



**CITY OF PHILADELPHIA
DEPARTMENT OF STREETS**

**Regulations Governing Bus Loading Zones Under
Section 12-907 of The Philadelphia Code**

Section 1. General

A. The Philadelphia Code, Chapter 12-907 states that “The Department may designate bus stops, bus stands, taxicab stands, and stands for other passenger common-carrier motor vehicles when it determines such stands are necessary and justified by traffic conditions.”

B. The City of Philadelphia finds that Intercity and Charter Buses parking and loading passengers on the streets of the City frequently interfere with traffic and create health and safety concerns that this Regulation is intended to address.

C. An Intercity or Charter Bus Operator shall not occupy any portion of the public right-of-way for loading or unloading passengers from an Intercity or Charter Bus unless the Operator holds an Intercity or Charter Bus Loading Zone permit issued by the Department.

Section 2. Definitions

A. In these regulations, the following definitions shall apply:

1. **Bus Loading Zone.** A fixed area in the roadway parallel and adjacent to the curb, not to exceed 65 feet in length and designated by appropriate signs, set aside for parking and loading of Intercity or Charter Buses.

2. **Bus Operator.** Any person or company which operates an Intercity or Charter Bus on the streets of the City.

3. **Charter Bus.** A motor bus engaged or hired by a particular organization or group of persons for their exclusive use for a specific purpose or journey, or during a specific period of time. Tour Buses, as defined by Section 9-407 of the Philadelphia Code, and Shuttle Buses owned by private entities for the transportation of members, are not Charter Buses for the purposes of these Regulations.

4. **Department.** The Department of Streets.

5. **Exclusive Bus Loading Zone.** A Bus Loading Zone reserved for exclusive use by the buses of a single specified Bus Operator.

6. **Intercity Bus.** A motor bus operated on the streets for the purpose of transporting ticketed passengers between Philadelphia and locations outside of Philadelphia. SEPTA, New Jersey Transit, or other public transit buses are not Intercity Buses for purposes of these Regulations.

7. **Shared Bus Loading Zone.** A Bus Loading Zone used by more than one specified Bus Operator.

8. **Temporary Bus Loading Zone.** A Bus Loading Zone established for one or more days to allow for the loading and unloading of Intercity or Charter Buses.

Section 3. Application for Bus Loading Zone Permit

A. Any Bus Operator requesting a Bus Loading Zone shall make written application to the Department. After approval of such application by the Department and the payment of a fee as specified below, a permit for the Bus Loading Zone may be issued. The permit shall contain such conditions as the Department may prescribe.

B. The application for the Bus Loading Zone permit is available on the Department's website along with instructions.

C. Bus Operators may apply for either an Exclusive or Shared Bus Loading Zone based on expected use. Applications for a Shared Bus Loading Zone permit will be approved only if more than one Bus Operator has submitted an application for the same location.

D. With the application, the Bus Operator must submit a copy of their scheduled arrivals and departures for the Bus Loading Zone and a copy of their routing from arterial roadways to the Bus Zone.

Section 4. Review of Application; Approval or Denial

A. In determining whether a Bus Loading Zone permit shall be granted, the Department shall consider the following factors:

1. Direct effect on vehicular and pedestrian traffic;
2. The Intercity Bus service schedule, peak hour concentration, and anticipated traffic conditions;

3. The character and use of the block on which the proposed zone is to be situated;

4. The number of passengers expected to board or disembark at any given time and their anticipated effect on the neighborhood;

5. The anticipated effect on nearby public transit systems;

6. The existing parking regulations and ordinances pertaining to the block;

7. The policies contained in the Complete Streets Design Handbook; and

8. Any other effect of the proposed operations in public space on public health and safety and the efficient and safe operation of the existing transportation network, including pedestrian, vehicle, and all other modes of transportation.

B. An approved Bus Loading Zone permit shall be valid for a period of one year and shall not be transferable. Temporary Bus Loading Zone permits shall be valid for the dates listed on the permit.

Section 5. Renewals

A. An application for the renewal of the permit shall be submitted 60 days prior to the expiration of the current permit, together with payment of required fee.

B. For renewal applications, the Bus Operator must submit a written safety report that includes all vehicular accidents involving the Operator's buses within the Bus Loading Zone. For the first year of renewal, the report should be for the nine (9) month period prior to the renewal application.

C. For each subsequent renewal year, the report should be for the one year period prior to the renewal application. These reports shall be submitted with the permit renewal application.

Section 6. Revocation

A. Nothing in this Regulation shall be construed as conveying any right, title or interest in the right-of-way. The Department may, at any time, revoke the Bus Loading Zone permit. Upon notification, the Bus Operator must cease operations at the Bus Loading Zone within thirty (30) days.

Section 7. Fees for Bus Loading Zones

A. Upon approval by Department of the application or renewal application for an Intercity or Charter Bus Zone, the Operator shall pay to the Department \$5,000 per year for an Exclusive Bus Loading Zone, or \$2,500 per Bus Operator, per year for a Shared Bus Loading Zone, or \$75 per day for a Temporary Bus Loading Zone.



CLARENA TOLSON
Streets Commissioner