

ACT Shuttle Council Charter

Purpose

Provide a forum for ACT members to build alignment on shared issues, expand awareness, discuss future trends, and advance policies that support shuttle operations as a mode of commuter transportation and an impactful TDM strategy.

Focus Areas

1. Create a shared understanding of commuter shuttles and private bus operations.

Commuter shuttle operations have experienced significant growth over the past 10 years as employers, universities, developers, and others have looked to deploy increased options for employees, students, residents, and visitors to travel to and from work sites and transit. These services may be provided as sponsored services through a contractual agreement with an independent shuttle provider, through a joint service provided through a shared entity like a transportation management association (TMA), or through a private entity providing service directly to a user. The Council will work to create a shared understanding of the many types of services, the benefits they deliver to users, communities, and their sponsors.

2. Educate and inform members and outside stakeholders about the value and role of commuter shuttles and private bus operations.

The Council will look for opportunities to include commuter shuttle and private operator topics within industry discussions, at relevant conferences and forums, through comment letters, research, white papers, infographics, and other media with the goal of increasing the visibility and understanding of the services and their role in achieving TDM goals related to trip reduction, increased mobility, improved access, and environmental benefits. The Council will help increase the understanding of the complimentary and mutually beneficial outcomes of these services with public transit.

3. Advance policies that support and grow the number of commuter shuttle and private bus operations in the United States.

The Council will work to build alignment within the sector on policies issues that would help the industry grow, including issues related to trip reduction laws & ordinances, climate change policies, public/private partnerships, union/labor issues, innovation, and future needs like EV conversion.

Membership & Structure

- Membership will be open to all members of ACT
- Leadership of the Council will include a Chair, Vice Chair, and Secretary, each serving a 2-year term.
- Council leaders shall submit and agree to ACT's Conflict of Interest policy.
- Initial leadership of the Council will be appointed by the ACT Executive Committee through the submission of Statements of Interest. Thereafter, leadership of the Council will be selected through a vote of Council members.

- Proposals for council positions must be noted on meeting agendas and be approved by a majority of the participants at a meeting.
- Any and all decisions of the Council regarding policy positions, and the related, must be coordinated with and submitted to the ACT Public Policy Committee for final approval.

Council Meetings & Responsibilities

- The Council shall meet at least four times per year and hold at least one in-person meeting during the International Conference.
- Council meetings must be scheduled and posted on the ACT Calendar at least two weeks prior to their meeting date.
- The Council shall submit a report to the Board of Directors each quarter.
- The Council shall develop and submit an annual work plan to the Board of Directors.
- The Council shall be responsible for developing and coordinating two sessions at the International Conference.

Resources & Budget

- The Council may request resources as part of ACT's annual budget process or through a request to the Board during one of its quarterly in-person meetings.
- The Council may, with approval, solicit funding directly from members of the Council to advance research or support council activities.
- The Council will use ACT's web conference software for all meetings.