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Secretary

## **PARK AND RIDE LOT PROGRAM**

### **PURPOSE:**

To establish procedures applicable to the planning, implementation, promotion, maintenance and monitoring of park and ride facilities by the Department.

### **AUTHORITY:**

Chapter 341, Florida Statutes

### **SCOPE:**

The requirements or processes related to this procedure may affect the State Public Transportation Office, District Public Transportation Offices, District Design Offices, District Construction Offices, and District Production Offices.

### **BACKGROUND:**

The statewide Park and Ride Program was initiated in 1982 to provide organized, safe parking for vehicles constantly congregating on roadsides. Initially park and ride lots were constructed on publicly owned land such as rights of way, park lands and state owned land. The program provides for the purchase and/or leasing of private land for the construction of park and ride lots, the promotion of these lots, and the monitoring of their usage. This program is an integral part of the commuter assistance program efforts to encourage the use of transit, carpools, vanpools and other high occupancy modes. It is essential in efforts to meet federal, state, regional and local goals for reducing single occupant vehicle travel.

### **DEFINITIONS:**

**CENTRAL OFFICE:** For the purposes of this procedure, the Department of Transportation, Public Transit Office and/or staff.

**DISTRICT OFFICE:** For the purposes of this procedure, the Department of Transportation, District Public Transportation Office and/or staff.

**DISTRICT PARK AND RIDE PROJECT LIST:** A list of local or regional park and ride

projects, updated annually, included in corridor studies, comprehensive plans, Transit Development Plans, long-range transportation plans or other local plans.

**MAINTENANCE AGREEMENT:** A formal, written, executed agreement between the Department and the agency or organization accepting the responsibility for maintaining a park and ride facility. The agreement shall include, at a minimum: the name of the organization accepting responsibility for the facility; a contact person and telephone number; schedule for cleaning, re-striping, and repair of the facility; and term of the agreement. In cases where a facility is owned by another agency, the term of this agreement shall be in perpetuity, unless the facility is closed or ownership is transferred. An initial term of agreement should be reached (minimum 10 years) to prevent removal in near term.

**STATE PARK AND RIDE FACILITIES INVENTORY:** An electronic database containing the following information: location (city, county and highway), size (number of regular and handicapped spaces), cost, owner, operator, ancillary facilities (security, shelters, day care, etc.), available transit services, commuter assistance programs promoting facilities and annual occupancy reports. The inventory data is maintained by the District and provided to the Central Office and shall include information on all park and ride facilities constructed in whole, or in part, with state or federal funds, whether state owned or owned by others.

**STATE PARK AND RIDE LOT PLANNING HANDBOOK:** A handbook of planning guidelines for the siting, sizing, maintenance, promotion and disposition of park and ride lots and ancillary facilities, published by the State Public Transportation Administrator. Copies of this handbook are available from the Public Transit Office.

**STATE PARK AND RIDE PROGRAM:** A program designed to encourage the use of transit, carpools, vanpools and other high occupancy vehicle modes, by providing safe and convenient parking facilities for commuters. The Park and Ride Program provides primary support for the Department's Commuter Assistance Program and local transit authorities.

## **1. GENERAL**

All Park and Ride facilities constructed by the Department must be coordinated with the District Public Transportation Office.

Park and Ride facilities constructed by the Department, or funded in whole, or in part by the Department, must be sited, sized, and promoted in such a way that there is a reasonable expectation of at least an average 60% occupancy. They also serve as intermodal facilities and, as such, should be designed to facilitate transfer between modes. Ensure coordination with corridor and special lane planning if applicable.

The Central Office has established criteria for park and ride planning to assist in siting, sizing, and disposal of park and ride facilities. These criteria are contained in the ***State Park and Ride Lot Planning Handbook***. Proposed plans and designs for park and ride lots should be reviewed and approved by the appropriate District Public Transportation Office to ensure that FDOT park and ride lot guidelines have been met.

## **1.1 PROGRAM MANAGEMENT AND IMPLEMENTATION**

### **1.1.1 CENTRAL OFFICE responsibilities shall include:**

- (A) Maintaining continuing communication with the District Offices on matters regarding the Park and Ride Program.
- (B) Developing and maintaining program policies and procedures.
- (C) Monitoring compliance with established procedures.
- (D) Developing, maintaining and publishing the ***State Park and Ride Lot Planning Handbook***.
- (E) Providing technical assistance to Districts as required.
- (F) Maintaining the State Park and Ride Facilities Inventory.

### **1.1.2 DISTRICT OFFICE responsibilities shall include:**

- (A) Maintaining communication with the Central Office on program status and implementation.
- (B) Establishing and maintaining communication with local transit systems, commuter assistance programs, Transportation Management Associations/Organizations and others interested in developing park and ride facilities.
- (C) Development and documentation of park and ride facilities in accordance with this established procedure.
- (D) Development of regional or district-wide park and ride plans or lists.
- (E) Assisting Metropolitan Planning Organizations (MPO's), and transit systems in the development of park and ride plans.

- (F) Assuring implementation and promotion of facilities is coordinated with the District Commuter Assistance Program.
- (G) Planning and implementation of the state funded program, including coordinating with those responsible for design, construction, right of way acquisition, promotion and maintenance of facilities.
- (H) Assisting transit systems and local governments in the planning and implementation of locally initiated park and ride lots, including coordinating with those responsible for design, construction, right-of-way acquisition, and promotion.
- (I) Providing funds to contract with local agencies for planning, design and construction of park and ride lots. This funding can be up to 100% state funds.
- (J) Preparing plans, letting projects to contract by FDOT, managing, and monitoring of park and ride facility development by other public agencies under the terms of a Joint Participation Agreement (JPA).
- (K) Monitoring and evaluation of all park and ride lots in which state funds were utilized.
- (L) Reporting annually on occupancy levels.
- (M) Providing grants to local governments for the project phases of park and ride facilities including those associated with the promotion of the lot.
- (N) Providing technical assistance to local governments as required.
- (O) Aiding the coordination of all park and ride lot construction by the Department with the District Public Transportation Office.
- (P) Ensure coordination with corridor and special lane planning if applicable.

## **2. PARK AND RIDE PROGRAM PLANNING, IMPLEMENTATION AND EVALUATION**

The Park and Ride Program is divided into three phases: Planning,

Implementation, and Evaluation

## 2.1 PLANNING

- 2.1.1 In order to program funds for park and ride facilities, such facilities must be a part of a District park and ride project list. This plan may either be regional or district-wide in scope, or part of a Transit Corridor Plan, Transit Development Plan (TDP), a major highway construction justification plan or other locally published plans. The project list should be reviewed annually and submitted to the Central Office by May 31 of each year. The project list will become part of the statewide inventory.
- 2.1.2 All Department initiated plans should be developed in accordance with the **State Park and Ride Lot Planning Handbook**, and coordinated with the appropriate MPO and Local Government Comprehensive Plan.
- 2.1.3 All locally developed projects from locally adopted plans will be reviewed for eligibility by the District. Project selection will be made on the basis of project selection process established in federal and state law in conjunction with MPO's, local transit operators and local governments. Suitable projects will be considered for funding.
- 2.1.4 Funds appropriated for the Park and Ride Program may be utilized for the development of District Park and Ride Program Plans. State participation in these planning efforts shall be in accordance with **Chapter 341, F.S.**

## 2.2 IMPLEMENTATION

- 2.2.1 The Department may provide funds for the planning, design, right of way acquisition, engineering, construction, inspection and marketing of park and ride lots that are part of an approved park and ride project list or other locally adopted plan. State participation shall be in accordance with **Chapter 341, F.S.**
- 2.2.2 The Department may fund 100% of a Park and Ride project when it is carried out totally by the Department, when title to such facility shall be retained by the Department or when approved for the Local Advance Program.
- 2.2.3 Individual facilities shall be sited, sized and promoted in accordance with the **State Park and Ride Lot Planning Handbook** or other locally approved, reasonable planning practices.

- 2.2.4 The Department or grantee must comply with all local requirements for the construction of a park and ride facility. This includes local comprehensive plans, zoning, environmental impact statements, permits and the approval of plans and specifications, at a minimum.
- 2.2.5 Current DOT construction contract procedures shall be followed for contracts let by the Department.
- 2.2.6 If a grant to a public agency in conjunction with a local project is in the best interest of the Department, then the local share may be provided in cash, donated land value or in kind services. If federal funds are involved, federal match guidelines shall prevail.
- 2.2.7 Plans and specifications shall include a provision for signing, lighting, security, ADA requirements, landscaping, and other ancillary facilities as appropriate or as required by the ***State Park and Ride Lot Planning Handbook***.
- 2.2.8 Current JPA procedures shall be followed for a grant to a public agency for the planning, right of way acquisition, engineering, inspection, marketing, design and/or construction of a park and ride facility.

## **2.3 MAINTENANCE AND EVALUATION**

- 2.3.1 Maintenance of each state owned facility shall be coordinated between the District Public Transportation Office and the District Maintenance Office. If a facility is to be a shared use operation, or is to be operated by others, the Department shall negotiate and execute a maintenance agreement with the party that intends to share or operate the facility. The agreement shall delineate the responsibilities of each participant and shall be included as a special consideration of the Department in all contractual arrangements.
- 2.3.2 If a facility is to be owned and operated by others (e.g. when a church owns the property and has agreed to the joint use agreement), a formal, written, executed Maintenance Agreement to maintain the facility shall be provided to the Department.
- 2.3.3 Within 90 days of a facility being opened for operation, the District Public Transportation Office shall inspect the facility and report the following data to the Central Office: location, size, cost, owner, operator, ancillary facilities and available transit services. This information will then be included in the park and ride facilities inventory by the Central Office.
- 2.3.4 All facilities shall be physically inspected at least twice a year. The inspection

shall ensure that the maintenance of the facility is adequate, appropriate public safety factors exist and that no improvements or repairs are needed. Should deficiencies exist, the District should notify the appropriate party and request that action be taken to correct the deficiencies. Documentation of these inspections and corrective measures if needed shall be maintained on file in the District Office in accordance with current records retention criteria.

- 2.3.5** The District shall submit to the Central Office a report by the end of the tenth month of each fiscal year, that indicates dates inspected and the average usage for each park and ride facility included in the State Park and Ride Facility Inventory.
- 2.3.6** Any facility failing to meet minimum occupancy standards set by the District for a period of one year may be closed or otherwise appropriately disposed of in accordance with the ***State Park and Ride Lot Planning Handbook*** and the Department's procedure for Disposal of Surplus Real Property, as appropriate.
- 2.3.7** Any facility operating at a level of 95% or greater shall be a prime candidate for expansion. Investigation of other locations may also be feasible.

### **3. TRAINING**

There is no mandatory training for this program. The Central Office will provide training as needed and identified by the Districts.

### **4. FORMS**

There are no required forms associated with this procedure.