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Date: July 10, 2015  
To: Mayor and Council  
FROM: Marc D. Dashield, Administrator  
SUBJECT: Tour Bus Enforcement Plan

On June 22, 2015, the Ad Hoc Committee on tour buses and the Traffic and Transportation Committee recommended actions to manage tour buses in the central business district. Based on the Mayor and Council guidance the committee provided the recommendations below:

- A. The municipality should require tour buses to load and unload using the established NJ Transit stop at Palmer Square/PNC Bank (westbound), and in front of the FitzRandolph Gate (eastbound).
- B. The municipality should require tour buses to park on Alexander Street between Faculty Road and North Station Drive when they are waiting for their passengers.
- C. The municipality should focus on education, data collection and enforcement in the Palmer Square/CBD area.
- D. The municipality should promote a circulation pattern that has the buses traveling clockwise or counter clockwise based on their drop-off point using Nassau Street, Washington Road, Faculty Road and Alexander Street ( via University Place).

The Council concurred with the committee's recommendations and requested that staff prepare an enforcement and education plan for the tour buses.

### The Enforcement Plan

To encourage tour buses to load and unload in designated NJ Transit bus stops, we plan to deploy parking officers to enforce and educate tour bus operators. One enforcement officer will be dedicated to this task. Our other enforcement officers, will provide supplemental enforcement and pay special attention to tour bus operations. In addition, to the parking officers, the patrol division of the police department will be directed to provide specific attention to the central business district and tour bus operations.

The enforcement plan was developed using existing personnel consequently; we will not have continuous enforcement coverage. Rather we will strategically use available resources. The first phase of enforcement will concentrate on educating the operators and issuing warnings to violators. We expect this initial phase of enforcement to last about three weeks. Thereafter, buses not using or improperly using the designated bus stop will be cited with state or municipal violations, including but not limited to, improper loading and unloading of passengers, no stopping and standing and enforcement of bus stops.

### The Educational Plan

The first step in the enforcement process will be educating the tour bus operators of the designated loading and unloading location, the appropriate circulations and the appropriate parking locations. An educational flyer has been developed to provide the following information:

- The location where tour buses can legally load and unload passengers.
- The proper use of the bus stops location, including length of stay and proper loading and unloading procedures.
- The schedule for other transit bus lines using the bus stop to ensure that tour buses do not conflict with existing bus lines.
- Provide information on where tour bus operators can park.
- Outline the penalties for improper use of the bus stop or parking in inappropriate locations.
- Provide a map of the preferred circulation for the buses.

The parking enforcement officer will provide this information to each tour bus which stops in the downtown. In addition, the information flyer will be mailed to any tour bus service we are able to identify as stopping in Princeton. Any information provided to the driver will also be sent to the bus company affiliated with the bus operator.

Data Collection

To ensure that we can identify the tour bus operator in Princeton the parking enforcement officer will also conduct a survey of the tour bus operators and tour guides. The parking enforcement officers will collect contact information from the operators and tour companies to develop a database on tour bus operations within the Princeton area. Finally, the data collection will allow for the municipality to send additional education information to the tour bus companies.

The enforcement, education and data collection achieved through this plan will not completely resolve the issue of tour buses in Princeton but will provide a way to develop additional strategies to manage the impact of tour buses in Princeton.

**Attachments**

1. Tour Bus Informational Notice
2. Draft Bus Circulation Plan
3. Sample Letter to Tour Bus Companies



*Contact* Chief Nicholas Sutter  
*Telephone* 609-921-2100  
*Website* [www.Princetonnj.gov](http://www.Princetonnj.gov)

## PRINCETON POLICE DEPARTMENT

### TOUR BUS AND TOUR OPERATOR INFORMATION

#### DROP/OFF PICK-UP/PARKING INSTRUCTIONS

The Municipality of Princeton has enacted a policy for motor coach operators to follow for the unloading and loading of passengers visiting Princeton. All parking violations and incidents of traffic obstruction will be enforced by the Princeton Police Department and Princeton Parking Enforcement. Adherence to these guidelines will insure that your visit to Princeton is safe and enjoyable.

- All motor coaches shall load and unload using established New Jersey Transit bus stops at Palmer Square and Nassau Street (westbound traffic) and in front of Princeton University's Fitzrandolph Gate at the intersections of Nassau and Witherspoon Streets (for eastbound traffic).
- All coaches shall be loaded and unloaded as expeditiously as possible and shall not be stopped in excess of five minutes in the bus stop.
- Coaches shall park on Alexander Street (west side) between Faculty Road and North Station Drive while waiting for their passengers.
- While parked, motor coaches are not permitted to idle in excess of three minutes per local ordinance restrictions.

If you would like more information about this topic, please contact Chief Nicholas Sutter at 609-921-2100 or email at [nsutter@princetonnj.gov](mailto:nsutter@princetonnj.gov).

# Proposed Tour Bus Circulation Routes

Scale: 1" = 13.38'

