



Accessible Transportation Asset Inventory Recommendations

To strengthen emergency transportation and evacuation plans, the IEM Team recommends that a County conducts an asset review of accessible transportation within their County. This effort requires collaboration with municipal, County, and private transportation providers. The IEM team offers several recommendations in this document to help create an inventory process that yields accurate and helpful data to be included in emergency planning.

Purpose of Conducting an Inventory Review

The purpose of conducting an inventory of accessible transportation assets is to:

- Better understand the transportation assets at the municipal level for planning purposes;
- Better understand the transportation gaps at the municipal level for planning purposes;
- Enable mutual aid and coordination of resources across municipalities;
- Give the region and the State an understanding of the County's capabilities and possible support needs during emergencies;
- Encourage municipalities to survey and document assets within their own jurisdiction;
- Identify where there is overlap with transportation contractors and coordinate usage of private assets during emergencies; and
- Identify priority list of projects for grant development for coordinated strategy to improve transportation access.

Convene a Working Group

To ensure the effort is thoughtful and inclusive of the appropriate participants, the County should convene an Accessible Transportation Working Group (perhaps a subcommittee of your the D/AFN Committee). The purpose of the working group is to put a process in place for developing a county-wide Accessible Transportation Asset Inventory. At a minimum this would include:

- County departments with vehicle fleets;
- Municipalities (select a sample, but include those with significant transportation resources, i.e., Yonkers, White Plains, New Rochelle, etc.);
- Private transportation providers; and
- Non-profit organizations, serving people with disabilities and others with access and functional needs, that maintain or contract out a vehicle fleet.

TEMPLATE – ACCESSIBLE TRANSPORTATION ASSET INVENTORY CONSIDERATIONS

The working group can help develop an inventory process and:

- Help foster relationships between accessible transportation providers on emergency planning;
- Develop a process for initial collection of data;
- Identify a method for storing data, considering:
 - If using a survey tool to collect the data, is the data storage compatible with the survey tool data formats?
 - How can information be accessed during an emergency?
 - Can municipalities access and use their own information?
 - How to address data security and access concerns?
 - How to build in the ability to generate easy to read reports about current state of assets and needs?
- Develop a sustainable method for updating the inventory information. Consider:
 - Survey data will become outdated quickly. It will be critical to determine a process for updating information at least annually.
 - Will the system allow for ongoing updates by municipalities as they complete projects and improvements?
- Leverage existing relationships and agreements to enhance participation; and
- Utilize the existing expertise in accessible transportation assets.

Types of Vehicles to Include

There are several types of vehicles that are equipped to transport people with disabilities or others with access and functional needs. These may be owned and managed by a governmental agency or organization, or it may be contracted through a third-party vendor. The following should be considered as possible assets for the County to inventory, but use the working group to identify others.

- Fixed-route buses;
- School buses;
- Paratransit system vehicles;
- Medi-transport;
- Taxis and car services;
- Ambulances;
- Ambulettes;
- Private fleets (limo services, rental car agencies, etc.); and
- Shuttle services.

Information to Collect

We recommend gathering the following information regarding accessible transportation assets.

TEMPLATE – ACCESSIBLE TRANSPORTATION ASSET INVENTORY CONSIDERATIONS

Basic Information

- Indicate what types of vehicles your agency/department/organization uses;
- Indicate which vehicles are owned and which are contracted via third-party provider;
- Indicate the number of each type of vehicle that is owned;
- Indicate the number of each type of vehicle that is contracted; and
- Calculate total passenger capacity for entire fleet (whether owned or contracted).

For each type of vehicle that is owned/contracted indicate:

- Passenger capacity;
- Special driver/operator requirements;
- Fuel types;
- Location of vehicles; and
- Is GPS tracking equipment on vehicles?

Accessible Information

Use the expertise of your working group to help develop this part of the data collection.

- Indicate how many of each of the vehicles you own or contract are accessible for people with disabilities and others with access and functional needs.
- Of the vehicles that are accessible, indicate what accessible features vehicles have including:
 - Lock-down for wheelchairs;
 - ◆ How many per vehicle?
 - Ramp;
 - ◆ Manual
 - ◆ Mechanical
 - Lift;
 - Transfer seat;
 - Seating for caregivers;
 - Space for service animals; and
 - Space for other assistive technology or durable medical equipment
- Are transportation operators or other staff trained to assist people with disabilities and others with access and functional needs with the use of vehicles?

Emergency Plans and Procedures

The following information will help to identify and coordinate transportation resources during emergencies by identifying what has or has not already been accounted for in emergency planning.

TEMPLATE – ACCESSIBLE TRANSPORTATION ASSET INVENTORY CONSIDERATIONS

- During emergencies and disaster, do you plan to use your vehicles to support transportation and evacuation? Describe this role.
- Do you have agreements in place to provide your transportation assets to another agency/organization?
- Do you have agreements in place to augment your existing vehicle stock?

Contracting Vehicles Information

- If you contract vehicles, do you know of other jurisdictions, departments, or organizations that use the same vendor?
- If you contract vehicles, have you discussed how priority and dispatch work in an emergency?
- If you contract vehicles, do you have back-up agreements or contracts with other companies?

For Municipalities

The following are a series of questions directed at municipalities to get an understanding of their current inventory capabilities. The following questions are a starting point to understand what is already in place at the municipal level:

- Do you have an inventory of transportation assets in your municipality?
- If so, how and where is this information stored?
- Is this information readily available to you in an emergency?
- Are there any mutual aid contracts/agreements in place with other municipalities to share transportation resources? If so, please indicate which municipalities.
- Have you conducted an assessment of transportation needs in your municipality during different types of emergencies?

Information about the Provider

At a minimum, be sure to collect information about the provider such as:

- Type of entity (County dept., municipality, organization, private agency, etc.);
- The area(s) of the County that they provide services;
- Primary and secondary points of contact for inventory;
- Primary and secondary points of contact in emergencies; and
- Indication of dispatch capabilities (via base dispatch, radio, point to point, cell phone, or other method).

Conclusion

To take on a project of this complexity, the County should put in place a sustainable process for maintaining an accessible vehicle asset inventory. This requires a commitment from the County to initiate the project, develop an initial data gathering process, and then identify sustainable maintenance and updating of the inventory. The collection of this information will enhance the County's and municipality's evacuation and transportation emergency plans,

TEMPLATE – ACCESSIBLE TRANSPORTATION ASSET INVENTORY
CONSIDERATIONS

and allow the County to better address transportation needs of people with disabilities and others with access and functional needs.