
THE VILLAGE OF TINLEY PARK

Cook County, Illinois

Will County, Illinois

ORDINANCE NO. 2023-0-087

AN ORDINANCE ADOPTING AND RATIFYING A POLICY REGARDING
UNSCHEDULED INTERCITY BUSES FOR THE VILLAGE OF TINLEY PARK,
ILLINOIS

MICHAEL W. GLOTZ, PRESIDENT
NANCY O'CONNOR, VILLAGE CLERK

WILLIAM P. BRADY
WILLIAM A. BRENNAN
DENNIS P. MAHONEY
MICHAEL G. MUELLER
KENNETH E. SHAW
COLLEEN M. SULLIVAN
Board of Trustees

VILLAGE OF TINLEY PARK

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**AN ORDINANCE ADOPTING AND RATIFYING A POLICY REGARDING
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ILLINOIS**

WHEREAS, Section 6(a) of Article VII of the 1970 Constitution of the State of Illinois provides that any municipality which has a population of more than 25,000 is a home rule unit, and the Village of Tinley Park, Cook and Will Counties, Illinois, with a population in excess of 25,000 is, therefore, a home rule unit and, pursuant to the provisions of said Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and to incur debt; and

WHEREAS, it is in the best interests of the Village of Tinley Park ("Village"), its employees, and its residents to establish a policy for the stopping, standing, and parking of intercity buses and the discharge of passengers within the Village; and

WHEREAS, the unloading of passengers in inclement or severe weather conditions without a coordinated plan poses a significant threat to the health, welfare, and safety of said passengers; and

WHEREAS, time is of the essence due to the incoming inclement weather within the Chicagoland area and the immediate increase in demands on Village resources resulting from the discharge of said passengers within the Village; and

WHEREAS, the Village President (the "President") has issued Executive Order 2023-001 (the "Order") and a policy regarding unscheduled intercity buses (the "Policy"), attached hereto and incorporated herein as **Group Exhibit 1**; and

WHEREAS, the President and the Board of Trustees (together, the "Corporate Authorities") of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interest of the Village of Tinley Park and its residents to approve, adopt, and ratify the Order and the Policy; and

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS, STATE AS FOLLOWS:

SECTION 1: The foregoing recitals shall be and are hereby incorporated as findings of facts as if said recitals were fully set forth herein.

SECTION 2: That the Order and the Policy are attached hereto as **Group Exhibit 1**.

SECTION 3: The purpose of this Ordinance is to approve, adopt, and ratify the Order and the Policy for the benefit of the Village, its employees, its residents, and its visitors, and to authorize the President and his designees to take any and all action necessary to carry out the Order and the Policy.

SECTION 4: The Order and the Policy are hereby adopted as set forth in **Group Exhibit 1**. The officers, employees, and/or agents of the Village shall take all action necessary or reasonably required to carry out, give effect to, and consummate the Policy, and to take all action necessary in conformity therewith. The officers, employees, and/or agents of the Village are specifically authorized and directed to draft and disseminate any and all necessary forms to be utilized in connection with this amendment and to effectuate the goals of this Ordinance.

SECTION 5: That this Ordinance shall be in full force and effect from and after its adoption and approval.

SECTION 6: That the Village Clerk is hereby ordered and directed to publish this Ordinance in pamphlet form, and this Ordinance shall be in full force and effect from and after its passage, approval, and publication as required by law.

PASSED THIS 19th day of December, 2023.

AYES: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan

NAYS: None

ABSENT: None

APPROVED THIS 19th day of December, 2023.


VILLAGE PRESIDENT

ATTEST:



Group Exhibit 1

TFFIFLEY PARK



EXECUTIVE ORDER NO. 2023-001 DECLARING A POLICY REGARDING UNSCHEDULED INTERCITY BUSES

WHEREAS, the Village of Tinley Park, Illinois (the "Village") is committed to protecting the health, safety, and welfare of individuals residing in and visiting the Village; and

WHEREAS, it is in the best interests of the Village, its employees, and its residents to establish a policy for the stopping, standing, and parking of intercity buses and the discharge of passengers within the Village (the "Policy"); and

WHEREAS, the unloading of passengers in inclement or severe weather conditions without a coordinated plan poses a significant threat to the health, safety, and welfare of said passengers; and

WHEREAS, time is of the essence due to the incoming inclement weather within the Chicagoland area and the immediate increase in demands on Village resources resulting from the discharge of said passengers within the Village; and

NOW, TBEIUWmm, by the powers vested in me as the Village President ("Mayor") of the Village of Tinley Park, Illinois, I hereby establish the Policy, as set forth in Exhibit A, attached hereto and incorporated herein.

SIITION 1! Effective immediately, I, the Mayor of the Village of Tinley Park, Illinois, delegate to the Chief of Police the authority to take any and all lawful action necessary to protect the health, safety and welfare of the residents and corporate citizens of the Village, including, but not limited to, the enforcement of the Policy, and the authority to cite and take other appropriate measures against the persons who disobey this Order or the Policy after due notice, either oral or written has been given.

SIITION 2: This Order is declared effective immediately and shall remain in effect unless otherwise lawfully modified, amended, rescinded, or superseded.

SIITION 8: This Executive Order shall be distributed in accordance with applicable law.

SIITION 4! This Executive Order is not intended to, and does not, except as specifically set forth herein, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the Village, its departments, agencies, or entities, its officers, employees, or agents, or any other person. This Executive Order shall be deposited and kept immediately available on file for inspection in the office of the Village Clerk.


Michael W. Glotz, Mayor

Received and Filed December 7, 2023

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Nancy, **1L** O'Connor, Village Clerk

EXHIBIT A
POLICY OF THE VILLAGE OF TINLEY PARK
REGARDING UNSCHEDULED INTERCITY BUSES

I. Definitions

For the purposes of this Policy, these definitions shall apply.

- a. "Application" means a form that the Tinley Park Chief of Police makes available for receiving and reviewing proposed intercity bus operations.
- b. "Approval" means written notice that the Chief of Police has received, reviewed, and determined that an application satisfies the requirements of the Village and this Policy.
- c. "Chief of Police" means the Tinley Park Chief of Police.
- d. "Regularly scheduled service" means intercity bus service that operates trips on a predictable and recurring basis, following a schedule that is published in advance and available to the general public, and provides service in exchange for paying a fare.
- e. "Unscheduled intercity bus" means any bus used for the transportation of persons between the Village of Tinley Park and locations outside of the Chicago-Naperville-Joliet area that is not operating pursuant to authorization of the Chief of Police authorization via: (i) an approved letter of permission or (ii) an approved schedule and/or approved pick-up/drop-off zone, as of the effective date of this Policy.
- f. "Village" shall mean the Village of Tinley Park, Illinois.

II. Applicability

The Chief of Police's preexisting application, review and approval process for intercity buses, as may be amended from time to time, shall apply to: (i) applicants for regularly scheduled service, and (ii) operators with an approved letter of permission, schedule and/or approved pick-up/drop-off zone as of the effective date of this Policy.

III. Notice and Application Required

The operator of any unscheduled intercity bus must make application for an approval to arrive and load/unload passengers in the Village on the appropriate form made available by the Chief of Police. All applications for unscheduled intercity bus service must be received by the Chief of Police a minimum of five (5) full business days prior to the requested date of arrival in the application.

All applications shall include the proposed passenger list, and the operator shall be required to perform background checks on each passenger over the age of eighteen, and shall provide copies of the same to the Chief of Police as part of the application.

Each application for an unscheduled intercity bus drop off must include an order authorizing the drop off executed by the head of the public body originating the transfer of such passengers.

IV. Processing and Approval of Applications

Applications for unscheduled intercity buses will be reviewed on a first-come, first-serve basis. No more than one (1) application, regardless of operator, shall be approved by the Chief of Police for a given date, time, and location.

V. Days and Hours of Operation

Unscheduled intercity buses shall load/unload passengers within the Village only between the hours of 10:00 a.m. and 4:00 p.m. Monday through Friday, and not at any time on Saturdays, Sundays, or designated Village Holidays.

VI. Passenger Pick-up/Drop-Off Locations

Unscheduled intercity buses shall only load/unload passengers at locations designated by the Chief of Police, which shall be listed on the approved application.

VII. Punctuality

For any given approval, unscheduled intercity buses must arrive no sooner than, and no later than 30 minutes after, the approved arrival time, otherwise the application shall be considered invalidated. Any loading/ unloading of passengers outside of this scheduled window shall result in a \$750.00 fine per passenger to the operator.

VIII. Proof of Application and Approval

Operators of unscheduled intercity buses must carry a physical or electronic copy of an approved application and present it for inspection at the place of loading/unloading upon request by any employee or designee of the Village:

IX. Penalty

Any operator of an unscheduled intercity bus that attempts to or does in fact load/unload passengers without an approved application shall be subject to a \$750.00 fine per passenger upon the intercity bus operator.

VILLAGE OF TINLEY PARK, ILLINOIS
APPLICATION FOR UNSCHEDULED INTERCITY BUS

All unscheduled intercity buses must use this application form and receive approval from the Village of Tinley Park, Illinois prior to loading/unloading any passengers within the Village limits.

APPLICANT INFORMATION

Bus Company Name: _____

Bus Company Address: _____

Bus Company State of Incorporation: _____

Primary Contact Name: _____

Title/Position of Primary Contact: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Bus Driver Full Name (including middle): _____

Bus Driver's Date of Birth: _____

Bus Driver Phone: _____

Bus Driver Operator's License# _____

State of Issuance: ____ Expiration Date: _____

Other employees (Bus Company or 3rd party contractors or individuals assisting with the transportation of passengers: (attach a separate page if needed)

Full Name of any 3rd Parties: _____

Date of Birth: _____

PASSENGER INFORMATION

- (A) The Applicant **must** attach a proposed passenger list of all proposed passengers (including any employees of a 3rd party involved in the transportation of passengers) to this Application.
- (B) The Applicant **must** provide background check information for all proposed passengers (including 3rd party contractors or individuals assisting in the transportation of passengers) over the age of eighteen (18) years. **Attach background check information to this Application- failure to attach background information will result in the Application being denied with no further processing.**
- (C) Any passenger or 3rd party employee/individual not listed on the Application who exits the bus will be considered in violation of Village Policy (failure to submit a background check with the application) and will result in a \$750.00 fine, per person, assessed to the bus operator.

ARRIVAL INFORMATION

Proposed Arrival Date*: _____

(****Must be at least 5 business days from the date of application submission***)

Proposed arrival time: ***(check only one time period)***

Morning: ☐ 10-11 am ☐ 11am-12pm

Afternoon ☐ 12-1 pm ☐ 1-2 pm ☐ 2-3 pm ☐ 3-4 pm

USDOT of bus: _____

Bus license plate and State: _____

Any unscheduled intercity bus that allows passengers to disembark outside these days and hours will be considered in violation of Village Policy and will result in a fine, per person, assessed to the bus operator.

AUTHORIZATION FROM HEAD OF PUBLIC BODY INITIATING TRANSFER

The Applicant **must** provide an order authorizing the transfer of the proposed passengers which is executed by the head of the public body which has initiated the transfer via unscheduled intercity bus. **No application shall be processed without a copy of the authorizing order.**

Applicant Signature

Date: _____

Applicant's Name-Typed or Printed

(Required)

Notary Seal:

Village Use only:

Date Received:

Time Received:

How received:

Signature of Village Official ----- ***Approved*** or ***Denied*** (Circle)

Name of Village Official: _____

