**Best Practices For University Transit Bus Systems**

1. The potential subject that will be interviewed for this research project will be the Capital Metropolitan Transit Authority (Capital Metro) Contract Services Coordinator. The materials utilized in this research project will include: The University of Texas at Austin (UT Austin) and Capital Metro Inter Local Agreement, The UT Austin’s Student Fee Bill Committee Documentation, UT Austin’s Parking and Transportation fiscal budget documentation, and Capital Metro service planning documentation. The subject that will be interviewed has been selected based on their job description as the Contract Services Coordinator for Capital Metro.
2. The subject will be contacted via e-mail. The body of the email will consist of a brief introduction of who I am followed by information pertaining to the research I am conducting and why they were chosen to partake in the study. I will conclude the email by seeking permission for them to participate in the focused interview followed by instruction on how to return the consent form. The consent form will be attached for the subject to read, sign and return on the day of the interview if they choose to participate.
3. The project’s methodology will be conducted through document analysis and performing one focused interview with a preselected subject. The documents which will be analyzed include: The University of Texas at Austin (UT Austin) and Capital Metro Inter Local Agreement. This document will provide information on the type of agreement that is utilized. The UT Austin’s Student Fee Bill Committee Documentation, which will provide information on what type of fee is assessed as well as how much. UT Austin’s Parking and Transportation fiscal budget documentation which will provide information on what funds are used to pay for the program. Lastly, the Capital Metro service planning documentation which will provide information and descriptions on types of routes, hours, headways, days of service and areas that are serviced.

Please see focused interview questions attachment.

1. There are no potential risks associated with this study.
2. Since no risks are associated with this study, procedures were not created. The subject’s information other than their job title will remain confidential and all contact information will remain secured in the supervising professor’s office.
3. There are no identified benefits associated with this study.
4. No compensation will be offered/provided to the participant.
5. Because there are no potential benefits associated to this study there are no risks in relation to the anticipated benefits.
6. The specific sites that will be used in this study will be Capital Metro and UT Austin Parking and Transportation Services. Please see attachments for approval documentation for each site.
7. The research that I am conducting relates to my program of work by administrating program development at the state level and developing and identifying program management practices between government entities. My supervising sponsor is Dr. Thomas Longoria.
8. Please see evidence of approval from supervising faculty.
9. The proposal has not been reviewed/approved by another IRB.
10. Dr. Longoria and I, Blanca Juarez will be the only two individuals who will have access during and after completion of results of the study whether they are published or unpublished.