



CITY COMMISSION POLICY MANUAL

StarMetro Charter Service Policy & Procedures

Department:
StarMetro

Date Adopted:
October 26, 2011

Last Revised Date:
N/A

801.01 AUTHORITY

The City Commission approved this policy on October 26, 2011

801.02 PURPOSE

This policy applies to Charter Service and describes how the City of Tallahassee - StarMetro, hereinafter referred to as "City," will provide city owned buses, hereinafter referred to as "equipment," for services to meet the needs of privately owned charter companies, hereinafter referred as "Operator," for additional capacity, and for accessible equipment for elderly and handicapped persons which Operator is unable to provide. It is understood and agreed that the City is an independent contractor and is in no way an agent or employee of Operator.

801.03 STATEMENT OF POLICY

In accordance with Federal Transit Administration 49 CFR Part 604, Charter Service, the intent of this policy is to establish rules, regulations, charter rates, reporting, and availability of equipment to confirm scheduling for charter of this equipment.

801.04 DEFINITIONS:

1. **Reservations**

The city of Tallahassee shall have sole authority to determine availability of its equipment and to confirm bookings for charter of its equipment. Charter service shall be provided only within a 30-mile radius of the Tallahassee urbanized area on weekdays, weekends, evenings and holidays.

2. **Priority**

Requests for charter services shall be incidental to the City's basic system operations and shall be dependent upon availability of equipment. City shall ensure that basic service for pull-out, scheduled maintenance, and other city obligations are fully covered before obligating equipment for charters. City will then provide equipment to Operator for their excess capacity for special events and educational events.

3. **Charter Rates**

Charter rates shall be based on coverage of the City's fully allocated hourly costs. At the discretion of City, the Operator may be required to execute charter confirmation agreements or such other documents as City may deem appropriate in order to charter equipment. Such agreements may include, but shall not be limited to, terms relating to payments, deposits, hours of operation, and cleaning charges. City will notify the Operator of any changes to such rates. The minimum charge shall be two hours times the applicable rate. All amounts owed to the City shall be paid in full within 30 days

after receipt of bill. City shall provide qualified drivers and all operating costs for equipment being chartered.

4. Cancellation Policy

There will be no charge for a cancellation if Operator contacts City two hours prior to reservation. If the vehicle is not dispatched within the two hours, Operator will be charged for one hour. If the vehicle is dispatched the full two-hour fee will be charged.

5. Travel Time

Inside City Limits - No travel time will be charged for charter. Charter rates begin when driver arrives at starting location and ends at final destination. Outside City Limits - As per advertisement to private charter operators that are available for their excess capacity.

6. Food

Eating and drinking are permitted on all charters, this includes alcoholic beverages. If an incident occurs on a charter that requires use of hazmat services, the Operator will incur all charges.

801.05 EXCEPTIONS:

As prescribed by the City Commission, any exceptions to this policy may be granted by the City Commission. Exceptions cannot conflict with Federal Transit Administration 49 CFR Part 604, Charter Services.

801.06 RATE:

The charter rate shall be \$100.00 per hour. A two-hour minimum required.

801.07 REPORTING:

The Federal Transit Administration Charter Exceptions Reporting Form will be maintained on a current basis and will be submitted for inclusion in the quarterly TEAM reporting system.

801.08 ADMINISTRATION:

This policy will be administered by the City.

801.09 SUNSET PROVISION:

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

801.10 EFFECTIVE DATE:

This policy shall become effective immediately upon City Commission Approval.

REVISIONS: