

BCDCOG

Transit and Bus Stop Design Guidelines



October 2021

APPENDIX B: CHECKLIST FOR BUS STOP INVENTORY AND MAINTENANCE FIELD VISITS

In addition to being useful for updating and maintaining this guide, bus stop data is important to facilitate planning throughout the region. The information that is currently known about CARTA bus stops is attached at Appendix G: CARTA Bus Stop Database. CARTA staff will continue to maintain this information with regular field visits and bus stop inventory updates. Additional up-to-date information for each stop should also be collected for CARTA’s bus stop inventory, and this checklist includes a list of all bus stop attributes to collect. This checklist will also be used by CARTA maintenance during regular field visits to inspect bus stops.

General Information	
Created on:	Updated on:
Stop ID #	
Stop Name	
Routes Served	
Bus direction	<input type="checkbox"/> Inbound <input type="checkbox"/> Outbound <input type="checkbox"/> Terminal
Location relative to intersection	<input type="checkbox"/> Near-side <input type="checkbox"/> Midblock <input type="checkbox"/> Loop <input type="checkbox"/> Far-side <input type="checkbox"/> Off-street (e.g. in a parking lot or transit center)
Amenities available:	<input type="checkbox"/> Sidewalk <input type="checkbox"/> Crosswalk <input type="checkbox"/> Bus stop sign <input type="checkbox"/> Mounted on post (with square mount) <input type="checkbox"/> Mounted on post (with u-channel) <input type="checkbox"/> Mounted on existing pole (e.g. electric pole) <input type="checkbox"/> Lighting <input type="checkbox"/> Street light <input type="checkbox"/> CARTA solar pole-mounted <input type="checkbox"/> Pole mounted (not solar) <input type="checkbox"/> Building light <input type="checkbox"/> CARTA solar shelter light <input type="checkbox"/> Seating <input type="checkbox"/> CARTA approved seating <input type="checkbox"/> Commercial advertising bench <input type="checkbox"/> Non-standard bench <input type="checkbox"/> Lean bar <input type="checkbox"/> Other: _____ <input type="checkbox"/> Trash receptacle <input type="checkbox"/> Mounted trash can (10 gal) <input type="checkbox"/> Trash can on ground (28+ gal) <input type="checkbox"/> Other <input type="checkbox"/> Shelter <input type="checkbox"/> Bike rack <input type="checkbox"/> Real time information <input type="checkbox"/> Existing overhead shade (from a tree, building awning, building overhang, etc.)

Landing Zone and Sidewalk Information	
Is there an accessible 5' wide by 8' deep landing zone in front of the bus stop sign?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, landing area width and depth	Width: _____ Depth: _____
Does the landing zone comply with the other following ADA standards? 1. A cross slope no greater than 2% (1/50). 2. Any connections to a street, sidewalk, path etc. are at least 3' wide.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do elements obstruct the landing area (e.g. barrels, news boxes, bench, bike racks, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the material of the landing area?	<input type="checkbox"/> Hard paving material (concrete, stone, asphalt) <input type="checkbox"/> Soil <input type="checkbox"/> Grass <input type="checkbox"/> Other
What is the material of the sidewalk?	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Stone <input type="checkbox"/> Other: _____
Are there physical barriers that constrict the width of the sidewalk? If yes, take and include a photo.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any problems with the sidewalk or landing area surface? If yes, take and include a photo.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rank the sidewalk condition (1-5)	_____
If stop is not accessible, is it feasible to shift the stop to an alternate location nearby?	
Is there a level and clear boarding area at each back door of the bus?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Seating Information	
What is the seat height of the bench	Width: _____ Depth: _____

<p>Does the bench comply with the following ADA standards?</p> <ol style="list-style-type: none"> 1. Seat dimensions: 20 inches minimum to 24 inches maximum in depth and 42 inches minimum in length. 2. Seat height: 17 inches minimum to 19 inches maximum above the floor or ground. 3. Back support: 42 inches minimum in length and that extends from a point 2 inches maximum above the seat to a point 18 inches minimum above the seat. 4. Structure supporting vertical or horizontal forces of 250 pounds applied at any point on the seat, fastener, mounting device, or supporting structure. 5. Exposed benches: slip resistant and designed to shed water. 6. If installed inside the shelter it must be installed in such a manner to allow a wheelchair passenger to still use the shelter (30"). 7. Do not install bench on ADA landing pad 8. Minimum of 2' between the bench and back face of curb. 9. Minimum of 3' circulation space on either side of the bench for access. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Rank the bench condition (1-5)</p>	<p>_____</p>
<p>Which way does the bench face?</p>	<p><input type="checkbox"/> Parallel to curb <input type="checkbox"/> Perpendicular to curb <input type="checkbox"/> Angled to curb</p>
<p>Shelter Information</p>	
<p>What type of shelter is it?</p>	<p><input type="checkbox"/> CARTA standard shelter <input type="checkbox"/> Historic district shelter <input type="checkbox"/> Domed top shelter <input type="checkbox"/> Gable roof shelter <input type="checkbox"/> Other: _____</p>
<p>Shelter dimensions</p>	<p>Width: _____ Depth: _____ Height: _____</p>
<p>Distance from front of shelter (windscreen or post) to curb</p>	<p>_____</p>

Distance from back of shelter (windscreen or post) to back of sidewalk or building/fence/wall	_____
Is the shelter in the middle of the sidewalk and obstructing the general pedestrian path of travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a 32" deep x 48" wide accessible space fully within and under the shelter roof?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the shelter comply with the following ADA standards?	
1. Clear path of 3' minimum in front or behind shelter for sidewalk.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Entrance must be 2'8" wide at minimum.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Minimum clear floor area of 30 inches wide by four feet deep.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Not placed on the ADA landing pad.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Minimum height of 6'8".	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. If it abuts a building, there must be 12" between the shelter and building at minimum.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Connected to route to the landing pad.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the shelter have a bench?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who owns the shelter?	_____
Information Features	
Is there a bus stop sign?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bus stop sign is posted how high above the ground/surface (in inches)?	Height: _____
Does it include the correct Stop ID?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List the route numbers indicated on the bus stop sign	_____ _____ _____
Are existing signs and/or posts damaged, worn or not secured?	<input type="checkbox"/> Yes. Explain: _____ <input type="checkbox"/> No
What is the sign face orientation to the curb?	<input type="checkbox"/> Parallel to curb <input type="checkbox"/> Perpendicular to curb <input type="checkbox"/> Angled to curb

What is the distance from the pole/post/other to the street edge/curb (in inches)?	_____
Does the bus stop sign mounting/placement conform with the following ADA Standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1. If it is mounted on a wall or telephone pole and between 27" and 80" off the ground, it cannot protrude into the pathway by more than 4". Below 27" can protrude any amount.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. If it is mounted on its own pole between 27" and 80" from the ground, it can overhang by up to 12".	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. If the bottom of the sign is mounted less than 80" from the ground, a barrier must be provided to warn the visually impaired.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there a route map posted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a schedule posted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an area map posted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is parking allowed in the bus stop (i.e. is the bus stop mistakenly painted to members of the public to parallel park in it or use the curb for pick up/drop off)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Miscellaneous Information	
Is bus stop near an at-grade railroad crossing?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Ranking System

Regarding rating conditions at each stop, a suggested scoring system is shown below:

- Score of 5 = Stop is already fully accessible and in excellent condition
- Score of 4 = Good condition, functionally accessible, deficiencies are minor
- Score of 3 = Fair condition, some significant issues for safety and/or accessibility
- Score of 2 = Poor condition, not accessible, very significant problems
- Score of 1 = Very poor condition, difficult for anyone to use stop