

NORTH COUNTY TRANSIT

SAN DIEGO RAILROAD

Board Policy No. 30 **Threshold for Major Service Change**

Summary

This policy describes the threshold for a major service change.

Background

The requirement of this policy comes from the Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," which became effective October 1, 2012. The Circular requires any FTA recipient that operates 50 or more fixed route vehicles in peak service and serves a population of 200,000 or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact.

Definition

The following situations qualify as a major service change:

- All proposed changes to existing routes, whereby route miles or revenue miles are changed in excess of 25% percent of their current configurations, measured as happening at one time, or cumulatively within a single year;
- Changes in number of daily trips that exceed 25%;
- Elimination of a route; and
- Addition of a route.

Exemptions

LIFT paratransit service is exempt from the "major service change" definition because of the regulations pursuant to the provision of Americans with Disabilities Act of 1990 (ADA) paratransit service set forth in ADA.

Temporary, seasonal, and supplemental services are exempt from the "major service change" definition. Temporary service is defined as a new or modified route that is placed into revenue service for less than 12 months with a defined set of measures that must be achieved to remain in service. If the service meets the criteria and will remain past 12 months, then NCTD will conduct a Title VI service equity analysis for this service. Seasonal and supplemental service is defined as service operated for less than 12 months that is provided to accommodate loads related to seasonal events (e.g., San Diego County Fair) or schoolyear-based demand.

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“Spare the air days” or other instances when a local municipality or transit agency has declared that all passengers ride free, temporary fare reductions that are mitigating measures for other actions, and promotion fare reductions are exempt from the “fare change” definition. If a promotional or temporary fare reduction lasts longer than six months, then NCTD will consider the fare reduction permanent and conduct a fare equity analysis.

NCTD Process

NCTD is required to hold a public hearing for all major service changes. The public hearing will be noticed a minimum of 30 days in advance through means set forth in NCTD Board Policy No. 5 – *Public Notice and Participation*.

Approvals



Board Chair

10/23/2025

Date



Chief Executive Officer

10/23/2025

Date



Deputy Chief Executive Officer/
Chief General Counsel

10/23/2025

Date

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DATE	REVISION No.	RESOLUTION No.	COMMENTS
11/21/2013	ADOPTED	12-10	
10/16/2014	1	14-04	2014 REVISION
11/19/2015	2	15-08	2015 REVISION
10/17/2019	3	19-06	2019 REVISION
10/20/2022	4	22-18	2022 REVISION
10/19/2023	5	23-06	2023 REVISION
10/17/2024	6	24-08	2024 REVISION: UPDATES TO POSITION TITLES
10/23/2025	7	25-06	2025 REVISION: UPDATES LOGO AND POSITION TITLES; UPDATES TO EXEMPTIONS