

## **ADVISORY COMMITTEE ON ACCESSIBLE TRANSPORTATION SERVICES**

**Wednesday, November 10, 2021**

**10:15 a.m.**

**Quincy Street Station via Zoom**

Committee Members present: Deborah Dawkins, Anthony Fadale, Kristin Stock, Marty Winans and Mike Nolting.

Committee Members absent: Nancy Johnson, Mary Thomas, Libby Adams, Brian Snodderly, and Mark Webb.

TMTA Staff present: Al Bradley and Elizabeth Manson.

The meeting was called to order by Al Bradley at 10:15 a.m. There were no guests present or public comment offered.

There were no corrections to the prior minutes.

Mr. Bradley stated that Topeka Metro will continue to follow the Transportation Safety Administration (TSA) directive of May 12, 2021, that requires face masks be worn in all transit vehicles and facilities. Anyone inside any public, shared area of our facilities, company vehicles or bus shelters must wear a face mask at all times. However, face masks are not required in “fresh air” areas like our parking areas or outside the Quincy Street Station. We will continue to monitor and implement safety protocols and recommendations as directed by the TSA, Governor, public health and transportation authorities, and local leaders to ensure the safety and well-being of our employees, our customers, and our community.

Mr. Bradley stated the Topeka Metro paratransit service is origin-to-destination. Our operators are trained to assist passengers from the door of the pick-up location to the door of their destination. Operators are not to enter homes, nursing facilities or a business beyond the first floor lobby to look for a passenger or drop off a passenger. Mr. Bradley asked the agency members for help in reminding their staff the importance of staff being at their clients’ residence on time to receive their clients.

Mr. Bradley stated Quincy Street Station has had a few disruptions due to the roof installation on the facility building and the island. As buses are displaced announcements are being made. Route service has not been disrupted or delayed.

Mr. Bradley reminded the agency members to contact our office by using the emergency e-mail ([emergencyclosings@topekametro.org](mailto:emergencyclosings@topekametro.org)) or call directly 785-783-7000 option #2, as soon as possible if their agency is going to be closed or delayed due to inclement weather. Mr. Bradley asked the agency members to remind their clients to have sidewalks and ramps clear of snow and ice prior to the bus arriving to help keep everyone safe.

Mr. Bradley stated Topeka Metro operators are not allowed to carry groceries, parcels or packages on or off the fixed route or paratransit buses. Mr. Bradley asked the agency members for help in reminding their clients to be aware of their purchases, especially during the holiday season. They must be able to board the bus with their items in one trip. Items are not to be placed in the seats and cannot block the aisle or exits.

Mr. Bradley presented the September 2021 ridership report. Fixed route ridership is down 27.1%. Lift ridership is up by 19.2% compared to last year.

Ms. Bradley discussed various upcoming events at Topeka Metro:

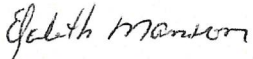
- Board of Directors Meeting 11/15
- Thanksgiving Day 11/25 – All Topeka Metro facilities closed
- Thanksgiving Friday 11/26 – Limited Holiday service
- Christmas Eve 12/24 – Limited holiday (Saturday) Service
- Christmas Day 12/25 – All Topeka Metro facilities closed
- New Year's Eve 12/31 – Limited holiday (Saturday) Service
- New Year's Day 1/1 – All Topeka Metro facilities closed

Upcoming meetings for 2022 are scheduled as follows at **10:15 a.m. at QSS or via zoom:**

- **Wednesday, January 12<sup>th</sup>**
- **Wednesday, March 9<sup>th</sup>**
- **Wednesday, May 11<sup>th</sup>**
- **Wednesday, July 13<sup>th</sup>**
- **Wednesday, September 14<sup>th</sup>**
- **Wednesday, November 9<sup>th</sup>**

The meeting adjourned at 10:55 a.m.

Respectfully submitted,



Elizabeth Manson  
Topeka Metro Operations Assistant