THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 3
59 East 4th Street - New York, NY 10003
Phone (212) 533-5300
www.cb3manhattan.org - mn03@cb.nyc.gov

Arnette Scott, Board Chair Susan Stetzer, District Manager

Community Board 3 Bus Stop Designation Questionnaire

Please return completed questionnaire to info@cb3manhattan.org or fax to 212-533-3659

Today's Date: _____

Name of Bus Company (corporate name and trade name):

_____

_____

Location of Proposed Bus Stop:

_____

NOTE: In addition to completing this questionnaire, please submit the following materials when you come to the CB 3 Transportation Committee meeting.

- ☐ Identification of the existing land uses on both sides of the street for 200 feet (in both directions) from the proposed bus stop. This would include residents, businesses, community facilities such as playgrounds, parks, schools, day care centers, houses of worship, etc.
- ☐ Please bring photographs of your storefront and the street/curbside spot you are applying for, in order to better under any curb-side regulations on the block.
- ☐ Provide proof of posting (with attached notice) to indicate that you have posted at and around the proposed stop. You must post for at least 7 days before the meeting. (You can bring photo of posted transportation committee notice to the meeting.)
- ☐ Please read the attached sample stipulations form. You will be asked to complete and sign a stipulations form at the Committee meeting.

PROPOSED METHOD OF OPERATION:

What are the scheduled arrival and departure times? _____

_____

_____

Where will the bus layover? _____

_____

_____

Will a staff person be on duty for every arrival and departure to guide loading/unloading, to have direct contact to dispatch to inform passengers about delays, and to engage in crowd and noise control?
☐ Yes ☐ No

Pollution controls (diesel particulate filters and ultra-low sulfur fuels; exhaust gas recirculation emission control technology.)

Are your current buses equipped with pollution controls? ☐ Yes ☐ No

What number of buses have pollution controls? _____

What number of buses do not have pollution controls? _____

Will all buses purchased in the future be equipped with these pollution controls? ☐ Yes ☐ No

If there is a storefront:
What is the storefront address? _____
What time does the storefront open? _____
Is this at bus stop location? ☐ Yes ☐ No
Will storefront accommodate all waiting passengers? ☐ Yes ☐ No
Are there restrooms for passengers? ☐ Yes ☐ No

If there is not a storefront:
Where and how will tickets be sold? _____

_____

Can you share a storefront or make arrangements to provide restrooms? _____

_____

Other: _____

CONTACT INFORMATION:

Applicant's telephone number: _____

Email: _____

Contact Name: _____

☐ Attorney ☐ Representative ☐ Other _____

Please provide contact information for residents and the Community Board and confirm that if complaints are made, you will act immediately to resolve any problems.

Contact person: _____

Phone: _____

Email: _____

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Community Board 3 Designated Bus Stop Permit Stipulations

I, _____, as a qualified representative of _____ (bus company name) with a designated bus stop at _____ (address), where they will have curbside loading/unloading operations for their bus route between:

Departure/Arrival cities _____

Number/Days of arrivals: _____

Number/Days of departures: _____

Between the hours of _____ and _____

I agree to the following stipulations for the requested stop:

- ☐ If there is a storefront, it will be available for customers during all times of arrivals/departures at this location:_____.
- ☐ Tickets will be sold only online, or at a designated ticket agency, not on the street.
- ☐ Tickets will be sold only for specific boarding times and will not be oversold.
- ☐ Tickets will be sold in assigned boarding order system so that customers will not need to arrive early to jockey for positions.
- ☐ Sidewalk lines will be single file, and only for the next assigned bus.
- ☐ There will be a staff person on duty for every arrival and departure to guide loading / unloading, to have direct contact to dispatch to inform passengers of delays, to engage in crowd and noise control, and direct customers to restroom facilities.
- ☐ Trash bags will be used to collect litter and will be kept in storefront, or will leave with the bus.
- ☐ Staff will routinely clean up the sidewalk by bus stop.
- ☐ Buses will keep to schedules, which will be published online or printed, as much as possible.
- ☐ The number of buses at this stop will not exceed the stated number of buses per hour/per day.
- ☐ Buses shall not idle for extended periods and shall comply with all applicable NYC idling regulations.
- ☐ All buses purchased in the future will be equipped with diesel particulate filters and use ultra-low sulfur fuels, and will also be equipped with exhaust gas recirculation emission control technology.

Other: _____

_____

_____

Date _____ Phone Number _____

Signed _____

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Residents and Neighbors
居民和鄰居

(Bus Company Name) （巴士公司的名稱）

Is applying for a designated bus stop at the following location:
正在申請讓以下地點成為一個指定的巴士站：

(Street Number and Street Name) （街號和街名）

There will be an opportunity for public comment on:
將會有機會讓公眾表達意見在：

(Day, Date, Address) （星期，日期，地址）

At the COMMUNITY BOARD 3

Transportation Committee Meeting
在第 3 號社區委員會的交通委員會會議

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