

Transportation Plan

Special events generally increase traffic demands in or near the location of the event. The Event Sponsor is required to plan for the safe arrival and departure of event attendees, participants, and vendors. All events should evaluate and consider the transportation options for event attendees.

However, typically only major events prepare a formal transportation plan. **Contact the Land Authority to determine if a Transportation Plan will be required.** An effective Transportation Plan should be tailored to the specific location and neighborhood, and should be coordinated with the appropriate traffic control agencies and event staff.

WHAT IS A TRANSPORTATION PLAN?

A Transportation Plan is a detailed description of the Event Sponsor's plans to address pedestrian safety, traffic congestion, parking, accessibility and environmental pollution. In addition, a Transportation Plan may include transit components if bus, train and/or trolley lines are impacted by the event, as required by the SFMTA.

The SF Police Department and SFMTA will determine if your event requires traffic control in order to facilitate vehicular and pedestrian movement on city streets and public right-of-way affected by your event.

Transportation plans must comply with accessibility laws and should include the use of car pools, public transportation and alternate modes of non-polluting transportation whenever possible.

If a Transportation Plan will be required, the following guidelines should be incorporated in your plan:

- » All traffic control in the public right of way must be conducted by a representative of the SF Police Department or SFMTA Parking Control Officers (PCOs). PCOs provide parking and traffic enforcement depending on location, time of day, and anticipated attendance.
- » Special events that cause the temporary removal/closure of Blue Zones (disabled parking), must replace each Blue Zone with an appropriately sized temporary alternative space for the duration of the removal/closure. Directional signage leading from the removed/closed Blue Zones to the temporary alternative spaces must be provided.
- » If you plan to provide shuttles for your attendees, you must include approval of the property owner for use of the property in your transportation plan. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- » The Police Department and SFMTA will evaluate shuttle stops and proposed transportation routes as part of its overall evaluation of your event plans.
- » Your transportation plan should not incorporate the use of nearby shopping center parking lots or other private property without the express written permission from the affected property owner(s). If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.

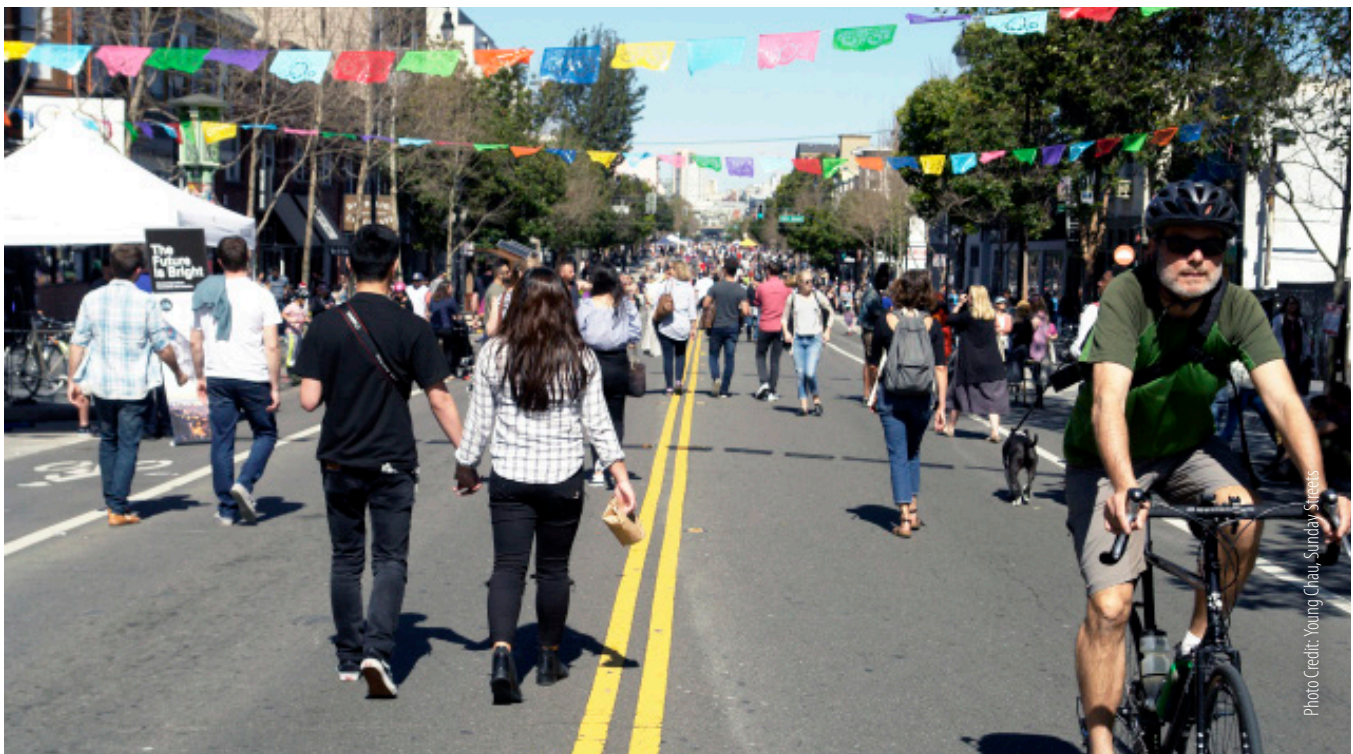


Photo Credit: Young Chau, Sunday Streets

- » You must include accessible parking and/or access in your event plans.
- » You event involves street closures, you must obtain traffic/safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted.

COMMUNICATING YOUR PLAN

Once your Transportation Plan has been developed in collaboration with SFPD and SFMTA, communicate the plan to attendees and neighbors in advance of the event so they are aware of transportation options available.

NOTE: SFMTA sends out a weekly [Traffic and Transit Advisory](#) on the Thursday prior to the weekend (Friday-Sunday), listing special events with traffic and transit impacts.

IMPACT TO BUSES, TRAINS, TROLLEYS

If your event is taking place on or near a street with SFMTA bus, train or trolley service, you may be charged for the cost to re-route any affected lines. In addition, you may be responsible if there are anticipated service impacts/delays and large crowds in the area due to your event.

Contact Craig Raphael at the SFMTA Transit Division at 415-579-9740, craig.raaphael@sfmta.com for more information and a cost estimate, if applicable. Refer to the Permit Fee Estimator in this guide to learn hourly rates.

To view the Muni System Map, [click here](#).

To view the different types of vehicles in the Muni fleet, [click here](#).

ACTIVE PASSENGER LOADING/UNLOADING ZONE (TAXIS, TNC/ RIDESHARE)

Creating areas – or “zones” – for Taxi and active passenger loading/unloading (including TNC/Rideshares) is strongly recommended. These zones are intended to reduce traffic congestion and ensure a safer, smoother arrival and departure for attendees, participants, and vendors. All zones that occupy a City street are subject to approval from SFMTA/ISCOTT. For a fee, the SFMTA can provide temporary [No Parking/Tow Away signs](#) for temporary zones designated for active passenger loading/unloading and for staging vehicles.

If you wish to create these zones for your event, please read the following guidelines and best practices:

- » For events with 2000+ attendees, SFMTA recommends at least 2 temporary Taxi stands in 2 different locations.
- » Set aside 20 feet length per vehicle.
- » One No Parking/Tow Away sign is issued per 20 to 25 feet.

For Passenger Loading and Unloading Only

- » If located on a City street, the temporary area for picking up/dropping off passengers is called an “Active Passenger Loading/Unloading Zone.”
- » Taxis, TNC/Rideshares, and the public may use this temporary zone for active passenger loading and unloading only. No staging of vehicles is allowed in a Taxi Zone at any time.

For Staging Vehicles

- » Staging vehicles 30-60 minutes prior to the event’s end time is highly recommended.
- » Taxis may use temporary “Taxi Zones” for staging vehicles and active passenger loading/unloading on a City street. The Event Sponsor may request Taxi Zones through the SFMTA. TNC/Rideshare companies may not use Taxi Zones.
- » TNC/Rideshare companies may use a separate staging area that the Event Sponsor designates, as approved by the SFMTA/ISCOTT. If this staging area is on a City street, the Event Sponsor may request No Parking/Tow Away signs from the SFMTA Temporary Sign Shop.

TIPS

- » Contact the TNC/Rideshare companies in advance to share the date, time, and locations of active passenger loading/unloading areas and staging areas. Sometimes these companies will black out or designate zones within the app for customers in order to create a smoother experience.
- » Showing maps of these areas to your attendees can improve crowd flow and save time. Consider posting wayfinding signs to direct people to these areas and including maps on event signage.

To request Taxi Zones, contact: SFMTA, Taxi and Accessible Services
Michael Harris | (415) 749-2401 | michael.harris@sfmta.com

To request No Parking/Tow Away signs, contact the [SFMTA Temporary Sign Shop](#).

TEMPORARY NO PARKING / TOW AWAY SIGNS

If your proposed event will take place in an area where vehicles park, you will likely be required by the SFMTA to apply for Temporary No Parking/Tow Away signs. SFMTA posts these signs seventy-two (72) hours prior to the tow-away enforcement start time. If your event occupies or uses parking metered spaces, signs are posted twenty-four (24) hours prior to the tow-away enforcement start time.

To learn more, visit the [SFMTA Temporary Signage page](#). To learn fees, refer to the Permit Fee Estimator.

TOWING VEHICLES

Only a sworn or trained employee of the Police Department or SFMTA has the legal right to remove a vehicle from a city street or authorize a tow in the public right-of-way. As an Event Sponsor, you must coordinate with the SFMTA Enforcement Division for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.

CURB COLORS

"What is a Blue Zone?" [Click here](#) to learn what the different curb colors mean and their uses.

CLOSING AND RE-OPENING YOUR STREET

The Event Sponsor is responsible for planning for the safe closure and re-opening of the streets and other areas in which your event will take place. If SFFD Bureau of Fire Prevention, a Police Officer, or a Parking Control Officer is present, you must coordinate the closure and re-opening of the streets with these authorities.

Below are some guidelines to assist in the planning for the safe closure and re-opening of streets, parking lots, or other areas where there may be moving vehicles. As a general rule, the most traveled public streets should be closed last and opened first. Barricades must be delivered as close to the event time as possible and picked up as soon as possible after the event has ended.

To Close A Street

IMPORTANT: You must coordinate the closure of the street with the SFFD Bureau of Fire Prevention.

- » Close the street in a systematic manner
- » Event personnel should be stationed approximately twenty (20) yards apart covering one block
- » Event personnel should politely inform people present in the event venue/assembly area: "The street is being closed to all vehicles."
- » Event personnel shall ensure that appropriate safety equipment is placed in the venue and all vehicles are removed from the venue, including towed if necessary, before allowing pedestrians, event staff, or attendees to move throughout the secured area.
- » Event personnel should then move to the next block and take their same positions as the previous block
- » The same procedure is followed as the previous block until the entire venue is closed
- » The event venue/assembly area can now be used by event staff and participants

To Re-Open A Street

- » Open the street in a systematic manner
- » When opening the street, be aware that for the last several hours or days, pedestrians have become accustomed to thinking it is safe to walk in the street
- » Do not simply lift the barricades and allow vehicles through
- » Event personnel should be stationed approximately twenty (20) yards apart covering one block
- » When the block is clear of people on the street and other safety hazards, event personnel may open the street up to vehicular traffic
- » When opening a street, event personnel are to remain stationary until the vehicles are moving into their block
- » Event personnel should then move to the next block and take their same positions as the previous block
- » The same procedure is followed as the previous block until the entire venue is opened to vehicles

