

TRANSPORTATION ADVISORY COMMITTEE
MINUTES
March 19, 2026

The Transportation Advisory Committee met on March 19, 2026, at 12:00 pm in the Mass Transit training room. The following were present:

Members:

Chris Franks, Chairperson
Debra Hairston
Anna Kautzman
Earl Reynolds

Staff and Other Participants:

Marc Adelman, Transportation Services Director
Frances Craft, Transportation Supervisor
Lisa Bivens, Senior Administrative Asst.

The Transportation Advisory Committee meeting was called to order at 12:00 pm by Chairperson, Chris Franks.

Public Comment

No public comments were received.

Approval of Minutes

Debra Hairston moved that the minutes of December 17, 2025, Transportation Advisory Committee meeting be accepted as presented and Anna Kautzman seconded the motion. All members in attendance were in favor and the motion passed.

Financial, Ridership and Employee Status update

Marc Adelman updated the Transportation Advisory Committee concerning financial data, ridership activity, and the transit system's employment status from July 2025 through February 2026. He indicated that the transit system is significantly under budget through February due to several factors. Total operating costs for the period were under budget at \$385,465 (12.7%). Salary and wage expenses were under budget at \$207,818 (15.7%) primarily due to driver availability issues that reduced staffing levels. Overtime charges were **over** budget for the period by \$13,578 (13.2%) also due to driver availability issues. Vehicle maintenance is over budget for the period, only slightly by \$976 (.4%).

Fuel costs were significantly under budget for the period by \$79,237 (34.8%) due to lower fuel prices and the city's contract pricing agreement. Danville Transit's fuel charges are also related to the number of bus operators available to provide door-to-door service. Both passenger revenue and advertising revenue are under budget for the period. The operating deficit is less than budgeted; consequently, the transit system was eligible to receive \$225,997 less in federal operating aid for the period. Danville Transit is \$174,583 under budget year-to-date for the city's local match requirement.

Financial, Ridership and Employee Status update (Continued)

Marc Adelman also discussed the city’s ability to receive contract pricing arrangements through Public Works. The current contract arrangement for gas and diesel includes fixed pricing during parts of the year and fluctuating market prices at other times. Discussion continued.

Marc Adelman stated that considerable progress has been accomplished over the year regarding the recruitment of additional bus operators. For the first seven months of FY26 employment activity for bus operators remained stable. However, comparing March 2025 and March 2026 employment data the transit system has gained 6 active full-time drivers. The transit system currently employs a total of 26 full-time and 2 part-time drivers. However, 14 of the 28 drivers have been employed with the transit system for less than two years, which is reflective of the transit system’s high turnover rate.

Update on Service Planning Activities

Marc Adelman indicated that ridership activity decreased for the fixed-route and senior transportation operations for the first 8 months of FY26. Year-to-date passenger trip activity improved for the Handivan operation and ridership remained flat for the Reserve A Ride service for this timeframe. Identified below is year-to-date performance data for all service modes comparing FY25 and FY26 figures.

**Monthly Performance Report Update
Comparison of FY2026 and FY2025 Year-To-Date Data**

	FIXED ROUTE TRIPS	SENIOR TRIPS	RESERVE A RIDE TRIPS	HANDIVAN TRIPS
July 2025-February 2026	115,275	5976	25,412	3,833
July 2024-February 2025	126,626	9250	25,334	3,444
DIFFERENCE	-9.0%	-35.3%	.3%	11.3%

	FIXED ROUTE HOURS	SENIOR HOURS	RESERVE A RIDE HOURS	HANDIVAN HOURS
July 2025-February 2026	5399	1098	3458	691
July 2024-February 2025	5401	1434	4331	637
DIFFERENCE	-2%	-23%	-20%	8%

Marc Adelman indicated that the increase in Handivan ridership is partially related to reduced funding for senior transportation service. The senior transportation program allows seniors to ride for free based on trip eligibility and available funding provided through the Southern Area Agency on Aging. Since Aging funds have decreased, more seniors are opting to use the Handivan service more frequently.

Update on Service Planning Activities (Continued)

Driver and bus availability also influences the amount of service that can be provided. A total of 18 smaller buses are used to complete door-to-door passenger trips. Presently, Danville Transit schedules up to 13 buses in peak service from 8 am until noon and 5 small buses are currently down for repairs. Discussion continued.

Update on Fixed Route Fare and Service Changes

It was previously approved to extend the fixed-route Half-Fare Discount period by an additional six hours, so eligible passengers could receive the discount from 6:00 am until 6:00 pm to increase ridership activity. In addition, it was approved to expand fixed-route service along Riverside Drive by extending the #2 and #5 Riverside routes to offer more convenient service to Aldi's, Sheetz, Buffalo Wild Wings, Cookout, Chik-Fil-a, Panda Express, and Popeye's. Of the new bus stop locations, the passenger on/off data shows the most popular bus stop is located at Auto Zone on Riverview Drive. The half-fare discount extended period also showed an increase of 1420 half-fare trips but there was a reduction of 942 full-fare trips, reflecting an overall net increase in ridership.

Update on Door-to-Door Cancellation Policy Change

Marc Adelman updated members concerning the cancellation policy change for door-to-door service. During the December 2025 Transportation Advisory Committee meeting Marc Adelman recommended revising the cancellation policy because many door-to-door passengers maintained standing reservations but frequently cancelled service, which did not allow other passengers to reserve service. The new policy requires passengers to complete 51% of their standing reservation trips each month. If this is not accomplished, passengers are required to call in daily to reserve service. Information is identified below related to the implementation of the new cancellation policy.

- A total of 11 people were requested to call in daily or weekly to reserve service based on cancellation activity for scheduled standing reservation/subscription trips.
- A mailing was completed to 970 passengers who used the service over the past 6 months to notify people of the policy change (2,000 people used the door-to-door service over the past year).
- The policy changes improved Danville Transit's capacity to complete an additional three hours of service per day based on the current number of drivers employed.
- Reducing capacity constraints will support ADA service regulations and improve public transportation access relative to driver availability.
- New standing reservation requests are no longer processed to improve public transportation access and comply with federal transit regulations associated with the Americans with Disabilities Act.
- Due to federal regulations Danville Transit cannot deny any Handivan trip request if standing reservations exceed 50% of the total number of trips scheduled.
- Danville Transit provided documentation during the 2025 federal transit triennial review that showed that 45% of the Handivan trips involved standing reservations and 54% of all door-to-door scheduled trips (Handivan, Reserve A Ride and Senior Transportation) involved a standing reservation.

Update on efforts to Improve Transportation Access and Provide Reliable Door-to-Door Service based on workforce availability issues

Marc Adelman updated members concerning efforts underway to improve reliable door-to-door service based on workforce availability. Identified below is information related to issues that impact the transit system's ability to provide dependable service.

- The ability to supply additional door-to-door service is directly related to the number of drivers and buses available to transport passengers. Only two to three passenger trips can be completed per hour due to travel and trip distance requirements associated with door-to-door operations unless people are traveling in a large group such as the service provided for the Institute's Accelerated Training in Defense Manufacturing program.
- Danville Transit maintains a 25% to 30% annual driver turnover rate.
- When driver availability decreases it can be extremely challenging to meet passenger demand and provide reliable service when a high percentage of standing reservations are scheduled.
- Danville Transit's automated scheduling software system enables passengers to reserve trips based on the number of drivers available who can be assigned bus runs.
- To better manage the door-to-door service provided due to driver turnover and health issues, a few drivers will not be assigned a bus run until they arrive at work. This arrangement limits the number of trips that can be scheduled in case a driver(s) calls out and cannot report to work or if turnover exists.

Marc Adelman and Transportation Supervisor Frances Craft reviewed screen shots of the automated scheduling software that identified scheduled trip activity before and after certain bus operators are assigned a run after they report to work. This information was used to show the Transportation Advisory Committee how the software can be utilized to allow more trips to be completed if passengers submit a request to receive service the same day versus days in advance.

FY2026 Capital Project Update

Marc Adelman updated the Transportation Advisory Committee regarding the status of the FY2026 capital projects.

- Five 14-passenger buses were test driven and should be delivered by the end of April. The bus deliveries were delayed due to necessary modifications to the sneeze guard to allow the fareboxes to be installed correctly.
- Three 28-passenger buses will begin production this week. It is anticipated that the buses will be delivered this spring.
- Two of the four bus shelters were erected (Taylor Drive and Westover Drive); however, all four bus shelters must be modified so the benches can be installed.
- This week the site prep construction work will begin to install the third shelter on Seminole Drive. Chris Franks added that this bus shelter pad will be extended up toward Piney Forest Road to the sidewalk to allow passengers to walk up to the intersection.

FY2026 Capital Project Update (Continued)

- An Invitation to Bid will be advertised this spring to seal the roof of the administrative maintenance facility building.
- Bids will be opened later today to crack seal and seal coat the Mass Transit and school bus parking lot areas. Marc Adelman explained the complexity of coordinating this project since the sealant must be applied during warm weather conditions and Danville Public Schools Transportation operates every week during the spring, summer and fall except for one week during April.

Status of FY2027 Transit Capital Funding Requests

Marc Adelman said that an email was received from the Virginia Department of Rail and Public Transportation indicated that all the FY2027 proposed capital projects discussed in December with the Transportation Advisory Committee were recommended for funding, however the state agency has not identified any funding levels or when the grants will be executed. Identified below is a list of the program of projects that are expected to be approved for federal and state funding.

- Replace a 10-passenger van with lift
- Replace a minivan with an SUV
- Replace a pickup truck
- Replace 1, 28-passenger bus
- Convert 28-passenger bus for propane usage
- Purchase and install new benches (4)
- Purchase and install new trash cans (4)
- Rehabilitate the south parking lot area due to rutting pavement

2027 Black History Bus Wrap Update

Marc Adelman said that during the last Transportation Advisory Committee meeting Amanda Paez was present and discussed obtaining public input regarding the next Black History bus wrap. He indicated there is currently no new information to share regarding the next bus wrap. However, he mentioned that Amanda indicated that she is going to meet with the city's Communications Committee to develop strategies to obtain input from citizens regarding their recommendations for the bus wrap. Discussion continued.

Debra Hairston commented that she would like to recommend that the following people identified below be considered for the next Black History bus wrap.

- Timothy Saunders, local resident of Ringgold that was killed on the USS Cole while serving in the US Navy.
- Reverend Therman Echols, who was present during Bloody Monday that occurred in Danville.
- Coach Christopher Carter, first African American head principal at George Washington High School. He was also the head coach of the 1998 George Washington basketball team that won the State Championship in 1998.

2027 Black History Bus Wrap Update (Continued)

The Committee will make the final decisions concerning who will be included on the bus wrap. Discussion continued.

Meeting adjourned at 1:12 pm.