

POLICY NAME:	Transit Property Visitor Policy
APPROVAL DATE:	05/10/2023
REPLACES:	Trespassing Policy
APPROVED BY:	South East Area Transit Board of Trustees
RESOLUTION #:	2023-08
DEPARTMENT:	All

TRANSIT PROPERTY VISITOR POLICY

DIRECTIVE:

To provide guidance for visitors at SEAT locations.

POLICY STANDARDS:

It is SEAT's policy to welcome visitors and patrons to our property and facilities to utilize our services and conduct authorized business transactions.

SEAT currently maintains three (3) transit properties. SEAT's Administrative Office, Transit Center, and Cambridge satellite site are open during posted, regular business hours; all of these hours established by SEAT may vary and differ from regular business hours.

The Administrative Office is located at 375 Fairbanks Street, Zanesville Ohio 43701. The Administrative Office houses the Administration, Finance, Human Resources and Mobility Management departments. The Maintenance department is also housed at this location. All Muskingum County vehicles are housed there.

The Transit Center is located at 224 Main Street, Zanesville, Ohio 43701. The Transit Center is an intercity transit hub for SEAT's fixed-street route exchange and Flixbus ticketing and route exchange several times per day. The Transit Center has operational transit offices, dispatching offices, a waiting room, and restrooms. The Transit Center facility is open for public use during operational hours established by SEAT that may vary as determined by SEAT.

The Cambridge satellite is located at 61322 Southgate Parkway, Cambridge, Ohio 43725. The SEAT satellite office is open during hours established by SEAT that may vary as determined by SEAT.

Authorized visitors and patrons are permitted in SEAT property and facilities. Employees are required to immediately report unusual or unauthorized activity, objects, or persons to their supervisor, or another nearby member of management.

Firearms are not permitted in any building or premises owned, controlled, occupied or leased by SEAT, except as authorized under Ohio law and Ohio Revised Code 2923.126.

For the safety of our employees and patrons, we ask that visitors use our property and facilities in appropriate ways and for authorized purposes. Soliciting, loitering, trespassing or any unauthorized presence in or around any transit property is prohibited, including, but not limited to, SEAT buildings, grounds, facilities, bus shelters, parking lots, and vehicles. SEAT is a public entity, however, the ORC 2911.21 (B) states that "It is not defense to a charge under the section that the land or premises involved was owned, controlled, or in custody of a public agency."

Persons utilizing transit property or facilities with no obvious business purpose, or whose behavior is deemed inappropriate, unsafe, hostile or potentially illegal, will be asked to leave the premises. Preventative security measures will be enforced, including removal of any unauthorized individuals from the premises and/or calling law enforcement for assistance. Repeated violations of this policy may result in banning the individual or party from SEAT property. SEAT reserves the right to prosecute violators for trespassing.

RESPONSIBILITIES:

It is the responsibility of the All SEAT staff to ensure this policy is enforced to all visitors.