

TRANSIT 101

*Everything you need to know about
transit...and more.*

KITSAP TRANSIT

60 Washington Avenue, Suite 200
Bremerton, Washington

John Clauson
Executive Director
(360) 478-6223

Revised: April 1, 2024

TRANSIT 101

TABLE OF CONTENTS

1. ORGANIZATIONAL OVERVIEW

- A. Kitsap Transit Mission Statement, Vision and Goals
- B. Kitsap Transit “In the World” Diagram
- C. Agency Information
 - 2024 Organizational Chart
 - Board of Commissioners
 - Management Team
 - Legislative Liaisons
- D. Kitsap Transit Community Committees
- E. Fares and Fare-Related Topics
- F. Important Documents Approved by the Transit Board
 - 2024 Annual Operating and Capital Budgets, Bus, and Ferry
- G. Regulatory Documents/Programs
 - Transit Development Plan
 - Long Range Transit Plan (LRTP)
 - Disadvantaged Business Enterprise (DBE)
 - Triennial Review
 - Title VI
 - Environmental & Sustainability Management System (ESMS) and Environmental Policy
- H. Government & Membership Affiliations

2. SERVICES

- A. Service Characteristics and Connections
- B. System Map (overview map attached--route details on the KT website)
 - System Map North Kitsap
 - System Map Bainbridge Island
 - System Map Central Kitsap
 - System Map South Kitsap
- A. Kitsap Transit Marine Services
 - Local Foot Ferries
 - Fast Ferries
- B. ACCESS & Dial-A-Ride Programs
- C. ACCESS VanLink Program
- D. Commute Trip Reduction
- E. Rideshare Services

- Worker/Driver Program
- Vanpools
- Guaranteed Ride Home
- SCOOT

3. PARK & RIDE LOTS

- A. Program Overview
- B. Park & Ride and Pay Lots (List and Overview Map)

4. FLEETS & FACILITIES

- A. Overview of Fleets & Facilities
- B. Map of Kitsap Transit Bases & Offices

5. REFERENCES

- A. Kitsap Transit Website: www.kitsaptransit.com
- B. Communication Channels
- C. Common Transit Industry Acronyms

ORGANIZATIONAL OVERVIEW

Section 1

KITSAP TRANSIT MISSION STATEMENT, VISION, AND GOALS

OUR MISSION

Provide safe, reliable, and efficient transportation choices that enhance the quality of life in Kitsap County.

OUR VISION

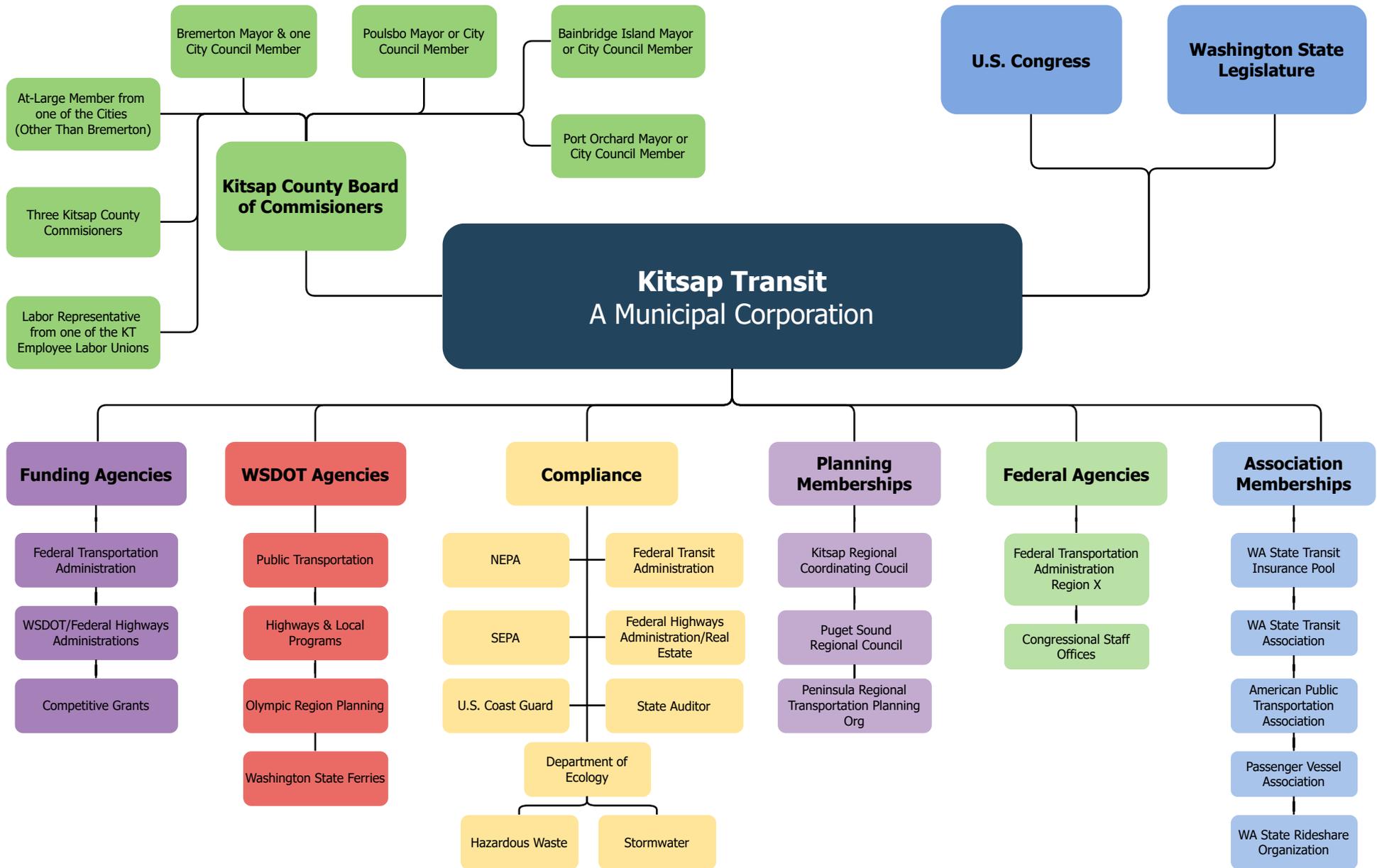
Kitsap Transit leads the delivery of a quality, coordinated and sustainable transportation network to serve the changing needs of Kitsap County residents.

OUR GOALS - 2024

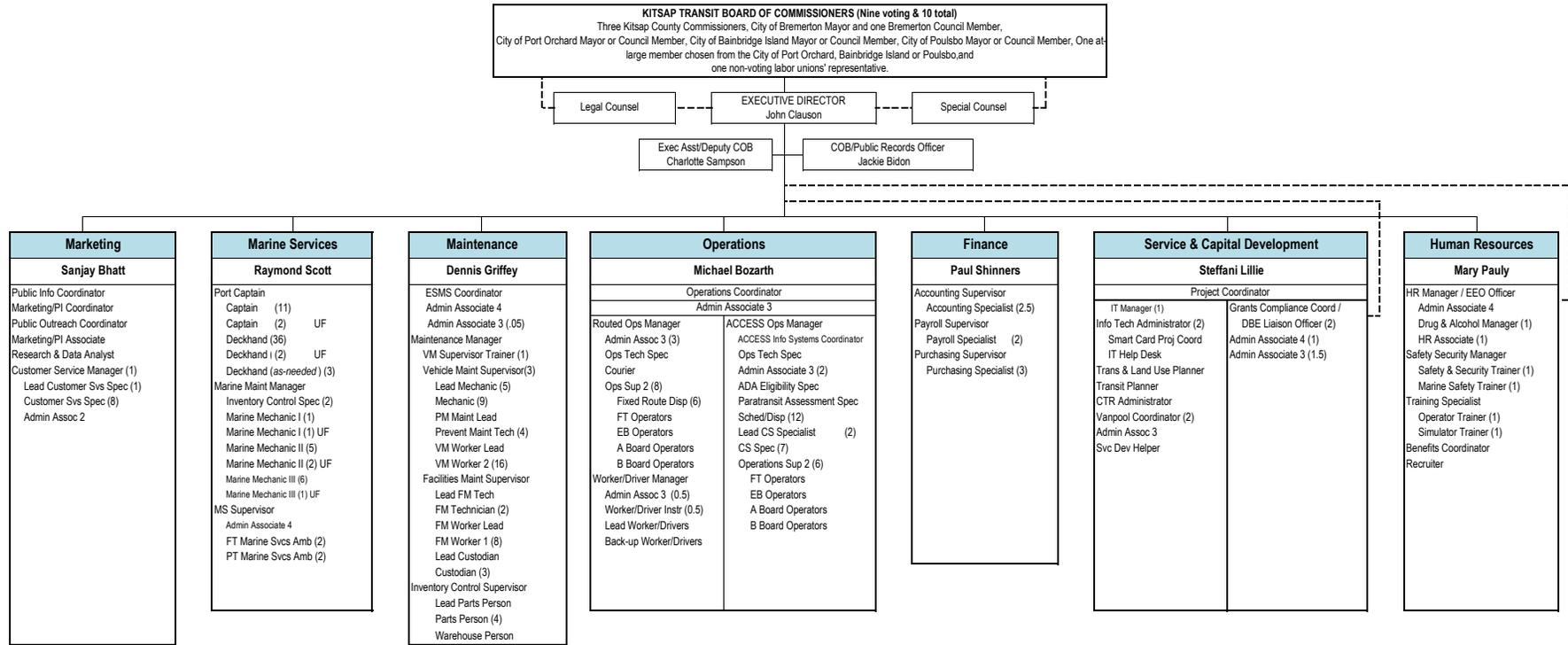
In continuation of the goals from 2023, and in keeping with Kitsap Transit's mission statement of providing "safe, reliable and efficient transportation choices that enhance the quality of life in Kitsap County," Kitsap Transit staff hereby present the agency goals for 2024:

- Increase overall ridership by 25 percent compared to 2023 performance
- Increase operator FTE count by 25 employees
- Begin construction on Ruby Creek Park & Ride
- Begin construction on electric local ferry
- Enter NEPA process for new Seattle Passenger-Only Ferry Terminal
- Complete installation and start certification of new APC system
- Expand overall marketing efforts to increase community's awareness and use of Kitsap Transit's services
- Complete planned restoration of Sunday service
- Secure State funding to develop an intra-county passenger-only ferry feasibility study/plan
- Continue to support State-funded enhanced Bremerton/Seattle passenger-only ferry service during Washington State Ferries service reduction

KITSAP TRANSIT "IN THE WORLD"



KITSAP TRANSIT 2024 STRUCTURE AND STAFFING



KITSAP TRANSIT – BOARD OF COMMISSIONERS

Kitsap Transit was established by public vote in 1982 under the authority of Revised Code of Washington RCW 36.57A. Kitsap Transit's initial mission was to provide public transportation services in the greater Bremerton and Port Orchard areas. Since then, Kitsap Transit has expanded through a number of annexations to cover the entire county.

The 10-member Board is comprised of nine elected officials and a non-voting member who represents the agency's labor unions, as required by state law.

The nine elected officials are:

- Three members of the Legislative body of Kitsap County
- The mayor of Bremerton
- The mayor or a member of the city council, chosen by the council, of Bainbridge Island, Port Orchard and Poulsbo
- A member of the Bremerton City Council (as appointed by the City Council President)
- An at-large member chosen by the Transit Board Chair from among city council members of the three smaller cities (Bainbridge Island, Port Orchard and Poulsbo) who express an interest to the board chair.

The nine elected officials serve Transit Board terms commensurate to the term of their elective office or at the will of their respective legislative bodies, except for the non-voting and at-large Board members; they serve for two-year terms.

The Kitsap Transit Board of Commissioners meets on the first and third Tuesday of each month as follows:

- The first Tuesday of each month beginning at 8:30 AM at the Norm Dicks Government Center located at 345 6th Street, Bremerton, WA 98337, and
- The third Tuesday of each month beginning at 8:30 AM at Kitsap Transit's Main Office located at 60 Washington Avenue, Bremerton, WA 98337

The Transit Board is a policy-making board. Matters discussed and approved by the Board include changes in fares; regulatory documents such as the Disadvantaged Business Enterprise plan and Transit Development Plan; operational and capital budgets; and authorizing and approving the procurement of supplies, professional services, and equipment exceeding the threshold bestowed upon the Executive Director or otherwise unbudgeted.

Each month, the Board receives written monthly progress reports on agency finances, fuel costs, the progress of capital projects and a legislative update. Comprehensive reports on ridership and finances are provided to the Board on a quarterly basis.

KITSAP TRANSIT'S MANAGEMENT TEAM

NAME	TITLE	PHONE (360)	MAJOR AREAS/TASKS
John Clauson	Executive Director	478-6223	Directly responsive to Board, management of all departments, liaison to a variety of external agencies, groups, and committees
Sanjay Bhatt	Marketing & Public Information Director	824-4926	Service information, Customer Service, Public Information Officer, community/government relations, advertising, branding, campaigns, events, market data & surveys, photo/video, publications, rider alerts, social media, websites, signage, vehicle graphics
Jackie Bidon	Clerk of the Board	478-6230	Support for Executive Director and Transit Board, creation/dissemination of Board packet, internal/external communications, records management, and public record requests
Michael Bozarth	Operations Director	Harborside: 824-4923 ACCESS: 478-5491	Routed service dispatch and Operations; ACCESS (paratransit) Dispatch, Customer Service and Operations; sustainability officer, Worker/Driver program, Dept. of Emergency Management
Dennis Griffey	Vehicle & Facilities Maintenance Director	478-6229	Vehicle acquisition and retrofitting, Vehicle Maintenance, Facilities Maintenance, buildings and grounds, Inventory Control
Steffani Lillie	Service & Capital Development Director	478-6931	Routed service planning, statistics, vanpools, IT services, Commute Trip Reduction, grants and grant programming, long-range planning, Capital budget and procurement, leasing, federal compliance, design development, permits, construction management and environmental compliance (SEPA/NEPA), Disadvantaged Business Enterprise Officer
Mary Pauly	Human Resources Director	478-6227	Personnel/Human Resources, risk management, education/training and recruitment, EEO/labor relations/contract negotiations, Dept. of Emergency Management
Ray Scott	Marine Services Director	824-4924	Local and cross-sound fast ferry services, vessel maintenance, Marine Operations, shore side facilities
Paul Shinnars	Finance Director	824-4908	Budget, finance plans, accounting, payroll, purchasing, Washington State Transit Insurance Pool Board member
David Weibel	General Counsel	692-6415	Legal matters

LEGISLATIVE LIAISONS

Kitsap Transit began employing a legislative liaison to represent its interests to the State Legislature and Kitsap delegation legislators in 2003, primarily during the Legislative Sessions, to support KT's interests in both general transit as well as the passenger-only ferry areas relative to state legislative activity. Liaison services are now contracted year round and work in coordination with the Washington State Transit Association.

Kitsap Transit began contracting with Jensen Walgren Doty Governmental Consulting in 2010 and, in 2016, renegotiated a contract with Doty & Associates. Doty & Associates is a successor entity to Jensen Walgren Doty, as other partners scaled back their day-to-day duties and all clients moved under the heading for Doty & Associates for ease and consistency.

The firm provides monthly reports, attends Board Meetings and reports more frequently to KT staff and the Board of Commissioners during the Legislative Session.

In 2017, Kitsap Transit contracted for a federal liaison to assist with funding and financial needs in Washington, D.C. The importance of a federal liaison increased with the uncertainty of transportation funding and the addition of the Fast Ferry.

A contract was signed with Norm Dicks and Associates, LLC, to assist with federal relations and funding requests before the United States Congress. Norm Dicks comes with a well-respected history in Congress and first-hand experience and knowledge of Kitsap County. With the large capital investment needed to begin the Fast Ferry operations, the continuing challenge of fleet replacement for bus services, and other large capital needs, having a voice in Washington D.C. provides Kitsap Transit with a necessary advocate.

KITSAP TRANSIT COMMUNITY COMMITTEES

Kitsap Transit has three community committees. These committees represent both specific population and ridership groups served by Kitsap Transit.

COMMUNITY ADVISORY COMMITTEE (CAC)

Kitsap Transit’s Community Advisory Committee (CAC) membership is determined both geographically and by representation from various advocacy groups (disabled, Worker/Driver riders, community services organizations, etc.). CAC members apply for two-year appointments which are made by the Kitsap Transit Board of Commissioners. The CAC meets once a month on the last Thursday at 6:30 PM and reviews the draft agenda for the upcoming meeting of the Board of Commissioners.

2024 CAC Member Roster:

Name	Representing	Term
Tecla Legge	Kingston	06/22 – 05/24
Robert Dollar	Bremerton, West	12/23 – 11/25
Ken Longcrier	Port Orchard	09/23 – 08/25
Daniel Walkup	Bremerton, East	03/23 – 02/25
David Kerr	Puget Sound Naval Shipyard / IMF	06/22 – 05/24
Patricia Bradley	Silverdale	12/23 – 11/25
James “JR” Kinnison	Peninsula Council for the Blind	07/22 – 06/24

PASSENGER ADVISORY COMMITTEE ON TRANSPORTATION (PACT)

This meeting was suspended during COVID-19, it will be reinstated in the future. This public meeting is held for all ACCESS passengers and their families to get more information regarding ACCESS and other major Kitsap Transit projects. There is no set roster and attendees vary. This meeting is held on the 2nd Tuesday of every other month at 2:00 PM at Kitsap Transit’s Charleston Base, 200 Charleston Boulevard, Bremerton.

LIMITED ENGLISH PROFICIENCY, LOW INCOME AND MINORITY PARTICIPATION

In 2012, Kitsap Transit formed “Agency Advocates for Limited English Proficiency (LEP) Populations.” Quarterly meetings were coordinated to ensure that everyone is included in participating in KT’s services, capital planning and development process. In recent years, attendance by community agency advocates has declined. Based on this decline in attendance, KT made the decision to utilize an alternative communication pathway to take place of the traditional quarterly meetings. A survey was created and sent to all 83 members of the Agency Advocates for the LEP email group. The survey was also given out at community meetings attended by staff. Based on the results of the survey, KT concluded that the most effective and efficient pathway is to utilize established meetings in the community. Staff will actively attend these meetings to share information about KT services and projects and to discuss effective communications methods for LEP and minority outreach.

FARES & FARE-RELATED TOPICS

KITSAP TRANSIT FARE STRUCTURE

Routed Buses & Local Foot Ferries

	One-Way Cash	KT Monthly Pass	PugetPass	Regional Day Pass
Full Fare	\$2.00	\$50.00	\$72.00	\$8.00
Reduced Fare	\$1.00	\$25.00	\$36.00	\$4.00

Fast Ferries

	One-Way Cash		Kitsap Transit Monthly Trip Passes		PugetPass	
	Eastbound	Westbound	Fast Ferry Only	Bus & Fast Ferry	Eastbound Only	Eastbound & Westbound
Full Fare	\$2.00	\$10.00	\$168.00	\$196.00	\$72.00	\$360.00
Reduced Fare	\$1.00	\$5.00	\$84.00	\$98.00	\$36.00	\$180.00

Notes: One-way fares are payable with exact cash, tokens, Transit GO ticket or ORCA card E-purse. Bus operators and ferry crew do not give change. Tokens are not accepted on Kitsap Transit Fast Ferries. Reduced Fare riders must be pre-qualified and show a Regional Reduced Fare Permit Card.

ACCESS

	One-Way	Kitsap Transit Monthly Pass
ACCESS Fare	\$2.00	\$25.00
Surcharge in Outlying Areas	+\$1.00	+1.00 per ride

Notes: The additional \$1.00 outlying areas fee is charged on trips that start or end outside of the Kitsap Transit ACCESS service area. One-way fares are payable with cash or tokens. Reduced Fare is not available on ACCESS service.

Worker/Driver

	One-Way	Monthly Pass
Regular Fare	\$3.00	\$97.00

Notes: The Worker/Driver monthly pass is valid on Kitsap Transit Worker/Driver and routed

buses, the local foot ferries and *ACCESS* (eligible riders). Reduced Fare is not available on Worker/Driver service.

Department of Defense employees who commute to work by bus or ferry* are eligible to register for commuting benefits. Under this program, registered government employees can receive a federal transit subsidy, up to \$315 a month (in 2024), for their actual commuting costs. The benefit allows the worker to obtain a monthly bus pass, essentially providing them free rides on a Routed bus, Worker/Driver bus, the KTFF or *ACCESS* service.

*KTFF or WSF (you must either walk on or be a passenger in an eligible vanpool).

Fare Changes

Fares were raised on April 1, 2009, with all fares increasing by about 33 percent; the full fare rate went from \$1.50 to \$2.00, and the reduced fare rate increased from 75 cents to \$1.00. The agency also added a \$1.00 surcharge for outlying area service in *ACCESS*. Kitsap Transit has not raised its standard fares since then.

PAYMENT METHODS

ORCA

One Regional Card for All (ORCA) is an electronic fare payment system accepted on Kitsap Transit, Pierce Transit, King Country Metro Transit, Community Transit, Sound Transit, Everett Transit, and the Washington State Ferries (WSF). It allows riders to load fare products, like a monthly pass, onto their card and tap their card aboard a bus, train, or ferry to pay their fare. Instead of carrying different passes for different transit systems, riders carry just one card. www.myorca.com.

E-purse, short for electronic purse, is used like cash to pay your fare. E-purse can be added to an ORCA card and store value between \$5.00 - \$400.00. E-purse can be used in combination with a monthly pass. Add E-purse to your ORCA card to cover any additional fares beyond your monthly pass.

In May 2022, ORCA was upgraded to use a mobile app as well as redesigned cards. Virtual ORCA cards are being tested in 2024 and should be available soon.

Mobile – Transit GO Ticket

Transit GO Ticket is a mobile app that lets passengers quickly buy tickets to ride public transportation without having to pay cash. Kitsap Transit offers products on Transit GO that are valid on Routed Buses, Dial-A-Ride, Local Foot Ferries and Kitsap Fast Ferries. While other transit agencies sell their own products on Transit GO, fare transfers to other systems are NOT allowed with this app.

Day and Monthly Passes

A **Regional Day Pass** loaded on an ORCA card is valid on Kitsap Transit, Pierce Transit,

Community Transit, King County Metro, Sound Transit and Everett Transit. The pass is valid from its first use through the end of the same service day. The adult (full-fare) pass is valid for trip values up to and including \$3.50. The reduced fare pass is valid for trip values up to and including \$1.75. The Regional Day Pass is NOT valid on Kitsap Transit Fast Ferries, Washington State Ferries, or King County Metro Access.

A **KT Monthly Pass** loaded on an ORCA card is valid for unlimited rides for the month of issue on Kitsap Transit's routed buses, the local foot ferries, and the fast ferries. Riders qualifying for reduced fare are eligible to purchase the reduced-fare pass.

A **PugetPass** loaded on an ORCA card is valid for the trip value on Kitsap Transit, Pierce Transit, Community Transit, King County Metro, Sound Transit and Everett Transit. Additional trip values from \$0.50 to \$5.75 and \$10.00 are available.

Employer Benefits: Employers may offer an ORCA Business Account Pass. Benefits of these passes depend on the employer.

ADDITIONAL FARE RELATED TOPICS

Reduced Fare Eligibility

Riders who meet the following criteria are eligible for a Reduced Fare ORCA Card:

- Low Income: Department of Social and Health Services (DSHS) low income with proof of DSHS status and family size

Riders who meet the following criteria are eligible for a Regional Reduced Fare Permit (ORCA Card):

- Medicare Cardholders
- Elderly: Age 65 and older with proof of age
- Disabled: With proof of Medicare card, Social Security Disability benefits, 40% or greater Veterans Affairs disability or Supplemental Security Income benefits for a disability

Free Riders

- Anyone 18 and under can ride free on buses, ferries, and trains throughout the Puget Sound. Participating agencies include Kitsap Transit, King County Metro, Sound Transit, Community Transit, Everett Transit, Pierce Transit and Washington State Ferries.
- Any of the region's law enforcement personnel and fire fighters, in uniform or out of uniform, inside or outside of their jurisdiction
- Personal-care attendants traveling with eligible disabled customers
- Bikes ride free (with a paying rider) on Kitsap Transit buses and the Kitsap Transit Foot Ferry; limited to space available

Vanpools

Vanpool group rates are determined by the size of the van and the number of miles traveled.

Transfer Policy

ORCA card users who pay their regular or reduced fare from E-purse are entitled to a free 2-hour transfer. ORCA transfers are good in any direction of travel at any location. Transfers are free between Kitsap Transit vehicles. When transferring to a Pierce, Metro, Community, Sound or Everett Transit vehicle within 2 hours, riders will be given credit for the fare paid, paying only the difference in fares.

Riders paying with cash can request a paper transfer. Paper transfers are valid at transfer centers & points only for the next connecting bus or local foot ferry. **Paper transfers are NOT valid on Kitsap Transit Fast Ferries.**

2024 OPERATING BUDGET - CONSOLIDATED

	2024 Operating Budget			Five Year Outlook				
	Transit Fund	Ferry Fund	Consolidated	2025	2026	2027	2028	2029
Routed Fare	1,339,200	-	1,339,200	1,366,000	1,379,700	1,393,500	1,407,400	1,421,500
Worker Driver Fare	752,400	-	752,400	767,400	775,100	782,900	790,700	798,600
Van Pool Fare	201,600	-	201,600	205,600	207,700	209,800	211,900	214,000
Ferry Fare	-	3,697,500	3,697,500	3,829,000	3,995,000	4,169,000	4,351,000	4,543,000
Access Fare	223,200	-	223,200	227,700	230,000	232,300	234,600	236,900
Parking	180,000	-	180,000	180,000	180,000	180,000	180,000	180,000
Lease Income	500,000	-	500,000	373,700	319,900	265,500	268,200	270,900
Other Operating Income	12,000	-	12,000	12,000	12,000	12,000	12,000	12,000
Operating Revenue	3,208,400	3,697,500	6,905,900	6,961,400	7,099,400	7,245,000	7,455,800	7,676,900
General Administration	6,982,106	2,776,084	9,758,190	9,931,000	10,428,000	10,949,000	11,497,000	12,072,000
Capital Development	1,085,547	-	1,085,547	1,140,000	1,197,000	1,257,000	1,320,000	1,386,000
Customer Service	1,126,743	-	1,126,743	1,183,000	1,242,000	1,304,000	1,369,000	1,437,000
Routed Service	17,183,324	-	17,183,324	18,381,000	19,300,000	20,265,000	21,278,000	22,342,000
Worker Driver	1,461,176	-	1,461,176	1,534,000	1,611,000	1,692,000	1,777,000	1,866,000
Access	11,738,613	-	11,738,613	12,442,000	13,064,000	13,717,000	14,403,000	15,123,000
Rideshare	472,846	-	472,846	496,000	521,000	547,000	574,000	603,000
Ferry Service (Local & Fast Ferry)	-	13,525,578	13,525,578	14,202,000	14,912,000	15,657,000	16,440,000	17,262,000
Vehicle Maintenance	12,125,589	-	12,125,589	12,732,000	13,369,000	14,037,000	14,739,000	15,476,000
Vessel and Ferry Terminal Maintenance	-	7,681,775	7,681,775	5,714,000	5,338,000	6,974,000	5,594,000	5,874,000
Transit Facility Maintenance	3,998,962	-	3,998,962	4,199,000	4,409,000	4,629,000	4,860,000	5,103,000
Service Development	3,934,025	-	3,934,025	3,894,000	4,089,000	4,293,000	4,508,000	4,733,000
Operating Expense	60,108,931	23,983,437	84,092,368	85,848,000	89,480,000	95,321,000	98,359,000	103,277,000
Sales Tax Revenue	58,926,000	22,086,000	81,012,000	83,847,410	86,782,000	89,819,000	92,963,000	96,217,000
State Operating Grant - CTR / SNPT	115,000	-	115,000	115,000	115,000	115,000	115,000	115,000
State Transit Support Grant	-	-	-	10,000,000	-	10,000,000	-	10,000,000
Other Operating Grant - PM	-	700,000	700,000	600,000	600,000	600,000	600,000	600,000
Interest Income	2,400,000	300,000	2,700,000	1,526,000	1,379,000	775,000	649,000	572,000
Depreciation	(7,600,000)	(2,700,000)	(10,300,000)	(10,300,000)	(10,300,000)	(10,300,000)	(10,300,000)	(10,300,000)
Amortization	(66,000)	(12,000)	(78,000)	(80,000)	(80,000)	(80,000)	(80,000)	(80,000)
Interest Expense	(7,700)	(792,000)	(799,700)	(710,600)	(628,000)	(544,000)	(459,000)	(371,270)
Sales Tax Collection Fee	(589,260)	(220,860)	(810,120)	(838,900)	(868,200)	(898,300)	(929,200)	(961,900)
NonOperating Revenue/Expense	53,178,040	19,361,140	72,539,180	84,158,910	76,999,800	89,486,700	82,558,800	95,790,830
Net Income (loss)	(3,722,491)	(924,797)	(4,647,288)	5,272,310	(5,380,800)	1,410,700	(8,344,400)	190,730
BEGINNING UNRESTRICTED RESERVE	65,900,000	15,508,000	81,408,000	83,332,662	79,897,972	65,145,912	52,423,612	41,234,212
Cash Flow From Operations	3,943,509	1,787,203	5,730,712	15,652,310	4,999,200	11,790,700	2,035,600	10,570,730
Debt Service (bond principal)	(271,050)	(2,935,000)	(3,206,050)	(3,282,000)	(3,080,000)	(3,150,000)	(3,225,000)	(3,305,000)
Capital Program (net local contribution)	(15,805,000)	(5,558,000)	(21,363,000)	(21,363,000)	(21,363,000)	(21,363,000)	(10,000,000)	(10,000,000)
Reserve - Draw / (Deposit)	(600,000)	-	(600,000)	-	-	-	-	-
Bremerton UZA Stimulus Funding	15,805,000	5,558,000	21,363,000	5,558,000	4,691,740	-	-	-
Seattle UZA Stimulus Funding	-	-	-	-	-	-	-	-
ENDING UNRESTRICTED RESERVE	68,972,459	14,360,203	83,332,662	79,897,972	65,145,912	52,423,612	41,234,212	38,499,942
Estimated Minimum Reserve	16,997,000	7,603,000	24,600,000	25,035,000	25,872,000	27,329,000	28,086,000	29,313,000
Estimated Excess of Reserve	51,975,459	6,757,203	58,732,662	54,862,972	39,273,912	25,094,612	13,148,212	9,186,942

2024 OPERATING BUDGET – TRANSIT FUND

	Current Year	Prior Year	Variance		Five Year Outlook				
	Budget (2024)	Budget (2023)	(\$)	(%)	2025	2026	2027	2028	2029
Routed Fare	1,339,200	1,134,000	205,200	18.10%	1,366,000	1,379,700	1,393,500	1,407,400	1,421,500
Worker Driver Fare	752,400	840,000	(87,600)	-10.43%	767,400	775,100	782,900	790,700	798,600
Van Pool Fare	201,600	168,000	33,600	20.00%	205,600	207,700	209,800	211,900	214,000
Access Fare	223,200	156,000	67,200	43.08%	227,700	230,000	232,300	234,600	236,900
Parking	180,000	162,000	18,000	11.11%	180,000	180,000	180,000	180,000	180,000
Lease Income	500,000	516,000	(16,000)	-3.10%	373,700	319,900	265,500	268,200	270,900
Other Operating Income	12,000	12,000	-	0.00%	12,000	12,000	12,000	12,000	12,000
Operating Revenue	3,208,400	2,988,000	220,400	7.38%	3,132,400	3,104,400	3,076,000	3,104,800	3,133,900
General Administration	6,982,106	5,790,861	1,191,245	20.57%	7,016,000	7,367,000	7,735,000	8,122,000	8,528,000
Capital Development	1,085,547	770,883	314,664	40.82%	1,140,000	1,197,000	1,257,000	1,320,000	1,386,000
Customer Service	1,126,743	1,036,787	89,956	8.68%	1,183,000	1,242,000	1,304,000	1,369,000	1,437,000
Routed Service	17,183,324	15,816,100	1,367,224	8.64%	18,381,000	19,300,000	20,265,000	21,278,000	22,342,000
Worker Driver	1,461,176	1,303,388	157,788	12.11%	1,534,000	1,611,000	1,692,000	1,777,000	1,866,000
Access	11,738,613	10,896,797	841,816	7.73%	12,442,000	13,064,000	13,717,000	14,403,000	15,123,000
Rideshare	472,846	625,147	(152,301)	-24.36%	496,000	521,000	547,000	574,000	603,000
Vehicle Maintenance	12,125,589	12,039,289	86,300	0.72%	12,732,000	13,369,000	14,037,000	14,739,000	15,476,000
Facilities	3,998,962	3,570,677	428,285	11.99%	4,199,000	4,409,000	4,629,000	4,860,000	5,103,000
Service Development	3,934,025	3,441,190	492,835	14.32%	3,894,000	4,089,000	4,293,000	4,508,000	4,733,000
Operating Expense	60,108,931	55,291,119	4,817,812	8.71%	63,017,000	66,169,000	69,476,000	72,950,000	76,597,000
Sales Tax Revenue	58,926,000	57,375,000	1,551,000	2.70%	60,988,410	63,123,000	65,332,000	67,619,000	69,986,000
State Operating Grant - CTR / SNPT	115,000	200,000	(85,000)	-42.50%	115,000	115,000	115,000	115,000	115,000
State Transit Support Grant	-	2,466,000	(2,466,000)		7,000,000	-	7,000,000	-	7,000,000
Interest Income	2,400,000	600,000	1,800,000	300.00%	1,296,000	1,127,000	626,000	531,000	467,000
Depreciation	(7,600,000)	(6,450,000)	(1,150,000)	17.83%	(7,600,000)	(7,600,000)	(7,600,000)	(7,600,000)	(7,600,000)
Amortization	(66,000)	(66,300)	300	-0.45%	(68,000)	(68,000)	(68,000)	(68,000)	(68,000)
Interest Expense	(7,700)	(16,800)	9,100	-54.17%	(1,600)	-	-	-	-
Sales Tax Collection Fee	(589,260)	(573,750)	(15,510)	2.70%	(609,900)	(631,200)	(653,300)	(676,200)	(699,900)
NonOperating Revenue/Expense	53,178,040	53,534,150	(356,110)	-0.67%	61,119,910	56,065,800	64,751,700	59,920,800	69,200,100
Net Income (loss)	(3,722,491)	1,231,031	(4,953,522)		1,235,310	(6,998,800)	(1,648,300)	(9,924,400)	(4,263,000)
BEGINNING UNRESTRICTED RESERVE	65,900,000	56,245,000			68,972,459	61,793,769	46,657,969	36,872,669	27,616,269
Cash Flow From Operations	3,943,509	7,747,331			8,903,310	669,200	6,019,700	(2,256,400)	3,405,000
Debt Service (principal)	(271,050)	(265,000)			(277,000)	-	-	-	-
Capital Program (net local contribution)	(15,805,000)	(42,249,625)			(15,805,000)	(15,805,000)	(15,805,000)	(7,000,000)	(7,000,000)
Bremerton UZA Stimulus Funding	15,805,000	20,612,740			-	-	-	-	-
Fuel Reserve	(600,000)	290,000			-	-	-	-	-
ENDING UNRESTRICTED RESERVE	68,972,459	42,380,446			61,793,769	46,657,969	36,872,669	27,616,269	24,021,269
Estimated Minimum Reserve	16,997,000				17,724,000	18,442,000	19,269,000	20,138,000	21,049,000
Estimated Excess of Reserve	51,975,459				44,069,769	28,215,969	17,603,669	7,478,269	2,972,269

2024 CAPITAL BUDGET - TRANSIT FUND (CONT.)

	Funding Sources								
	Total Local	FTA 5307	FTA 5337	FTAPFG	FTA 5339	FHWA FBP	FHWA STP	WSDOT	Total
Transit Centers / Park & Ride	-								-
HWY 16 P & R PE/Design/ROW (Ruby Creek)	615,028						96,291		711,319
HWY 16 P & R CN (Ruby Creek)	6,500,000							6,250,000	12,750,000
Sewer Lift Staion Hwy 16 (Ruby Creek)	3,500,000								3,500,000
Silverdale Transit Center	1,500,000	293,647			-		-	2,300,000	4,093,647
Ruth Haines Road (Design & CN)	400,000								400,000
Rental Park and Ride Improvements	20,000								20,000
Gateway Bus Storage Facility & P/R Alt Analysis TOD	25,000						-		25,000
Gateway Bus Storage Facility & P/R PE/Design	122,400						720,000		842,400
Gateway Center Rehabilitation - Environmental/Construction	500,000								500,000
SR 104 Park & Ride PE/Design	100,000						500,000		600,000
Fred Meyer Stop Safety Improvements (Design & CN)	60,000								60,000
Port Orchard Transit Center Planning	147,457						589,826		737,283
Bike Barn Lighting/Security Cameras	3,263						10,052		13,315
West Bremerton Hydrogen Fueling & P&R (Environmental, Design & ROW)	3,584,383	2,337,531					1,800,000		7,721,914
Poulsbo Park & Ride (10% Design & ROW)	1,300,000								1,300,000
Inductive Charging (BTC, STC, WBTC & BITC)	1,500,000							1,412,558	2,912,558
Silverdale Park & Ride (10% & ROW)	150,000								150,000
Operator Training Facility (10% & ROW)	3,500,000								3,500,000
Day Road Park & Ride (Design & Construction)	1,588,925							2,355,700	3,944,625
Equipment and Systems	-								-
Computer Infrastructure Improvements (Fiber SB & CB)	200,000								200,000
Servers and Capitalized Computer Equip.	200,000								200,000
VEEM Backup and Recover Software/Server	150,000								150,000
APC UPS for Servers	60,000								60,000
IP Cameras (Resulting from Perimeter Security Study)	300,000								300,000
Misc. Tools and Equipment	15,000								15,000
Training Room Upgrades	25,000								25,000
Pilot - Digital Bus Stop Panels	25,000								25,000
Schedule Racks	40,000								40,000
Scaffold for EV Bus Maint (or lift)	90,000								90,000
Payroll Systems Implementation	100,000								100,000
Bus Rotor Lathes	45,000								45,000
Tire Changing Equip.	25,000								25,000
Service Truck	90,000								90,000
F150 Maint. (encumbered)	60,000								60,000
Bus in Motion Alarms (encumbered)	18,000								18,000
Bus Fund Total	63,221,963	22,316,847	-	-	11,938,675	-	3,716,169	25,030,244	126,223,898

2024 OPERATING BUDGET - FERRY FUND

	Current Year	Prior Year	Variance		Five Year Outlook				
	Budget	Budget	(\$)	(%)	2025	2026	2027	2028	2029
	(2024)	(2023)							
Local Ferry Fare Revenue	627,600	600,000	27,600	4.60%	634,000	640,000	646,000	652,000	659,000
Fast Ferry Fare Revenue - Bremerton	2,095,300	1,548,000	547,300	35.36%	2,200,000	2,310,000	2,426,000	2,547,000	2,674,000
Fast Ferry Fare Revenue - Kingston	420,200	368,000	52,200	14.18%	441,000	463,000	486,000	510,000	536,000
Fast Ferry Fare Revenue - Southworth	554,400	364,000	190,400	52.31%	554,000	582,000	611,000	642,000	674,000
Operating Revenue	3,697,500	2,880,000	817,500	28.39%	3,829,000	3,995,000	4,169,000	4,351,000	4,543,000
General Administration	2,776,084	2,916,379	(140,295)	-4.81%	2,915,000	3,061,000	3,214,000	3,375,000	3,544,000
Local Foot Ferry	2,310,196	2,218,252	91,944	4.14%	2,426,000	2,547,000	2,674,000	2,808,000	2,948,000
Bremerton Fast Ferry	4,373,649	4,220,505	153,144	3.63%	4,592,000	4,822,000	5,063,000	5,316,000	5,582,000
Kingston Fast Ferry	3,518,607	3,955,347	(436,740)	-11.04%	3,695,000	3,880,000	4,074,000	4,278,000	4,492,000
Southworth Fast Ferry	3,323,126	3,346,016	(22,890)	-0.68%	3,489,000	3,663,000	3,846,000	4,038,000	4,240,000
Maintenance - Vessel and Terminal	7,681,775	4,852,585	2,829,190	58.30%	5,714,000	5,338,000	6,974,000	5,594,000	5,874,000
Operating Expense	23,983,437	21,509,084	2,474,353	11.50%	22,831,000	23,311,000	25,845,000	25,409,000	26,680,000
Sales Tax Revenue	22,086,000	21,515,000	571,000	2.65%	22,859,000	23,659,000	24,487,000	25,344,000	26,231,000
State Transit Support Grant	-	1,056,000	(1,056,000)		3,000,000		3,000,000	-	3,000,000
Other Operating Grant - PM	700,000	269,000	431,000	160.22%	600,000	600,000	600,000	600,000	600,000
Interest Income	300,000	120,000	180,000	150.00%	230,000	252,000	149,000	118,000	105,000
Depreciation	(2,700,000)	(3,450,000)	750,000	-21.74%	(2,700,000)	(2,700,000)	(2,700,000)	(2,700,000)	(2,700,000)
Amortization	(12,000)	(12,000)	-	0.00%	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
Interest Expense - 2017 Bond	(792,000)	(888,000)	96,000	-10.81%	(709,000)	(628,000)	(544,000)	(459,000)	(371,270)
Sales Tax Collection Fee	(220,860)	(215,150)	(5,710)	2.65%	(229,000)	(237,000)	(245,000)	(253,000)	(262,000)
NonOperating Revenue/Expense	19,361,140	18,394,850	966,290	5.25%	23,039,000	20,934,000	24,735,000	22,638,000	26,590,730
Net Income (loss)	(924,797)	(234,234)	(690,563)	294.8%	4,037,000	1,618,000	3,059,000	1,580,000	4,453,730
BEGINNING RESERVES	15,508,000	13,027,000			14,360,203	18,104,203	18,487,943	15,550,943	13,617,943
Cash Flow From Operations	1,787,203	3,227,766			6,749,000	4,330,000	5,771,000	4,292,000	7,165,730
2017 Bond (principal)	(2,935,000)	(2,870,000)			(3,005,000)	(3,080,000)	(3,150,000)	(3,225,000)	(3,305,000)
Capital Program Expenditures	(5,558,000)	(10,179,598)			(5,558,000)	(5,558,000)	(5,558,000)	(3,000,000)	(3,000,000)
Capital Reserve - Draw / (Deposit)	-	1,000,000			-	-	-	-	-
Seattle UZA Stimulus Funding	-	2,657,000			-	-	-	-	-
Bremerton UZA Stimulus Funding	5,558,000	4,188,832			5,558,000	4,691,740	-	-	-
Fuel Reserve	-	1,976,000			-	-	-	-	-
ENDING RESERVES	14,360,203	13,027,000			18,104,203	18,487,943	15,550,943	13,617,943	14,478,673
Estimated Minimum Reserve	7,603,000				7,311,000	7,430,000	8,060,000	7,948,000	8,264,000
Estimated Excess of Reserve	6,757,203				10,793,203	11,057,943	7,490,943	5,669,943	6,214,673

2024 CAPITAL BUDGET - FERRY FUND

	Funding Sources								
	Total Local	FTA 5307	FTA 5337	FTAPFG	FTA 5339	FHWA FBP	FHWA STP	WSDOT	Total
Ferry Fund									-
Vessels									
Owner Representation (Electric Foot Ferry)	1,400,000								1,400,000
Electric Fast Foil Ferry Design & Prototype (match only)	1,000,000								1,000,000
MV Solano Purchase/PE/Rehabilitation	934,337	337,348							1,271,685
Spare Jet(s) Bow Loaders (encombered)	700,000								700,000
Genset Bow Loaders (encombered)	40,222					189,584			229,806
Finest Jet Replacement (Hamilton)	303,338								303,338
Electric Foot Ferry & Infrastructure (Design & Construction) - Waterman II	1,695,503			7,700,000				6,500,000	15,895,503
Ferry Terminal & Maintenance Facilities	-								-
Bremerton Dock Improvements	46,675			186,698					233,373
Alt. Analysis for Seattle Terminal	27,397								27,397
Seattle Terminal PE (10% & Environmental)	1,075,000	2,500,000							3,575,000
Southworth Terminal Redevelopment (WSF Partner)	853,804						2,250,000		3,103,804
Electronic Signage Docks	150,000								150,000
Southworth Parking Lot Changes	393,274								393,274
POF System PM (Vessel & Terminal) (Waterman Props, Labor 700K & RP1 Impellers encombered, KN)	461,939	1,538,680	823,795						2,824,414
Breakwater at Port Orchard Marina (Partnership)	1,000,000								1,000,000
Annapolis Environmental Study	150,000								150,000
Mooring Dock Alt. Analysis, Purchase & Improvements	4,979,835								4,979,835
Marine Maintenance Fac. (Locate, 10% & ROW)	1,250,425								1,250,425
Marine Maintenance Fac. (Environmental)	2,250,000					-			2,250,000
Ferry & Terminal PM (formerly cancelled workboat project)	-					218,837			218,837
Seattle Docking Facility (ROW or Match \$)	3,500,000								3,500,000
Ferry Tools & Equipment	-								-
Marine Specialty Tools	20,000								20,000
Ferry Fund Total	22,231,749	4,376,028	823,795	7,886,698	-	408,421	2,250,000	6,500,000	44,476,691

REGULATORY DOCUMENTS/PROGRAMS

TRANSIT DEVELOPMENT PLAN (TDP)

By September 1st of each year, the legislative authority of each municipality, as defined in RCW [35.58.272](#), and each regional transit authority shall prepare a six-year transit development plan for that calendar year and the ensuing five years. The program shall be consistent with the comprehensive plans adopted by counties, cities, and towns, pursuant to chapter [35.63](#), [35A.63](#), or [36.70](#) RCW, the inherent authority of a first-class city or charter county derived from its charter, or chapter [36.70A](#) RCW. The program shall contain information as to how the municipality intends to meet state and local long-range priorities for public transportation, capital improvements, significant operating changes planned for the system, and how the municipality intends to fund program needs. The six-year plan for each municipality and regional transit authority shall specifically set forth those projects of regional significance for inclusion in the transportation improvement program within that region. Each municipality and regional transit authority shall file the six-year program with the state department of transportation, the transportation improvement board, and cities, counties, and regional planning councils within which the municipality is located.

In developing its program, the municipality and the regional transit authority shall consider those policy recommendations affecting public transportation contained in the state transportation policy plan approved by the state transportation commission and, where appropriate, adopted by the legislature. The municipality shall conduct one or more public hearings while developing its program and for each annual update.

Resolution No. 23-44 Adopted the Kitsap Transit 2023-2028 Transit Development Plan.

LONG RANGE TRANSIT PLAN (LRTP)

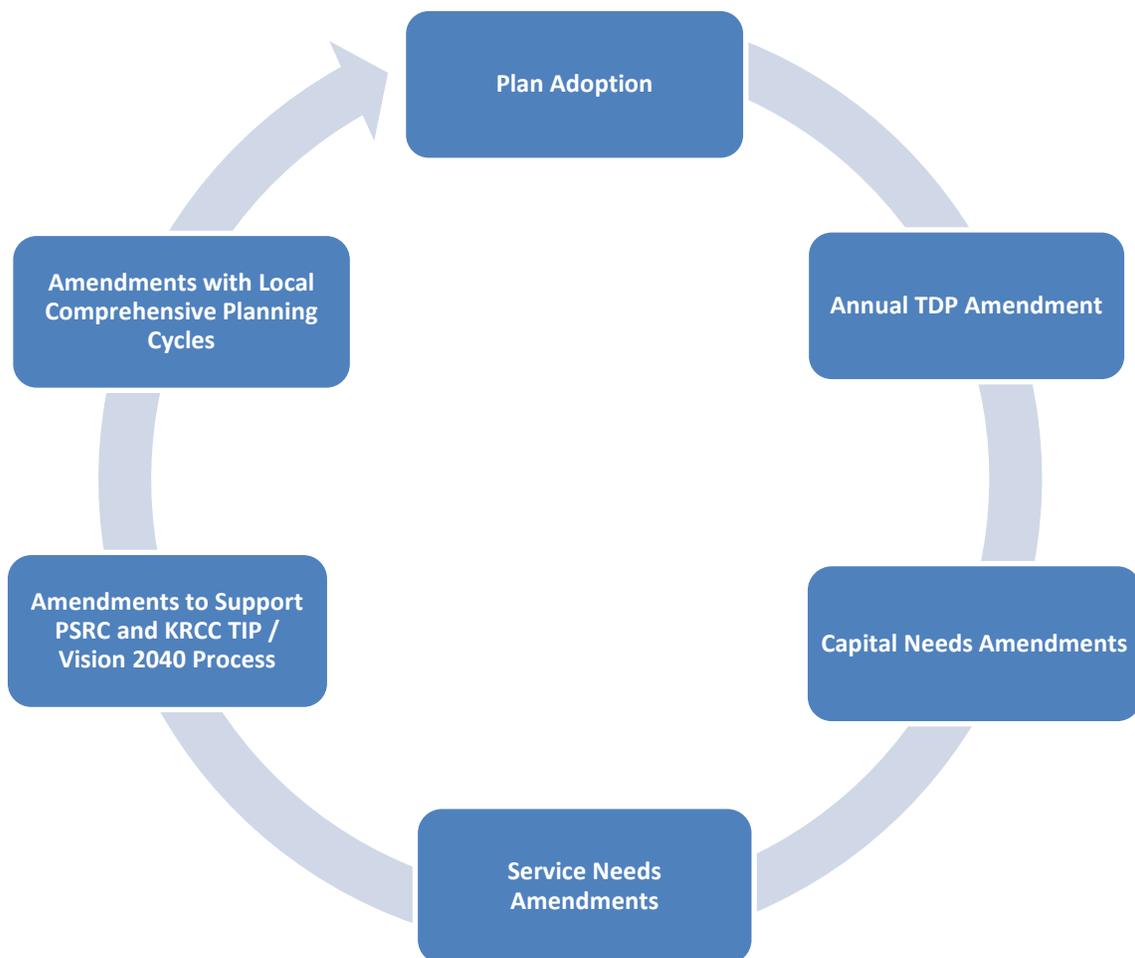
The Long Range Transit Plan (LRTP) is designed as a planning tool to guide Kitsap Transit in examining service needs over the next 20 years. The plan includes sections on comprehensive goals and policies, transit service characteristics as of 2016, local community conditions in the service area including information on planned major developments, information on transit centers and Transit Oriented Development (TOD), routed bus service standards and guidelines, capital project needs for the next 20 years, a fleet replacement plan and financial outlook. The Plan also includes the latest Transit Development Plan (TDP) as required by the State of Washington, five local service analysis reports for Routed service and the Passenger Only Ferry Plan (POF). One of the most important aspects of the Plan is the Transit Corridors Vision Map. This map outlines service improvement focus areas with an emphasis on providing services to Urban Growth Areas (UGAs) by connecting them along designated transit corridors. The Map and the Plan may be adjusted as needed by the Kitsap Transit Board of Commissioners to reflect the needs of an individual jurisdiction, Kitsap Transit, or the Public Transportation Benefit Area (PBTA) service area as a whole.

The service analysis reports can be adjusted as needed to reflect changing service needs. Each of the plans features a detailed examination of bus route characteristics leading to recommended service improvements. The East Bremerton service analysis report was implemented in late 2015.

The Plan is a resource for Kitsap Transit staff and the community to engage in developing direction for future transit service aligned with local comprehensive plan goals and polices, identifying areas for facility and capital resource improvements, and addressing budgetary considerations through the annual TDP process. The Plan aligns with the Transportation Improvement Plan (TIP) process and the Regional Transportation Plan (RTP) as managed by the Puget Sound Regional Council (PSRC) and the Kitsap Regional Coordinating Council (KRCC).

Resolution No. 22-84 Adopted Kitsap Transit’s 2022-2042 Long Range Transit Plan.

The Planning Process and the LRTP



DISADVANTAGED BUSINESS ENTERPRISE (DBE)

The Disadvantaged Business Enterprise (DBE) is a three-year goal. The purpose is to achieve a “level playing field” for ready, willing, and able DBE’s seeking to participate in Department of Transportation (DOT) assisted contracts. In an effort to reach this level playing field, Title 49 Code of Federal Regulations (CFR) Part 26.45 requires recipients of USDOT federal-aid to utilize a two-step process in the development of their overall DBE goal.

Kitsap Transit makes available through public notice and a public hearing the proposed overall goal and methodology. A notice of Disadvantaged Business Enterprise goal is published, the goals and methodology are made available for inspection during normal business hours at KT’s administrative office for a period of 30 days following the date of the notice, and public comments are accepted up to 45 days from the date of the notice. KT also holds meetings with the Community Advisory Committee, KT Board of Commissioners, and the Kitsap Housing Association. During these meetings, staff presents its proposed overall goal and rationale and solicits comments about the goal from meeting participants.

The DBE goal is adopted by resolution of the Board of Commissioners following a public hearing and deliberation on staff information and citizen comments.

The DBE goal for federal fiscal year 2024-2026 has been set as an overall goal of 1.98%.

TRIENNIAL REVIEW

The Triennial Review is one of the Federal Transit Administration's (FTA) management tools for examining grantee performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, the Triennial Review occurs once every three years. It examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements. The review currently examines 23 areas. In addition to helping evaluate grantees, the review gives FTA an opportunity to provide technical assistance on FTA requirements and aids FTA in reporting to the Secretary, Congress, other oversight agencies, and the transit community on the Urbanized Area Formula Program. The last Triennial Review was completed in April 2022 and the next is scheduled for 2025.

TITLE VI

In order to ensure compliance with the reporting requirements of 49 CFR Section 21.9(b), FTA requires that all direct and primary funding recipients document their compliance by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all transit providers (including subrecipients), the Title VI Program must be approved by the transit provider’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. For State DOT’s, the appropriate governing entity is the State’s Secretary of Transportation or equivalent. Transit providers shall submit a copy of the board resolution, meeting minutes, or similar

documentation with the Title VI Program as evidence that the board of directors or appropriate governing entity or official(s) has approved the Title VI Program. FTA will review and concur or request the recipient provide additional information.

ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEM (ESMS)

Kitsap Transit joined the American Public Transportation Association's Sustainability Program in 2010. As that program began to document environmental, financial, and operational goals for sustainability, it became apparent a management system to ensure Kitsap Transit continued to remain a good environmental steward was not in place.

In 2013, Kitsap Transit applied for and was selected to participate in a voluntary, two-year Environmental Sustainability Management System (ESMS) training program through Virginia Tech's Center for Organization and Technological Advancement program and the Federal Transit Administration. At that time, 38 transit agencies across the United States had been selected for the program. In 2013 Kitsap Transit was just one of just 15 transit agencies in the country that had been awarded International Standards Organization (ISO) 14001 certification.

As part of the certification process, Kitsap Transit developed an environmental policy, identified the environmental aspects that have a 'significant' impact on the environment and set objectives to manage those aspects. In October of 2013, Kitsap Transit's Board of Commissioners approved the attached Environmental Policy. Kitsap Transit identified the following activities that have a 'significant' potential impact on the environment and created objectives to monitor and reduce impact:

- Bulk Petroleum Storage, Delivery and Fueling
- Stormwater Pollution and Spill Prevention
- CO2 Emission and Fuel Consumption
- Solid Waste and Recycling
- Electricity Use

Kitsap Transit's Charleston Base facility has been registered to ISO 14001:2015 for environmental management since September 2015. Completion of the certification process ensures that Kitsap Transit is on the forefront of environmental management and meeting or exceeding federal recommendations for environmental sustainability.

Future plans include extending ISO 14001 certification for environmental management to all Kitsap Transit service areas. Currently Kitsap Transit is ISO certified at Charleston Base, North Base, and ferry fueling operations at the Bremerton Transportation Center and Port Orchard.

Kitsap Transit's ESMS core team includes an ESMS Coordinator and individuals representing various departments within the agency. Each member is highly valued by all staff as the go-to members of their departments. Together, their unique responsibilities and experiences at Kitsap Transit will guarantee a successful ESMS program.

EP 4.2 (2e)

ENVIRONMENTAL POLICY

The mission of Kitsap Transit is to provide safe, reliable and efficient transportation choices that enhance the quality of life in Kitsap County. The protection of the environment is one of the most important responsibilities any organization can undertake and Kitsap Transit has made that commitment.

It is Kitsap Transit's goal to carry out this mission in a way that establishes Kitsap Transit as a local, regional, and industry leader in environmental and sustainability management. As such, Kitsap Transit commits to implementing a formal Environmental and Sustainability Management System (ESMS) that will develop procedures and practices to continually improve in environmental awareness and prevention of pollution.

By enacting this Environmental and Sustainability Management System, Kitsap Transit will:

- Provide a framework for setting and regularly reviewing environmental and sustainability goals, objectives and targets.
- Keep environmental protection and sustainability in the forefront during the planning stages of new programs, construction, and in all work conducted at Kitsap Transit.
- Comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects.
- Minimize significant environmental impacts identified in the ESMS by establishing environmental and sustainability objectives, targets, and programs.
- Evaluate the effectiveness of Kitsap Transit's environmental performance through the periodic comprehensive review of Kitsap Transit's ESMS to ensure that established objectives, targets, and programs are met.
- Provide necessary training, education, and information to all Kitsap Transit staff and those working on Kitsap Transit's behalf in order to successfully carry out this policy in daily responsibilities and work functions.
- Maintain a commitment to continual improvement and prevention of pollution.

This policy will be communicated to all persons who work for, or on the behalf of Kitsap Transit, and will be available to the general public. It will be reviewed annually and, when necessary, revised.


John Clauson, Executive Director


Ellen Gustafson, Operations Director

GOVERNMENT & MEMBERSHIP AFFILIATIONS

FEDERAL AGENCIES

- United States Congress
- Federal Transit Administration (FTA) – Region X
- Federal Highway Administration
- United States Coast Guard (USCG)

STATE AGENCIES

- Washington State Legislature
- Washington State Auditor’s Office
- Washington State Department of Transportation
- Washington State Department of Ecology
- Washington State Department of Natural Resources

MEMBERSHIP AFFILIATIONS

- Kitsap Regional Coordinating Council
- Visit Kitsap Peninsula
- Kitsap Economic Development Alliance
- Transportation Choices Coalition
- Puget Sound Regional Council
- Washington State Transit Association
- Washington State Transit Insurance Pool
- Washington Highway Users Federation
- Washington State Rideshare Organization
- Community Transportation Association of America
- American Public Transportation Association
- National Safety Council
- Society for Human Resource Management
- Passenger Vessel Association (U.S. & Canada)
- Peninsula Regional Transportation Planning Organizations
- The Bus Coalition

SERVICES

Section 2

SERVICE CHARACTERISTICS AND CONNECTIONS

OVERVIEW

Kitsap Transit's system map shows where Fixed Route, Dial-A-Ride, Worker/Driver, and Ferry services operate. Several bus routes are specifically designed to make Fast Ferry connections. Kitsap Transit also contracts with local Taxi companies to supplement service, primarily for *ACCESS*.

In 2018, Kitsap Transit contracted with Nelson Nygaard (transit consulting service) to look at potential service revisions. The result of the final report proposed modifying and expanding Routed bus service throughout the County. Included in the revisions was the desire to expand some service to offer half-hour headways along core arterial routes resulting in about 12% in additional service. At the onset of COVID, not all service revision plans had been implemented.

COVID brought other challenges resulting in major service reductions, masking and disinfecting, reduction in capacity, and shortage of bus operators and support staff. At the beginning of COVID, Routed services were reduced by 36%. Kitsap Transit has been able to restore service levels from 63.7% to 96.25%. Planned service changes in Summer 2024 will bring service up to 97.41% of pre-COVID levels. A shortage of Routed operators remains a challenge, with the need for approximately 24 additional operators to fully restore bus service to pre-COVID levels.

In 2021, the Kitsap Transit Board approved a plan to reinstate Sunday service, which had been canceled since the 2008 recession. In addition to the operators needed to restore service levels, roughly another 35 bus operators will be necessary for Sunday service operation. Currently, the only service operated on Sundays is limited to the city of Bremerton and the Foot Ferry. A little more than half of the 2018 proposed service changes were implemented prior to COVID.

Ridership has been substantially impacted as well, with more than half of the passengers changing their ridership habits to not taking transit at all. Part of the ridership reductions have been a direct result of less service available, not only through Kitsap Transit, but also service reductions on Washington State Ferries.

SERVICE CHARACTERISTICS

Kitsap Transit provides several transit services which include:

- **Fixed Route Bus Service** – Travels a set schedule and route at regular intervals on the days they operate.
- **ACCESS** – ADA door-to-door paratransit service for riders unable to use the Fixed Route Service
- **VanLink** – Provides local social agencies with vans to transport their clients.
- **Vanpool** – Community-to-community ride-share service

- **Worker/Driver Bus Service** – Bus-sized vanpool-type program to Puget Sound Naval Shipyard (P.S.N.S) and Naval Submarine Base Bangor
- **Dial-A-Ride** – On-Demand service that groups riders with other Dial-A-Ride or *ACCESS* trips to the same or nearby destinations.
- **Fast Ferry** – High-speed passenger ferries serving commuters to/from Seattle from Bremerton, Kingston, and Southworth
- **Local Foot Ferry** – Passenger-only ferries between Bremerton and Port Orchard and Annapolis

SERVICE CONNECTIONS & CAPITAL IMPROVEMENTS

Kitsap Transit provides bus-connecting services at the following facilities:

- **Bremerton Transportation Center** (the largest transportation hub) – connections to Washington State Ferries (WSF), Kitsap Transit’s Fast and Foot Ferries (KTFF), Mason Transit and KT bus routes
- **Bainbridge Island Ferry Terminal** (Bike Barn updated 2020) – connections to WSF, Clallam Transit and KT bus routes
- **Kingston Ferry Terminal** (passenger dock added 2019) – connections to Kitsap Transit’s Fast Ferry, WSF, Jefferson Transit and KT bus routes
- **Southworth Ferry Terminal** (separate passenger dock planned 2025) – connections to Kitsap Transit’s Fast Ferry, WSF and KT bus routes
- **Port Orchard Ferry Dock** (existing, future plans) – connects to KTFF & other KT bus routes
- **Annapolis Ferry Dock** (existing, retrofitted 2020) – connects with Port Orchard and Bremerton through KTFF
- **West Bremerton Transit Center** (existing, future plans 2025) – connects KT bus routes
- **Wheaton Way Transit Center** (2020) – has a park & ride and connects KT bus routes
- **Silverdale Transfer Center** (existing, rebuild in the works) – connects KT bus routes
- **North Viking Transit Center** (new 2015) – has a park & ride and connects to Jefferson Transit, Clallam Transit, and KT bus routes
- **Purdy Park & Ride** (revised 2017) – in Pierce County and connects Pierce Transit and the KT Purdy Ride service.
- **Various** - Several park and rides are planned including two in South Kitsap off of Routes 4 & 5 (Sidney and Tremont P&Rs), one off of Hwy 307 to Kingston near Hwy 104 (Streibel’s Corner), West Bremerton Transit Center, Day Road P&R (Hwy 305 on Bainbridge Island), and Silverdale P&R (near The Trails shopping center).

KITSAP TRANSIT MARINE SERVICES

DEPARTMENT OVERVIEW

Marine transportation has been an increasingly important aspect of Kitsap Transit since the early days of the organization. Originally, KT “bought” trips from Horluck Transportation Company to link their Port Orchard and Bremerton bus routes. In 2002, the agency purchased most of the assets of the decades-old passenger ferry service, including vessels and the Port Orchard dock, and then bid the operation of the newly formed Kitsap Transit Foot Ferries service out to a private operator, Kitsap Harbor Tours. In 2016, voters approved a ballot proposition for a dedicated sales tax to support Kitsap Transit’s plan for passenger-only ferry service to downtown Seattle from Bremerton, Kingston, and Southworth. Additionally, in 2021, Kitsap Transit took over operation of the foot ferry service to run in-house.

The Marine Services Department began with two employees in 2017. Since then, it has been the fastest growing department in Kitsap Transit, currently with 69 funded positions and eight unfunded positions in 2024. KT Marine Services is constantly looking toward the future, with plans for new facilities and efficient, environmentally-friendly electric vessels. Kitsap Transit is proving to be a leader in maritime transportation.

LOCAL FOOT FERRIES

Kitsap Transit local ferries operate three vessels on two routes: downtown Port Orchard-Bremerton and Annapolis-Bremerton. In 2023, they made 28,156 trips and carried 306,353 passengers.

Since acquiring the Port Orchard dock from the Horluck Transportation Company, Kitsap Transit replaced the aging facilities with the Port Orchard Intermodal Terminal in 2004. This is an ADA-accessible terminal that facilitates seamless transfers between KT buses and KT passenger ferries. It replaced an unsheltered pier, ramp, and float arrangement that had very steep and slippery pedestrian grades at low tide and no wheelchair accommodations. In 2016, Kitsap Transit purchased the aging Annapolis Dock from the Port of Bremerton and, in 2019, modified it with a new pier, ramp, and float which are ADA-accessible.

Vessels:

- Carlisle II – Built in 1917, the Carlisle II is the oldest continuously-operated ferry in the Puget Sound and one of only two remaining operational Mosquito Fleet-era vessels. In 2021 she underwent a \$1.5 million renovation that upgraded the ferry with a new engine, generator, propeller, navigation system, planking, and windows. Stats: 60’ displacement hull, built in 1917. Carries 140 passengers and 5 bicycles. Has a cruising speed of 10kts.

- Waterman – The Waterman is the first hybrid-electric ferry to operate commercial passenger service in the Puget Sound. Stats: 70’ catamaran hull, built in 2019. Carries 150 passengers and 5 bicycles. Has a 10kt cruising speed and maximum of 14kts.
- Admiral Pete –This vessel has a long history in the Puget Sound, servicing both King County Water Taxi and Kitsap Transit’s local ferry routes. Stats: 65’ catamaran hull, built in 1994 and refurbished in 2012. Carries 120 passengers and 5 bicycles. Has a 12kt cruising speed and maximum of 22kts.

In 2022, Kitsap Transit announced development of a zero-emission, fully electric passenger-only ferry to replace the Admiral Pete on the Annapolis-Bremerton route. KT is receiving \$7.7 million in federal funding from the USDOT’s Passenger Ferry Grant Program.

FAST FERRIES

In November 2016, Kitsap Transit took Proposition No. 1 to the voters of Kitsap County, asking them to support passenger-only ferry service between three points in Kitsap County to downtown Seattle. After years of wake research, construction of a low-wake research vessel, and the completion of a Business Plan and Long-Range Strategy, Kitsap Transit successfully passed Prop No. 1 with a promise to deliver the first route from Bremerton to Seattle using the Rich Passage 1 in the summer of 2017.

As of 2024, the fast ferries are Kitsap Transit’s most efficient service, with the highest passenger per hour (pph) count and operating eight vessels on three routes: Bremerton-Seattle, Kingston-Seattle, and Southworth-Seattle. In 2023, they made 18,616 trips and carried 769,732 passengers.

Vessels:

- Rich Passage Class – These ultra-low-wake vessels feature a hydrofoil-assisted catamaran hull design that allows them to make the Bremerton-Seattle trip in about 30 minutes without generating wakes that could damage the beaches of Rich Passage. Stats: 72’ catamaran hull with hydrofoil assist. Carries 118 passengers and 12 bicycles and makes 34kts at cruising speed with a max speed of 37kts.
 - Rich Passage 1 – Built in 2010, the RP1 is Kitsap Transit’s first fast ferry, designed as a part of the Rich Passage Wake Research Project which paved the way for the entire fast ferry program.
 - Reliance & Lady Swift – Built in 2019, the RP1’s sister ships were built with the same ultra-low wake design and enhanced to reduce vessel noise. Both were named after Mosquito Fleet-era vessels.
- Bow Loaders – Enetai (2020) and Commander (2021), Kitsap Transit’s two newest ferries, were designed and built to fit into the bow-loading slips at the Washington State Ferries dock in Southworth, as well as the passenger floats at Pier 50 in Seattle. Enetai is the primary vessel on the Southworth-Seattle run, and Commander is the primary vessel for the Kingston-Seattle run. Stats: 128’ catamaran hull. Carries 250 passengers and 26

bicycles. Cruising speed is 35kts with a top speed of 37kts. Both vessels were named after Mosquito Fleet-era vessels.

- **Finest** – Kitsap Transit bought Finest in 2018 to use for the Kingston-Seattle route. Originally from NYC, the Finest was one of hundreds of vessels that assisted in the Great Boatlift on 9/11, in which half a million people were evacuated from Lower Manhattan after the Twin Towers fell. Stats: 114' catamaran hull, built in 1996 and rebuilt in 2018. Carries 349 passengers and 10 bicycles. Has a cruising speed of 30kts and a top speed of 32kts.
- **Solano** – KT bought the Solano in 2021 and is currently refurbishing her to use as a spare vessel for the Southworth-Seattle and the Kingston-Seattle run.

Looking toward the future, Kitsap Transit is evaluating sites for a dedicated Southworth facility as well as a long-term downtown Seattle dock. Additionally, Kitsap Transit, along with industry partners Washington Maritime Blue, Glosten, Bieker Boats, and others, is pursuing funding to design and build an all-electric, hydrofoil fast ferry for the Bremerton-Seattle route.

FERRIES PERFORMANCE INDICATORS DASHBOARD

In March 2018, Kitsap Transit began publishing a Performance Indicators Dashboard for its Fast Ferry operations to provide Kitsap County taxpayers and riders with statistical summaries on ridership, on-time performance, and reliability, as well as capacity utilization on each sailing. The dashboard, which is updated monthly, is a collaborative effort by Marine Services and Marketing. In February 2023, the Dashboard was expanded to include Local Foot Ferry operations. Transparency was also enhanced by allowing the public to download historical ridership data from the dashboard.

The Dashboard can be accessed from Kitsap Transit's Our Ferry Fleet page or directly by going to <https://www.kitsaptransit.com/fast-ferries-performance-indicators>.

ACCESS & DIAL-A-RIDE PROGRAMS

ACCESS SERVICE

ACCESS services, also called paratransit or demand-response services, are for the elderly and disabled. This accessible transportation service is for individuals whose disability or condition prevents them from getting to, boarding, riding and/or disembarking the fixed route or “city bus” system. KT's fleet of more than 60 vehicles provides service to more than 5,100 eligible clients, and *ACCESS* vehicles operate: Monday through Friday with limited Saturday and Sunday service. KT provides curb-to-curb service to all eligible clients; door-to-door service is provided to passengers who require a higher level of assistance.

KT's *ACCESS* service has its origins in the Americans with Disabilities Act (ADA) which was signed into federal law in 1990. The ADA requires that paratransit service be operated within $\frac{3}{4}$ of a mile from any fixed route in a transit system's service area and must operate the same hours as routed service. In addition to the required service, KT provides *ACCESS* service outside of the $\frac{3}{4}$ of a mile perimeter so that eligible customers throughout Kitsap County can use the services. Trips provided beyond the $\frac{3}{4}$ of a mile perimeter are grouped according to the times when the most ridership occurs. This grouped-trip approach in outlying areas is critical to containing spiraling costs and burgeoning demands for service.

KT staff work hard every day to honor requested trips for eligible clients. The *ACCESS* reservation line is open from 8:00 AM to 4:00 PM Sunday through Friday, and any day prior to operation of service.

Current information about service offered by *ACCESS* can be found on our website at www.kitsaptransit.com.

DIAL-A-RIDE SERVICE

ACCESS also provides Dial-A-Ride service to the general public on Bainbridge Island (BI RIDE) and $\frac{3}{4}$ of a mile around the service from Port Orchard to Purdy. The BI RIDE service operates Monday through Saturday and is available by meeting the bus at stops at the Bainbridge Island Ferry Terminal, Lynwood Center, or the Bloedel Reserve. For customers desiring other pickup locations, a call to BI RIDE two hours prior to the requested pickup time will ensure a ride. The Purdy Dial-A-Ride service is offered Monday through Friday during commute times only.

Beginning in November of 2015, service was started in the South Kitsap area (SK RIDE) serving the Bremerton Airport and McCormick Woods area and meeting the fixed route service at Sidney and Sedgwick and the Harrison Hospital annex in Port Orchard. In June 2017, a service modeled after SK RIDE began in the Kingston area. KINGSTON RIDE provides connections to the fixed route service at Kountry Korner and the Kingston Ferry.

Both services operate on a same-day basis with customers using their smart phones to book a ride. Service is typically provided from request to destination within 60 minutes. Specific hours of operation for all services can be found on the KT website at www.kitsaptransit.com.

Kitsap Transit ACCESS Customer Service & Reservation

Reservation Hours	Weekdays	Saturday	Sunday
(360) 479-7272 or (800) 422-2877	8:00am - 4:00pm	8:00am - 4:00pm	8:00am - 4:00pm

ACCESS Service Within ADA Service Area

Area	Weekdays	Saturday	Sunday Limited Area
Port Orchard	5:30am - 7:00pm	10:00am - 5:30pm	8:00am - 4:00pm (3/10/24)
Bremerton, Silverdale (South of Keyport Junction)	5:30am - 9:30pm	7:45am - 6:45pm	8:00am - 4:00pm
Bangor	7:00am-8:00am 2:00pm-3:00pm 5:00pm-6:00pm	No Saturday Service	CLOSED
Poulsbo	5:30am - 6:30pm	8:30am - 6:30pm	8:00am-4:00pm (3/10/24)
Kingston	5:30am - 7:00pm	Contact Customer Service for Times Available - Seasonal	CLOSED
Indianola	5:30am - 7:00pm	No Saturday Service	CLOSED
Bainbridge Island	5:30am - 8:00pm	8:30am - 5:45pm	Coming Soon

Outlying ACCESS Service Area

Service days vary by area. No Sunday service in all areas.

Service Monday thru Friday Only			
BURLEY	AM	MID DAY	PM
<i>LEAVING BURLEY</i>	7:00am - 8:00am	1:00pm - 2:00pm	5:15pm - 6:15pm
CONTACT CUSTOMER SERVICE FOR TIMES AVAILABLE GOING TO BURLEY			

Service Monday thru Friday Only			
OLALLA	AM	MID DAY	PM
<i>LEAVING OLALLA</i>	7:30am - 8:30am	2:00pm - 2:30pm	5:15pm - 6:15pm
CONTACT CUSTOMER SERVICE FOR TIMES AVAILABLE GOING TO OLALLA			

Service Monday thru Friday Only			
BANGOR & SEABECK	AM	MID DAY	PM
<i>LEAVING SEABECK</i>	7:00am - 8:00am	2:00pm - 3:00pm	5:00pm - 6:00pm
CONTACT CUSTOMER SERVICE FOR TIMES AVAILABLE GOING TO SEABECK			

Service Monday thru Friday Only			
LOFALL/ PORT GAMBLE	AM	MID DAY	PM
<i>LEAVING LOFALL/PORT GAMBLE</i>	7:15am - 8:15am	2:00pm - 3:00pm	5:00pm - 6:00pm
CONTACT CUSTOMER SERVICE FOR TIMES AVAILABLE GOING TO LOFALL/PORT GAMBLE			

Service on Monday, Wednesday and Friday only			
NORTH KITSAP/JEFFERSON POINT AREA	AM	MID DAY	PM
NO Service available on Tuesday, Thursday, or weekends in this area.			
<i>LEAVING NORTH KITSAP</i>	8:00am - 9:00am	2:15pm - 3:15pm	Call for Availability
CONTACT CUSTOMER SERVICE FOR TIMES AVAILABLE IN YOUR AREA GOING TO NORTH KITSAP			

No Mid-Day Service on Monday, Wednesday or Friday. No Weekend Svc.			
KEYPORT	AM	MID DAY (Tues & Thurs only)	PM
<i>LEAVING KEYPORT</i>	8:30am - 9:30am	12:00pm - 1:00pm	4:30pm - 5:30pm
CONTACT CUSTOMER SERVICE FOR TIMES AVAILABLE GOING TO KEYPORT			

Service Available Tuesday and Thursday Only.			
HANSVILLE	AM	MID DAY	PM
<i>LEAVING HANSVILLE</i>	9:30am - 10:00am	2:00pm - 2:30pm	5:00pm - 5:30pm
CONTACT CUSTOMER SERVICE FOR TIMES AVAILABLE GOING TO HANSVILLE			

ACCESS VANLINK PROGRAM

In 2000, after voter approval of I-695 reduced Kitsap Transit's income by 43%, *ACCESS* created the VanLink program. The VanLink program is designed to enhance mobility for people who qualify as low-income, disabled, veterans or seniors. With VanLink, agencies can provide transportation for grocery trips, work programs, scheduled client outings and more.

VanLink is a shared-cost program that enhances mobility for clients by giving them more flexible transportation options. Kitsap Transit is responsible for the maintenance, fuel, and insurance for VanLink vans. VanLink agencies are responsible for providing staff to drive the vans and insurance coverage. VanLink drivers must have good driving records and attend a mandatory defensive-driving class.

In 2023, VanLink had an average of 32 vans on the road providing 52,283 trips for Kitsap County social service agencies and the Veterans Home. The approximate 2023 cost per passenger trip was \$5.51. This represents a significant savings in per trip cost over having these passengers transported in an *ACCESS* vehicle at an approximate cost per passenger of \$107.66. Although *ACCESS* service was restored following the successful sales tax election in 2001, the VanLink program has been maintained because of its flexibility and cost effectiveness.

Partnering with Kitsap Transit's VanLink program is an easy and efficient way to provide a flexible transportation service to an agency's clients.

COMMUTE TRIP REDUCTION

STATE LAW AND PROGRAM

State Law

Washington's Commute Trip Reduction (CTR) law created a statewide program that helps develop and promote commute options in an effort to meet mandated goals. The goals of the CTR program are to reduce traffic congestion, air pollution and fuel consumption by working with local jurisdictions and major employers to reduce drive-alone commuting. Nearly 1,100 worksites in Washington State participate in the program. The Washington State Legislature passed the CTR Law in 1991, incorporating it into the Washington Clean Air Act.

In 2006, the Legislature passed the CTR Efficiency Act (ESSBB 6566). The new CTR program officially started in January of 2008. The most significant change to the CTR law was to address the most congested urban corridors, improve local, regional and state programming and streamline decision-making.

KT CTR Program

Kitsap Transit has been the CTR Administrator for Kitsap County since 1993, working with the major employers to help them implement their trip reduction programs and achieve their trip reduction goals. Currently, there are 30 major employers in Kitsap County who participate in the CTR program.

The minimum requirements for each employer are to designate an Employee Transportation coordinator, distribute information about transit and ridesharing programs, submit reports, administer a bi-annual survey, and offer program elements that will encourage employees to use alternative travel modes. Below is the list of Kitsap County employers and their coordinators.

Each site is required to complete a report biannually and survey its employees biannually on their commute modes. Due to the COVID pandemic, and most employers moving to a remote work schedule, surveys were postponed. WSDOT has partnered with Ride Amigos to create a new surveying method and has begun implementing it. Kitsap Transit is aiming to survey Kitsap County employers in spring 2024.

Kitsap Transit's Vanpool department partnered with CTR and Marketing, launching a fun, new Vanpool campaign, "SEA You in a Vanpool" in February 2024, in hopes of filling empty Vanpool seats as well as starting new vanpools. In conjunction with this campaign, Kitsap Transit will be planning and attending various outreach events throughout the county. We kicked off outreach efforts with St. Michael's Medical Center, who is planning to build another tower and will lose parking spaces during construction.

Kitsap County's CTR Sites

Kitsap County Employer	Employee Transportation Coordinator
Amazon – DSE8	Bonnie Hawley
Bainbridge Island School District	Nathan Fitzpatrick
City of Bainbridge	Hannah Boettcher
City of Bremerton	Cathy Bonsell
City of Port Orchard	Elizabeth Spalding
DLA Land and Maritime	Cynthia Carter
Far Bank Enterprises (Sage Manufacturing)	Malyn Barmore
IslandWood	Cathy Wheaton
Kaiser Permanente	Amy Scholfield
Kitsap County	Lee Reyes
Kitsap Mental Health	Teegan Villalva
Kitsap Public Health District	Kelly Dowless
Kitsap Transit	Juanita Cissney
Lockheed Martin	Joseph Boosinger
Martha & Mary Health Services	Kristine Grant
Naval Base Kitsap	Andrew Christianson
Naval Hospital	Brandon Wheeler
Naval Undersea Warfare Center	Christopher Hankin
NAVFAC	Lana Nave
NAVSUP	Ann Craig
OCHR Silverdale Operations Center	Austin Hansen
Olympic Community College	Ryan Dalberg
Pacific Ship Repair & Fabrication	Heather Kenney
Puget Sound Naval Shipyard	Janet Cannes
Sage Manufacturing	MaLynn Barmore
St. Michael's Medical Center	Jason Halsey
Strategic Weapons Facility Pacific	Naomi Johnson
Trident Refit Facility (TRF)	Christine Suter
Trident Training Facility	Corine Proctor
Washington Veterans Home	Jerri Sanchez

RIDESHARE SERVICES

WORKER/DRIVER PROGRAM

The Worker/Driver (W/D) Program originated during WWII with the need to transport thousands of Puget Sound Naval Shipyard (PSNS) employees to and from work. This was a time of fuel rationing and the use of buses proved to be most efficient.

KT inherited 12 routes when it took over the transportation needs of Kitsap County residents in 1982. Today KT operates 31 routes, 30 to PSNS/Naval Base Kitsap - Bremerton and one to Naval Base Kitsap - Bangor, which carried roughly 203,000 passengers in 2023. Worker/Driver buses are driven by full time employees (“worker”) of the Department of Defense facilities who are also part time employees of Kitsap Transit (“drivers”). Buses operate much like a large carpool. The driver boards their bus near their home in the morning and travels to work, picking up co-workers along the way. After work, they hop back in their bus with their co-workers and drop them off on their drive home. The Worker/Driver ridership today is comprised of civilians, PSNS employees and military personnel. Civilian riders must board and de-board at the gates prior to the buses entering the bases. KT designs and alters W/D routes to meet the needs of our passengers whenever feasible. Our current service area extends from Port Gamble in the north to Burley in the south.

VANPOOLS

Vanpools offer tremendous savings over the cost of commuting alone. The typical vanpooler saves more than \$3,000 a year. Kitsap Transit's Vanpool Coordinators, with the assistance of [RideShareOnline.com](https://www.RideShareOnline.com), can help commuters who want to start or join a vanpool.

Vanpool Advantages:

- Less stress commuting to and from work
- Financial savings
- Reduces need for parking
- Increases free time for riders
- With High Occupancy Lanes, trips may take less time
- Reduces pollution from auto emissions
- Less wear and tear on personal vehicles
- Some employers subsidize vanpools

Kitsap Transit’s vanpool program is comprised of commuter groups ranging from 5 to 14 members per vanpool. Vanpools start or end in the county and travel to many destinations in the Puget Sound Region. Vanpools are required to have enough members to fill at least one-half the van’s seating capacity, plus one, to meet the minimum ridership requirements. Vanpool fares are determined by two factors: 1) van size, and 2) estimated daily round trip miles. These factors correspond to a vanpool fare table to determine the monthly group rate. The monthly

group rate covers the fuel, maintenance and insurance for the vanpool. All vanpool drivers are screened before officially becoming a vanpool driver. The screening process involves a submittal of an application packet and a copy of the applicant's complete driving record. Applicants that pass the screening stage are sent an online driver-training course and, upon successfully completing the course and driver evaluation process, become officially approved to drive.

Guaranteed Ride Home

Commuters who normally walk, bike, carpool, vanpool, or take a bus to work no longer have to worry about getting home in case of an emergency. Under Kitsap Transit's Guaranteed Ride Home (GRH) Program, Smart Commuters can get a free ride home by an authorized transportation provider, and Kitsap Transit will pay the fare!

To be eligible for a free **Guaranteed Ride Home** when an emergency strikes:

- The employer must be a participant in Kitsap Transit's Guaranteed Ride Home Program; and
- Employee must be a Smart Commuter. A Smart Commuter walks, bicycles, carpools, vanpools, or takes the bus to work at least three times a week; and
- Employee must be preregistered with the Employee Transportation Coordinator (ETC). A list of qualifying employers and ETCs can be found at "[List of Employee Transportation Coordinators](#)" or by calling Kitsap Transit at 1-800-501-RIDE.

SMART COMMUTER OPTION OF TODAY (SCOOT)

SCOOT is a car-sharing program for commuters who travel by foot, bus, carpool, or vanpool to work in certain areas of Kitsap County. The program targets the primary reason people do not use alternative modes of transportation i.e., not having their personal vehicle to run errands and go to appointments during the day. KT has eight vehicles that use a card lock online reservation system. Smart Commuters registered with Kitsap Transit in target locations can apply to become SCOOT members.

PARK & RIDE LOTS

Section 3

PARK & RIDE LOTS

PROGRAM OVERVIEW

Kitsap Transit manages the state Commute Trip Reduction law for the Kitsap community. Part of this task involves balancing the mix of trips between bus and ferry transit and the private automobile, at least during rush hour. This means more combined commute trips and riders using their cars to reach park & ride lots.

KT manages 25 lots with more than 2,713 free parking spaces. In 2023, these lots posted an overall occupancy rate of 22%. These usage rates are extremely low compared to pre-pandemic usage. Kitsap Transit is slowly experiencing usage growth as we are entering the recovery phase from the onset of the COVID-19 pandemic. Historically, key lots such as Mullenix, Gateway Fellowship and McWilliams Park & Rides are at or near capacity.

To create this network of park & ride lots, KT uses a cooperative lease arrangement and most of KT's park & ride lots are in church parking lots. While co-op lots have disadvantages such as the lack of long-term stability, they also have several tremendous advantages. Co-ops are generally located at activity centers, are secure in terms of vehicle safety, and pedestrians and bicyclists are willing to use them because they are well-known, visible neighborhood facilities. Co-op lots are also more effective than large, centrally located lots in reducing vehicle miles traveled because co-ops are scattered throughout the community. Under the cooperative lease arrangement, KT contributes between \$50 and \$75 per space per year for lot development and improvement costs.

This approach has overcome the major drawback of the original informal system: the lack of long-term dependability for riders and the agency. Aesthetic and environmental upgrades improve the community while not increasing the amount of impervious parking surface.

KT also actively seeks shared-use or joint development features for park & ride lots with any commercial development. KT tries to co-locate these lots, when possible, with commercial development. The George's Corner lot, which has short-cut sidewalk access to the adjacent developed commercial corner, is a good example of this.

Criteria for Siting Park & Ride Lots

1. Minimizes total VMT through a dispersed mix of small co-op lots, plus a few collector lots, with North Viking and other out-of-county interceptor lots. Collector lots will range from 75 to 500 spaces based on traffic studies.
2. Minimizes congestion by siting collector lots close to major intersections and before congested areas.
3. Maximizes value of transit advantages in congested corridors.
4. Uses HOV treatments, including preferential signals at major intersections and preferential highway ingress/egress, wherever possible.

5. Is accessible and visible to the community or neighborhood served.
6. Serves shoppers and other mid-day riders as well as commuters (especially larger corridor lots on main routes).
7. Adapts to changes or additions at WSF and KT POF ferry terminals.
8. Assists in development of overall transit system, especially core trunk routes and BRT corridors.
9. Provides good pedestrian accessibility to bus shelters and pick-up points and prevents pedestrians from having to cross major highways.

Criteria for Design and Development of Park & Ride Lots

1. Maximizes open spaces, views, and recreation features.
2. Uses facilities that support transit use and reduce VMT further and includes general commercial development only where appropriate or already zoned and planned.
3. Provides security with the following features:
 - a. Open layout with ground cover and low shrubs
 - b. Co-op development for daytime on-site surveillance; churches are ideal sites.
 - c. Photo-sensitive lights
 - d. Cameras providing surveillance.
4. Is accessible to ADA standards.
5. Provides on-site bicycle storage.
6. Provides high-quality pedestrian and bicycle paths or sidewalks/shoulders approaching the site.
7. Provides electric vehicle charging stations for commuters where appropriate.

PARK & RIDE AND PAY LOTS

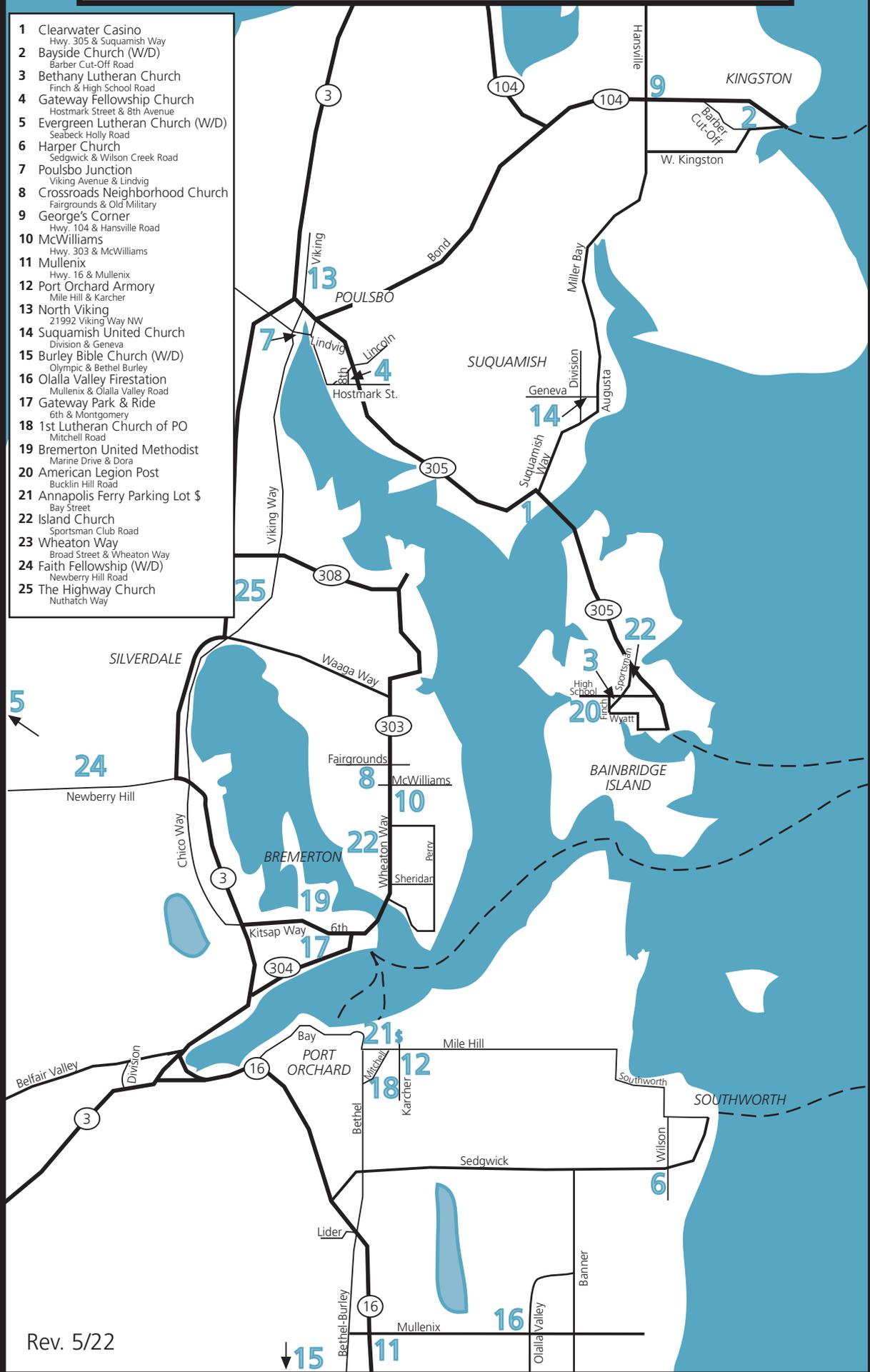
Below is the list of KT's lots and attached is a map showing the locations of the park & rides, along with the location of the only pay lot KT manages at Annapolis in Port Orchard.

P&R LOCATION	SPACES	ANNUAL AVERAGE OCCUPANCY %
NORTH		
Clearwater Casino (LVLS: 2=48, 3=48)	96	13%
Bayside Community Church	210	12%
Gateway Fellowship	156	24%
George's Corner	225	13%
North Viking	266	16%
Poulsbo Junction	35	23%
Suquamish United Church of Christ	65	4%
BAINBRIDGE		
American Legion Post	10	20%
Bethany Lutheran Church	80	17%
Island Church	37	8%
Day Road & SR 305	23	44%
CENTRAL		
Crossroads Neighborhood Church	107	14%
Evergreen Lutheran Church	14	45%
First United Methodist Church	53	20%
Gateway Center	104	31%
McWilliams Park & Ride	151	21%
Wheaton Way Transit Center	162	35%
The Highway Church	20	24%
Faith Fellowship Church	52	20%

P&R LOCATION	SPACES	ANNUAL AVERAGE OCCUPANCY %
SOUTH		
Annapolis Park & Ride	81	82%
Burley Bible	20	40%
First Lutheran Church	40	25%
Harper Free Evangelical Church	462	11%
Mullenix and Highway 16	92	76%
Olalla Valley Fire Station	47	13%
Port Orchard Armory	105	89%
TOTAL	2713	12%

KITSAP TRANSIT PARK & RIDE and PAY LOTS

- 1 Clearwater Casino
Hwy. 305 & Suquamish Way
- 2 Bayside Church (W/D)
Barber Cut-Off Road
- 3 Bethany Lutheran Church
Finch & High School Road
- 4 Gateway Fellowship Church
Hostmark Street & 8th Avenue
- 5 Evergreen Lutheran Church (W/D)
Seabeck Holly Road
- 6 Harper Church
Sedgwick & Wilson Creek Road
- 7 Poulsbo Junction
Viking Avenue & Lindvig
- 8 Crossroads Neighborhood Church
Fairgrounds & Old Military
- 9 George's Corner
Hwy. 104 & Hansville Road
- 10 McWilliams
Hwy. 303 & McWilliams
- 11 Mullenix
Hwy. 16 & Mullenix
- 12 Port Orchard Armory
Mile Hill & Karcher
- 13 North Viking
21992 Viking Way NW
- 14 Suquamish United Church
Division & Geneva
- 15 Burley Bible Church (W/D)
Olympic & Bethel Burley
- 16 Olalla Valley Firestation
Mullenix & Olalla Valley Road
- 17 Gateway Park & Ride
6th & Montgomery
- 18 1st Lutheran Church of PO
Mitchell Road
- 19 Bremerton United Methodist
Marine Drive & Dora
- 20 American Legion Post
Bucklin Hill Road
- 21 Annapolis Ferry Parking Lot \$
Bay Street
- 22 Island Church
Sportsman Club Road
- 23 Wheaton Way
Broad Street & Wheaton Way
- 24 Faith Fellowship (W/D)
Newberry Hill Road
- 25 The Highway Church
Nuthatch Way



Rev. 5/22

15

FLEETS AND FACILITIES

Section 4

OVERVIEW OF FLEETS AND FACILITIES

Kitsap Transit's administrative offices are located at 60 Washington Avenue, Suite 200 in Bremerton, WA. The agency's primary maintenance and operations facility is centrally located at 200 Charleston Boulevard in Bremerton with fleet and operations support in both the North end (Poulsbo) and South end (Port Orchard) of Kitsap County.

KT also has a customer service office in the Bremerton Transportation Center (BTC). The BTC opened in 2000 and is a major multi-modal center serving buses, car ferries and passenger-only ferries located at 10 Washington Avenue in downtown Bremerton.

The Bike Barn at Bainbridge Island, a commuter-oriented location with 79 indoor and 33 outdoor bicycle hooks, opened in 1999 and was remodeled in 2020-2021. It is in the center of the Bainbridge Island Transfer Center.

Kitsap Transit's Vehicle and Vessel Fleets

- 101 Vanpool/VanLink vehicles
- 90 Routed vehicles
- 87 Support vehicles
- 62 ACCESS program vehicles
- 46 Worker/Driver buses
- 8 Smart Commuter Option of Today (SCOOT) cars
- 10 Passenger-only ferries (7 in service)

Kitsap Transit's Facilities

- Bike Barn: Bainbridge Island
- Bremerton Transportation Center: Bremerton
- Charleston Base: Bremerton
- Harborside Administration Building: Bremerton
- North Base: Poulsbo
- South Base: Port Orchard

Fleet & Facilities Staff

- Vehicle Maintenance: 41 FTEs
- Facilities Maintenance: 17 FTEs
- Inventory Control: 7 FTEs

Kitsap Transit Bases & Offices



REFERENCES



RIDER ALERTS [view all](#)

SUBSCRIBE TO ALERTS

Summer Sailing Schedules Begin June 4... - 04/15/22

Route 24-Olympic College

RIDE
All Service Information

LEARN
Tips, FAQs, and Agency Information

CONNECT
Meetings, Latest News, Contact

ROUTE
FINDER

PLAN
A TRIP

orca
Mobile app.
New website.
Better ORCA.

[LEARN MORE](#)

FARES MAPS FAQs APPS

News & Events

Be in the know: Get alerts via e-mail

Stay up to date on Kitsap Transit bus service revisions, news on the fast-ferry launch and more! Sign up for **e-mail updates** and be sure to follow us on **Facebook** and **Twitter**.

[Previous](#)

[Next](#)

Rider Stories [view all](#)



Helpful Videos [view all](#)



Ways to Share



Offices

60 Washington Avenue, Suite 200, Bremerton, WA 98337 [Visit our office](#) Phone: (360) 373-2877 or 1-800-501-RIDE

RIDE

- ACCESS Alerts
- Foot Ferry Fares
- Routed Buses Maps
- VanLink Park & Ride
- Vanpool Smart Commuter
- Worker/Driver

LEARN

- FAQ
- How to Ride
- Transit Benefits

CONNECT

- Admin Directory
- Customer Service
- Public Meetings
- Reasons To Use

ABOUT

- About Us
- Citizens' Advisory Committee
- Employment
- Funding
- Planning
- Procurement
- Transit Board

Copyright 2020. Kitsap Transit. All rights reserved.

It is the policy of Kitsap Transit to assure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its federally funded programs and activities. Any person who believes his or her Title VI protection has been violated may file a complaint. [Click here for the Title VI Policy and contact information.](#)



COMMUNICATION CHANNELS

Kitsap Transit strives to provide the general public, riders and our stakeholders with multiple avenues for communicating with the agency and receiving news and information. The following table shows the multiple channels Kitsap Transit has established and a brief description of each channel's purpose.

CHANNEL TYPE	CHANNEL DESCRIPTION	TYPE OF INFORMATION
External		
Board of Commissioners Meetings	Public Meetings held on the 1 st and 3 rd Tuesday Each Month	Conduct agency business, provide reports and hear public comments
Community Meetings	Quarterly updates provided virtually; plus special meetings as needed	Agency service updates, feedback on policies, dialogue on current/emerging issues
Website	kitsaptransit.com	Main online portal for rider information, public, as well as contact forms
E-mail/SMS Alerts	GovDelivery	Pushes notifications to subscribers on specific topics, routes, and services
Social Media	Facebook/Instagram/Twitter (X) (@KitsapTransit)	Links to rider information, events, agency news, surveys, marketing, contests, customer service
	YouTube	Agency videos
	LinkedIn	Job announcements
KT Blog/Newsletter	KTHedways.com	Content about Kitsap Transit news, information, and events
Customer Service Call Center	(800) 501-RIDE	Customer information intake, assistance
Customer Service Office & CSO Window	Bremerton Transportation Center (10 Washington Ave, Bremerton)	Customer information, assistance with pass sales and ORCA cards, lost and found
Webinars	Online presentations with Q&A via Zoom as needed (live or pre-recorded)	Generally focused on a specific topic, service, or projects
Internal		
Employee Newsletter	On The Road (quarterly)	Features include Drivers of the Month, wellness, new employees, and agency news
E-mail/SMS Alerts	AlertSense	Pushes priority notifications of major service incidents to activate incident response plans

COMMON TRANSIT INDUSTRY ACRONYMS

ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
ATU	Amalgamated Transit Union
BRT	Bus Rapid Transit
BTC	Bremerton Transportation Center
CDL	Commercial Drivers License
CTR	Commuter Trip Reduction
ESMS	Environmental Sustainability Management System
ETC	Employee Transportation Coordinator
FHWA	Federal Highways Administration
FTA	Federal Transit Administration
GRH	Guaranteed Ride Home
HOVs	High Occupancy Vehicles
KRCC	Kitsap Regional Coordinating Council
KTFF	Kitsap Transit Foot Ferry
MSDS	Material Safety Data Sheets
MVET	Motor Vehicle Excise Tax
ORCA	One Regional Card for All: Regional Fare Coordination pass/fare system
PERC	Public Employment Relation Commission
POF	Passenger-Only Ferry
PPH	Passengers per hour
PSCAA	Puget Sound Clean Air Agency
PSNS	Puget Sound Naval Shipyard
PSRC	Puget Sound Regional Council
PTBAA	Public Transportation Benefit Area Authority
PRTPO	Peninsula Regional Transportation Planning Organization
SCOOT	Smart Commuter Options of Today
SOVs	Single Occupant Vehicles
TDM	Transportation Demand Management
TDP	Transportation Development Plan
TIP	Transportation Improvement Program: a federal funding source administered by the PSRC Transportation Incentive Program: local fare program KT has with federal employees at PSNS
TOD	Transit-Oriented Development
UGA	Urban Growth Area
VMT	Vehicle Miles Traveled
W/D	Worker/Driver: a super-vanpool program administered by KT which predates the organization and primarily provides commuter services to large military worksites
WSDOT	Washington State Department of Transportation