

# ITE Transit Council

## Executive Committee Meeting

Tuesday, March 16, 2010

1:30 – 3:00 pm EST

Room 202 – Savannah International Trade and Convention Center

### AGENDA

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1. Welcome and Introductions – All
2. Status of Action Plan Implementation – Byrne
3. Status of Communication Plan Implementation - Freeman
4. Council Sponsored Sessions
  - Technical Conference
  - Annual Meeting
  - 2011
5. Coordinating Council/SCORP Summary - Byrne
6. Project Ideas - All
  - Transit-Themed articles – need ideas
  - TRB, APTA, CUTA Outreach Status
  - Move forward with LRT project proposal?
7. Future Executive Committee Meetings
  - Phone conference (May-June)
  - Annual Meeting (August 8 – 11 Vancouver)
  - Phone conference (September/October)
8. Other Business

# ITE Transit Council

## Executive Committee Meeting

Monday, Jan 11, 2010  
4:00 – 5:30 pm EST  
Marriott – Jackson Room

### AGENDA/Notes

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1. Welcome and Introductions – All
2. Committee Assignments – **Thank you to the following volunteers:**
  - Secretary – Stephanie McNeely
  - Webmaster – Yuko Nakanishi
  - Newsletter Editor – Cheryl Freeman
  - Technical Program Committee – Alan Danaher
  - Technical Projects Coordinator – To Be Assigned
  - Roundabout Task Force -
  - Climate Change and Energy Task Force – Yuko Nakanishi
  - Accessible Intersections (Future)
  - Policy and Legislative Committee – Greg Benz
  - Ethics Standing Committee – Tom Lucek
  - Standing Committee on Recommended Practices (SCORP) – Bill Byrne
3. Overview of Action Plan – Byrne (**Approved – refinements attached**)
4. Overview of Communication Plan – Byrne (**Approved – refinements attached**)
  - Next Steps, including social networking
  - Newsletter articles for next edition
5. Council Sponsored Sessions for 2010 – Danaher provided an overview.
6. Coordinating Council/SCORP Summary – Byrne provided an overview. Four suggested topics for recommended practice are transit-related:
  - Urban LRT in city streets
  - BRT planning and design
  - Bus and rail system interface guidelines
  - Standards of good practice for transit priority treatments
7. Project Ideas - All
  - Target 2010 for Transit-Themed articles
  - TRB and APTA outreach
  - One or two longer term projects to move forward (**proposal from Byrne attached**)

# ITE Transit Council

8. Future Executive Committee Meetings
  - Spring Conference (March 14 – 17 Savannah)
  - Phone conference (May-June)
  - Annual Meeting (August 8 – 11 Vancouver)
  - Phone conference (September/October)
  
9. Other Business

# ITE Transit Council

## 2010 Action Plan

The Transit Council will focus its activities on understanding and improving the interfaces of light rail transit, bus rapid transit and other at-grade transit modes with traffic, pedestrians and bicycles. We also will seek opportunities to improve understanding of the relationship between transit access and parking. The council hopes to give our members access to the tools needed to address safety, mobility and accessibility for transit systems and facilities.

### **Mission**

The mission of the ITE Councils is to enhance professional collaboration and advance the technical body of knowledge through communities of common interests. The Transit Council specifically seeks to advance the professions of transportation engineering and transportation planning as they are applied to transit facilities and systems

### **Goals and Objectives**

- Provide a community of common interest for transit planning and design within the larger ITE community of transportation professionals.
  - Enhance collaboration and communication
  - Support innovation and promote creative responses to timely issues
  - Link professionals and practitioners to advance the profession
  - Build connections to other organizations serving the transportation profession, specifically APTA and TRB.
- Serve as a link between transit professionals and other elements of the Institute, including the ITE international leadership, Districts/Sections, student chapters, and individual ITE members.
  - Implement the Transit Council's Communication Plan and monitor its effectiveness, especially the use of web-based communication tools
- Be the focal point for activities, new projects and professional development for transportation professionals serving the transit industry
  - Sponsor technical sessions at ITE conferences and meetings
  - Provide links to relevant and timely information
  - Identify and initiate new projects or other activities in a manner that encourages broad participation

### **Action Items**

- Finalize the Transit Council Communications Plan in response to comments from the Coordinating Council and other elements of the Institute
- Implement updated web page and social networking as called for in the Communication Plan
- Initiate TRB and APTA outreach and respond to new coordination agreement with CUTA
- Prepare articles to support a Transit-focused Journal issue in late 2010
- Sponsor transit related sessions at the 2010 Technical Conference and 2010 Annual Meeting
- Effectively engage new and continuing Executive Committee members by providing meaningful roles

- Seek additional members of the Executive Committee, especially from transit agencies in the west or southwest
- Identify at least two new projects, select project leaders/teams and prepare project proposals for approval

# **Transit Council Communication Plan**

December 2009

## **Introduction**

The ITE Transit Council Communication Plan is intended to guide the use of resources in communicating with the Council membership and other key audiences inside and outside the Institute. In developing this plan, the Transit Council reviewed its previous communication methods and the evolving needs of its membership. The goals for this plan are to:

1. Provide technical and organizational information to Transit Council and ITE members
2. Enhance interest in the Transit Council
3. Improve product delivery
4. Enhance visibility for ITE and the transportation profession

## **Target Audiences**

The target audiences for the Transit Council Communication Plan have been identified and prioritized into primary and secondary audiences. The primary audience is the members of the Transit Council, to whom the Transit Council will focus regular communication.

Secondary audiences are other key groups that may receive periodic information from the Transit Council, for example through membership on the Coordinating Council or active task forces, or may be targeted for specific projects or other periodic activities. These include the Coordinating Council, the ITE membership, Districts and Sections, and sister organizations or agencies, such as the American Public Transportation Association (APTA) and the Transportation Research Board (TRB).

## **Messages**

The following primary message themes have been identified for Transit Council communications:

- General information on the goals, activities and achievements of the Transit Council – This would include new projects, sponsored sessions at meetings, publications and other activities of the Council.
- Links to up-to-date information of interest to transit professionals.
- Outreach to encourage enhanced membership involvement

## **Primary Communication Tools**

The following primary communication tools will be used by the Transit Council:

1. Web Page – updates every four to six months. Yuko Nakanishi will review the current content and recommend an updated outline (complete). Team to collaborate on providing information. ITE staff to implement changes. Audience – general ITE community, council members. Purpose – provide information to potential members; direct interested parties to

other resources (such as social networking, meeting minutes, meeting schedule, sponsored sessions, etc.)

2. Newsletter – publish electronic newsletter every six months. Cheryl Freeman to remain in charge of assembly/editing. ITE Staff to publish. Purpose – highlight Council projects, provide brief technical articles, provide links to additional updated information, including outside sources.
3. Social Networking – Yuko Nakanishi to develop ideas for Facebook/LinkedIn presence for Transit Council. Updates would be constant. Specific plans for this element will be reviewed at the upcoming Transit Council Executive Committee meeting in January.
4. Executive Committee Meetings – three in-person meetings at TRB, Technical Conference and Annual Meeting. At least one conference call between in-person meetings. Purpose – develop and update council mission, goals and annual action plans, track progress on action items, develop ideas for projects and track progress, discuss and decide on sponsored sessions, discuss updates to information sources, identify needed adjustments to plans. These meetings are led by the Chair. A committee member will be assigned to record and distribute minutes. Better means to involve members not present at the meetings will be explored.
5. Annual summary of accomplishments. Purpose – communicate to Coordinating Council regarding achievements. The Chair will seek a volunteer to prepare this document, which will be posted on the website.
6. Targeted emails from Council Chair. Purpose – in advance of the conferences to highlight Council-sponsored sessions at Technical Conference and Annual Meeting. Purpose – professional development, information sharing on project experience and best practices, increase visibility of Transit Council and the transit aspects of the transportation engineering profession.
7. Results of council sponsored projects – various forms of reports. Purpose – advance the state of the practice, identify and promote best practices, share knowledge gained, provide a technical resources. These products will be produced in future years once new projects have been identified and initiated.
8. Outreach to related organizations – TRB and, possibly, APTA. Purpose – seek opportunities for synergy and improved dissemination of technical information for benefit of Council and Institute members. Yuko Nakanishi will make contact with TRB representatives to set an initial meeting at TRB Annual Meeting. Alan Danaher will make contact with APTA to set up an initial discussion and Sean Rathwell will contact the Canadian Urban Transit Association (CUTA).
9. ITE Journal Articles – the Transit Council will work with ITE staff to develop a “transit focused” Journal issue in 2010. In addition, the Council will encourage its members to consider submitting articles for publication throughout the year.
10. Council Chairs –Through its membership on the Coordinating Council the Transit Council will share information on Council activities and seek opportunities for joint activities with other councils. This occurs through three regularly scheduled Coordinating Council meetings, Council Chair reviews by the Coordinating Council Chair, and individual communication with the Chairs.
11. SCORP (Standing Committee on Recommended Practice) – The Transit Council’s primary communication with SCORP is through the three regularly scheduled SCORP meetings,

the policy document, review of project proposals, and the active involvement of the CoCo Vice Chair as the Chair of SCORP.

12. Task Forces (Energy and Climate Change and Roundabout) – The Transit Council will provide representatives to the task forces to provide representation of transit issues and to facilitate communication and potential coordinated projects or activities.
13. Districts and Sections – the Transit Council will consider opportunities to enhance its communication with Districts and Sections. Members of the Transit Council will seek opportunities to attend section and district meetings and describe the activities of the Council for the purpose of broadening participation in Council-sponsored activities.

In addition to these regular forms of outreach, the Transit Council will continue the use of periodic surveys of the Council members to gather information.

**Project Proposal**  
**Review of Current Practice**  
**At-Grade Light Rail Transit**

Planners and designers of light rail transit are faced with a number of critical decisions when considering how to integrate this flexible transit mode into existing street and pedestrian environments. Previous ITE Committee projects have developed proposed guidelines for grade separation of LRT from crossing traffic and for the design of LRT grade crossings. Since those projects were completed in 1993, many new at-grade LRT projects have been implemented. The operating experience from these new LRT applications offers the opportunity to enhance the transportation engineering profession's understanding of the considerations involved in selecting appropriate design treatments for at-grade LRT. These same issues will likely arise as urban areas consider opportunities to implement Bus Rapid Transit (BRT) projects. In addition, planners and engineers would benefit from a broader assessment of the design options for at-grade transit, including issues that arise away from street grade crossings.

This project will conduct a review of the operational and safety experience with at-grade LRT in a variety of settings, including central business districts, arterial streets, and operating environments away from streets. The intent of the project will be to develop a catalogue of existing design treatments for at-grade light rail and to assess the operating and safety experience with alternative treatments. Examples of the issues to be explored in this project include:

- LRT treatments in one-way street networks in CBDs. Examples of “contra-flow” and “with flow” designs that combine LRT and general traffic within a street right of way, and “transit only” streets have been implemented. There is a need to assess the operations and safety implications of these alternative treatments. The interactions of LRT with both general traffic and with pedestrians will be assessed.
- Side running and median running examples of light rail transit have been implemented in a variety of arterial street settings outside of downtown areas. As with CBD environments, there is a need to understand the traffic and pedestrian issues that arise when implementing LRT in these environments.
- Several cases of at-grade operation of LRT in park and other environments away from street traffic have been implemented or are being planned. These applications raise issues related to pedestrian safety that may be encountered in other projects.

The initial effort envisioned for this project is to provide an update on experience with at-grade LRT, but not to suggest recommended practice. After the research envisioned in this project is completed a determination can be made regarding the need for and benefits of developing or updating recommended practice.