

# **LIVING IN THE COMMUNITY: Encouraging Adequate Public Transportation Links**

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## **CHECKLISTS**

**for  
Policy Makers  
and  
Planners**

**Prepared by  
the**

**Government of Alberta  
Interdepartmental Working Group  
on  
Accessible  
Transportation**

**March  
1999**

## FOREWORD

This **CHECKLISTS** document complements the **POLICY STATEMENT** entitled, **Living in the Community: Encouraging Adequate Public Transportation Links**, which was prepared by the Alberta Interdepartmental Working Group on Accessible Transportation.

It is intended for use by policy makers and planners at every level of government, to ensure that public transportation needs are fully considered **before** programs are implemented.

Please note that both documents are available on the Alberta Transportation and Utilities website, <http://www.tu.gov.ab.ca>.

Alberta Transportation and Utilities  
(Chair)

Alberta Community Development  
Alberta Family and Social Services  
Alberta Health  
Alberta Municipal Affairs  
Alberta Premier's Council on the Status  
of Persons with Disabilities

March, 1999

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## INTRODUCTION

This **CHECKLISTS** document complements the **POLICY STATEMENT** entitled, **Living in the Community: Encouraging Adequate Public Transportation Links**, which was prepared by the Alberta Interdepartmental Working Group on Accessible Transportation.

The Working Group was formed with a mandate to prepare a policy statement on the implications, for accessible public transportation services, of the general move to community based living – particularly in the regionalized social service and health-care sectors.

While capacities, self determination, and citizen inclusion are all terms used to describe the crucial characteristics required of communities as they prepare to enter the 21<sup>st</sup> century, participation in community life is often restricted by the individual's level of mobility. The shift to community based services has been generally successful in Alberta; but these services are sometimes planned and implemented without sufficient consideration being given to the transportation needs of the clients.

The **CHECKLISTS** outline key areas to consider when introducing a new program, or altering an existing service. These key areas are further developed into specific questions and formulae to address the realities of transportation demand associated with developing and delivering community based services across Alberta.

The questions in the **CHECKLISTS** are meant to be a starting point in planning transportation needs for community programs. Additional questions may need to be added to the **CHECKLISTS** document depending upon the unique needs of the services to be

delivered, the community's current transportation system and the target population.

The **CHECKLISTS** are intended for use by policy makers and planners at every level of government to ensure that public transportation needs are fully considered **before** programs are implemented.

**IMPORTANT CAVEAT:** It should be noted that both the **POLICY STATEMENT** and this document are intended only to ensure that accessible transportation needs are fully taken into account when **future** programs and services are developed. Neither has additional funding related to it for the purpose of addressing any concerns that might be raised about existing programs or services.

## **THE IMPORTANCE OF TRANSPORTATION**

Because transportation is a key link in achieving full participation in community life, it is imperative that transportation planning is considered as part of overall service delivery.

Several transportation options may be available in some communities, while in others, the options are few or non-existent. The following **CHECKLISTS** can be used as a planning tool in identifying the transportation requirements of a program or service, and the available options. Users of these **CHECKLISTS** may include policy makers, program planners, service planners, and budget staff, with:

- government departments and agencies;
- health-care, educational, social-service and social-housing delivery organizations;
- municipalities;
- service providers; and
- individuals as they think about the level of mobility they require of a particular community.

Additional information and guidance can be found in the document **LET'S PLAN ON IT! A Guide to Providing Transportation Services in Rural Areas for Seniors and Persons with Disabilities** (Alberta Transportation and Utilities; April 1996).

There are five **CHECKLISTS**:

- I Background Planning;**
- II Transportation Requirements;**
- III Availability of Transportation Services;**
- IV Requirements versus Availability;**
- V Funding Requirements.**

## CHECKLIST I : BACKGROUND PLANNING

The following questions can be used as a starting point for accessible transportation planning. They should be addressed as a program is being developed, to ensure that the transportation needs of program **users** are being addressed, and that the program **planners** fully consider local community resources. At the same time, all potential transportation services, scheduled or on-demand, should be reviewed and inventoried.

Overall Planning Question	Things to Consider
What are the fundamental principles that guide the program to be delivered?	Structured versus non-structured program? Community access and inclusion? Collaboration and partnerships? Client-focussed?
Where will the program be offered?	In the client's home? In the community? At a central location? In another community?
Is the exterior entrance where the program is to be offered accessible?	Is there parking for persons with disabilities? Is there a handi-bus loading zone? Is there a transit stop? Are there curb cuts? Is the walkway/ramp free from obstructions? Are there handrails?
Will the success of the program require that the participants have access to transportation?	Has this been communicated to potential users?

<p>Will any of these concepts have an impact on the transportation needs of the participants? If so, how?</p>	<p>When will the program operate?  How will it operate?  When will transportation services be needed (daytime, nighttime, 24 hours)?  Who will use them?  Who is involved in developing the program?</p>
<p>How many individuals will participate in the program?</p>	<p>A fixed number?  A variable number?</p>
<p>How many of these individuals will require assistance with transportation?</p>	<p>All of them or some of them?  Predictability (fixed number of participants, or on a drop-in basis)?  Is this likely to change over time?</p>
<p>What is the level of mobility of program participants?</p>	<p>Fully ambulatory?  Require assistance during travel?  Use mobility aids?</p>
<p>Are there any program restrictions that may limit the client's ability to access the program?</p>	<p>Service fees?  Eligibility criteria?  Access to own transportation?</p>



<p>Who is responsible for ensuring that transportation is available?</p>	<p>The program user?  Program provider?  Public transportation provider?  The province?  The federal government?  Regional health authority?  Social service office?  Municipality?  Another agency?</p>
<p>What type of transportation (and degree of accessibility) do the participants require?</p>	<p>Regular public transit?  Specialized public transportation (e.g., handi-bus)?  Private services (offered by service clubs, seniors groups, or entrepreneurs)?</p>
<p>What transportation options is available in the community?</p>	<p>Publicly owned?  Privately owned?  Taxis?  School buses?</p>
<p>Have the local transportation providers been informed of the program?</p>	<p>Have they received information?  Been involved in the planning?  Had the opportunity to respond to program parameters?</p>

## CHECKLIST II : TRANSPORTATION REQUIREMENTS

The following questions were developed to assist planners in determining the actual transportation needs relating to services to be provided. The questions are designed to provide data on the number of trips per year that will result from the planned program.

How many program participants (on average) will require transportation?	1. _____participants
How many times per day will each participant travel? (Include trips to and from the facility at which the program event is being held, as well as any subsequent trips which may be needed as part of the program itself.)	2. _____trips
How many days per week will each participant require transportation?	3. _____days
How many weeks per year will the program operate?	4. _____weeks

1. \_\_\_\_\_ X 2. \_\_\_\_\_ X 3. \_\_\_\_\_ X 4. \_\_\_\_\_ = \_\_\_\_\_ Total trips required per year.

### CHECKLIST III : AVAILABILITY OF TRANSPORTATION SERVICES

The following questions can be used to determine the amount of service available from local transportation service providers, from internally within the organization, and from the program participants themselves. The response to these questions should be compared to the requirements stated on the previous page. The unit for calculation can be weekly, monthly or yearly, whichever is most appropriate.

How many trips can be provided by local <b>public</b> transportation services?	1. _____trips
How many trips can be provided by existing local <b>private</b> transportation services – including taxis?	2. _____trips
How many trips can be provided by the <b>program operators</b> themselves?	3. _____trips
How many trips can be provided by the <b>participants</b> themselves?	4. _____trips

1. \_\_\_\_\_ + 2. \_\_\_\_\_ + 3. \_\_\_\_\_ + 4. \_\_\_\_\_ = \_\_\_\_\_ Total trips available.

## CHECKLIST IV : REQUIREMENTS VERSUS AVAILABILITY

The next task in assessing the transportation need is to determine the discrepancy between the transportation service available and the transportation needs of participants. If there is a discrepancy, additional work must be done to determine how the discrepancy will be addressed. (Some guiding questions are presented under **CHECKLIST V** ahead.)

\_\_\_\_\_ # of trips required – \_\_\_\_\_ # of trips available = \_\_\_\_\_ # of trips to be found.

## CHECKLIST V : FUNDING REQUIREMENTS

The following questions can be used as a starting point in assessing: **first**, what funding will be required for transportation if the program is to be successful; **second**, what funding can be expected to be available within the community; and **third**, what new funding will have to be secured as a fundamental cost of the program.

How many annual trips will be required?	1. _____trips
What will be the average cost per trip?	2. _____dollars
How much funding will be required?	3. _____dollars
How much is already available in the community?	4. _____dollars

1. \_\_\_\_\_ X 2. \_\_\_\_\_ = 3. \_\_\_\_\_ - 4. \_\_\_\_\_ = \_\_\_\_\_potential annual shortfall.

Where there is a shortfall, the following questions should be asked:

- Has the municipality been approached to determine its current use of the Public Transit Operating Assistance component of the provincial **Unconditional Municipal Grant Program**? (This continues, as of the date of this document, to be \$3.19 per capita per annum based on 1994 population level; however, while intended for local transportation, municipalities can spend it for any purpose.) Does the municipality have other discretionary funding available which could be allocated toward accessible transportation initiatives?
- Could the clients pay some of the cost, or more if they already are to be expected to pay a fee?
- Could the agencies delivering the services allocate funds to cover the shortfall, at least partially?

Additional questions to be addressed (as provided by program planners):

## **YOUR COMMENTS PLEASE !**

The Interdepartmental Working Group welcomes general comments on these **CHECKLISTS**, and on the **POLICY STATEMENT** itself. Please mail, telephone, FAX or e-mail comments to:

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Surface Passenger and Barrier Free Transportation  
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