

# FTA Major Event Playbook



U.S. Department  
of Transportation

**Federal Transit  
Administration**

# Letter from the Administrator

Over the next decade, the United States will host at least seven major international sporting events and a celebration of the Nation's 250th Anniversary. Events like the 2026 FIFA World Cup and 2028 Olympic and Paralympic Games will test our transportation systems on the global stage as millions of domestic and international fans journey to host cities and event venues to celebrate and support their teams. For these events to be a success transit must be the game plan, not the backup plan.

It is critical that host cities and public transportation agencies get spectators and stadium workers where they need to go — safely and efficiently without sacrificing the high-quality daily transit on which millions of Americans rely. Under the leadership of President Donald Trump and Transportation Secretary Sean Duffy, the Federal Transit Administration (FTA) is doing our part. President Trump created interagency task forces to coordinate Federal resources for the World Cup and Olympics. The Department of Transportation (DOT) and FTA are playing essential roles by convening stakeholders and providing technical assistance, oversight, and other resources to transit agencies around the country.

While the private sector and industry associations offer agencies many resources and best practices to operationally prepare for planned major events, few focus on regulatory requirements. This new *FTA Major Event Playbook* fills that gap and includes practical information and key considerations to help public transportation agencies navigate federal transit requirements related to hosting planned major events.

Host cities and transit agencies are working hard to prepare for the FIFA World Cup, celebrations, and other future gatherings and should use all available public and private sector resources to plan transportation services that safely move fans and residents to where they need to go.

I have every confidence America's public transportation systems will meet this challenge head-on. In fact, I see it as an opportunity to show the world what we're made of.

Sincerely,



Marcus J. Molinaro  
Administrator  
Federal Transit Administration

# Version Log

The following table records the history of modifications and successive editions of this document.

Version	Updates	Version Date
1.0	Developed an FTA Major Event Playbook from existing FTA resources.	12/04/2025

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# Glossary of Key Terms

Term	Definition
Charter service	<p>(1) Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristic of charter service:</p> <ul style="list-style-type: none"> <li>i. A third party pays the transit provider a negotiated price for the group</li> <li>ii. Any fares charged to individual members of the group are collected by a third party</li> <li>iii. The service is not part of the transit provider's regularly scheduled service, or is offered for a limited period of time, or</li> <li>iv. A third party determines the origin and destination of the trip as well as scheduling, or</li> </ul> <p>(2) Transportation provided by a recipient to the public for events that occur on an irregular basis or for a limited duration, and:</p> <ul style="list-style-type: none"> <li>i. A premium fare is charged that is greater than the usual or customary fixed route fare, or</li> <li>ii. The service is paid for in whole or in part by a third party.</li> </ul>
Contingency fleet	Inactive rolling stock reserved or retained for emergencies or other unforeseen, justified, and FTA-approved activities. A contingency fleet is separate from a spare fleet and not included in the spare ratio.
Incidental use	The limited, authorized, non-transit use of federally assisted assets that does not conflict with the original authorized purpose of the project property or the recipient's ability to maintain satisfactory continuing control.
Public transportation	Regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income. Charter service is not considered public transportation.
Spare ratio	The total number of spare vehicles available for fixed-route service divided by the total number of fixed-route vehicles required for annual maximum service.

# Overview

Across the United States, planned major events — ranging from international competitions to large-scale cultural gatherings — draw millions of visitors and capture global attention. These moments present exciting opportunities for host cities to showcase their vibrancy, hospitality, and infrastructure to the world.

Public transportation is critical to the success of events, as it serves as a primary means of moving people safely and efficiently. Transit agencies are key players in shaping the visitor experience, which leaves a lasting impact on how cities — and the nation — are perceived globally.

## FTA's Role

Federal Transit Administration (FTA) supports transit agencies with planned major event preparation by offering direct technical assistance, often in the form of guidance and support regarding regulatory and legal challenges, appropriate uses of federal funds, and coordination on national and regional levels. FTA is statutorily prohibited from directing local public transportation operations.<sup>1</sup> Unless specifically authorized by Congress, FTA cannot take planned major events into account when awarding discretionary grants. Transit agencies should plan accordingly for such limitations and leverage primarily non-federal funding resources while coordinating closely with local, State, and federal partners.

## Playbook Purpose

This playbook offers practical information and key considerations to help public transportation agencies navigate federal transit requirements as they relate to hosting planned major events. Topics include, but are not limited to:

- Spare, contingency, and loaned transit vehicles
- Charter service
- Accessibility and civil rights
- Safety and security
- Incidental use

Best practices for operational planning and execution are not covered in this document, as they can vary by geographical region and event type. However, transit operators can access operational planning tools and recommendations through transit industry associations, private sector stakeholders, and agencies with experience supporting planned major events.

The table on the following page summarizes the key stakeholder roles and responsibilities that support transit operations with planning and hosting planned major events:

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<sup>1</sup> [49 U.S.C. § 5334\(b\)](#)

# Stakeholder Roles and Responsibilities

Stakeholder	Primary Roles and Responsibilities
FTA Recipients - Public Transportation Operators/Metropolitan Planning Organizations	<ul style="list-style-type: none"> <li>• Lead service planning and delivery</li> <li>• Coordinate with local, regional, and federal partners</li> <li>• Ensure appropriate use of FTA funding</li> <li>• Communicate with riders and staff</li> <li>• Transportation Demand Management</li> </ul>
State Departments of Transportation (DOTs)	<ul style="list-style-type: none"> <li>• Support regional coordination</li> <li>• Facilitate funding and policy alignment (where applicable)</li> <li>• Assist with infrastructure readiness</li> </ul>
FTA Regional Offices	<ul style="list-style-type: none"> <li>• Offer technical assistance</li> <li>• Clarify federal transit policy and funding rules</li> <li>• Support coordination across jurisdictions</li> </ul>
US DOT and other Federal agencies	<ul style="list-style-type: none"> <li>• Provide overarching policy guidance</li> <li>• Coordinate interagency support</li> <li>• Ensure compliance with federal regulations</li> </ul>
Private Transportations Providers (e.g., Charter Operators)	<ul style="list-style-type: none"> <li>• Register to be a Registered Charter Provider eligible to receive Charter Notifications</li> <li>• Engage with event organizer regarding event needs</li> <li>• Respond to Charter Notifications by engaging in direct negotiations with event organizers</li> </ul>
Host Committees/Event Organizers	<ul style="list-style-type: none"> <li>• Provide event schedules, logistics, and crowd estimates</li> <li>• Coordinate with transit and public safety agencies</li> <li>• Ensure accessibility and wayfinding</li> </ul>



# 1. Assess Current Public Transportation Service

At the onset of major event planning, public transportation agencies are encouraged to coordinate with the event organizer or host committee to assess the current public transportation service. Key considerations include whether existing public transportation services are adequate to meet anticipated transportation demand for both the event and regular community needs. For example, existing event venues already may be served by transit, but may need to be evaluated for capacity, frequency, operating hours, and accessibility in the context of expected crowd sizes and travel patterns.

In areas where service overlaps involve two or more agencies, interagency coordination is critical regarding fares, transfers, and scheduled service hours. Consider that multiple fare instruments may be a barrier for non-regular riders. In other words, transfers may not be allowed unless the rider pays a new fare. This obstacle can be eliminated through interagency coordination.

## 2. Determine Need for Supplemental or Charter Services

Following assessment of the existing public transportation infrastructure, transit agencies and event organizers should identify necessary transportation services for the event, and whether those service needs can be met with public transportation. For example, exclusive shuttle service for athletes, officials, media, or ticket holders is considered charter service and not public transportation. By contrast, increasing the frequency or operating hours of an existing route generally qualifies as "public transportation," so long as the route remains open to the general public and is not limited to event ticket holders. An overview of these transit service strategies is provided below, and they are covered in detail later in this section.

Strategy	Overview
Supplemental public transportation service	<ul style="list-style-type: none"><li>• Increasing frequency, capacity, or operating hours of existing public transportation service</li><li>• Modifying existing service by creating a route deviation with a stop near the event venue</li><li>• Implementing an express service to establish a special purpose route to and from the event venue</li></ul>
Charter service	<ul style="list-style-type: none"><li>• Providing transportation service, under a charter agreement, exclusively to event attendees</li><li>• Charging a premium fare or funding the service in whole or in part by a third party</li></ul>



To meet increased demand, transit agencies may activate spare or contingency fleet vehicles. If these resources are insufficient, agencies may also consider borrowing or leasing additional vehicles or chartering bus service. While this determination is taking place, event organizers, such as host city committees, should begin engaging with private charter providers regarding potential event needs. These scenarios may involve specific regulatory considerations, which are addressed in the following sections.

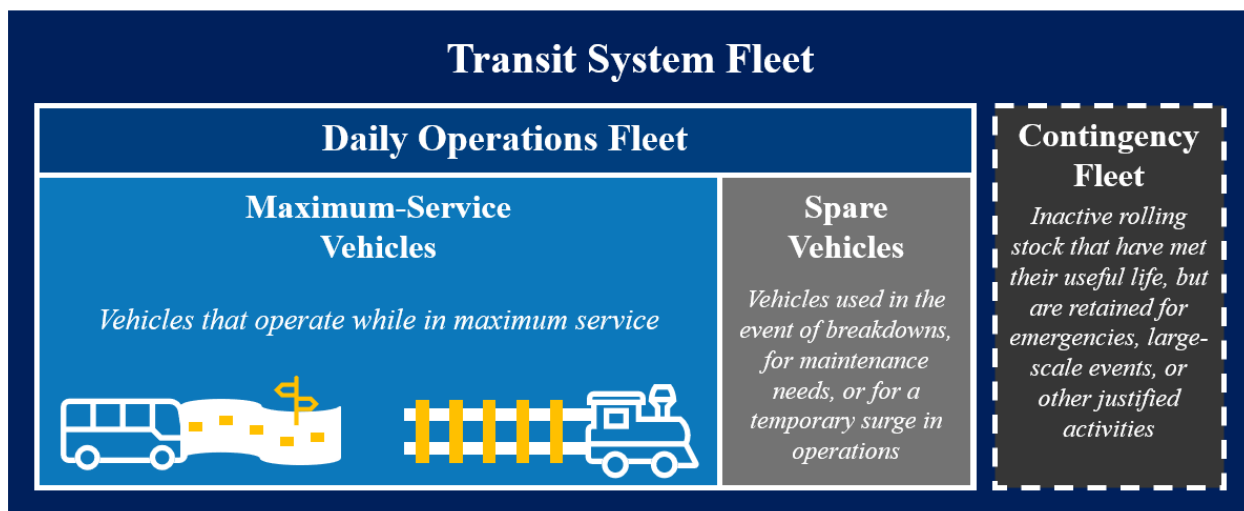


Figure 1. Transit System Fleet Overview

## 2.1 Considerations for Adding Public Transportation Vehicles

Agencies cannot use FTA funds to acquire new expansion vehicles solely to meet the demand for events if the vehicles will not be needed after the event to meet operational requirements during normal peak service.

### Spare Ratio

Governmentwide requirements generally prohibit the acquisition of unnecessary or duplicative items. However, FTA's spare ratio policy allows the use of federal funds to acquire a reasonable number of spare vehicles based on operational needs, including but not limited to breakdowns, maintenance needs, or temporary surges in operation.<sup>2</sup> The spare ratio is defined as the total number of spare vehicles available for fixed-route service divided by the total number of fixed-route vehicles required for annual maximum service. Generally, the number of spare buses/vans in the active fleet for recipients

#### What is FTA's Spare Ratio Policy?

$$\% = \frac{\text{total \# of spare vehicles available}}{\text{total \# of maximum-service vehicles}}$$

The number of spares should **not exceed 20%** of the number of maximum-service vehicles. Spare Ratio waivers provide up to **2 years of flexibility** to exceed this percentage.

**Goal:** Ensures recipients use equipment purchased with federal funds for its intended purpose and avoids the acquisition of unnecessary or duplicative items.

Figure 2. FTA's Spare Ratio Policy

<sup>2</sup> [FTA Award Management Requirements Circular \(C 5010.1F\), Chapter 4](#)

operating 50 or more fixed route revenue vehicles should not exceed 20 percent of the number of vehicles operated in maximum fixed-route service.

**Planned Major Events Policy:** Borrowing, leasing, or otherwise temporarily obtaining vehicles to put into service for a planned major event will not affect a transit agency's spare ratio calculation or their ability to procure new vehicles for everyday service. Agencies lending vehicles do not need a waiver, but they must ensure it will not impact their ability to provide public transportation services. FTA oversight reviews will not make findings related to excessive spare ratio if a planned major event is cited as the reason for extra spare vehicles, and the recipient has a plan for returning their spare ratio to 20 percent or less within two years of the event.

## 2.2 Contingency Fleet

Contingency fleets consist of inactive rolling stock reserved or retained for emergencies or other unforeseen, justified, and FTA-approved activities. Contingency fleets are often more suitable to be loaned than spare vehicles are, as they are not typically required for everyday public transportation service. Agencies may retain older vehicles that have met their useful life in a contingency fleet for use during planned major events.

Key FTA contingency fleet policies include:<sup>3</sup>

- Contingency fleets are reserved for emergencies or justified, FTA-approved activities and are not included in spare ratio calculations.
- FTA also permits transit providers to retain vehicles in a contingency fleet for the purposes of using, loaning, or leasing those vehicles for upcoming scheduled large-scale events in which a substantial increase in transit service will be necessary.
- Vehicles retained solely for event use must have a disposal plan post-event that accounts for any remaining federal interest.
- Buses or vans in a contingency fleet must meet minimum useful life requirements and be properly stored, maintained, and documented in a contingency fleet plan.
- Agencies must maintain a contingency fleet plan that includes:
  - Vehicle service and retirement dates, including mileage to demonstrate vehicles have exceeded their useful life,
  - Where the vehicles will be stored, how they will be protected, and a record of the maintenance activities performed, and
  - Justification and timeline for fleet activation

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<sup>3</sup> [FTA Award Management Requirements Circular \(C 5010.1F\), Chapter 4](#)

## 2.3 Loaned Vehicles

FTA recipients outside of a planned major event host city also can provide support to the planned major event by loaning available vehicles to the transit systems in the host city, where and when those vehicles are needed. **Event hosts should contact other transit agencies as early as possible to determine potential availability of loaned vehicles.** Generally, lending agencies will be most willing to loan vehicles from their contingency fleets, as existing and spare vehicles are often required to maintain transit operations. Other agencies may be willing to lend new vehicles, straight from the factory.

Key considerations include:

- Loaning vehicles is considered a type of incidental use. Transit agencies must follow the incidental use policies described in Part 3.3 of this Playbook if loaning vehicles in the active fleet, including spare vehicles, but not contingency vehicles. **Most importantly, loaning vehicles must not have a detrimental impact on existing public transportation services.**
- The following costs associated with loaned vehicles are not eligible for reimbursement with FTA funds:
  - Transportation/hauling costs of loaner vehicles to event location
  - Operational and maintenance costs
- As part of any incidental use request, agreements between agencies must be reviewed by FTA's Office of Chief Counsel to ensure federal interest and control are maintained.
  - To ensure adequate time for review by FTA, agencies should submit their draft final incidental use request to their Regional Counsel at least one month prior to the event.

## 2.4 Charter Bus Services

### Charter Bus Service Rule Overview

The [Charter Bus Service rule](#) requires compliance and actions by both public transportation providers and private charter bus operators. It prohibits FTA recipients from using federally funded equipment to unfairly compete with private charter bus operators. Under the charter bus rules (which do not apply to rail), with limited exceptions, local transit agencies are restricted from providing charter bus services.

Charter bus service is defined as transportation, excluding demand response service, provided at the request of a third party (e.g., event organizers), for the exclusive use of a bus or van for a

negotiated price.<sup>4</sup> Passengers might be restricted to event ticketholders, a premium fare may be charged, or the service may otherwise not be open to the general public.

FTA recipients may only provide charter service under limited exceptions, including:<sup>5</sup>

- Official government business
- Qualified Human Service Organizations (elderly, persons with disabilities, and low-income individuals)
- When no registered charter provider responds to a notice sent by a recipient
- Leasing (must exhaust all available private charter vehicles first)
- By agreement with all registered charter providers, or
- Petitions to the Administrator for:
  - Events of regional or national significance
  - Hardship, or
  - Unique or time sensitive events that are in the public interest.

Given the long lead time for international sporting events and many other upcoming planned major events, it is expected that a Petition to the Administrator will be the option of last resort for an FTA recipient to provide charter service. If a recipient petitions the Administrator for an event of regional or national significance, the petition must be submitted at least 90 days before the first day of the event and must include:<sup>6</sup>

- A description of how registered charter providers were consulted
- How registered charter providers will be utilized in providing charter service, and
- A certification that the recipient exhausted all registered charter providers in its geographic service area.

These petitions to the Administrator are not waivers. There is no waiver process laid out in the Charter Bus Service rule.

When conducting charter bus service, FTA recipients are treated as for-hire passenger carriers and are subject to Federal Motor Carrier Safety Administration (FMCSA) Regulations as referenced in Part 3.6 of this Playbook.

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<sup>4</sup> [49 CFR § 604.3 Definitions](#)

<sup>5</sup> [49 CFR § 604 Subpart B—Exceptions](#)

<sup>6</sup> [49 CFR § 604.11 Petitions to the Administrator](#)

## Charter Notification Process

The Charter Notification Process ensures registered private charter operators are notified of potential charter opportunities received by an FTA recipient and provides the operator with right of first refusal for potential charter services.<sup>7</sup>

Private charter operators must register on the [FTA website](#) in order to receive notifications. Transit agencies email charter opportunities to registered charter providers in their area. If a private operator responds, they should engage in direct negotiations with the event organizer or their delegate.

If, after this notification process, all interested private providers have been exhausted and none remain to respond to the notification, the FTA recipient then can engage with the event organizer to supplement the remaining needed service.

## Third Party Contracts

Service provided under any form of contract or other arrangement or relationship with a third party, such as a private charter/tour operator, taxi operator, or transportation network company is subject to the requirements that apply to the public entity as if the public entity were providing the service itself.

## Common Questions and Answers (Q&A)

1. **Q:** If a third party requests charter service for the exclusive use of a bus or van, but the transit agency provides the service free of charge, is it charter?

**A:** No. Charter service, as defined within Title 49 of the Code of Federal Regulations (49 CFR), Section 604.3(c) (1), requires a negotiated price—implying an exchange of money.<sup>8</sup> Thus, free service does not meet the negotiated price requirement. Transit agencies should note, however, that a negotiated price could be the regular fixed route fare or when a third party indirectly pays for the regular fare.

2. **Q:** How can a transit agency tell if the fare is “premium”?

**A:** The transit agency should analyze its regular fares to determine whether the fare charged is higher than its regular fare for comparable services. For example, if the transit agency proposes to provide an express shuttle service to football games, it should look at the regular fares charged for express shuttles of similar distance elsewhere in the transit system. In addition, the service may be charter if the transit agency charges a lower fare or no fare because of a third-party subsidy.

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<sup>7</sup> [49 CFR § 604.14 Recipient's notification to registered charter providers](#)

<sup>8</sup> [49 CFR § 604.3\(c\)\(1\)](#)

3. **Q:** What if a transit agency charges a customer an upfront special event fare that includes the outbound and inbound trips, is that a premium fare?

**A:** It depends. If the transit agency charges the outbound and inbound fares up front, but many customers don't travel both directions, then the fare may be premium. This would not be true generally for park and ride lots, where the customer parks his or her car and would most likely use transit to return to the same lot. Under that scenario, the transit agency may collect the regular outbound and inbound fare up front.

4. **Q:** What if a transit agency wishes to create a special pass for an event or function on an irregular basis or for a limited duration that allows a customer to ride the transit system several times for the duration of the event, is that charter?

**A:** It depends. If the special pass costs more than the fare for a reasonable number of expected individual trips during the event, then the special pass represents a premium fare. FTA will also consider whether a third party provides a subsidy for the service.

### **Additional Information**

More information can be found on FTA's [charter bus service website](#). For additional questions about FTA's Charter Bus Service Regulations, please refer to the [Questions and Answers](#) (Q&A) appendix or reach out to FTA's [Charter Service Ombudsman](#). When submitting a question, please provide the pertinent facts and highlight which area of the regulations, or Q&A, is pertinent to your question.

## **3. Ensure Compliance with Other Applicable Federal Regulations**

### **3.1 Transit Safety & Security**

Transit systems that host planned major events may be subject to the Public Transportation Agency Safety Plans (PTASP) regulation and other safety requirements that must be addressed as service changes and ridership increases during the event(s).<sup>9</sup>

#### **Safety and Security Plans**

The PTASP regulation requires rail transit agencies to include or reference, in their Agency Safety Plan (ASP), an emergency preparedness and response plan or procedures that addresses, at a minimum, the assignment of employee responsibilities during an emergency, and coordination

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<sup>9</sup> The Public Transportation Agency Safety Plans (PTASP) regulation applies to all operators of public transportation systems that are recipients and subrecipients of Urbanized Area Formula Grants (Section 5307) funds and operators of rail transit systems that are subject to FTA's State Safety Oversight (SSO) Program.

with Federal, State, regional, and local officials with roles and responsibilities for emergency preparedness and response in the transit agency's service area.<sup>10</sup>

Transit agencies that provide bus service should also consider mitigation strategies to reduce bus-to-person collisions. [FTA recommends](#) transit agencies consider the hazard of bus operator vision impairment and recommends transit agencies also identify and assess additional hazards unique to their agency's operating environment.

Transit agencies subject to the PTASP regulation that serve a large-urbanized area must carry out a safety risk reduction program for transit operations to improve safety performance. At a minimum, the safety risk reduction program must address the reduction and mitigation of vehicular and pedestrian safety events involving transit vehicles and the reduction and mitigation of assaults on transit workers.<sup>11</sup>

### **Staff Training**

Transit agencies subject to the PTASP requirement also must ensure operations, maintenance, and safety personnel receive appropriate safety training, including de-escalation and refresher training. Rail transit safety personnel must comply with the Public Transportation Safety Certification Training Program (PTSCTP) minimum safety training requirements.

The PTASP regulation also requires all applicable agencies to establish a comprehensive safety training program that includes de-escalation training for all operations transit workers and transit workers directly responsible for safety of the system. Transit agencies serving large-urbanized areas must include maintenance transit workers in this training.<sup>12</sup>

### **Non-FTA Security Funding**

External to FTA, transit agencies in need of security funding for planned major events are encouraged to explore the Department of Homeland Security's [Transit Security Grant Program](#). The program provides funding to eligible public transportation systems (which include intra-city bus, ferries and all forms of passenger rail) to protect critical transportation infrastructure and the travelling public from terrorism, and to increase transportation infrastructure resilience.

## **3.2 Accessibility & Civil Rights**

The Americans with Disabilities Act (ADA) and the US DOT implementing regulations set specific requirements for accessible transit vehicles, facilities, and service.<sup>13</sup> FTA's ADA Circular ([C 4710.1](#)) provides guidance on carrying out the requirements.<sup>14</sup> Agencies implementing temporary service changes for a planned major event, such as route modifications or crowd control measures within a station, must ensure all ADA requirements are met. Agencies should consider

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<sup>10</sup> [49 CFR § 673.11\(a\)\(6\)](#)

<sup>11</sup> [49 CFR § 673.11\(a\)\(7\)](#)

<sup>12</sup> [49 CFR § 673.29\(a\)](#)

<sup>13</sup> [49 CFR § 27, 37, 38](#)

<sup>14</sup> [FTA Americans With Disabilities Act Guidance Circular \(C 4710.1\)](#)



the best ways to meet the needs of all persons with disabilities, including wheelchair users and others with mobility disabilities, and those with sensory, intellectual, and developmental disabilities.

### **Fixed Route Service**

All vehicles used in fixed route service must be accessible to and usable by persons with disabilities, including wheelchair users.<sup>15</sup> There is no exception for temporary service. Transit agencies or other entities that control the public rights of way should ensure that any designated stop and pedestrian connection used during planned major events are accessible so that persons with disabilities can reach those accessible vehicles.

### **ADA Paratransit Service**

ADA complementary paratransit must be provided between points within a ¾-mile radius of any fixed route (except for commuter bus and commuter rail services) and be available the same hours and days as the fixed route service for people with disabilities who are unable to use the fixed route system because of functional limitations due to disability or barriers in the environment.

For planned major events, agencies should anticipate an increase in visitors with disabilities who will need paratransit service. FTA encourages agencies to prominently advertise how visitors to their communities may request paratransit service on their websites and in any informational material promoting the event. Paratransit services must be provided to any visitor who presents proof of eligibility from another transit system, or otherwise indicates that their disability prevents them from independently riding the fixed route system. Visitors are not subject to local eligibility processes, and FTA expects visitor eligibility to be granted within a day of the visitor providing this information.

### **General Public Demand Responsive Service**

All vehicles used in demand responsive service must be accessible to, and usable by, persons with disabilities – including wheelchair users – unless a sufficient number of accessible vehicles are available to ensure that the service provided to persons with disabilities is equivalent to that provided to persons without disabilities. This means that accessible vehicles must be dispatched to any person who needs one in the same timeframe as inaccessible vehicles are dispatched to others, at the same fare and in the same service area.

### **Title VI of the Civil Rights Act**

Title VI of the Civil Rights Act prohibits recipients of Federal funds from excluding, denying benefits to, or discriminating against individuals based on their race, color, or national origin. FTA encourages transit agencies to conduct public outreach and regional coordination when planning service changes to ensure those impacted by the changes can provide input and have time to prepare.

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<sup>15</sup> A vehicle is considered accessible and usable under the ADA if it meets the requirements in [49 CFR § 38](#).

### 3.3 Incidental Use

FTA's Award Management Requirements Circular ([C 5010.1F](#)) provides guidance on incidental use, which is defined as the limited, authorized, non-transit use of federally assisted assets (vehicles and facilities) does not conflict with the original authorized purpose of the project property or the recipient's ability to maintain satisfactory continuing control. Examples include, but are not limited to, loaning vehicles (as described in Part 2.3 of this Playbook) or temporary co-location of public transportation facilities with other organizations to improve interagency or interorganizational communication and cooperation.

Any incidental use of federally assisted property may not exceed that permitted under applicable Federal laws, regulations, and directives. Except for incidental use by a Qualified Human Services Organization, incidental use requires that a request be submitted to FTA's Office of Chief Counsel for review. To ensure adequate time for review by FTA, agencies should submit their incidental use request to their Regional Counsel at least one month prior to the event.

FTA will permit incidental use if the following conditions are met:<sup>16</sup>

1. No Interference with Transit Operations

The incidental use must not disrupt the agency's ability to provide public transportation. For large-scale events, FTA has determined that loaning vehicles from contingency fleets does not interfere with operations. However, if loaning vehicles from the active fleet (including spares), the agency must ensure it will not impact service delivery.

2. Full Cost Recovery

The agency must recover all costs associated with the incidental use from the non-transit public or private entity. This includes wear and tear on vehicles and facilities, and any applicable excise taxes on fuel.

3. Use of Revenues

Any revenue generated from incidental use must be reinvested in capital or operating expenses to provide public transportation.

4. Excise Tax Compliance

Private entities involved in incidental use must pay all applicable excise taxes on fuel.

### 3.4 Combating Human Trafficking

The Department of Transportation operates the [Transportation Leaders Against Human Trafficking \(TLAHT\)](#) initiative, which develops FAQ sheets, resources, and awareness campaign materials for transit operators to use to combat human trafficking. Review the [Transport-Specific](#)

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<sup>16</sup> [FTA C 5010.1F, Chapter 4 Section 3\(h\)](#)

[Human Trafficking State and Territory Laws](#) to ensure that your operations align with the requirements and regulations for human trafficking data collection, awareness, and training in your State.

FTA encourages transit operators to review the [TLAHT training](#) which introduces efforts towards combating human trafficking in the transportation sector.

The [Department of Transportation Advisory Committee on Human Trafficking \(ACHT\)](#) creates triennial recommendations to the Secretary of Transportation on countering human trafficking in the transportation sector. Visit the above link to access the latest report which includes recommendations pertinent to States and transit operators for counter-trafficking operations. A condensed fact sheet of the 2024 report can be found [here](#).

The Federal Motor Carrier Safety Administration (FMCSA) also published a final rule titled [Lifetime Disqualification for Human Trafficking](#) on July 23, 2019, that permanently bans drivers convicted of human trafficking from operating a commercial motor vehicle for which a commercial driver's license or commercial learner's permit is required.

### 3.5 Environmental Considerations

In all cases, transit agencies must identify whether their strategies for managing event-related service require procurement (goods, materials, acquisition of vehicles or equipment) or installation (construction, ground disturbance, facility modifications) activities. If so, for federally funded projects transit agencies must comply with FTA's environmental review process at [23 CFR Part 771](#), as well as any other applicable environmental laws or regulations. The transit agencies will work with their applicable [FTA Regional Office](#) to ensure their project complies with the National Environmental Policy Act and any related environmental requirements.

### 3.6 Federal Motor Carrier Safety Administration Considerations

When conducting charter bus service, FTA Grantees are treated as for-hire passenger carriers and are subject to Federal Motor Carrier Safety Administration (FMCSA) Regulations.

Please note that these regulations do not apply to transportation performed by the Federal government, a State, or any political subdivision of a State, or an agency established under a compact between States that has been approved by the Congress of the United States.<sup>17</sup> This exception does not provide any regulatory relief for motor carriers that are contractors of a government entity.

Review FMCSA's [Passenger Safety Compliance Regulations](#) for more information. Inquiries can be sent to FMCSA's Passenger Carrier Safety Division [MCSEP@DOT.GOV](mailto:MCSEP@DOT.GOV).

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<sup>17</sup> [49 CFR § 390.3T\(f\)\(2\)](#)

## Federal Motor Carrier Safety Administration Requirements for Passenger Carriers Operating in Inter-State Commerce

There are no FTA-specific prohibitions or restrictions that would prevent a transit agency from providing public transportation service across State lines in connection with a planned major event. However, there are FMCSA requirements transit agencies should be aware of if they intend to provide charter bus service across State lines.

Entirely separate from FTA's jurisdiction, passenger carriers operating in **inter-state** commerce (e.g., charter service) are regulated by FMCSA. Before beginning inter-state operations all for-hire motor carriers of passengers must obtain **Operating Authority** from FMCSA. FMCSA provides [instructions](#) for obtaining Operating Authority for passenger service.

FMCSA's website includes resources for inter-state passenger carriers, including:

- [Passenger Carrier Guidance Fact Sheet | FMCSA](#)
- [Understanding Passenger Carrier Regulations | FMCSA](#)

FTA staff cannot address FMCSA requirements. Transit agencies seeking a better understanding of how those requirements and regulations may apply to their proposed situation or service should:

- Call the FMCSA Information Line at 1 (800) 832-5660
- Contact a local [FMCSA field office](#)

In addition to Federal requirements, applicants for FMCSA operating authority must comply with registration, fuel tax, and other State regulations and procedures. Before beginning new or expanded inter-state operations, agencies must familiarize themselves with the various State rules applicable to inter-state companies in each State in which they plan to operate. Neither FMCSA or FTA staff can address applicable requirements under State laws. Agencies must contact relevant State regulators for assistance.

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## Contact Information

Topic	Contact Information
FTA World Cup / Planned Major Events	<b>Email:</b> <a href="mailto:FTA_GlobalSports@dot.gov">FTA_GlobalSports@dot.gov</a>
FTA General Charter	<b>Email:</b> <a href="mailto:Ombudsman.charterservice@dot.gov">Ombudsman.charterservice@dot.gov</a>
FMCSA Passenger Safety Compliance Regulations	<b>Email:</b> <a href="mailto:MCSEP@dot.gov">MCSEP@dot.gov</a>
FMCSA General Information	<b>Website:</b> <a href="#">Field Offices   FMCSA</a> <b>Tele:</b> +1 (800) 832-5660
FTA Regional Offices	<b>Website:</b> <a href="#">Regional Offices   FTA</a>
Civil Rights	<b>Website:</b> <a href="#">FTA Office of Civil Rights   FTA</a> <b>Email:</b> <a href="mailto:FTACivilRightsSupport@dot.gov">FTACivilRightsSupport@dot.gov</a>