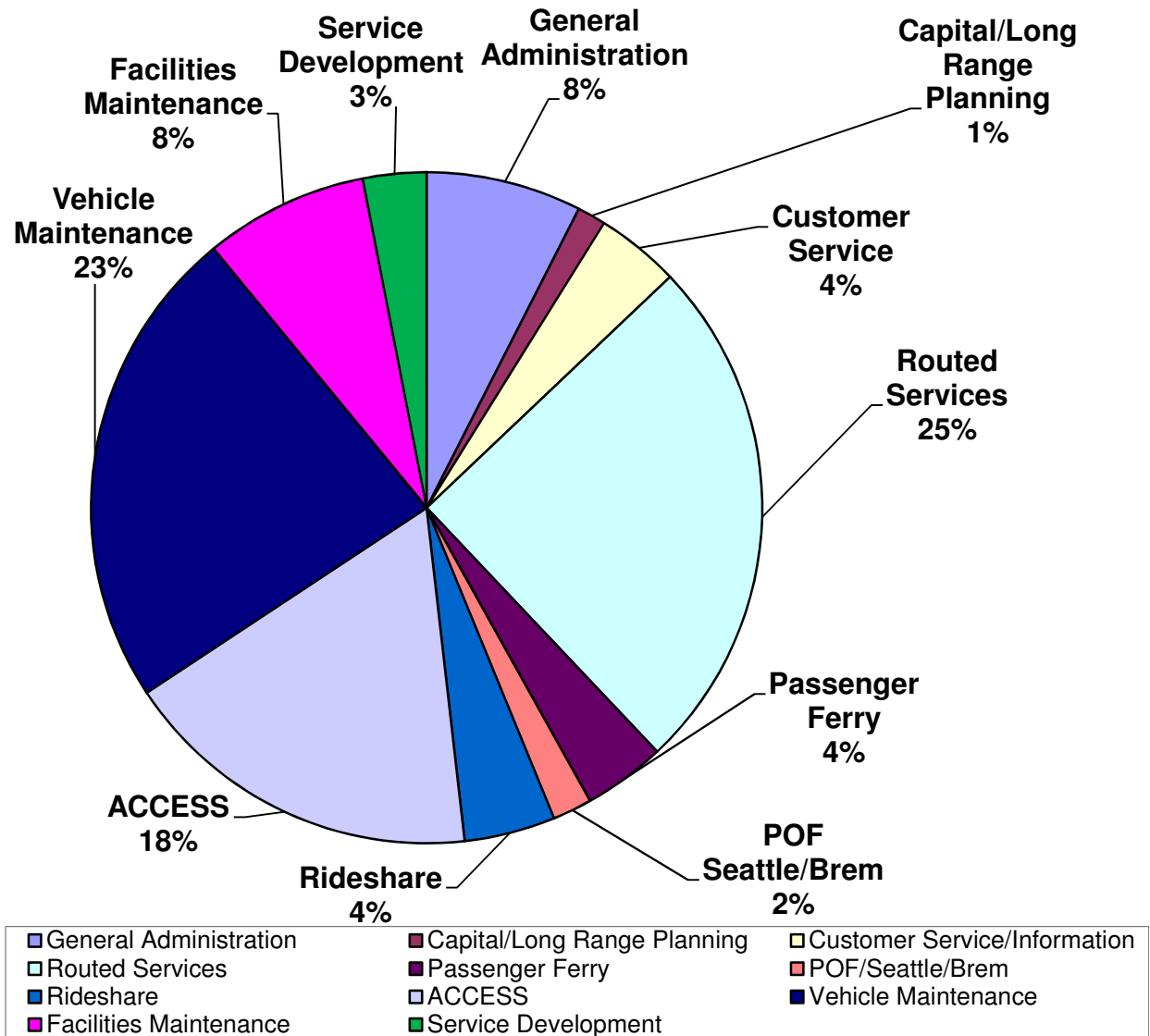
2012 Primary Income Sources



2012 Operating Income



2012 Operating Expenses



KITSAP TRANSIT FARE STRUCTURE

Fares

Fares are \$2.00 on Routed buses and the Kitsap Transit Foot Ferry (KTFF), payable with cash or E-purse loaded on an ORCA card. With a Reduced Fare or Regional Reduced Fare qualified ORCA card or a Regional Reduced Fare Permit Card, fares are \$1.00 on Routed buses and the KTFF. Fares on ACCESS (demand response) buses and Dial-A-Ride services are \$2.00, and there is a \$1.00 surcharge for outlying area service.

The agency most recently raised its fares in 2009. On April 1, all fares rose by about 33 percent; the full fare rate went from \$1.50 to \$2.00 and the reduced fare rate increased from 75 cents to \$1.00. The agency also added a \$1.00 surcharge for outlying area service in ACCESS. Service Connections

Reduced Fare Eligibility

Riders who meet the following criteria are eligible for a Reduced Fare card or Reduced Fare ORCA Card:

- Youth: Age 6-18 with proof of age,
- Low Income: Department of Social and Health Services (DSHS) low income, with proof of DSHS status and family size,
- Medicare Cardholders,
- Elderly: Age 65 and older with proof of age,
- Disabled: With proof of Medicare card, Social Security Disability benefits (40% or greater),
- Proof of Veterans Affairs disability or Supplemental Security Income benefits for a disability.

Monthly Passes

The cost for a Kitsap Transit Monthly Bus Pass is \$50.00. It is good on KT Routed service, ACCESS (eligible riders only), and KTFF.

The cost for a Kitsap Transit Reduced Fare Monthly Bus Pass is \$25.00. It is good on KT Routed service, ACCESS (eligible riders only), and KTFF. Riders must qualify for, and have an existing Reduced Fare card to purchase a reduced fare card.

ORCA Cards

The ORCA ("One Regional Card for All") Card is a contactless, stored value smart card used for payment of public transport fares in the Puget Sound region.



The fee for a standard ORCA card is \$5. Customers who hold a current Regional Reduced Fare ID card can exchange their current card for an ORCA Regional Reduced Fare card at any time at no charge. New Regional Reduced Fare ORCA card customers pay a \$3 fee. Regional Reduced Fare ORCA cards can only be issued in person at Kitsap Transit's Customer Service Office or at any of the regions ORCA Customer Service Offices.

The card fee includes the cost of the card only. To use the ORCA card on seven area transit services, riders must pay to have a monthly pass or E-purse loaded onto their card. ORCA cards can last up to five years and can be reloaded over and over. Here's how to start:

However you decide to get your ORCA card, you will need to choose between a registered card and an unregistered card. A registered card requires that you provide contact information and, if you want to access information online, create a user account. As a registered cardholder you have the benefit of balance protection if your card is lost or stolen and can view your fare transactions and card use online. You can also set up Autoload which automatically loads passes onto your ORCA card when your previous month's pass expires. If you prefer to start with an unregistered card, you still have the option of registering it at a later date.

*Until further notice, Kitsap Transit Low Income qualified riders can obtain an ORCA card at Kitsap Transit's Customer Service Office at no fee.

Other Types of Passes

Many other trip values are available. The most common for KT riders are:

- Puget Pass - \$2.00 each fare or \$72.00 a month
- Puget Pass Reduced Fare - \$1.00 Fare or \$36.00 a month
- Riders who use WSF can add a monthly ferry pass to their ORCA card, in combination with any of the passes above, to pay their fare on all the systems they ride.
- Transportation Incentive Program (TIP) pass – Free for eligible Department of Defense (DOD) employees

SERVICE CHARACTERISTICS

Kitsap Transit (KT) provides a number of transit services: Routed (also known as fixed-route), ADA accessible door-to-door service (known in Kitsap County as *ACCESS*), Worker/Driver subscription bus service, vanpool service, general public dial-a-ride service for parts of Kitsap County, and foot-ferry service. KT's system map, located on their website at <http://www.kitsaptransit.com/SystemMap.html>, shows where Fixed Route, Worker/Driver service and Kitsap Transit Foot Ferry service operates. KT enacted two sets of service changes in 2009. The first, effective Feb. 15, 2009, reduced overall service by 10 percent, including the elimination of Sunday service, to bridge a financial gap of almost \$4.5 million caused by falling sales tax income and rising operating expenses in the areas of fuel, employee wages, employee benefits, bus parts, and other core materials. The second reduction, effective Dec. 13, 2009 cut another \$700,000 of service by shortening the agency's service day on Saturday, reducing some paratransit trips in more rural areas, and eliminating some Routed service.

The number of fixed routes KT operated Monday through Friday fell from 43 to 39. Of those routes, 15 were commute-hour only routes, timed to meet ferries or shipyard work shift start/end times. The intervals between buses (headways) for routes that operated all day were mostly extended to one hour. During commute hours, many of the all-day routes were also scheduled to meet Washington State Ferries (WSF) at the Bainbridge Island, Bremerton and Southworth terminals. Weekday service hours were from 4:00 a.m. to 9:00 p.m. On Saturdays, 24 routes operated on one-hour headways between 9:00 a.m. and 7:00pm. As of Feb. 14, 2009, there was no Sunday service.

KT provides bus connection services at the following transportation facilities:

- Bremerton Transportation Center with connections to Washington State Ferries (WSF), Kitsap Transit Foot Ferries (KTFF), Mason Transit and KT bus routes
- Bainbridge Island Ferry Terminal with connections to WSF and other KT bus Routes
- Kingston Ferry Terminal with connections to WSF and other KT bus routes
- Southworth Ferry Terminal with connections to WSF
- Port Orchard Ferry Dock with connections to KTFF and other KT bus routes
- Annapolis Ferry dock with connections to KTFF
- West Bremerton Transfer Center with connections to other KT bus routes
- East Bremerton Transfer Center with connections to other KT bus routes
- Silverdale Transfer Center with connections to other KT bus routes
- Poulsbo Transfer Center with connections to other KT bus routes and Jefferson Transit
- Purdy park-and-ride lot in Pierce County with connections to Pierce Transit

In addition, KT provides service, which is open to the general public, to many of the elementary, middle and high schools in its service area, as well as both branches of Olympic College, Bremerton and Poulsbo. All but two of the W/D buses, and many vanpool vans, serve Puget

Sound Naval Shipyard (PSNS)/Naval Base Kitsap. Other vanpools serve Naval Base Bangor along with two W/D buses.

KT operates Routed and/or W/D service to 24 park and ride lots throughout Kitsap County.

Dial-a-Ride Service

Dial-A-Ride is a 'reservation' bus service that operates in specific areas of the county where commuter bus service may be available, but mid-day service is not. Kitsap Transit currently only offers Dial-A-Ride service on Bainbridge Island and in the South Kitsap end of the County. If you are traveling to a destination outside your Dial-A-Ride area, Kitsap Transit will provide transport to the nearest transfer center.

Dial-A-Ride is operated by Kitsap Transit's *ACCESS* program, which normally operates just for the elderly and disabled. Dial-A-Ride service, however, is open to any rider. Dial-A-Ride is offered on a call-in reservation basis. Riders must call the day before, but no more than 7 days before they want to take a ride.

Individual Dial-A-Ride trips may be grouped with other Dial-A-Ride or *ACCESS* service trips to the same or nearby destinations. For riders planning a trip for a scheduled appointment or to connect to another Kitsap Transit bus, the trip will be scheduled to meet those specific time needs. For trips with no specific time constraints, riders may be asked to adjust their desired trip time to coordinate with other scheduled trips in their area.

Kitsap Transit Foot Ferry

The Kitsap Transit Foot Ferry (KTFF) is Kitsap Transit's most efficient service, with the highest passenger-per-hour count (68.5pph on weekdays compared to 25pph on Routed buses and 30pph on Saturdays, compared to 21pph for Routed). The KTFF completed 440,000 passenger trips in 2010.

For years, KT bought foot-ferry trips from Horluck Transportation Company and then in 2002, the agency purchased most of the assets of the decades-old passenger ferry program that operated between the downtown areas of Port Orchard and Bremerton. KT then bid the service out to a private operator in 2003, creating the KTFF. The KT Board approved this \$1.5 million purchase of the Port Orchard dock and uplands, the "Carlisle II" ferry, the lease on the "Spirit of '76" ferry and the state franchise to operate this route.

Since then, KT has installed a much-needed, new, accessible dock and ferry terminal in Port Orchard using a multi-million-dollar federal grant. The cost was approximately \$2.3 million for the Port Orchard Intermodal Terminal, which opened in 2004. It is an ADA-accessible ferry terminal that facilitates seamless transfers between KT buses and KT passenger ferries. It replaced an unsheltered pier/ramp and float arrangement with very steep and slippery pedestrian grades at low tide and with no wheelchair accommodations.

KT has also significantly upgraded and restored the KTFF flagship vessel, the Carlisle II, a historic wooden boat that harkens back to the days of the “Mosquito Fleet”. The boat now runs clean-diesel engines and has modern navigation and air quality systems.

The latest improvements to the KTFF program are underway. In 2010, the KT Board approved the purchase and improvement of the vessel the Admiral Pete, as well as the construction of a sister/spare boat. Federal grant funds are paying for both, with match for the latter coming from either toll credits or the agency's \$18 capital surcharge on Worker/Driver and Rideshare fares.

The remodeling of the 1994-vintage Admiral Pete has extended the vessel's useful life by another 16 years and has expanded the vessel's passenger capacity from 84 to 120. It is anticipated that having a sister spare will save KT least \$50,000 a year and will also afford the agency the benefit of having two primary higher speed vessels, providing KT with nearly 100% ability to maintain the service schedule thus increasing the service reliability. An appraisal also projected a useful life for a sister spare of between 20 and 30 years. Both vessels will be outfitted with new, state-of-the-art clean diesel engines.

KTFF service runs on 30-minute intervals between Bremerton and Port Orchard from 4:30 a.m. to 8:45 p.m. on weekdays. Service hours on Saturdays are from 8:30 a.m. to 7:45 p.m. Because of budget cuts, the KT Board eliminated KTFF service on Sundays in February of 2009.

KT also provides passenger-ferry service on the Annapolis-Bremerton route that operates during morning and evening commute hours on weekdays only. KT maintains a park-and-ride lot at the Annapolis dock in Port Orchard. For more information about KTFF, including schedule information, please consult the website at <http://www.kitsaptransit.com/Footferry.html>.

Worker/Driver Program

The Worker/Driver (W/D) Program originated during WWII with the need to transport thousands of Puget Sound Naval Shipyard (PSNS) employees to and from work. This was a time of fuel rationing and the use of buses proved to be most efficient.

KT inherited 12 routes when it took over the transportation needs of Kitsap County residents in 1982. Today KT operates 30 routes; 28 to PSNS/Naval Station Bremerton and two to Sub Base Bangor, carrying more than 400,000 passengers per year. Worker/Driver (W/D) buses are driven by full time employees (“workers”) of the military facilities who are also part time employees of Kitsap Transit (“drivers”). Buses operate much like a large carpool. The driver boards their bus near their home in the morning and travels to work, picking up co-workers along the way. After work, they hop back in their bus with their co-workers and drop each off on the drive home. W/D ridership today is comprised of both civilian and military personnel. KT designs and alters W/D routes to meet the needs of passengers whenever feasible. The current service area extends from Port Gamble in the north, to Burley in the south.

Vanpools

Vanpools offer tremendous savings over the cost of commuting alone--the typical vanpooler saves more than \$3,000 a year. Kitsap Transit's Vanpool Coordinators, with the assistance of RideShareOnline.com, can help locate commuters who want to start or join a vanpool.

Vanpool Advantages:

- Less stress commuting to and from work
- Financial savings
- Reduces need for parking
- Increases free time for riders
- With High Occupancy Lanes, trips may take less time
- Reduces pollution from auto emissions
- Less wear and tear on personal vehicles
- Some employers subsidize vanpools
- Less wear and tear on roads

Kitsap Transit's vanpool program is comprised of commuter groups, ranging from five to 14 members per vanpool. Vanpools originate in the county and travel to many destinations in and outside Kitsap. Vanpools are required to have enough members to fill at least one-half the van's seating capacity, plus one, to meet the minimum ridership requirements. Vanpool fares are determined by two factors: 1) van size, and 2) estimated daily round trip miles. These factors correspond to a vanpool fare table to determine the monthly group rate. The monthly group rate covers the fuel, maintenance and insurance for the vanpool. All vanpool drivers are screened before officially becoming a vanpool driver. The screening process involves a submittal of an application packet and a copy of the applicant's complete driving record. Applicants that pass the screening stage get invited to a driver-training course and, upon successfully completing the course, become officially approved to drive

To further reduce the risk of operating vanpools, each van is on a routine maintenance schedule, which also ensures van safety and reliability.

COMMUTE TRIP REDUCTION

Washington's Commute Trip Reduction (CTR) law created a statewide program that helps develop and promote commute options in an effort to meet mandated goals.

The goals of the CTR program are to reduce traffic congestion, air pollution and fuel consumption by working with local jurisdictions and major employers to reduce drive-alone commuting. Nearly 1,100 worksites in Washington State participate in the program. The Washington State Legislature passed the CTR Law in 1991, incorporating it into the Washington Clean Air Act.

In 2006 the Legislature passed the CTR Efficiency Act (ESSBB 6566). The new CTR program officially started in January of 2008. The most significant change to the CTR law was to address the most congested urban corridors, improve local, regional and state programming and streamline decision-making.

Kitsap Transit CTR Program

Kitsap Transit has been the CTR Administrator for Kitsap County since 1993, working with the major employers to help them implement their trip reduction programs and achieve their trip reduction goals. Currently, there are 28 major employers in Kitsap County who actively participate in the CTR program.

The minimum requirements for each employer are to designate an employee transportation coordinator, distribute information about transit and ridesharing programs, submit annual reports and offer program elements that will encourage employees to use alternative travel modes. Below is the list of participating Kitsap County employers and their coordinators.

Each employer site is required to complete a report annually and survey its employees biannually on their commute modes. According to the latest survey, compiled in 2009, Kitsap County has a 56.2 % drive-alone rate, which was 9.4% lower than the drive-alone rate from the previous survey in 2007.

Employee Transportation Coordinators for Kitsap County Employers can be found on the website at <http://www.kitsaptransit.com/EmployeeTransportationCoordinatorsList.html>.

Guaranteed Ride Home

Commuters that normally walk, bike, carpool, vanpool, or take a bus to work, do not have to worry about getting home in case of an emergency under Kitsap Transit's Guaranteed Ride Home (GRH) Program. Registered commuters can get a free ride home by an authorized transportation provider, and Kitsap Transit will pay the fare.

To be eligible for a free Guaranteed Ride Home when an emergency strikes:

- The participant's employer must participate in Kitsap Transit's Guaranteed Ride Home Program, and
- The participant must be a Smart Commuter. A Smart Commuter walks, bicycles, carpools, vanpools, or takes the bus to work at least three times a week, and
- The participant must be pre-registered with their Employee Transportation Coordinator (ETC). The "[List of Employee Transportation Coordinators](http://www.kitsaptransit.org/EmployeeTransportationCoordinatorsList.html)" is available on line at <http://www.kitsaptransit.org/EmployeeTransportationCoordinatorsList.html>, or by calling Kitsap Transit at 1-800-501-RIDE.

PARK & RIDES

Part of the task of managing the County's Commute Trip Reduction law involves balancing the mix of trips between transit and the private automobile, at least during rush hour, and this means more combined commute trips and riders using their cars to reach park-and-ride lots.

KT manages 25 lots with more than 2,500 free parking spaces. In 2010, these lots posted an overall occupancy rate of 56%, down from 74% in 2009. The main reason for this sharp drop was the addition of 600 spaces to the heavily used lot at Harper Church in South Kitsap, providing capacity for the next 15 years. Several key lots, such as the Mullenix lot in South Kitsap and North Kitsap lots at Christ Memorial and Suquamish Community churches are near or above capacity. All of the Park & Ride lots operated by KT can be found on the website at <http://www.kitsaptransit.com/ParkAndRideLots.html>.

To create this network of park-and-ride lots, KT uses a cooperative lease arrangement. Most of KT's park-and-ride lots are in church parking lots. While co-op lots have disadvantages such as the lack of long-term stability, they also have several tremendous advantages. Co-ops are generally located at activity centers, are secure in terms of vehicle safety and pedestrians and bicyclists are willing to use them because they were well-known, and visible neighborhood facilities. Co-op lots are also more effective than large centrally located lots in reducing vehicle miles traveled because co-ops are scattered throughout the community. Under the cooperative lease arrangement, KT contributes between \$25 and \$63 per space per year for lot development and improvement costs.

This approach has overcome the major drawback of the original informal system; the lack of long-term dependability for riders and the agency. Aesthetic and environmental upgrades improve the community while not increasing the amount of impervious parking surface.

KT also actively seeks shared-use or joint development features for park and ride lots with any commercial development. KT tries to co-locate these lots, when possible, with commercial development. The George's Corner lot, which has short-cut sidewalk access to the adjacent newly developed commercial corner, is a good example of this type of development.

Criteria for Siting Park-and-Ride Lots

1. Minimizes total Vehicle Miles Traveled (VMT) through a dispersed mix of small, co-op lots, plus a few medium-sized 300- to 600-space collector lots, the exception at up to 1,000 spaces.
2. Minimizes congestion by siting collector lots close to major intersections and just outside of congested areas.
3. Maximizes value of transit advantages in congested corridors.
4. Uses HOV treatments, including preferential signals at major intersections and preferential highway ingress/egress, wherever possible.
5. Is accessible and visible to the community or neighborhood served.
6. Serves shoppers and other mid-day riders as well as commuters, (especially larger, corridor lots on main routes).
7. Adapts to changes or additions at WSF and KT Passenger-Only Ferry terminals.
8. Assists in the development of the overall transit system, especially core trunk routes and Bus

Rapid Transit corridors.

9. Provides good pedestrian accessibility to bus shelters and pick-up points, and eliminates the need for pedestrians to cross major highways.

Criteria for Design and Development of Park-and -Ride Lots

1. Maximizes open spaces, views and recreation features.
2. Uses facilities that support transit use (and reduce VMT further) such as child-care and laundry, but including general commercial development only where appropriate or already zoned and planned, as at George's Corner.
3. Provides security with the following features:
 - a. Open layout with ground cover and low shrubs
 - b. Co-op development for daytime on-site surveillance; churches are ideal sites
 - c. Photo-sensitive lights
 - d. Cameras providing surveillance
4. Is accessible, to ADA standards.
5. Provides on-site bicycle storage and high-quality pedestrian and bicycle paths or sidewalks/shoulders approaching the site.

SITES & FACILITIES

KT's administrative offices are located in the Bremerton Convention Center building at 60 Washington Avenue, Suite 200 in Bremerton, WA, 98337. The agency's primary maintenance and operations facility is at 200 Charleston Boulevard in Bremerton, WA, 98312. The agency also maintains a North Base maintenance facility at 21710 Vetter Road NW, Poulsbo, WA 98370 and a South Base maintenance facility at 1430 Retsil Road, Port Orchard, WA 98366.

Routed and ACCESS operators report to the Charleston Base, South Base and North Base for transit service in those areas.

KT also has a customer service office in the Bremerton Transportation Center (BTC). The BTC is a major, multi-modal center serving buses, car ferries and passenger-only ferries that opened in 2000 at 10 Washington Avenue in downtown Bremerton.

A commuter-oriented, 72-space bicycle-storage facility, "the Bike Barn", at Bainbridge Island, opened in 1999 in the center of the Bainbridge Island Transfer Center where bicycle commuters have easy access to both Washington State Ferries and KT services.

Kitsap Transit's Vehicle Fleets

- 200 Vanpool/Vanlink vehicles (mostly vans)
- 107 Routed vehicles
- 68 Support vehicles
- 61 ACCESS program vehicles
- 34 Worker/Driver buses
- 8 SCOOT cars (See the Transit Industry Acronyms at the end of the document)
- 3 ferries (does not include the prototype passenger only ferry)

Staff

- Vehicle Maintenance: 25 FTEs
- Facilities: 15 FTEs
- Inventory Control: 5 FTEs

TRANSIT DEVELOPMENT PLAN AND LONG-RANGE PLAN

Each year Kitsap Transit updates the long range plan. This plan lists things like when new buses will be required, and when new or upgraded facilities will be required. It is one of the key pieces of building the budget for the next fiscal year. The plan helps in spotting challenges in the years ahead, and minimizing surprises. The current long-range plan and other planning documents can be viewed on the website at

<http://www.kitsaptransit.com/capital/Planning.html>.

TRANSIT INDUSTRY ACRONYMS

Acronym	Definition
ADA	Americans with Disabilities Act
BRT	Bus Rapid Transit
BTC	Bremerton Transportation Center
CDL	Commercial Driver's License
CTR	Commuter Trip Reduction
ETC	Employee Transportation Coordinator
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTE	Full Time Employee
GRH	Guaranteed Ride Home
HOVs	High Occupancy Vehicles
KTFF	Kitsap Transit Foot Ferry
MOU	Memorandum of Understanding
ORCA	Regional Fare Coordination pass/fare system; stands for One Regional Card for All
POF	Passenger-Only Ferry
PPH	Passengers per hour
PSCAA	Puget Sound Clean Air Agency
PSNS	Puget Sound Naval Shipyard
PSRC	Puget Sound Regional Council
PTBAA	Public Transportation Benefit Area Authority
PRTPO	Peninsula Regional Transportation Planning Organization
SCOOT	Smart Commuter Options Of Today
SOVs	Single Occupant Vehicles
TDM	Transportation Demand Management
TDP	Transportation Development Plan
TIP	Transportation Incentive Program
TOD	Transit-Oriented Development
UGA	Urban Growth Area
VMT	Vehicle Miles Traveled
W/D	Worker/Driver Program
WSDOT	Washington State Department of Transportation