APPENDIX A. QUICK BUS STOP CHECKLIST

QUICK BUS STOP CHECKLIST

Route Name:	Location:	Weather Conditions:	Stop No.:

	PART A: IDENTIFICATION/LOCATION		
A1	Street Name:		
A2	Nearest Cross Street (street name or landmark if mid-block):		
A3	Bus Route Direction:		
	North Bound ☐	South Bound ☐	More than one direction ☐
	East Bound ☐	West Bound ☐	
A4	Where is the bus stop positioned in relation to the nearest intersection?		
	Nearside (Before the bus crosses the intersection)		☐
	Far Side (After the bus crosses the intersection)		☐
	Mid-block or not near an intersection		☐
	Freeway bus pad		☐
	N/A		☐
A5	Distance from bus stop pole to curb in feet:		
A6	Adjacent property address or name of business (only if readily visible):		

Date	Time:	Surveyor:

QUICK BUS STOP CHECKLIST

Route Name:	Location:	Weather Conditions:	Stop No.:

PART B: Landing Area Assessment

		Yes	No
B1	Is there a landing area at least 5 feet wide and 8 feet deep adjacent to the curb/street?	☐	☐

B2	Where is the landing area positioned in relation to the curb/street?				
	Below street level (low ground or shoulder) ☐	Shoulder ☐	Other (specify): ☐		
		Adjacent ☐			
	Sidewalk ☐	Bus Bulb ☐	Off-Road/No sidewalk ☐		

B3	What is the material of the landing area?					
	Asphalt ☐	Dirt ☐	Gravel ☐	Other (specify): ☐		
	Concrete ☐	Grass ☐	Pavers ☐			

B4	Are there problems with the landing area surface?		Yes ☐	No ☐

If YES, rank resulting accessibility potential:

	Not Accessible	Minimally Accessible	Accessible
Uneven	☐	☐	☐
Slopes up from the street	☐	☐	☐
Slopes down from the street	☐	☐	☐
Requires stepping over drain inlet	☐	☐	☐
Other (Specify)	☐	☐	☐

B5	Are there any obstacles that would limit the mobility of a wheelchair (trash receptacle, newspaper boxes, landscaping, other?	Yes ☐	No ☐
	If YES, describe obstruction:		

Date	Time:	Surveyor:

Toolkit for the Assessment of Bus Stop Accessibility and Safety • Easter Seals Project ACTION

Route Name:	Location:	Weather Conditions:	Stop No.:

B6	Additional landing area comments:		

PART C: PEDESTRIAN COMFORT AMENITIES

Section C-1: Shelters (move to Section C-2 if there is no shelter)

C1	What are the approximate dimensions (width, height and depth in feet) of the interior standing area?		
	Width:		
	Height:		
	Depth:		

		Yes	No
C2	Could a person using a wheelchair maneuver into the shelter?	☐	☐
C3	Could a person using a wheelchair fit completely under the shelter (minimum space of a common mobility device is 30 in. by 48 in. (760 mm by 1200mm))?	Yes ☐	No ☐

C4	What is the distance of the front of the shelter from the curb in feet?										
	0 - 2'	☐	2' - 4'	☐	4' - 6'	☐	6' - 8'	☐	8' - 10'	☐	>10' ☐

C5	Additional shelter comments:

Section C-2: Seating Assessment (move to Part D if there is no seating)

C6	What is the type of seating available?	
	Bench inside shelter – *skip to question C8*	☐
	Freestanding bench	☐
	Fold down bench	☐
	Leaning bench	☐
	Other (specify):	☐

Date	Time:	Surveyor:

QUICK BUS STOP CHECKLIST

Route Name:	Location:	Weather Conditions:	Stop No.:

C7	If not inside shelter, what is the distance of the seating from the curb in feet?										
	0 - 2' □	2' - 4' □	4' - 6' □	6' - 8' □	8' - 10' □	>10' □					

C8	Rank the condition of the seating:									
	1 □	2 □	3 □	4 □	5 □					

1=hazardous – broken, someone could get hurt from normal use
2=in poor shape though not hazardous
3=fair – needs repainting, needs cosmetic attention,, protruding but not hazardous bolts
4=good – not perfect but no immediate repair need
5=cosmetically excellent; new

C9	Additional seating comments:

PART D: Information Features

		Yes	No
D1	Is there a bus stop sign?	□	□
	If NO, move to question D5.		
D2	Are bus routes indicated on the bus stop sign?	Yes □	No □
	If YES, what routes?		
D3	How is the sign installed?		
	On its own pole		□
	On a building		□
	On a utility pole		□
	On a shelter		□
	Other (specify):		□

Date	Time:	Surveyor:

Toolkit for the Assessment of Bus Stop Accessibility and Safety • Easter Seals Project ACTION

QUICK BUS STOP CHECKLIST

Route Name:	Location:	Weather Conditions:	Stop No.:

		Yes	No
D4	Are there problems with the signage?	☐	☐
	If YES, check all that apply:		
	Sign in poor condition		☐
	Pole in poor condition		☐
	Sign position hazardous to pedestrians		☐
	Sign not permanently mounted		☐
	Lighting on sign is poor		☐
	Other (specify):		☐
D5	Is there route/schedule/map (circle as appropriate) information posted?	☐ Yes	☐ No
	If NO, skip to Question D8		
D6	Where is the route/schedule/map (circle as appropriate) information posted?		
	On pole under bus stop sign		☐
	On its own pole		☐
	On a building		☐
	On a utility pole		☐
	On a shelter		☐
	In a shelter		☐
	Other (specify):		☐
D7	Is the information at eye level of a wheelchair user?	☐ Yes	☐ No
D8	Additional signage & information comments:		

Date	Time:	Surveyor:

Toolkit for the Assessment of Bus Stop Accessibility and Safety • Easter Seals Project ACTION

QUICK BUS STOP CHECKLIST

Route Name:	Location:	Weather Conditions:	Stop No.:

	PART E: Other Amenities		
E1	What other amenities are at the bus stop?		
	Trash receptacle	☐	
	Telephone or police call box	☐	
	Newspaper boxes	☐	
	No other amenities	☐	
	Other (specify):	☐	
		Yes No	
E2	Do any of these amenities block wheelchair access?	☐ ☐	
	If YES, specify what the amenity is blocking access to:		
	Bus shelter	☐	
	Wheelchair seating area	☐	
	Bus ingress or egress	☐	
	Bus stop information	☐	
	Other (specify):	☐	
	PART F: Traffic and Pedestrian Safety Issues		
	Section F-1: Traffic and Pedestrian Issues		
F1	Where is the bus stop area located?		
	In travel lane	☐	
	Bus lane/pull off area	☐	
	Paved shoulder	☐	
	In right turn only lane	☐	
	Unpaved shoulder	☐	
	Off street	☐	
	"No Parking" portion of street parking lane	☐	
	Other (specify):	☐	

Date	Time:	Surveyor:

Toolkit for the Assessment of Bus Stop Accessibility and Safety • Easter Seals Project ACTION

QUICK BUS STOP CHECKLIST

Route Name:	Location:	Weather Conditions:	Stop No.:

		Yes	No
F2	Is the bus stop zone designated as a no parking zone?	☐	☐
	If YES, indicated by:		
	One "No Parking" sign		☐
	2 or more "No Parking" signs		☐
	"Bus Only" sign		☐
	Painted curb		☐
	Painted street		☐

		Yes	No
F3	Are cars parked between the landing area and the bus stopping area?	☐	☐

F4	What is the posted speed limit in MPH?	Not posted	☐

F5	What are the traffic controls at the nearest intersection for the street?	
	Traffic signals	☐
	Flashing lights	☐
	Stop/Yield sign	☐
	None	☐
	Other (specify):	☐

F6	How many total lanes are on both sides of the road?									
	1	☐	2	☐	3	☐	4	☐	Other (specify): ☐	N/A ☐

		Yes	No
F7	Are there potential traffic hazards?	☐	☐
	Yes*, check all that apply:*		
	The bus stop is just over the crest of a hill		☐
	The bus stop is just after a curve in the road		☐
	The bus stop is near an at-grade railroad crossing		☐
	Waiting passengers are hidden from view of approaching bus		☐
	A stopped bus straddles the crosswalk		☐
	Bus stop just before crosswalk		☐
	High speed traffic		☐

Date	Time:	Surveyor:

Toolkit for the Assessment of Bus Stop Accessibility and Safety • Easter Seals Project ACTION

QUICK BUS STOP CHECKLIST

Route Name:	Location:	Weather Conditions:	Stop No.:

	No crosswalk	☐
	Other (specify)	☐
F8	Additional traffic safety comments / recommendations:	

Section F-2: Lighting Assessment (assessment preferably taken in the evening or at night)
Go to Part G if no lighting

F9	What type of lighting is available?	
	Street light	☐
	Shelter lighting	☐
	Outside light on adjacent building	☐
	Other (specify):	☐
F10	Additional comments:	

PART G: Getting to the Bus Stop

G1	How wide is the sidewalk?								
	No sidewalk	☐	less than 3'	☐	3'-5'	☐	5' or greater	☐	N/A ☐
G2	Rank the condition of the sidewalk:								
	1	☐	2	☐	3	☐	4	☐	5 ☐

1=hazardous – large breaks, cracks, root uplifting, someone could get hurt from normal use or use of a wheelchair would be difficult
2=in poor shape though not hazardous – very rough, some root uplifting, cracks, breaks
3=fair – minor root uplifting, minor cracks or breaks
4=good – not perfect but no immediate repair
5=cosmetically excellent; new

Date	Time:	Surveyor:

Toolkit for the Assessment of Bus Stop Accessibility and Safety • Easter Seals Project ACTION

QUICK BUS STOP CHECKLIST

Route Name:	Location:	Weather Conditions:	Stop No.:

G3	Are there physical barriers that constrict the width of the sidewalk within the block on which the bus stop is located?			Yes ☐ No ☐
	If YES, what is the narrowest useable width:			
	Less than 3'	☐	3' or greater	☐
G4	Does the landing pad connect to the sidewalk?			Yes ☐ No ☐
G5	Where is the nearest street crossing opportunity?			
	The nearest intersection	☐	Mid-block crosswalk	☐
G6	What pedestrian amenities are at the nearest intersection (or other crossing opportunity)?			
	Curb cuts all corners/ both sides	☐	Pedestrian crossing signal ☐	Traffic light ☐
	Visible crosswalk	☐	Audible crosswalk signal ☐	Crossing guard assistance ☐
	Curb cuts at some corners/one side	☐	Accessible Pedestrian Signal (APS) ☐	Tactile warning strip on curb cut ☐
	Other (specify):			☐

Date	Time:	Surveyor:

Toolkit for the Assessment of Bus Stop Accessibility and Safety • Easter Seals Project ACTION