

**GENERAL ORDER OF THE HIGHWAY COMMISSIONER
OF THE LEYDEN TOWNSHIP ROAD DISTRICT**

WHEREAS, the Highway Commissioner of the Leyden Township Road District (the “District”) shall maintain and supervise the roads under the District’s jurisdiction;

WHEREAS, the Highway Commissioner of the District finds and determines that an Unscheduled Bus Stop where passengers are dropped off from a Bus on District roads without prior provisions being made for the passengers’ transportation, housing, and care endangers public safety and the maintenance and supervision of District roads;

NOW, THEREFORE, be it ordered by the Highway Commissioner of the Leyden Township Road District, as follows:

SECTION 1: Definitions. The terms used in this order shall be defined as follows:

“Application” shall mean a request for approval to make a bus stop in the District on a form to be provided by the Commissioner.

“Approval” shall mean a written notice signed by the Commissioner that approves an Application.

“Bus” shall mean any type of motor vehicle that is designed to carry, or is actually carrying, more than ten (10) individuals.

“Commissioner” shall mean the Highway Commissioner of the District.

“District” shall mean the Leyden Township Road District.

“Regularly Scheduled Service” shall mean bus service that operates trips involving the dropping off of passengers in the District 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.

“Unscheduled Bus Stop” shall mean any location in the District where individuals are dropped off by a Bus that originated from a location outside of Cook County, Illinois that is not providing regularly scheduled service and not operating pursuant to the written approval of the Commissioner.

SECTION 2: Application for Unscheduled Bus Stop.

A. No Unscheduled Bus Stop. It shall be a violation of this Order for the owner, operator, or driver of any Bus to make an Unscheduled Bus Stop for the purpose of dropping off passengers in the District.

B. Application. The owner, operator, or driver of any Bus that is not providing Regularly Scheduled Service that desires to make a Bus stop to drop off passengers in the District shall file an Application with the Commissioner. The Application shall be submitted to the Commissioner at least five (5) calendar days prior to the date of the proposed drop-off date. The Application shall include and provide the following information:

1. The full name, full address, and telephone numbers of the Owner, Operator, and Driver of the Bus.
2. The full name, full address, mobile and land-line telephone numbers of the entity or individuals that has either directed, paid for, or financed the transport of persons to be dropped off in the District by the Bus.
3. The full name of all persons and identifications of the persons who are proposed to be dropped-off in the District by the Bus.
4. The name, address, or location in the District that the Bus proposes to drop off passengers.
5. The date and time at which the Bus passengers will be dropped off in the District, which shall be from 8:00 a.m. to 5:00 p.m. on Monday through Friday, excluding any District holidays.
6. The name and address of all locations from which the passengers are being picked up for transport to the District.
7. The full name, full address, telephone numbers of all entities

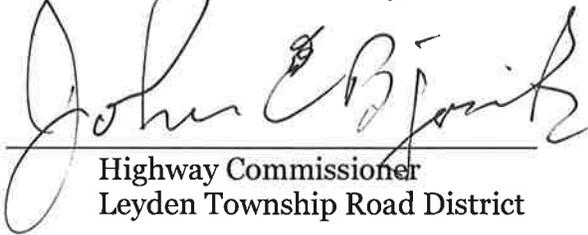
or individuals that shall be present in the District to meet the Bus and receive the passengers when they are dropped off.

8. A detailed plan identifying how the individuals being dropped off will be cared for, housed, and fed, either temporarily or permanently, upon being dropped off in the District. The plan shall include the full names, full addresses, and telephone numbers of all persons that will be present at the date and time of the drop-off and responsible for the care, housing and feeding of the passengers. The plan shall be signed by the entity that agrees to be responsible for the care of the individuals and at least one additional individual that will be present to receive the passengers and responsible for their care. The entity and the individual that will present to receive the passengers and be responsible for their care shall each by their signature certify that they will be responsible for providing the actions detailed in the plan.

C. Application Approval. The Commissioner shall review an Application to verify its accuracy, completeness, timeliness, and veracity. The Commissioner shall approve or deny the Application in writing within three (3) calendar days upon receipt of the Application.

SECTION 3: Effective Date. This order shall be effective immediately.

Dated December 27, 2023.


Highway Commissioner
Leyden Township Road District

ATTEST:


Road District Clerk