



(DOT) Transit Special Event Service Policy

Effective Date: August 14, 2007

Owner	Board of Commissioners (BOC)
Reviewer(s)	DOT Transit Division Manager, DOT Director, County Attorney, County Manager
Approver(s)	DOT Director and BOC
Related Policies	N/A
Related Standards	Annual Federal Transit Administration Certifications and Assurances
Storage Location	Clerk's Office via Agenda Item
Last Review Date	8/14/2007
Next Review Date	N/A
Review Cycle	Policy is updated as needed; no regular cycle established
Employee Acknowledgement	N/A

1. PURPOSE

The purpose of the Special Event Service Policy is to establish the guidelines for special event service to ensure compliance with federal regulations.

2. SCOPE

This policy applies to the operation of every Cobb County owned or operated fixed-route and paratransit bus, supervisor vehicle, and maintenance vehicle acquired with Federal funds.

3. GOVERNING LAWS, REGULATIONS & STANDARDS

Guidance	Section
Georgia Open Records Act	O.C.G.A. 50-18-70, et Seq.
Official Code of Cobb County	
Georgia Archives as adopted by County Code	https://www.georgiaarchives.org/records/retention_schedules
And all other applicable laws and regulations	

4. DEFINITIONS

N/A

5. POLICY

CCT is restricted from using Federally funded equipment and facilities to transport a defined group of people traveling together under a common itinerary specified in advance and who have exclusive use of the vehicle.

CCT can provide service to infrequent events such as annual festivals under the following guidelines:

- Service must be open door, available to the general public.
- The fare, route, and time schedule must be set by CCT.
- The fare, route, and time schedule must be included in all event literature.
- The bus cannot be restricted to the participants of the event.

CCT can provide buses for emergency services.



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6. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance. The County may deviate from the policy when written justification is provided to the BOC by the DOT Director.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v.1.0-2020	12/2020		Reformat