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BOARD POLICY 4039
IDAHO TRANSPORTATION DEPARTMENT 2
P.O. Box 7129 • Boise, ID 83707-1129
(208) 334-8000 • itd.idaho.gov

PUBLIC TRANSPORTATION ADVISORY COUNCIL (PTAC)

Purpose

The purpose of this policy is to outline the Public Transportation Advisory Council's advisory duties to the Board.

Legal Authority

Idaho Code 40-312(6) - The Board shall establish a statewide comprehensive plan for public transportation.

Idaho Code 40-514 - Defines Department support for public transportation services and the Public Transportation Advisory Council and Interagency Working Group.

Idaho Code 40-528: – ITD and the Director are the designated recipients of FTA funds for distribution within the State of Idaho.

Coordination/Communication with the Board

The Public Transportation Advisory Council (PTAC), as established by Sections 40-312(6) and 40-514(2), Idaho Code, advises the Idaho Transportation Board on issues, policies and performance concerning public transportation services in Idaho. PTAC shall present an annual update/report to the Idaho Transportation Board highlighting district PTAC activities, system improvements and issues, and goals/objectives for the next 12 months.

Program Emphasis

The PTAC shall work to ensure the public transportation program is safe, financially sustainable within the current funding constraints, and is capable of appropriately adjusting to the changing transportation landscape. PTAC activities should include promoting coordinated transportation systems, engaging in planning activities, and identifying transportation needs.

PTAC Membership

The Board shall appoint six members - one member for each of the six Transportation Department districts. Appointed members shall be representatives of local governments, agencies, private organizations, citizen groups, and private providers that have an interest in public transportation; as well as people with disabilities and the elderly who utilize public transportation. The Board shall appoint PTAC members from recommendations submitted by said organizations, groups, providers, users, and state agencies in each district. Each member shall serve a three-year term, except that the initial appointment may be for one to three years to allow two members to be appointed or reappointed each year.

The PTAC is authorized to meet three (3) times per year, with additional meetings as authorized by the Board. Each committee member will make a good faith effort to attend each full advisory committee meeting. Attendance in person is preferred, but if that is not possible, attendance may be by teleconference or by videoconference. If a given District is unrepresented for two consecutive meetings, the Chairperson or a majority of the committee has the discretion to ask for the removal of said individual from the committee. The members shall be reimbursed for attending the PTAC meetings according to the provisions of Section 59-509(g), Idaho Code. The PTAC members shall also be reimbursed by the Department for travel and expenses according to the limits specified in Section 67-2008, Idaho Code.

Applications to serve on PTAC will be coordinated by the Department. A call for applications must remain open for at least 30 calendar days, and applications received must be posted for public comment for at least 30 calendar days. Applications will then be reviewed by the seated members of the PTAC and a final appointment will be made by the Idaho Transportation Board.

Chair Election

A Chair is elected for a one (1) year term from among the PTAC members by a majority vote of the PTAC members, at the last meeting of the calendar year. The Chair's responsibilities include:

- Serving as the group's spokesperson,
- Partnering with the ITD-Public Transportation Office to assist in program recommendations
- Participating in agenda development activities on behalf of the group, and
- Other functions as appropriate.

Conflict Of Interest

If, in any broad sense, a person may personally or through a professional affiliation or employment be in line to benefit in any manner from the decisions of the Idaho Transportation Board and/or Department, that person shall declare a conflict of interest and excuse him/herself from participation on that issue. If the conflict is recurring, he/she shall be restricted from membership on the PTAC.

Approved by the Board on:

Date: 9/13/2018



Jerry Whitehead
Board Chairman