

## **Village of Matteson InterCity Bus Policy**

### **Frequently Asked Questions**

#### **Q: What is an unscheduled intercity bus?**

**A:** An unscheduled intercity bus is any intercity bus used for the transportation of passengers originating from a location outside of the Chicago-Naperville-Joliet area that is not a regularly scheduled intercity bus and operating pursuant to written authorization of the Chief of Police or Deputy Chief of Police approving a specific schedule to pick-up or drop-off passengers at an approved location in the Village.

#### **Q: How can an operator apply for an unscheduled intercity bus service?**

**A:** The operator of any unscheduled intercity bus must make an application for approval to arrive and load or unload passengers in the Village on the appropriate application form made available by the Chief of Police or Deputy Chief of Police. The application must be received by the Chief of Police or Deputy Chief of Police a minimum of five (5) full business days prior to the requested date of arrival identified in the application.

#### **Q: What information is required in the application?**

**A:** The application must include a proposed passenger list, and the operator must perform background checks on each passenger over the age of eighteen and provide copies of the same to the Chief of Police or Deputy Chief of Police as part of the application process. The application must also include an order authorizing the unscheduled intercity bus for the unloading of passengers executed by the head of the public body originating the transfer of or loading of passengers.

#### **Q: How are the applications processed and approved?**

**A:** Applications for unscheduled intercity buses are reviewed on a first-come, first-serve basis. No more than one (1) application, regardless of operator, shall be approved by the Chief of Police or Deputy Chief of Police for a specific date or location.

#### **Q: When and where can unscheduled intercity buses load or unload passengers in the Village?**

**A:** Unscheduled intercity buses can only load or unload passengers within the Village between the hours of 10:00 a.m. and 4:00 p.m. Monday through Friday, and not at any time on a Saturday, Sunday, or designated federal, state or Village legal holiday. Unscheduled intercity buses can only load or unload passengers at a location approved by the Chief of Police or Deputy Chief of Police.

#### **Q: What penalty will occur if policy is violated?**

**A:** Any operator of an unscheduled bus that attempts to or does in fact load or unload passengers without an approved application shall be subject to a \$750 fine per passenger.