

## **Public Works – Waukesha Metro Transit**

2311 Badger Drive  
Waukesha, Wisconsin 53188

**Alex Damien, P.E.,**

**Director**

[adamien@waukesha-wi.gov](mailto:adamien@waukesha-wi.gov)

1-262-524-3636

### **City of Waukesha Transit Commission Bus Shelter Policy**

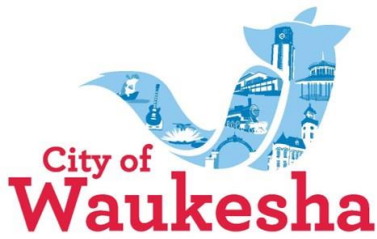
**Purpose:** To establish standards to guide the sighting, moving and removal of public bus shelters and other bus stop amenities on Waukesha Metro Transit Routes within the City of Waukesha. Bus shelters in Milwaukee County are provided, maintained and managed by the Milwaukee County Transit System (MCTS). Transit staff will coordinate with MCTS for shelter matters in Milwaukee County. Transit staff will coordinate with Waukesha County and the local municipalities for bus shelters outside the City in Waukesha County. This policy also does not apply to shelters owned by private entities on private property.

#### **Standards for siting a public bus shelter**

1. The bus stop should average a minimum of 15 daily boardings per weekday with the following exceptions:
  - a. The bus stop averages at least 5 daily boarding per weekday and at least one of the following:
    - i. The bus stop serves a high percentage of Senior and/or Disabled passengers
    - ii. The bus stop serves an important facility in the community (I.E. School, Hospital)
  - b. Future development and/or service changes are forecasted to greatly increase transit demand in the area.
2. The bus stop must be ADA accessible, connected to a sidewalk (or other accessible pathway) and have room to support a standardized bus shelter and shelter pad.
  - a. Whenever feasible, the shelter should be placed within the right of way.
  - b. If determined that the shelter should be placed on private property, the Transit Manager will ensure the proper approvals are obtained.
    - i. As an alternative, Transit shall encourage and help facilitate property owners to purchase and install bus shelters on their property using their funds.
3. The bus shelter location must conform to all federal, state and local regulations and standards.

#### **Moving and/or removing a bus shelter**

Due to changes to bus service and ridership demand, facilities opening and closing, adjacent developments, safety concerns and/or changes to the physical site of where a bus shelter is located, bus shelters may need to be moved or removed. Moving/removing bus shelters should be determined as warranted on a case by case basis.



## **Public Works – Waukesha Metro Transit**

2311 Badger Drive  
Waukesha, Wisconsin 53188

**Alex Damien, P.E.,**

**Director**

[adamien@waukesha-wi.gov](mailto:adamien@waukesha-wi.gov)

1-262-524-3636

### **Evaluation of Bus Stops**

Every two years, transit staff shall evaluate the weekday ridership of all bus stops to determine if there has been significant change in ridership that would warrant investigating adding or removing a bus shelter to a bus stop. After further investigation, Transit staff shall plan to implement any changes to the bus shelter locations and will seek to receive the necessary approvals.

### **Standardized Shelters**

To ensure a consistent experience for the passengers and increase efficiencies, bus shelters should be standardized to the extent feasible. Standard features should include a bench, space for person using a wheelchair or other mobility devices, schedule and route information. Lighting is optional but is not permitted in residential areas.

### **Advertising**

Advertising is permitted and encouraged in bus shelters as a source of additional revenue for the Transit Commission. When purchasing new bus shelters, consideration should be given to include advertising panels on the shelters.

### **Maintenance of Bus Shelters**

Waukesha Metro Transit staff will maintain and clean the City owned bus shelters within the City of Waukesha including snow and ice removal unless the maintenance of the shelter is provided through a contractual relationship with a third party. Metro staff can provide maintenance of shelters outside of the City in Waukesha County if Metro is being reimbursed for these activities.