

How to Submit a Shuttle Route Application to Receive a Shuttle Route Permit

This document describes how to submit an application for a *Shuttle Route Permit* via the Seattle Services Portal. *Shuttle Route Permits* are required in the City of Seattle for an employer shuttle service to share a Metro bus stop or request a new shuttle vehicle load zone.

The *Shuttle Route Application* allows Seattle Department of Transportation (SDOT) staff to collect information about employer shuttle routes that are requesting to use existing bus stops within the City of Seattle. This information allows SDOT to analyze these requests to ensure correct curb use and transit network flow and issue *Shared Transit Stop Permits* and new *Shuttle Vehicle Load Zones*.

Applicants must submit a separate *Shuttle Route Application* for each uniquely identified route (for example, Route 1, Route 2), including the inbound and outbound travel paths and all stops the route makes. Even if more than one shuttle route uses some of the same stops, all route and stop information must be included in each distinct *Shuttle Route Application*.

Who Should Submit a Shuttle Route Application

Entities operating shuttles for an employee workforce. For the purposes of this application, the City of Seattle uses the following terms:

- **Shuttle:** A *shuttle* is a vehicle that carries 11 or more passengers on a fixed route. Shuttles are considered different from charter or sightseeing buses. The definitions for charter or sightseeing buses are defined in [Chapter 11.14](#).
- **Shuttle Route:** A *shuttle route* is the fixed travel pathway of shuttles for a particular employer, including the stops along that pathway, for the purposes of transporting the employees of that employer to/from a work location. This pathway is described as part of the *Shuttle Route Application*.
- For more definitions, please refer to the [Employer Shuttles Program Director's Rule](#).

Shuttle Route Application Prerequisites

Prior to applying, all applicants must:

- Obtain a valid *Shuttle Vehicle Permit* for the vehicles that operate the employer shuttle service. If the applicant is the same applicant that purchased the Shuttle Vehicle Permit, the Shuttle Vehicle Permit Number can be found by accessing the **My Records** tab on the Seattle Services Portal. The Shuttle Vehicle Permit Number is **SBZ-00-00000**.
 - Refer to the [Shuttle Vehicle Permits website](#) for an explanation of fees and eligibility rules. For any questions or concerns, email trafficpermitsinfo@seattle.gov.
- Obtain a Shuttle Vehicle License Record. The license record format is **SDOT-SBZ-00-00000**.

Note: The *Shuttle Vehicle License Record number*, not the individual vehicle permit numbers, are required as part of the application process.

- Obtain two Seattle Business Licenses in the format 000000 for the:
 - Employer and
 - Shuttle Service Provider (if different from the employer).

Note: These license numbers are required as part of the application process.

TIP: For assistance in finding your Seattle Business License number, refer to the [Where do I find my Seattle business license number?](#) help article. If you have lost your Business License, contact tax@seattle.gov.

- Submit the prerequisite contact information to EmployerShuttles@seattle.gov for Employer, Shuttle Vehicle Provider, and Financially-Responsible Party. Refer to the Contacts FAQ document on the [Employer Shuttles Program](#) website for details about what contact information is required and for an email template for submitting Shuttle Route Application Contacts. **You can also refer to step 7 for more details about the required contacts.**

Steps to Submit a Shuttle Route Application to Receive a Shuttle Route Permit

1. Login to the Seattle Services [Portal](#).

IMPORTANT: If you do not yet have a Seattle Services portal account, you must [register](#) before proceeding. Be aware when setting up a new account that the contact information you enter should match the contact information you want to use on your application.

2. Click on the **Home** tab.
3. Under Create New, click **Permits - Parking & Truck**.

The screenshot shows a list of service categories in the Seattle Services Portal. The 'Permits - Parking & Truck' category is highlighted with a red border. Each category includes a title, a brief description, and a representative image.

Category	Description	Image
Licenses - Taxi & For-Hire	Apply for and manage For-Hire Driver's Licenses, Medallion Licenses, or Dispatch Organization Licenses.	Image of a taxi cab.
Licenses - Trade & Equipment	Get licenses for operators and contractors specializing in boilers, gas piping, and refrigeration.	Image of industrial equipment.
Permits - Parking & Truck	Submit applications for cars, carpools, or trucks related to accessing restricted streets, routes, or parking zones in Seattle.	Image of a city street with cars.
Permits - Street Use	Apply for street use permits (long or short term), street improvement permits, tree and vegetation removal and other permits for activities in the public right of way (ROW).	Image of a street scene with trees.
Permits - Trade, Construction & Land Use	Get permits for construction, land use, and installing equipment (electrical, mechanical, refrigeration, etc.).	Image of a construction site.

4. Records are grouped by type of permit. Click the triangle symbol next to each group to expand (or collapse) the list. A description is provided. For shuttle permit types, expand the **Shuttle Vehicles and Routes** group.
5. Select **Shuttle Route – Application**.
6. Click **Continue Application** to start the Application process.

TIP: If you already have a permit that you would like to update, go to **My Records** to find your License and make changes.

▶ Car Share

▼ Shuttle Vehicles and Routes

Shuttle Route - Application

This application allows a private employer or shuttle service provider to request the use of City-managed curbspaces and/or King County Metro bus stops to load/unload passengers for their private, employment-based, shuttle service.

An issued [Shuttle Vehicle Permit](#) is required to submit this application.

[More Information](#)

Shuttle Vehicle Permit - Application

This permit allows a shuttle vehicle to use designated Shuttle Vehicle Load Zones. A shuttle vehicle carries 11 or more passengers on a fixed, or predetermined route, and is used to regularly transport persons affiliated with a specific charitable, commercial, institutional, or residential organization. Shuttle vehicles are separate from charter or sightseeing buses.

[More Information](#)

[Continue Application »](#)

7. Your application requires five contact types. For a more detailed information about the contact types, please refer to the Contact FAQ document on the [Employer Shuttles Program](#) website. Three must have already been submitted to EmployerShuttles@Seattle.gov before applying; the other two will be submitted during the application process:
 - a. The Employer – the organization for whom the shuttle service is being provided
 - b. The Shuttle Service Provider – the organization that operates the vehicles
 - c. The Financially Responsible Party – the only contact that receives monthly SDOT labor invoice notifications associated with this application
 - d. The Applicant – the contact who enters the information in this application
 - e. The Onsite Contact – the contact responsible for providing day-to-day information regarding the operations of active routes for the Shuttle Service Provider (dispatch, service supervisor, etc.)
8. In the **Pre-Approved Application Organizations** section, select the **Employer, Shuttle Service Provider**, and the **Financially Responsible Party** associated with the shuttle route you are submitting from the available drop-downs.

Note: If you do not see a correct choice for your organization in the drop-down, email employershuttles@seattle.gov.

9. Provide information about the **Applicant** and the **Onsite Contact**.
 - a. To add the Applicant contact information for yourself, click **Select From Account** to auto-populate the contact information from your user account. If the Applicant is someone else, click **Look Up** to find an existing contact. If the contact is not found, click **Add New** to create a new contact.
 - b. Repeat this process for the **Onsite Contact**.

10. Click **Continue Application**.

Pre-Approved Application Organizations

Use the drop down lists below to identify the following contacts:
Employer: the organization for whom the shuttle service is being provided
Shuttle Service Provider: the organization that operates the vehicles
Financially Responsible Party: the organization responsible for paying fees associated with this application

If you don't see a correct choice below, email employershuttles@seattle.gov.

* Employer:

* Shuttle Service Provider:

* Financially Responsible Party:

Applicant

The Applicant is the individual responsible for the information in this application (probably you). Follow-up questions for this application will be directed to the Applicant.

If you are the Applicant, click **Select From Account**. Else, click **Look Up** to find a contact that may already exist. If the contact is not found, click **Add New** to add a new contact.

[Select From Account](#) [Add New](#) [Look Up](#)

Onsite Contact

The Onsite Contact is responsible for providing day-to-day information regarding the operations of active routes (e.g., dispatch, service supervisor) for the Shuttle Service Provider. Urgent questions regarding permitted routes (e.g., after the application is issued) will be directed to the Onsite Contact.

If you are the Onsite Contact, click **Select From Account**. Else, click **Look Up** to find a contact that may already exist. If the contact is not found, click **Add New** to add a new contact.

[Select From Account](#) [Add New](#) [Look Up](#)

[Save and Resume Later](#) [Continue Application >](#)

11. Fill out the **Route Overview**.

- a. **Route Name** - Enter an identifier that includes the **Employer Name** and how you want to refer to the route or how riders would locate it. For example: *Dunder Mifflin - Scranton North End Express*.
- b. **Route Description** - Enter a general overview of the route including purpose and areas served. You may be as detailed as needed since text entered here helps SDOT staff understand the information in the application. For example: *The North End Express will connect Dunder Mifflin employees to the Central Campus at 12345 Central Campus Drive.*

12. Click **Continue Application**.

Route Overview

Use Route Name to give this route a friendly identifier that includes the Employer Name and how you want to refer to the route. For example: Dunder Mifflin – Scranton North End Express.

Use Route Description to provide a general overview of the Route including purpose and areas served. For example: The North End Express will connect Dunder Mifflin employees to the Central Campus.

* Route Name

* Route Description

Save and Resume Later

Continue Application >

13. In the **Related License Information** section, enter the relevant license information. The license information is mandatory to complete your *Shuttle Route Application*.
- Shuttle Vehicle License Record** – Enter the license record number (format of SDOT-SBZ-00-00000) - NOT the individual vehicle permit numbers (format SBZ-00-00000).
 - Employer Seattle Business License** – Enter the Employer’s *Seattle Business License* number (format 000000).
 - Shuttle Service Provider Seattle Business License** – Enter the Shuttle Service Provider’s *Seattle Business License* (format 000000).

Note: License records that are expired will give you an error on the Shuttle Route Application.

Related License Information

The license information below is required for a Shuttle Route Application. See our [website](#) for more information.

An issued Shuttle Vehicle License number is required to continue. If you don't have a Shuttle Vehicle License, refer to the Shuttle Vehicle Permit [website](#) for information.

If the Business License numbers you provide cannot be verified, you will be asked to provide copies later in this application.

* Shuttle Vehicle License Record:

* Employer Seattle Business license:

* Shuttle Service Provider Seattle Business license:

14. In the **General Route Information** section, add more specific details about your route, policies, and ridership.

TIP: Click on the question mark next to each box if you are unsure how to answer each question.

- Ridership Types** (Required) – Describe the passengers’ relationship to the employer (for example, employees, contractors, patients).
- Shuttle Vehicle Type(s)** (Required) – Provide the number of passenger seats and vehicle type for each shuttle vehicle (for example, coach, cutaway van). If using

more than one vehicle type, provide details for each type (for example, “55-seat over the road coach”).

- c. **Days of Use** (Required) – Select the days that the shuttle will run from the drop-down.
- d. **Other Days of Use** (Conditionally Required) – provide the days of use if “Other” was selected in the Days of Use drop-down or if you want to add additional days to the option you selected.
- e. **Expected Daily Route Ridership** (Required) – Enter the daily estimated number of shuttle passengers riding this route (For example, “235 passengers per day”).
- f. **Boarding Policy** (Required) – Enter the number of doors and how passengers are expected to board. This information helps review staff assess how long shuttles might take to load or unload passengers. (For example, “One door; all passengers scan badge, wait for beep, and then board vehicle”).
- g. **Seating Policy** (Required) – Enter the policy for when the shuttle is allowed to leave the curb. This information helps review staff assess how long shuttles might remain at the curb after loading. (For example, “All passengers must be seated before the shuttle can leave the curb.”)
- h. **Anticipated Route Start Date** (Required) – Select the anticipated route start date from the calendar picker.
- i. **Adjacent Transit Option** (Required) – Describe similar public transit services that are available parallel to your requested shuttle route, if any. You can consult the or resources such as OneBusAway.org for this information. (For example, “Link Light Rail”).

15. Click **Continue Application**.

General Route Information

Use this section to give us a better idea about your route, policies, and ridership. Specific details about route direction and individual stops will be provided later.

- * Ridership Types:
- * Shuttle Vehicle Type(s):
- * Days of Use:
- Other Days of Use:
- * Expected Daily Route Ridership:
- * Boarding Policy:
- * Seating Policy:
- * Anticipated Route Start Date:
- * Adjacent Transit Options:

[Save and Resume Later](#) [Continue Application >](#)

16. In the **Shuttle Route Direction Details** section, click **Add a Row** for each direction your shuttle operates. If your route operates in a continuous circle, use only one row. This section helps review staff understand the operations of your shuttle route and where it travels.

Shuttle Route Direction Details

Add a Row for each direction your shuttle will operate (i.e., Inbound, Outbound). If your route operates in a continuous circle, you may only have one row. Use as many rows as necessary to describe your shuttle operations.

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Route Direction	Other Route Direction	Time of Day	Other Time of Day	Hours of Use Start Time	Hours of Use End Time	Number of Daily Trips	Minutes Between Trips
No records found.							

Add a Row Edit Selected Delete Selected

17. In the **Direction Details** popup, enter the details for each direction your shuttle will operate. Use one row per direction. Required fields vary based on selection from the drop-down menus. Most shuttle routes will include two separate directions, Inbound and Outbound.

TIP: If you are unsure how to answer a question, click on the question mark next to the question.

TIP: When answering **Hours of Use Start Time** and **Hours of Use End Time**, you must use a 24-hour clock (for example, enter 15:00 to indicate a 3pm start time).

- a. **Route Direction** (Required) - Select the route direction from the drop-down options.
 1. **Both Inbound / Outbound** - Shuttles that go in multiple directions using the same routing and usually some of the same stops
 2. **Circular** - Shuttle route that runs in a continuous circle
 3. **Inbound** - Shuttles heading to the main destination (For example, employer worksite)
 4. **Other** – Shuttles that run in a direction that are not specified in the other drop-down options
 5. **Outbound** - Shuttles taking passengers away from the main worksite
- b. **Other Route Direction** (Conditionally Required) - If Other was selected for the Route Direction field, give more information to specify the route direction that will be used.
- c. **Time of Day** (Required) - Select the time that the shuttle will be running from the drop-down options. Many shuttle routes run in an Inbound direction in the AM Commute (toward the employer worksite) and in an Outbound direction in the PM Commute (away from the worksite).
 1. **AM Commute** – The morning period when most employees are heading to their worksite
 2. **Mid-Day** – The time usually between the two commute periods, shuttles at this time may be travelling between worksite locations or carrying commuters in a different way than the other time periods
 3. **Other** – A time not specified in the other drop-down options, or for multiple selections
 4. **PM Commute** – The afternoon period when most employees are leaving their worksite
- d. **Other Time of Day** (Conditionally Required) - If Other was selected in the Time of Day field, specify the time of day that the shuttle will run. Or, if you want to add a time that is an exception to your selection in the Time of Day field, you may also do so here.

- e. **Hours of Use Start Time** (Required) - Enter the start time for the shuttle in this direction using a 24-hour clock. (For example, 3:00 PM would be written as 15:00)
- f. **Hours of Use End Time** (Required) – Enter the end time for the shuttle in this direction using a 24-hour clock.
- g. **Number of Daily Trips** (Required) - Enter the (approximate if estimating) number of trips you expect your shuttle vehicle to take each day in this direction.
- h. **Minutes Between Trips** (Required) - Enter the approximate minutes between each trip in this direction (For example, 15 minutes, 30-45 minutes)

18. Click **Submit**.

x

DIRECTION DETAILS

Add a **Row** for each direction your shuttle will operate (i.e., Inbound, Outbound). If your route operates in a continuous circle, you may only have one row. Use as many rows as necessary to describe your shuttle operations.

* Route Direction: ? Inbound ▼	Other Route Direction: <input type="text"/>	* Time of Day: AM Commute ▼
Other Time of Day: <input type="text"/>	* Hours of Use Start Time: ? 07:00	* Hours of Use End Time: ? 10:00
* Number of Daily Trips: ? 9	* Minutes Between Trips: ? 20 minutes	

Submit

Cancel

x

DIRECTION DETAILS

Add a **Row** for each direction your shuttle will operate (i.e., Inbound, Outbound). If your route operates in a continuous circle, you may only have one row. Use as many rows as necessary to describe your shuttle operations.

* Route Direction: ? --Select-- ▼	Other Route Direction: <input type="text"/>	* Time of Day: --Select-- ▼
Other Time of Day: <input type="text"/>	* Hours of Use Start Time: ? <input type="text"/>	* Hours of Use End Time: ? <input type="text"/>
* Number of Daily Trips: ? <input type="text"/>	* Minutes Between Trips: ? <input type="text"/>	

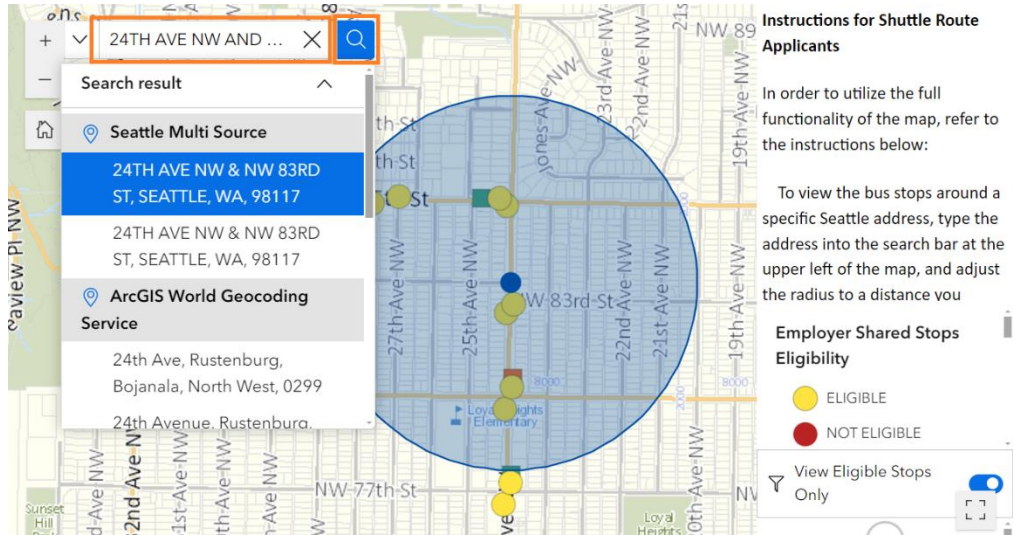
Submit

Cancel

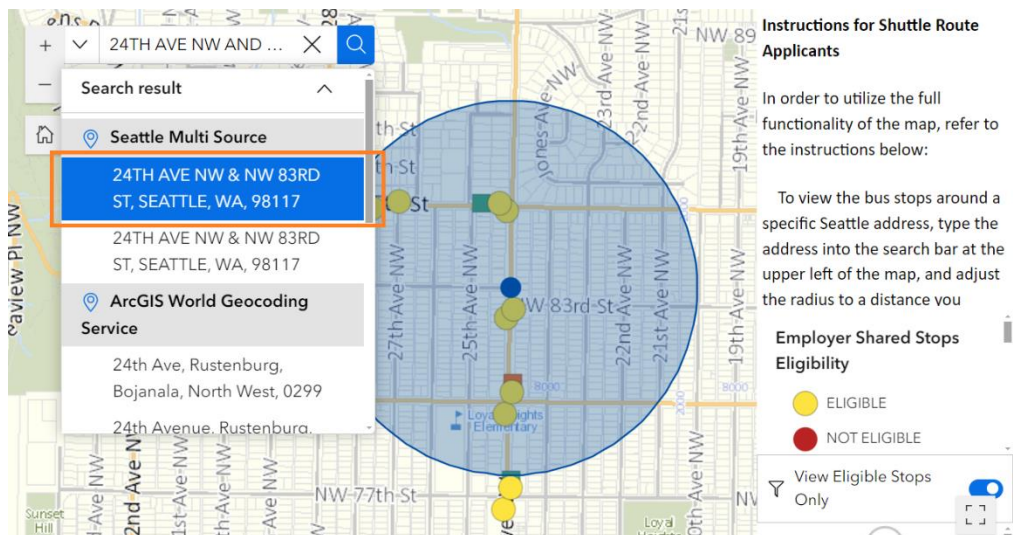
19. In the **Shuttle Route Stop Details** section, if you are requesting to share one or more Metro bus stops as one or more of the stops along your shuttle route, you are required to add more details about that shuttle stop compared to other stop types in this section. For a list of eligible Metro

bus stops that can be shared, reference the [Employer Shared Stop Eligibility Map](#) linked in the **Shuttle Route Stop Details** section:

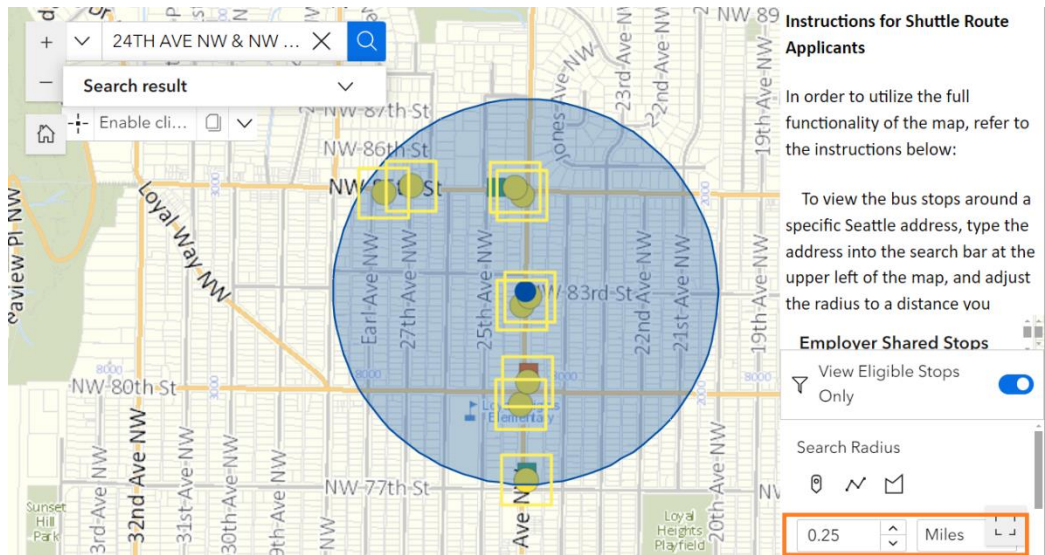
- a. In the Shuttle Route Stop Details section help text, click the blue linked text that says [“THIS MAP”](#) to find the details to enter on the Stop Details popup. A new tab will open and display the [Employer Shared Stop Eligibility Map](#)
- b. On the map page, enter the street address of the first stop in the search field in the upper left corner. Click the **Search** icon. You will see results coming from three different data sources: Seattle Multi Source, Seattle Address Point, and Seattle Street Network.



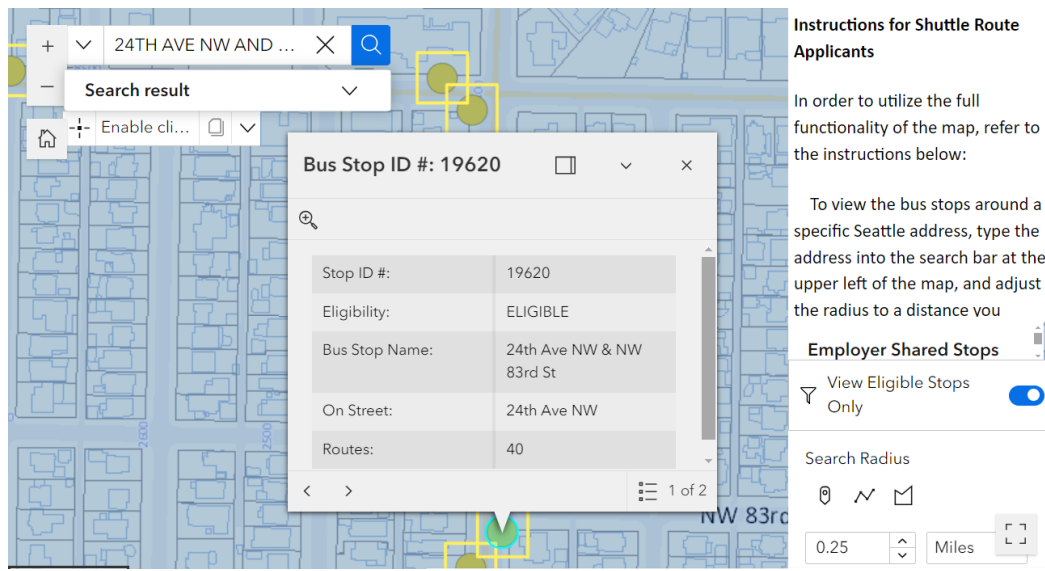
1. Select the result that matches your location.



- c. On the right-hand side of the page, you will be able to adjust the distance in miles between your bus stop and location. The default radius is 0.25 miles.



- d. Click any of the dots on the map to learn more information about the bus stops you will need for your shuttle route. You will need the bus stop number (shown as the Stop ID #), bus routes using the stop, the street name, direction of the travel lane, and parallel streets (as shown on the map).



20. In the **Shuttle Route Stop Details** section, click **Add a Row** for each shuttle stop for each direction.

Note: Each Shuttle Route Direction listed previously must have at least two stops – with or without sharing bus stops.

Note: If the same stop is used in more than one direction (For example, the company location or a stop used at different times of the day or for multiple route directions), only enter the stop details once.

Note: A pair of shuttle stops across the street from each other served in different directions would need to be entered as two separate Shuttle Route Stop Details rows.g

Shuttle Route Stop Details

Enter one row for each shuttle route stop. Enter stop information for all route directions; each Shuttle Route Direction listed above must have at least two stops. If the same stop is used in more than one direction (i.e., employer worksite), only enter the stop details once. For Bus Stops, reference [THIS MAP](#) for bus stops eligible for application and their bus stop numbers.

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Route Direction	Stop Type	Neighborhood	Bus Stop Number	Bus Routes	Bus Stop Amenities	Location: Street	Location: Direction	Location: Between Streets	Block Alignment	Number of travel lanes (travel direction)	Sidewalk Condition
No records found.											

21. In the **Stop Details** popup, add more specific details about your shuttle route stop.

TIP: Click on the question mark next to each box if you are unsure how to answer each question.

Note: If you are selecting an existing bus stop to share your shuttle route stop with, you are required to add more details about your shuttle route stop.

- a. **Route Direction** (Required) - Select the route direction from the drop-down.
 1. **Both Inbound / Outbound** - Shuttles that go in multiple directions
 2. **Circular** - Shuttle route that runs in a continuous circle
 3. **Inbound** - Shuttles heading to the main destination (For example., employer worksite)
 4. **Other** – Shuttles that run in a direction that are not specified in drop-down options
 5. **Outbound** - Shuttles taking passengers away from the main worksite
- b. **Stop Type** (Required) - Select the type of stop from the drop-down. Note that depending on your selection, other fields below may not appear or may be required.
 1. **Bus Stop** – an existing bus stop along streets within the City of Seattle (note: SDOT does not have jurisdiction over bus stops outside the City of Seattle or on the property of a transit agency). Please consult that city or transit agency for use of such a stop.
 2. **Company Location** – a shuttle stop on the property of an employer worksite. Note that a shuttle loading area on a street within the City of Seattle adjacent to a worksite should use one of the other Stop Types in this drop-down.

3. **Existing Shuttle Load Zone** – an existing shuttle load zone within the City of Seattle. These are usually painted white at the curb and include signage stating, “SHUTTLES ONLY”.
 4. **New Shuttle Load Zone** – use this type to request a new shuttle vehicle load zone be established at an existing other type of curbspace within the City of Seattle.
 5. **Other** – use this type for locations outside the City of Seattle or that otherwise don't fit for other stop types. Use the field **Why this location?** below to provide additional information not covered by other fields.
 6. **Passenger Load Zone** – an existing passenger loading zone open to all waiting vehicles including shuttles. Note that some loading zones may be sized for an automobile and may not fit larger shuttle vehicles as currently designated. To determine the size of a load zone, click the purple square and refer to the value in the **FIELDNOTES** column. You will need to select load zones that accommodate the size of your shuttle vehicle.
- c. **Neighborhood** (Required) - Enter the neighborhood that the stop is located in or how this stop will be communicated to riders.
 - d. **Bus Stop Number** (Conditionally Required) – If Bus Stop was selected in the **Stop Type** field, enter the **Stop ID #** from the [Employer Shared Stop Eligibility Map](#). Only bus stops within the City of Seattle identified for potential sharing are allowed in this field. Other bus stop numbers or other entries are rejected and you are not able to submit your application. Enter this field precisely or processing of your application may be delayed.
 - e. **Bus Routes** (Conditionally Required) - If Bus Stop was selected in the **Stop Type** field, enter the numbers in the **Routes** section from the [Employer Shared Stop Eligibility Map](#). This helps staff assess the other transit services currently serving this stop and how a shuttle route may impact use at this stop. You may also use other resources for this, such as OneBusAway.org
 - f. **Bus Stop Amenities** (Conditionally Required) - If Bus Stop was selected in the **Stop Type** field, enter an explanation of the existing amenities at the bus stop like shelter and seating.
 - g. **Location: Street** (Required) – Using the [Employer Shared Stop Eligibility Map](#), enter the street name from the **On Street** field. Make sure to include any directional information (For example, SW, E, NW) and street type (For example, St, Ave, Way)
 - h. **Location: Direction** (Required) – Enter the direction that the shuttle will be running (For example, northbound, eastbound, southbound, westbound).
 - i. **Location: Between Streets** (Required) – Using the [Employer Shared Stop Eligibility Map](#), enter the street names from the **Bus Stop Name** field. This helps staff precisely identify the location for this stop.
 - j. **Block Alignment** (Required) – Select the Block Alignment from the drop-down options. This also helps staff precisely identify the location for this stop.
 - **Farside** - the stop location is just after the intersection.
 - **Nearside** - the stop location is just before the intersection.
 - **Midblock** – Select this option if the above descriptions do not otherwise describe the stopping location.

- k. **Number of travel lanes (travel direction)** (Required) – Enter the number of travel lanes that exist on the street in this direction.
- l. **Sidewalk Conditions** (Required) – Describe any hazards or lack thereof.
- m. **Station Proximity** (Conditionally Required) – Describe general proximity to nearest existing Link/Rapid Ride stations, in miles if necessary. See the [Employer Shared Stop Eligibility Map](#) for this information in a map format. This information helps staff assess how shuttle services might connect with existing high-capacity transit (for example, “across the street,” “3 miles,” etc.).
- n. **Shuttle Load Zone Proximity** (Conditionally Required) – Describe general proximity to nearest existing Shuttle Load Zone, in miles or in blocks if necessary. This information helps staff assess how the request for a shared stop or new shuttle load zone relates to existing shuttle zones (for example, “none in this part of the city,” “about 3 blocks away,” etc.). You may use this given [Employer Shared Stop Eligibility Map](#) as a resource to find the nearest Shuttle Load Zone and use Google Maps or a similar resource to find the distance between your stop and the nearest load zone.
- o. **Why this Location?** (Required) - Explain why you want to use this location or otherwise provide more information not captured by other fields.
- p. **Average Daily Stop Ridership** (Required) - Enter the estimated number of daily shuttle passengers riding this route. This information helps staff assess how usage of shuttles at this location may impact transit operations, use of sidewalk space, or other factors (for example: “235 passengers per day,” “about 50 riders in the morning, 10 in the afternoon,” etc.)
- q. **Stop Status** (read only) – This field cannot be edited and is for staff use only.

22. Click **Submit**.

STOP DETAILS

x

Enter one row for each shuttle route stop. Enter stop information for all route directions; each Shuttle Route Direction listed above must have at least two stops. If the same stop is used in more than one direction (i.e., employer worksite), only enter the stop details once. For Bus Stops, reference [THIS MAP](#) for bus stops eligible for application and their bus stop numbers.

* Route Direction: ?	* Stop Type: ?	* Neighborhood:
Inbound	Bus Stop	Loyal Heights
Bus Stop Number: ?	Bus Routes: ?	Bus Stop Amenities: ?
19620	40	No shelter or seats
Location: Street:	Location: Direction:	Location: Between Streets:
24th Ave NW	Northbound	24th Ave NW & NW 83rd St
Block Alignment: ?	Number of travel lanes (travel direction): ?	Sidewalk Conditions: ?
Nearsides	1	No hazards
Station Proximity: ?	Shuttle Load Zone Proximity: ?	* Why this Location?: ?
3.6 Miles	On the same block as the b	This location serves an area where many of our employees reside
* Average Daily Stop Ridership: ?	Stop Status:	
100	Under Review	

Submit Cancel

23. After submitting either Shuttle Route Direction Details or Shuttle Route Stop Details, you can edit or delete any of your entries by selecting **Actions** at the right of the row.
- To edit, select **Edit** from the dropdown. Make any necessary changes and then click **Submit**.

Shuttle Route Stop Details

Enter one row for each shuttle route stop. Enter stop information for all route directions; each Shuttle Route Direction listed above must have at least two stops. If the same stop is used in more than one direction (i.e., employer worksite), only enter the stop details once. For Bus Stops, reference [THIS MAP](#) for bus stops eligible for application and their bus stop numbers.

Location: Between Streets	Block Alignment	Number of travel lanes (travel direction)	Sidewalk Conditions	Station Proximity	Shuttle Load Zone Proximity	Why this Location?	Average Daily Stop Ridership	Stop Status
24th Ave NW & NW 83rd St	Nearside	1	No hazards	3.6 Miles	On the same block as the bus stop	This location serves an area where many of our employees reside	100	Under Review

[Actions](#) ▾
[Edit](#)
[Delete](#)

STOP DETAILS

Enter one row for each shuttle route stop. Enter stop information for all route directions; each Shuttle Route Direction listed above must have at least two stops. If the same stop is used in more than one direction (i.e., employer worksite), only enter the stop details once. For Bus Stops, reference [THIS MAP](#) for bus stops eligible for application and their bus stop numbers.

* Route Direction: [?](#)
 * Stop Type: [?](#)
 * Neighborhood:

Bus Stop Number: [?](#)
 Bus Routes: [?](#)
 Bus Stop Amenities: [?](#)

Location: Street:
 Location: Direction:
 Location: Between Streets:

Block Alignment: [?](#)
 Number of travel lanes (travel direction): [?](#)
 Sidewalk Conditions: [?](#)

Station Proximity: [?](#)
 Shuttle Load Zone Proximity: [?](#)
 * Why this Location?: [?](#)

* Average Daily Stop Ridership: [?](#)
 Stop Status:

[Submit](#)

[Cancel](#)

- To delete, select **Delete** from the dropdown. In the popup, click **OK** to confirm deletion.

Shuttle Route Stop Details

Enter one row for each shuttle route stop. Enter stop information for all route directions; each Shuttle Route Direction listed above must have at least two stops. If the same stop is used in more than one direction (i.e., employer worksite), only enter the stop details once. For Bus Stops, reference [THIS MAP](#) for bus stops eligible for application and their bus stop numbers.

Location: Between Streets	Block Alignment	Number of travel lanes (travel direction)	Sidewalk Conditions	Station Proximity	Shuttle Load Zone Proximity	Why this Location?	Average Daily Stop Ridership	Stop Status	
24th Ave NW & NW 83rd St	Nearside	1	No hazards	3.6 Miles	On the same block as the bus stop	This location serves an area where many of our employees reside	100	Under Review	<div style="border: 1px solid #ccc; padding: 2px;"> Actions </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Edit </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Delete </div>

cosiistesta.ad.seattle.gov says

Are you sure you want to delete this record?

OK

Cancel

Shuttle Route Stop

Enter one row for each shuttle route stop. Enter stop information for all route directions; each Shuttle Route Direction listed above must have at least two stops. If the same stop is used in more than one direction (i.e., employer worksite), only enter the stop details once. For Bus Stops, reference [THIS MAP](#) for bus stops eligible for application and their bus stop numbers.

Location: Between Streets	Block Alignment	Number of travel lanes (travel direction)	Sidewalk Conditions	Station Proximity	Shuttle Load Zone Proximity	Why this Location?	Average Daily Stop Ridership	Stop Status	
24th Ave NW & NW 83rd St	Nearside	1	No hazards	3.6 Miles	On the same block as the bus stop	This location serves an area where many of our employees reside	75	Under Review	<div style="border: 1px solid #ccc; padding: 2px;"> Actions </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Edit </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Delete </div>

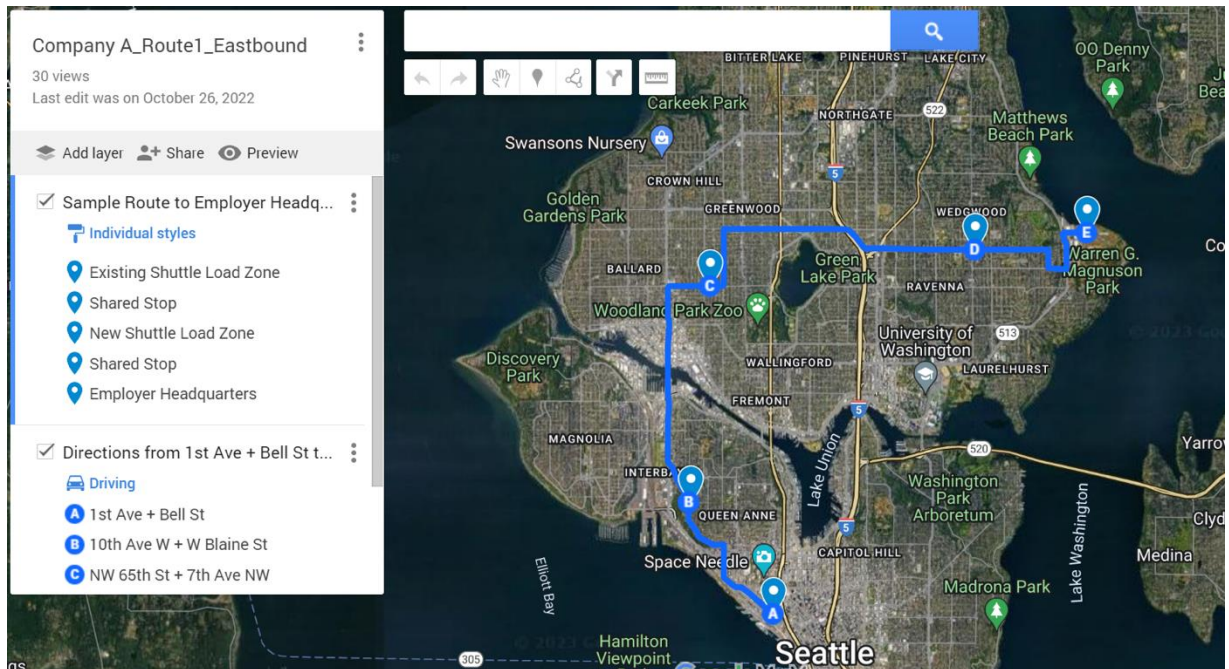
24. Click **Continue Application.**

Location: Between Streets	Block Alignment	Number of travel lanes (travel direction)	Sidewalk Conditions	Station Proximity	Shuttle Load Zone Proximity	Why this Location?	Average Daily Stop Ridership	Stop Status	Actions
24th Ave NW & NW 83rd St	Nearside	1	No hazards	3.6 Miles	On the same block as the bus stop	This location serves an area where many of our employees reside	75	Under Review	Actions ▾

[Add a Row ▾](#)
[Edit Selected](#)
[Delete Selected](#)

[Save and Resume Later](#)
[Continue Application »](#)

25. Using [Google My Maps](#), create a shuttle route map to visualize your route. You may also use this resource to see the road and sidewalk conditions at each stop and catch any errors in locations or directions. Your completed route map will be used by SDOT staff to review your application details. Once completed, your shuttle route map should look like the image below. Your map should include two features – **points** and **directions**.



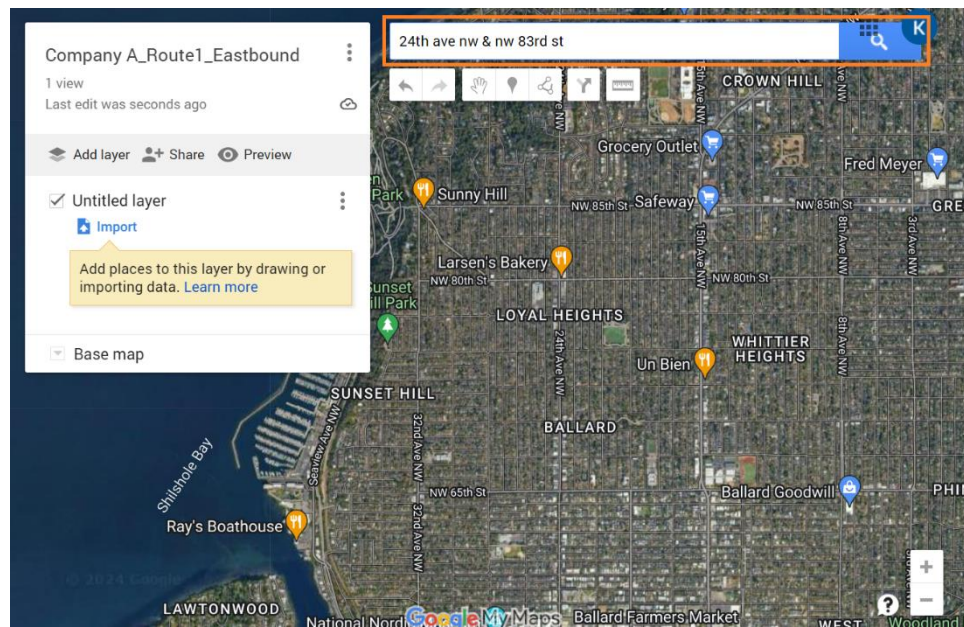
Note: The **points** represent the exact location of each stop the shuttle vehicle will make and should be named according to the type of stop (Shared Stop, New Shuttle Load Zone, Existing

Shuttle Load Zone, Loading Zone, or Company Location). Each point should contain information relevant to its stop type – please follow the directions below.

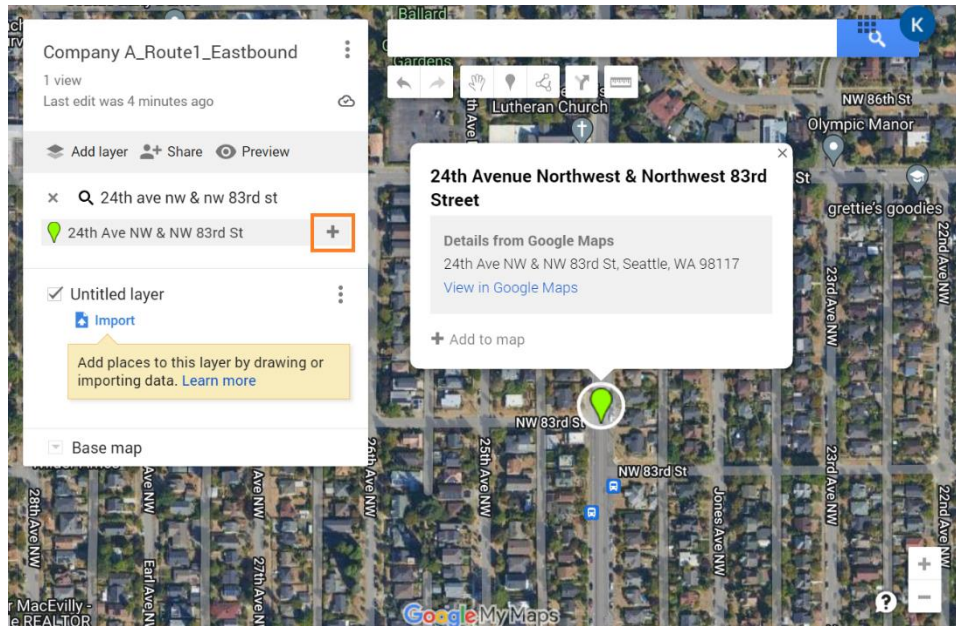
TIP: Please note that by providing complete and detailed information, your application is processed faster.

TIP: For detailed instructions about creating a shuttle route in Google My Maps, we recommend reviewing the following Google support pages: [Create or open a map](#), [Add places to your map](#), [Save directions on My Maps](#), and [Draw lines and shapes in My Maps](#)

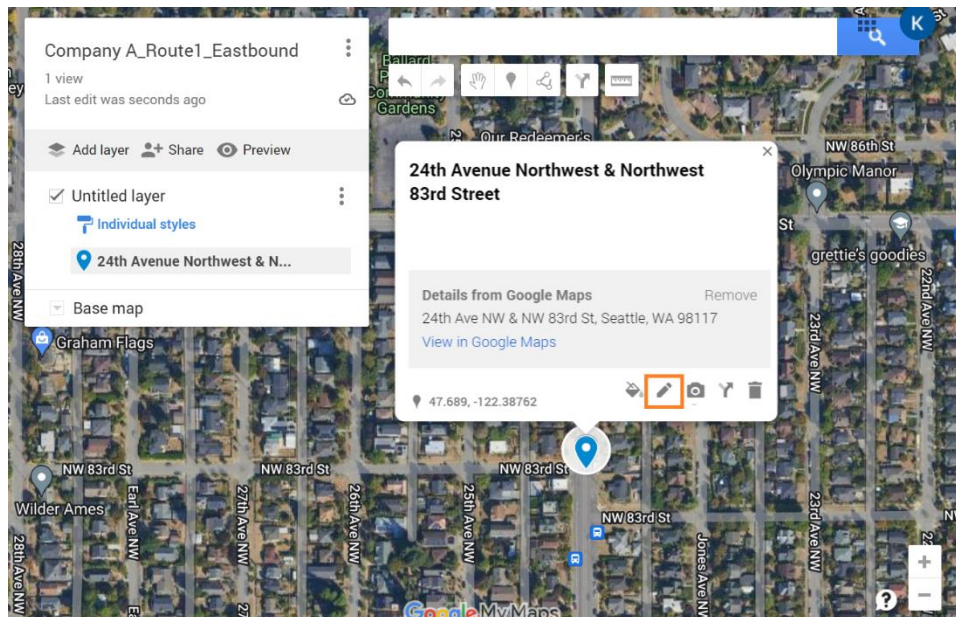
- To add a point to the map, enter the location or address in the top search bar and select the appropriate option.



- In the left sidebar, the location you selected will appear as a green location marker. Hover your cursor over the location marker and select the gray plus button located to the right of the marker. This adds the location as a point to your map.

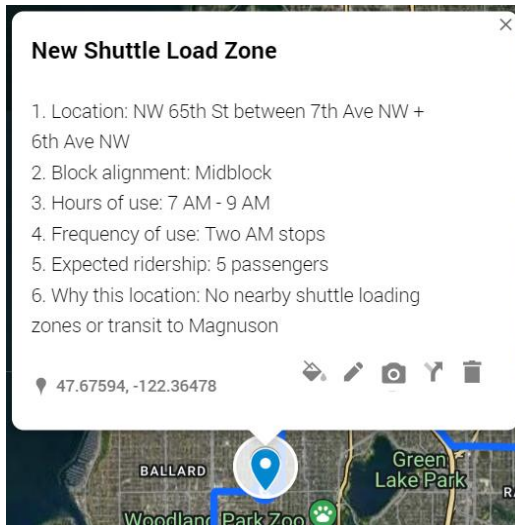


- A popup box will appear above the point you just added. Select the pencil icon to edit the point information.



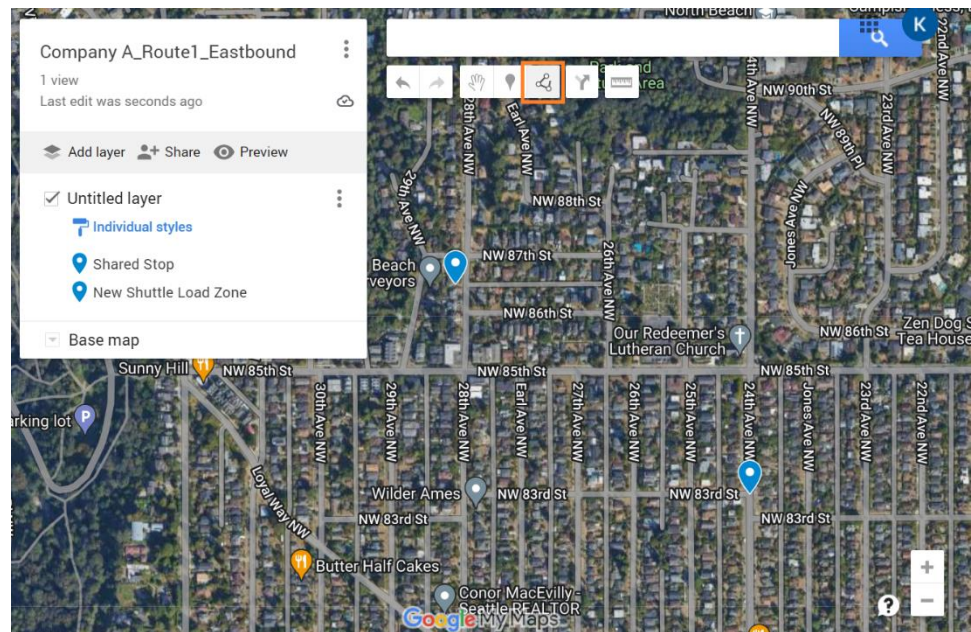
- Please include the following in the description based on the stop type:
 - For proposed **shuttle load zones**, please include the following in the description:

Frequency of use: How many times will the shuttle stop here (daily)

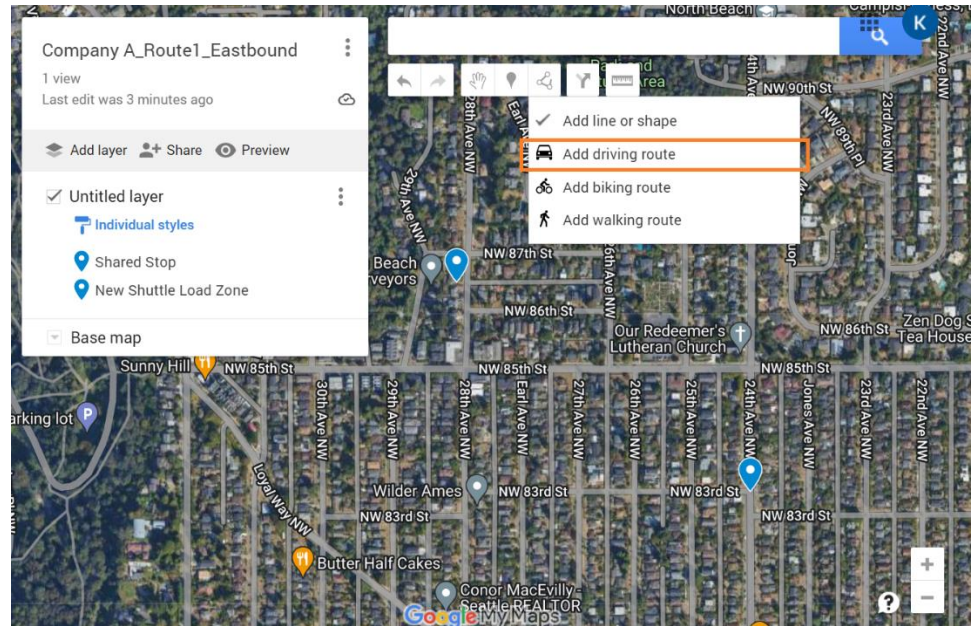


- For proposed **shared stops**, please include the following in the description:
Frequency of use: How many times will the shuttle stop here (daily)

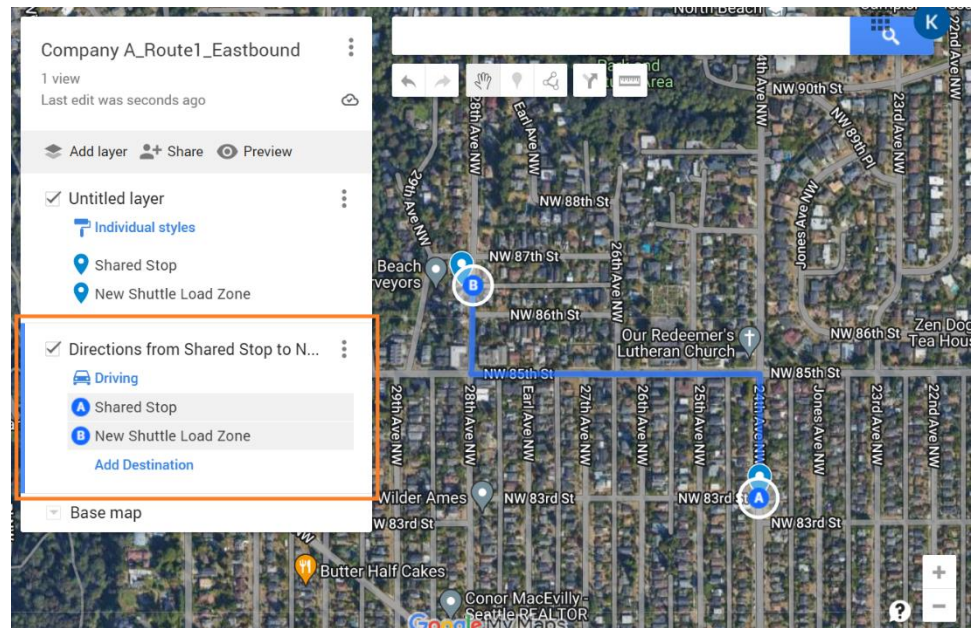
- b. After adding all the necessary points to the map, select the **Draw a line** icon (3 dots connected by a line) to create your route



- Select the **Add driving route** option

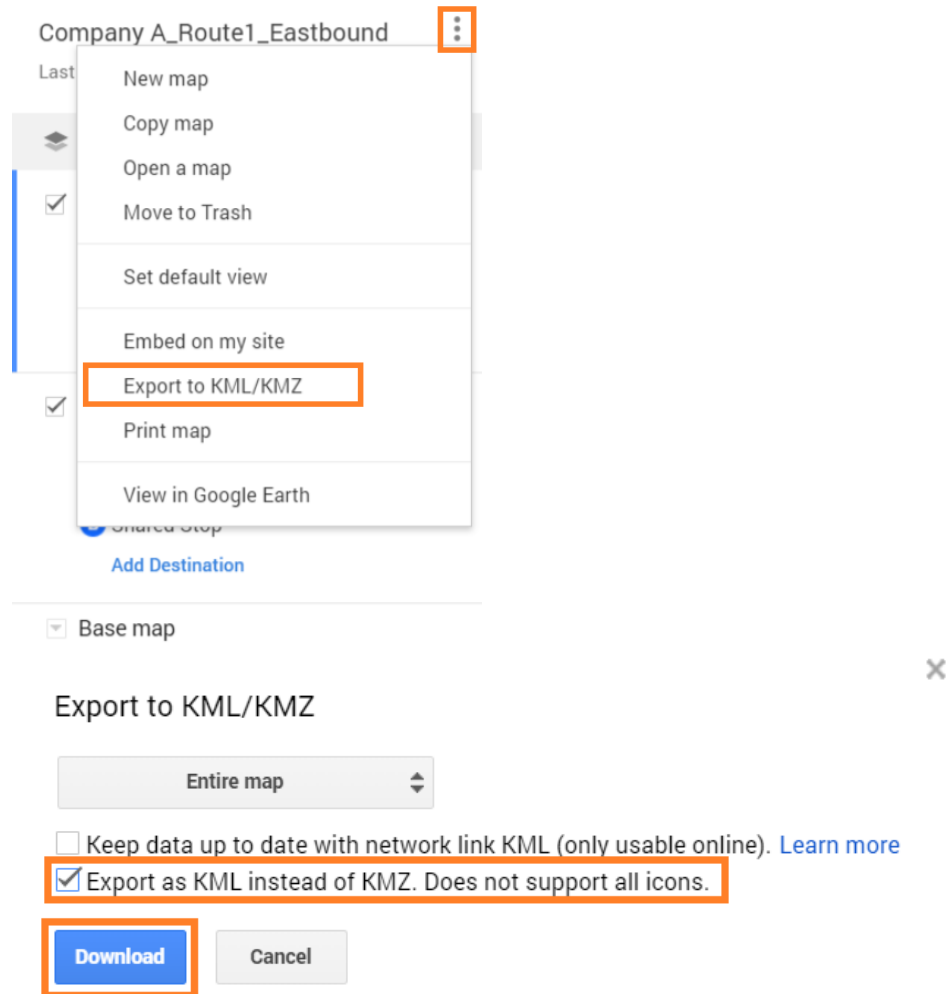


- Select your points in sequential order to match the proposed order of the stops in the shuttle route. As a result, the points will be lettered in alphabetical order. These points will also create a new layer in the sidebar on the left.



- Once you have completed your map, please download the KML file of the map.
 - In the upper left corner of the website, click on the three dots and select the **Export to KML/KMZ** option
 - In the **Export to KML/KMZ** popup, check the “Export as KML instead of KMZ. Does not support all icons” option. Then click the download button

Note: Name the KML file according to this convention: **Company Name_Route#_Direction**. For example: Company A_Route1_Eastbound. Company A's westbound route would be called Company A_Route1_Westbound.



26. In the **Attachment** section, click **Select** to add each supporting document. These supporting documents MUST include a PDF or similar document format of a:
- Seattle Business License** (Conditionally Required) – A copy of the business license for either the Employer or Shuttle Service Provider may be required as an attachment if there were issues confirming a valid license number earlier in the application.
 - Shuttle Route Map** (Required) – A map of the shuttle route will help staff visualize how the shuttle directions and stops are connected, and where shuttles are planned to operate within the City of Seattle.
 - Completed Route Schedule** (Required) – A route schedule will help staff assess the amount of shuttle usage at each stop and provide additional information along with Hours of Use times, Number of Daily Trips, and Minutes Between Trips included in the Shuttle Route Direction Details. The route schedule must be created using the [route schedule template](#).

- d. **Bus Stop Photo of each stop location** (Conditionally Required) - ONLY IF you are sharing transit stops at any point on your route; optional to include for other stop types.

Note: The maximum file size allowed is 1000 MB

Note: If the application is not allowing KML file submissions, try to upload the route map using a different browser or using incognito mode.

Attachment

The following documents are required to submit this application:

- Seattle Business License if the one provided earlier could not be verified.
- Shuttle Route Map, click [HERE](#) for details on how to create this.
- Completed Route Schedule, click [HERE](#) for the template to complete.
- If one of your Stop Types is a Bus Stop, a photo of each Bus Stop Location is also required.

The maximum file size allowed is **1000 MB**.

No records found.

Select

27. In the **File Upload** popup, click **Select** once again to access your supporting documents from your device.

File Upload



The maximum file size allowed is **1000 MB**.

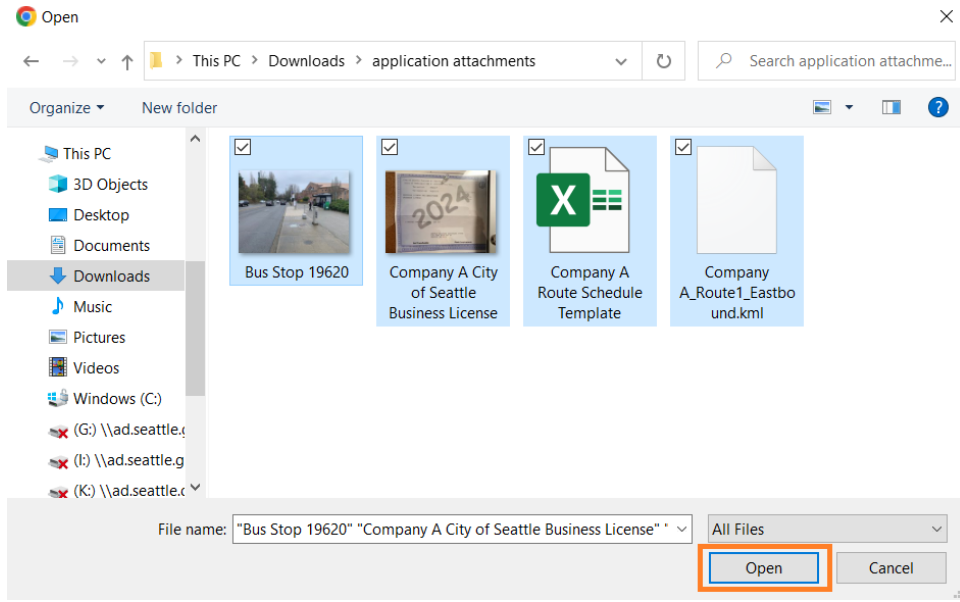
Done

Select

Remove All



28. Once the required files have been selected from your device, click **Open** and then click **Done**.



File Upload

The maximum file size allowed is **1000 MB**.

Bus Stop 19620.jpg	100%
Company A City of Seattle Business	100%
Company A Route Schedule	100%
Company A_Route1_Eastbound.kml	100%

Done

Select

Remove All

29. For each document you upload, you **MUST** select a **Document Type** from the drop-down options, and you **MUST** write a **Description**. A good description would include your company name, document type, and a summary of the information within the document.

Note: If the Document Type is not selected and the Description is not written, an error will appear at the top of the application website.



2 error(s) are on the current page.

Please resolve the issues below.

1.Document Type: Required

2.Description: Required

30. Once you have completed all the required fields for every document, click **Save**.

[Remove](#)

* **Document Type:**
Shuttle Route Map

File:
Company A_Route1_Eastbound.kml
100%

* **Description:**
Company A
Shuttle Route Map in kml format
This document visually shows the shuttle route and includes each stop and the corresponding stop information.]

Save **Select** **Remove All**

31. Click **Continue Application**.

Attachment

The following documents are required to submit this application:

- Seattle Business License if the one provided earlier could not be verified.
- Shuttle Route Map, click [HERE](#) for details on how to create this.
- Completed Route Schedule, click [HERE](#) for the template to complete.
- If one of your Stop Types is a Bus Stop, a photo of each Bus Stop Location is also required.

The maximum file size allowed is **1000 MB**.

[Bus Stop 19620.jpg](#)

Bus Stop Photo

261.33 KB

05/08/2024

Company A Bus Stop Photo in jpg format This photo shows that there are no bus amenities. There are no shelters or seats for passengers.

Actions ▾

[Company A City of Seattle Business License.jpg](#)

195.85 KB

05/08/2024

Company A Seattle Business License in jpg format This photo depicts the Seattle Business License and the license number.

Actions ▾

[Company A Route Schedule.xlsx](#)

Route Schedule

15.96 KB

05/08/2024

Company A Route Schedule in xlsx format This document displays the stop type, stop id, stop location, days of the week, and stop times for the route.

Actions ▾

[Company A_Route1_Eastbound.kml](#)

Shuttle Route Map

8.16 KB

05/08/2024

Company A Shuttle Route Map in kml format This document visually shows the shuttle route and includes each stop and the corresponding stop information.

Actions ▾

Select

Save and Resume Later

Continue Application »

32. Review your application. If changes are needed, click **Edit** next to the section you want to update.

Attachment

[Edit](#)

The maximum file size allowed is **1000 MB**.

[Bus Stop 19620.jpg](#)

Bus Stop Photo

261.33 KB

05/08/2024

Company A Bus Stop Photo in jpg format This photo shows that there are no bus amenities. There are no shelters or seats for passengers.

[Actions](#) ▾

33. Once reviewed, click the box of certification at the bottom of the page to confirm that the information provided is correct. Click **Continue Application**.


I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 05/08/2024

[Save and Resume Later](#) [Continue Application »](#)

34. A message displays confirming that your application is submitted for review. Make note of your **Record Number**. You will be contacted for any additional information and documents that are needed prior to approval of your application. An e-mail is sent to the required contacts on the application notifying them of the application submission.

Thank You

 We received your information.

Item

This Is Your Record Number

[SDOT-SHRT-APP-00008](#)

Note: To learn how to check the status of your record, please refer to the ["How to Find the Status of a Record"](#) article.

Please contact EmployerShuttles@seattle.gov with questions. Staff can only help with referring applicants to data and resources for successfully filling out applications. See the list below for resources.

Resources

- Helpful Links
 - [Shuttle Route Application Portal](#)
 - [Shuttle Vehicle Permits Website](#)
 - [Employer Shared Stop Eligibility Map](#)
 - [Employer Shuttles Program Director's Rule](#)
- Templates for Employers
 - [Public Notice for Application of Shared Use of Bus Stop Template](#)
 - [Route Schedule Template](#)
- Related Help Articles
 - [Where do I find my Seattle Business License Number?](#)
 - [How to Find the Status of a Record](#)