

California Transit Advisory Committee (CALTAC) Welcome Packet and Guidance Document

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Prepared By:
California Department of Transportation, Division of Mass Transportation, Office
of Transit Planning

Welcome / Introduction

In response to Senate Bill (SB 960) (Weiner, Statutes of 2024), Caltrans is committed to establishing a California Transit Advisory Committee (CALTAC).

The Committee provides strategic input and technical guidance to advance public transit and other transit related recommendations, including supporting priority transit corridors and facilities on the State Highway System (SHS) and strengthening connections between transit service areas. The committee relies on the following key Caltrans transit related documents below as an implementation guide when collaborating with external stakeholders to effectively deliver public transit projects.

- Statewide Transit Plan
- District Transit Plans
- Director's Transit Policy

The Committee's primary objectives are to support the development of transit related initiatives, promote equity and accessibility, offer informed policy recommendations, and enhance community engagement efforts.

Background

The California Department of Transportation (Caltrans) adopted the Director's Policy for Transit (Director's Policy 40), on February, 9, 2026. Caltrans plans to publish the Statewide Transit Plan and District Transit Plans in successive years, as well as a number of other plans and policies related to transit, demonstrating the Department's deep commitment to working with regional transit agencies and local government partners to plan, design, deliver and maintain transit infrastructure projects across the state for people of all ages and abilities by incorporating public transit features within the SHS. Caltrans identified a need for regular input from a diverse membership representing public transit and transit infrastructure interests for all ages and abilities to support this work and established the CALTAC for that purpose.

Desired Goals

1. Solicit technical and non-technical input from external stakeholders and partners to guide implementation of Director's Policy 40 and the Transit Action Plan.
2. Support the current [Caltrans Strategic Plan](#) vision, mission, and values relating to safety, equity, prosperity, and climate action through the lens of public transit features within the SHS.
3. Monitor legislation pertaining to public transit and share relevant updates in transportation policy.
4. Advise on recommended updates to Caltrans guidance, standards, or other documents related to optimizing transit trips and first/last mile transportation.
5. Provide technical and community-based knowledge of public transit facilities and programs that successfully meet the needs of people of all ages and abilities who take transit and use other forms of first/last mile transportation; and that create conditions that encourage more people to take transit more often.
6. Advise on data collection, evaluation, and best practices to demonstrate the effectiveness of innovative facilities and programs for transit users and other first/last mile transportation.
7. Provide input on various program development and implementation actions relating to safety of public transit users and other first/last mile travelers.

Members

The CALTAC is facilitated by the Caltrans Headquarters Office of Transit Planning.

Members of the CALTAC represent partner agency staff and professional advocates in California with experience in planning, designing, maintaining, evaluating, and delivering public transit programs and facilities for transit users, and first/last mile transportation.

Members of the CALTAC represent, but are not limited to transit operators, local governments, regional transportation planning agencies, transit advocacy organizations, representatives from local transit advisory committees, community-based organizations, disadvantaged communities, and other local affected communities.

Composition: Seats on the CALTAC will be limited to a maximum of **20** members representing: north, south, and central geographies; urban, suburban, and rural community types, including disadvantaged communities; as well as the needs and interests of users of all ages and abilities; transit agencies or organizations with expertise in first- and last-mile to transit connections; state universities in California working to advance public transit on the State Highway System (SHS) research at a state or national level; and community-based organizations.

Caltrans staff will participate in the CALTAC to present items or to provide information to committee members, as invited. Subject to approval by Caltrans Transit Planning Program staff, other state agency staff and university partners may participate as well.

Term Limits: Member terms are two years. Committee members can commit to serving one term (two years) initially. Caltrans Transit Planning Program staff will track member terms and assess each individual at the end of each two-year term for the potential to serve additional consecutive terms. Decisions about membership are based on several factors including the desire to give many different individuals the opportunity to participate on the committee. Following three consecutive terms (total of six years), an individual must submit a new application during the open application period.

If a member is no longer able to serve on the CALTAC, they will notify Caltrans Transit Planning Program staff in writing. Please note that memberships are generally held by the organization and if the original participant moves on, staff may choose to transfer the seat to another individual from that same organization who will serve out the remainder of the committed term, provided that the new individual has experience with transit related issues in their role. An ad-hoc application period may be deemed necessary, at the discretion of Transit Planning Program staff.

Missed Meetings: CALTAC members who miss a meeting can send a proxy in their absence, provided that the proxy is briefed on agenda items and can fully represent the CALTAC member by voting or providing input on their behalf. Two or more absences per year without a proxy may result in dismissal from the committee.

Frequency of Meetings

Four meetings per year on a quarterly basis.

Roles and Responsibilities

The roles and responsibilities of committee members are as follows:

- Serve on the committee to advance the collective purpose and goals of the CALTAC as outlined in this document.
- Attend and participate actively in committee meetings.
- Volunteer to serve and engage in follow-up actions from meetings as needed.
- Complete follow-up actions by any deadlines agreed upon.
- Gather, exchange, and disseminate information to agencies, associations, or user groups one represents. Commit to serving on the committee and attending meetings for a two-year term.

Caltrans Staff:

- Facilitate CALTAC meetings.
- Organize agenda items.
- Ensure appropriate Caltrans subject matter experts are in attendance.
- Provide active transportation resources and guidance to committee members.
- Develop recommendations as needed for improving processes in implementing transit infrastructure based on CALTAC feedback.

Group Agreements

1. Group agreements or “ground rules” for participation are as follows:
 - What is said here, stays here. What is learned here, leaves here.
 - Respect confidentiality
 - Ask permission to share items said in confidence
 - Share bigger picture/lessons-learned
2. Make Space/Take Space
 - Awareness of your participation, if some of us generally speak a lot, consider making space for others. If we generally participate less, consider taking space and participating with group.
 - Consider if questions/comments are constructive for all committee members
 - Allow for others to speak so full committee membership can be represented in discussions.
3. Consider intent and focus on larger impact to the group.
 - CALTAC members and Caltrans staff are expected to partner in good faith to advance complete streets goals
 - Failure to follow group agreements could result in dismissal from committee.
4. Understand the role of CALTAC.
 - Understand that CALTAC exists to inform Caltrans work. Recommendations made by CALTAC will be considered by Caltrans staff, but do not replace or circumvent existing decision-making processes, policy, statute, standards, or guidance.

Reporting Structure

The CALTAC will provide technical input and recommendations directly to program staff on items brought before the committee. Additionally,

recommendations will be compiled by the Office of Transit Planning as needed in a timely manner so as to achieve Caltrans' goals.

Decision Process

Decisions will be discussed with the aim of reaching consensus between committee members. In the event that consensus cannot be reached, a simple majority will be required to submit any recommendation on behalf of the committee to Caltrans. Dissenting opinions and recommendations will be captured in the meeting minutes.

The Caltrans Office of Transit Planning will decide what recommendations and items will be distributed outside of the Headquarters Office of Transit Planning, and which Caltrans staff to share CALTAC recommendations and items with.

Amendment

This CALTAC charter, incorporated into this document as Appendix A, can be reviewed, evaluated, or adjusted as needed by consensus or vote by the committee.

Appendix A

CALTAC Charter Template

California Transit Advisory Committee (CALTAC) Charter

Background

The California Department of Transportation (Caltrans) adopted Director's Policy 40, focusing on Transit in February, 9, 2026. Caltrans plans to publish the Statewide Transit Plan and District Transit Plans in successive years, as well as a number of other plans and policies related to transit, demonstrating the Department's deep commitment to plan, design, deliver and maintain transit infrastructure projects across the state for people of all ages and abilities by incorporating public transit features within the SHS. Caltrans identified a need for regular input from a diverse membership representing public transit and transit infrastructure interests for all ages and abilities to support this work and established the CALTAC for that purpose.

Purpose

The CALTAC provides strategic input and technical guidance to support achievement of Director's Policy 40, to encourage and maximize transit as a strategy to not only meet state climate, health, equity, and environmental outcomes but also to foster socially and economically vibrant, thriving, and resilient communities.

As advisory committees are not created by statute, executive order, or law, the CALTAC is not subject to Bagley Keene or Brown Acts.

Goals

CALTAC Goals:

- Solicit technical and non-technical input from external stakeholders and partners to guide implementation of Director's Policy 40 and the Transit Action Plan.
- Support the current [Caltrans Strategic Plan](#) vision, mission, and values relating to safety, equity, prosperity, and climate action through the lens of public transit features within the SHS.
- Monitor legislation pertaining to public transit and share relevant updates in transportation policy.
- Advise on recommended updates to Caltrans guidance, standards, or other documents related to optimizing transit trips and first/last mile transportation
- Provide technical and community-based knowledge of public transit facilities and programs that successfully meet the needs of people of all ages and abilities who take transit and use other forms of first/last mile transportation; and that create

conditions that encourage more people to take transit more often.

- Advise on data collection, evaluation, and best practices to demonstrate the effectiveness of innovative facilities and programs for transit users and other first/last mile transportation.
- Provide input on various program development and implementation actions relating to safety of public transit users and other first/last mile travelers.

Members

(List individual CALTAC members and the external partner organization or community they represent. Caltrans staff and subject matter experts are not CALTAC members.)

Member Term Limits

Member terms are two years. Committee members can commit to serving one term (two years) initially. Caltrans Office of Transit Planning staff will track member terms and assess each individual at the end of each term for the potential to serve additional consecutive terms. Following three consecutive terms (total of six years), an individual must submit a new application during the open application period.

Frequency of Meetings

Four meetings per year on a quarterly basis.

Subcommittee meetings may be scheduled between regular meetings as necessary, with reports back to the full committee.

Roles and Responsibilities

CALTAC members:

- Serve on the committee to advance the collective purpose and goals of the CALTAC as outlined in this document.
- Attend and participate actively in committee meetings.
- Volunteer to serve and engage in follow-up actions from meetings as needed.
- Complete follow-up actions by any deadlines agreed upon.
- Gather, exchange, and disseminate information to agencies, associations, or user groups one represents. Commit to serving on the committee and attending meetings for a two-year term.

Caltrans staff:

- Facilitate CALTAC meetings.
- Organize agenda items.
- Ensure appropriate Caltrans subject matter experts are in attendance.
- Provide active transportation resources and guidance to committee members.
- Develop recommendations as needed for improving processes in implementing transit infrastructure based on CALTAC feedback.

Decision-Making Process

- Decisions will be discussed with the aim of reaching consensus between committee members.

- In the event that consensus cannot be reached, a simple majority will be required to submit any recommendation on behalf of the TAC to Caltrans.
- The Caltrans Office of Transit Planning will decide what recommendations and items will be distributed outside of the Office of Transit Planning, and which Caltrans staff to share CALTAC recommendations and items with.

Subcommittees

Subcommittees may be established or dissolved by CALTAC members with Caltrans approval. Subcommittees may be created to address specific issues or monitor ongoing work.

Charter Date**Record of Amendments**

When an amendment to the charter is adopted, it must be recorded within the charter, along with the original language. If a section of the charter is repealed, the date of the meeting at which the repeal was enacted, or written assent was filed shall be added to the charter.

Appendix B

California Transit Advisory Committee (CALTAC) Agenda

Date: Month/Day/Year

Time: 00:00 [a.m./p.m.] – 00:00 [a.m./p.m.]

Meeting Location: [Room Number/Name], [Building Name], [Street Address],
[City, State ZIP Code]

Virtual Meeting ID: [Meeting ID, if online]

Virtual Meeting Password: [Meeting password, if online]

Join by Phone: +1- [Phone Number] (United States Toll)

Access Code: [Access Code]

Meeting Objectives: [List objectives here]

Translation Services are available, contact [contact person]

Agenda Items

#	TIME	TOPIC	PRESENTER	LENGTH
1	00:00 a.m. – 00:00 a.m.	Welcome	[Name goes here]	00 mins
2	00:00 a.m. – 00:00 a.m.	Meeting Overview and Housekeeping Items a. Translation Services b. Non-Discrimination Policy c. Webex/Zoom Features d. Title VI Public Survey	[Name goes here]	00 mins
3	00:00 a.m. – 00:00 a.m.	Roll Call Agenda Review [District [Number] Updates]	[Name goes here]	00 mins
6	00:00 a.m. – 00:00 a.m.	a. [Topic 1]	[Name goes here]	00 mins

		b. [Topic 2] c. [Topic 3]		
		Committee Member Topics		
7	00:00 a.m. – 00:00 a.m.	a. [Topic 1] b. [Topic 2] c. [Topic 3]	[Name goes here]	00 mins
8	00:00 a.m. – 00:00 a.m.	Future Agenda Topics/Action Items (Action Items Responsible Party Deadline)	[Name goes here]	00 mins
9	00:00 a.m. – 00:00 a.m.	Adjourn Next Meeting: [Date and Time] [In-Person Location and Virtual Platform]	[Name goes here]	00 mins

Attendees

CALTAC Members: [List External CALTAC attendees here]

Caltrans Facilitator: [List facilitator here]

Caltrans Scribe: [List scribe here]

Caltrans Attendees: Include Caltrans District Presenters, Subject Matter Experts, etc.