

SEPTA Better Bus Stop Review Checklist

Convenient access to SEPTA’s extensive bus network is a major advantage for new developments in Southeastern Pennsylvania.

Building off the information in the [SEPTA Bus Stop Design Guidelines](#), this checklist is designed to ensure that your customers, employees, tenants, or visitors enjoy high quality transit access as a part of your successful development.

By engaging with municipalities, developers, and planning entities early in the development process, SEPTA hopes to ensure that new bus stops and existing stops affected by development are appropriately sited, accessible for all riders, and of the highest quality for our customers.

Please fill this checklist at your earliest convenience and send to: planning@septa.org We look forward to partnering with you!

Contact Information

Name: _____ Date of Submission: _____

Role: Property Owner Developer Design Engineer Traffic Engineer Other: _____

Email: _____ Telephone: _____

Screening Questions

	Yes	No	Comments
1. Is the proposed project located adjacent to an existing bus stop?			
2. Does the project proposal include bus stop infrastructure?			
3. Is the project located within ½ mile of an existing bus route?			
4. If it is determined that a bus stop is not necessary based on current conditions, but could be needed in the future, can a right-of-way be reserved for future bus stop infrastructure or connecting sidewalks?			
5. If the answer to any of the above is “Yes,” has the applicant contacted and coordinated with SEPTA? If yes, provide the SEPTA contact name in Comments.			

If you answered “Yes” to any of Questions 1 through 5, please continue to the next page.

Project & Bus Stop Information

In addition to the following questions, please attach relevant site plans to your submission.

Basic Information			
6. Project Address			
7. Project Description			
8. Closest Cross Streets			
9. Bus Route(s) Affected (If Applicable)			
10. Existing Stop Name(s) (If Applicable)			
11. Adjacent Land Use(s)			
12. Expected Construction Date			
Additional Site Information	Yes	No	Comments
13. Will the bus stop be connected to nearby buildings, destinations, or properties by sidewalks that are a minimum of 4' wide?			
14. Will there be a companion bus stop for service in the opposite direction?			
15. Will there be a sidewalk and crosswalk with ADA compliant curb ramps to provide a connection to the companion bus stop or other nearby destinations?			
16. Is there an existing or proposed curb at the bus stop location?			
17. Are there turn lanes proposed for any adjacent access point that might affect the bus stop and the bus's ability to return to the travel lane?			
18. Will the bus stop be located on a high-speed roadway (>40 mph speed limit)?			
19. Will the bus stop be located just over the crest of a hill or after a curve in the road?			
20. If the bus stop will be located off-street and within a site, will the driveway and access road be adequate for bus maneuvering?			

Better Bus Stop Design Checklist

A high-quality transit stop is one that is well connected to the neighborhood or community it serves, accommodates the needs of all transit passengers safely and comfortably, and permits efficient and cost-effective transit operations. The questions in this section are intended to ensure stop accessibility, pedestrian connections, and high-quality passenger amenities.

General	Yes	No	Comments
21. Will the stop area measured from the curb be free of obstructions at least 2' horizontally and at least 9' vertically?			
22. Will pedestrian scale lighting be provided at the bus stop?			
23. Are on-street parking and loading zones prohibited or limited at the bus stop location?			
24. If the bus stop infrastructure is located within the public right-of-way, is there a permit or agreement from the governmental entity responsible for the right-of-way?			
25. Is there a written agreement regarding maintenance of all bus stop infrastructure?			

Facilities for transportation should be designed to accommodate all riders, including people with disabilities, someone carrying a large load of groceries, a parent with a stroller, or someone temporarily using crutches. **All new or renovated facilities must be designed and upgraded to meet current Americans with Disabilities Act (ADA) accessibility standards.**

ADA Loading Pad	Yes	No	Comments
26. Will an ADA loading pad (a paved, level, minimum clear area of 5' measured parallel to the roadway and 8' perpendicular to the roadway) be provided adjacent to the curb or roadway edge where the front doors of the bus open?			
27. To reach the front and back door of a SEPTA bus, a stop should be at least 26' in length. Will the loading pad reach the rear door of the bus? If not, will a second loading pad be provided at the rear door?			
28. Will the ADA loading pad area be free of all obstructions?			

29. Will the ADA loading pad be at curb-height?			
30. Will the loading pad be less than or equal to 1:48 slope, measured perpendicular to the roadway?			
31. Will the loading pad be constructed of a firm, stable, slip resistant surface? (Preferably concrete)			

Passenger amenities are the stop features that provide added convenience and comfort to the trip. Bus stop amenities are commonly provided by a sponsor other than SEPTA. In some cases, they may reflect a visual identity treatment for a locality and be viewed as a community asset. Collectively, passenger amenities help enhance the visibility of transit in a corridor and raise general awareness of transit as a mobility option.

Passenger Amenities	Yes	No	Comments
32. Will bus stop street furniture (i.e. bench, leaning rail, waste receptacle, bicycle rack) be provided? If yes, please list furniture in "Comments" and complete the following checklist.			
33. Will street furniture be located to prevent obstruction of the clear area for the ADA accessible loading pad?			
34. Will street furniture be located to prevent obstruction of pedestrian access to, around, or through the bus stop area?			
35. Will street furniture be located to prevent obstruction of clear sight lines for waiting passengers, transit operators, and other road users?			
36. Will street furniture be securely anchored?			
Bus Stop Passenger Bench			
37. Will the bench be ADA compliant in terms of dimensions and construction, including installation on a firm, stable, and slip resistant surface?			
38. Will the bench face the roadway?			
39. Will the bench be located at least 4' from the curb or roadway edge?			

Transit shelters provide important protection for passengers from weather conditions while waiting. Shelters should be located toward the street or adjacent to buildings rather than in the middle of the primary pedestrian path.

Transit Shelter	Yes	No	Comments
40. Will a transit shelter be provided? If yes, complete the following section.			
41. Has an entity been identified as responsible for maintaining the shelter? (If yes, please note in Comments)			
42. Will the shelter be oriented toward the bus loading pad and roadway?			
43. Will the shelter be integrated with or connected to the loading pad via an ADA accessible route?			
44. Will shelter walls be made of clear, shatter resistant materials?			
45. Will the shelter be located near the front end of the bus stop area and within at most 50' of the ADA loading pad?			
46. Will the shelter be located to maintain clear pedestrian pathways of at least 4' in width?			
47. Will the shelter be enclosed on at least two sides to protect from wind and rain?			
48. Will the shelter be located to maintain clear sight lines between the roadway and driveways or intersections?			
49. Will the shelter be located to provide a clear view of an approaching bus from the waiting area?			
50. Will a minimum clear floor area of 30" by 48" be provided within the shelter?			
51. Will the shelter opening be at least 36" wide?			
52. Will the slope of the shelter foundation be less than or equal to 1:48, measured perpendicular to the roadway?			

Advertising & Information			
53. Will advertisements be installed on any shelter panels?			
54. If yes, please describe proposed location and media (posters, digital/LCD screens, etc.) of advertisements.			
55. If using digital or LCD screens, how do you intend to transmit data to the screens?			
Lighting			
56. Will lighting be installed with the shelter?			
57. If yes, will it create conflicts with any abutting residential properties or traffic control devices?			

Additional Resources

- *SEPTA Bus Stop Design Guidelines*
 - <https://planning.septa.org/wp-content/uploads/2021/02/SEPTA-Bus-Stop-Design-Guidelines-2019.pdf>
- Pennsylvania Public Transportation Association (PPTA)/PennDOT, *Building Better Bus Stops Resource Guide*
 - <http://ppta.net/pages/betterbusstops/>
- Federal Transit Administration Circular 4710.1, Section 3.1.3 on ADA Access
 - https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_FTA_ADA_Circular_C_4710.1.pdf
- U.S. Access Board, Section R308
 - <https://www.access-board.gov/prowag/chapter-r3-technical-requirements/>