

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT:	<i>Use of Buses for Special Events</i> <i>(Transportation Services)</i>	POLICY NO: C3.1 CROSS REF.:
EFFECTIVE DATE:	February 10, 1998	APPROVED BY: CAO
REVISION DATE:	June 27, 2017	PAGE: 1 of 1

PURPOSE

To establish the policy and procedures for the use of Regional Transit buses for special events.

POLICY

Requests for the use of Transit buses for special events will be considered by the Regional District of Nanaimo where the following criteria are met:

- The event is community oriented and open to participation by all members of the public.
- The event is held within the Transit service area.

Events that do not meet these criteria cannot be considered.

Each application would be for a single event.

Application Procedure

Requests for the use of Nanaimo Regional Transit buses for special events will be made to the Board of the Regional District of Nanaimo. Applications, in writing, must be forwarded to the Transportation Services department for processing. The department will forward a report to the Board outlining the anticipated costs for this service and any other issues that may arise with regards to the request.

Steps

1. The Transportation Services department receives the application.
2. The department will determine if the application meets the general policy criteria outlined above.
3. If the application meets the general criteria a report will be completed and forwarded to the next Committee of the Whole meeting.
4. The applicant will be notified of the Committee's decision, and if the request moves forward, the Board's decision.