COMMITTEE/WORKING GROUP CHARTER  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)

PURPOSE
The mission of the Social Services Transportation Advisory Council (SSTAC) is to review, recommend and encourage the use of accessible transportation services through:

- Promoting the coordination of transportation serving seniors, individuals with disabilities, and persons of limited means;
- Advising staff on transit facilities compliance with the requirements of the Americans with Disability Act (ADA) and Title 24; and
- Advising staff on the accessibility and usability of transit facilities beyond strict interpretation of regulations based on actual experience and knowledge.

LINE OF REPORTING
The Social Services Transportation Advisory Council Subcommittee is the successor group to the Subcommittee on Accessible Transportation (SCAT) that was formed by SANDAG in 1979 in response to federal and state requirements and increased local interest and involvement in accessibility issues. SSTAC advises SANDAG on regional planning issues regarding accessible transportation in the public and nonprofit sectors. SSTAC reports to the SANDAG Transportation Committee, which in turn reports to the SANDAG Board of Directors.

RESPONSIBILITIES
SSTAC advises the SANDAG Board of Directors and its Transportation Committee regarding regional issues of accessible transportation provided by the public and private sector. These activities include the following:

- Provide input on accessible transportation issues for SANDAG's Regional Transportation Plan (RTP), and other relevant SANDAG plans and programs;
- Provide input for the key activities required for the development of the Coordinated Public Transit Human Services Transportation Plan (Coordinated Plan). This includes assistance with the following activities: assessing current available services; identifying areas of duplicative service and gaps in service; identifying the transportation needs of individuals with disabilities, senior citizens, and persons of limited means; developing strategies for addressing the service gaps, and minimizing the duplication of services; prioritizing transportation services for funding and implementation based on resources, time, and feasibility for implementing the specific strategies identified; and reviewing the draft document for content and language;
- Serve as the Local Review Committee (LRC) and Appeals Board for the Section 5310 federal grant program administered by the State Department of Transportation (Caltrans), which provides partial funding for vehicles for nonprofit agencies;

Revised: 8/1/08
- Serve as the region’s Social Service Transportation Advisory Council to advise SANDAG on the unmet transit needs of senior citizens and individuals with disabilities, as required by the State’s Transportation Development Act (TDA);

- Oversee the annual unmet needs process and make a determination of unmet needs as a recommendation to the Transportation Committee per Public Utilities Code 99238(c)(2);

- Provide input on the progress of the region’s transit operators in providing accessible transportation to senior citizens and individuals with disabilities;

- Provide input regarding the legal and practical requirements of transit access to be analyzed by staff and as legally required and practically feasible, incorporated into the design and construction of transit facilities;

- Provide input on the progress of the region’s Coordinated Transportation Service Agency (CTSA) in assisting nonprofit agencies to coordinate their transportation services;

- Provide input and proposals to SANDAG on legislation and regulations concerning transportation for seniors and individuals with disabilities;

- Fulfill the requirement in the Public Utilities Code of California Section 99238.5 that the Transportation Planning Agency (SANDAG) establish and implement a citizen participation process to solicit the input of transit dependent, and transit disadvantaged persons, including the elderly, handicapped and persons of limited means;

- Assist transit operators in programs that promote use of existing transportation programs to better serve seniors and individuals with disabilities; and

- Comment on regional issues brought before the Committee, which are relevant to the implementation of accessible transportation services under federal and state legislation.

SSTAC discusses issues of a regional nature, not specific to individual transit operators or to individual events or circumstances. Issues not appropriate to SSTAC discussion are referred to the appropriate transit operator or other organization with authority to resolve the issue.

**MEMBERSHIP**

Membership on SSTAC is defined by the Public Utilities Code Section 99238.5, of the State of California. SANDAG shall strive to attain geographic and minority representation among the membership from a broad representation of providers and the public:

1. Four citizen representatives of senior and disabled transit users who are well versed in the ADA and Title 24 regulations;

2. Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;

3. Two representatives of local social service providers for individuals with disabilities, including one representative of a social service transportation provider, if one exists;

4. One representative of local social service provider for persons of limited means;

5. Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from a transportation service provider, if one exists;

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6. One representative from NCTD representing fixed-route service;
7. One representative from NCTD representing ADA Paratransit service;
8. One representative from MTS representing fixed-route service;
9. One representative from MTS representing ADA Paratransit service.

The four voting citizen members shall be drawn from a pool of senior and disabled transit users who are well versed in the ADA and Title 24 regulations. A sequence shall be established to determine which members of the pool will be considered voting members and which will act as alternates. Initially the sequence will be based on alphabetical order by first name, and subsequently will rotate every six months.

The term of appointment shall be for three years. Initial appointments shall be equally divided among members serving one-, two-, or three-year terms.

**MEETING TIME AND LOCATION**
Meetings are usually held on the third Monday of every other month from 10:00 a.m. to 12:00 p.m. in a location that is accessible by public transit and in facilities accessible to individuals with disabilities. Meetings are usually held in San Diego, either at the Caltrans District 11 Office or at SANDAG but may be held in other locations within San Diego County, depending on the agenda and availability of meeting space. Additional meetings or time and date adjustments may be made by the Chairperson when necessary.

**ANNUAL PUBLIC HEARING**
SSTAC shall hold a minimum of one public hearing for the purposes of receiving public comment on public transit services from the transit dependent, elderly and persons of limited means. The hearing(s) shall be scheduled to ensure broad community participation and should be rotated among the various communities within San Diego County.

**UNMET NEEDS PUBLIC HEARING**
The Transportation Development Act (TDA) of the State of California requires the SSTAC to hold Public Hearings in any year if any TDA funds for that year are not fully expended on public transit. The purpose of the hearings is to provide an opportunity for the public to identify potential transit needs that are not being met and are reasonable to be met with the unspent TDA funds. If there are TDA funds that are not expended for public transit in San Diego County the SSTAC shall hold a minimum of one public hearing for the purposes of receiving public comment on unmet transit needs from the transit dependent seniors and persons of limited means. The hearing(s) shall be scheduled to ensure broad community participation and should be rotated among the various communities within San Diego County.

**SELECTION OF THE CHAIR**
A Chairperson and Vice Chairperson, or Co-Chairpersons, are nominated and elected annually by the membership to serve one-year terms. The Chairperson conducts meetings. The Vice Chairperson shall conduct the meetings in the absence of the Chairperson.

**STAFF LIAISON**
SANDAG shall provide staff support for SSTAC. The services to be provided by SANDAG shall include, but not be limited to assisting the Chairman in preparing the agenda, sending out meeting notices, and
preparing records of meetings.

**DURATION OF EXISTENCE**

SSTAC is a standing working group that fulfills a state mandate and shall continue to function unless dissolved by the SANDAG Board of Directors or Transportation Committee.