

Guidelines for bus stops affected by worksite

Issued: 31 May 2016

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Guidelines for bus stops affected by worksite

Here are some guidelines for those designing and approving TMPs for worksite activities that will affect a bus stop.

The guidelines are grouped under the following headings:

- Consultation with bus stop owner
- Shifting a bus stop
- Closing a bus stop
- Notify people of the shift or closure of the bus stop
- Identify temporary bus stop position
- Reinstate bus stop.

Consultation with bus stop owner

- Inform the bus stop owner prior to the activity:
 - 5 working days if bus stop does not need to be closed or relocated but delays may occur to bus services traveling along the affected road
 - 10 working days if bus stop(s) needs to be relocated but NO diversion of buses is required
 - 6 weeks if a major bus stop needs to be closed AND / OR buses need to be diverted from their normal route
- Provide the following details:
 - Location (address) of affected bus stop and bus stop number & name
 - Proposed location of the temporary bus stop (if being relocated) on a map and include address
 - Dates and times that the bus stop will be affected
 - Alternative dates if work is to be delayed
 - Photographs of existing bus stop showing signs, structures and road markings
- Advise whether the bus stop needs to be shifted or closed
- Advise bus stop owner whether infrastructure at bus stop (eg pole, sign, shelter, seat) will need to be removed / impacted during the work and confirm it will be put back in place as agreed with bus stop owner
- Agree conditions for bus stop:
 - Remaining in place, or
 - Being relocated, or
 - Being closed.

Shifting a bus stop

Consider shifting a bus stop if:

- It can be relocated within 50m of the original bus stop, and
- It can be relocated on the same bus route, and
- People do not have to cross a busy uncontrolled intersection (minor local roads intersections are fine) to access the temporary bus stop, and
- There is 9m clear space for the bus to enter and to exit the temporary bus stop, and
- There is enough clear space for the bus to stop (distance required depends on the length of the bus), and
- The temporary bus stop position meets legal requirements (eg not on yellow lines).

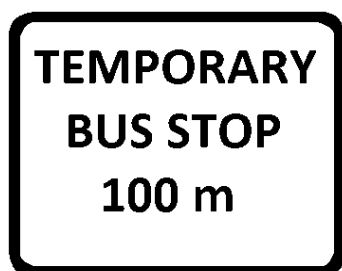
Closing a bus stop

Consider closing a bus stop if:

- All considerations above cannot be met
- Next bus stop on the route is within 200m of the existing bus stop
- The continuation of the bus route is compromised (eg detour takes buses away from existing bus stops).

Notify passengers and bus drivers of the shift or closure of the bus stop

- Notify passengers and bus drivers of the shift or closure of the bus stop (install a temporary sign or use electronic signage) – see proposed example below of sign



- Advise passengers location of next bus stop (either next stop on the route or location of temporary bus stop). This is to be added to the sign and confirmed using arrows
- Post information at the closed bus stop stating location of temporary bus stop and duration of change
- Cover or remove existing bus stop sign(s).

Identify temporary bus stop position

- Install a TEMPORARY BUS STOP sign to show passengers and bus drivers the location of the temporary bus stop
- Install cones (at 2.5m centres) the length of the entry, exit and bus stopping area
- PN11 no stopping signs may be installed if required.

Reinstate bus stop

- Ensure all signs, structures and road markings are reinstated to the previous location and standard (or as agreed with the bus stop owner)
- Any damage to the signs, structures and road markings must be reported to the bus stop owner
- Advise the bus stop owner when the stop is to be reinstated (they need advance notice so bus companies and drivers can be informed of the shift in bus stop).

