

BY AUTHORITY VESTED IN THE COMMISSIONER OF TRANSPORTATION PURSUANT TO SECTIONS 2-102-030(I) and 9-48-050 OF THE MUNICIPAL CODE OF CHICAGO, I HEREBY PROMULGATE THE FOLLOWING RULES APPLICABLE TO M.C.C. SECTION 9-48-050 (BUSES – STOPPING, STANDING AND PARKING):

By Order of the Commissioner

Signed: Thomas Carney

Date: November 16, 2023

Thomas Carney, Acting Commissioner, CDOT

Published: 11/16/23

Effective: 11/16/23

Rule 1: Definitions

For the purposes of these Rules, these definitions shall apply.

“Application” means a form that the Commissioner makes available for receiving and reviewing proposed intercity bus operations.

“Approval” means written notice that the Commissioner has received, reviewed and determined that an application satisfies the requirements of the M.C.C. and these Rules.

“Commissioner” means the Commissioner of Transportation or his/her designee.

“Regularly scheduled service” means intercity bus service that operates trips 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 intercity bus” means an “intercity bus” as defined in M.C.C. section 9-48-050(e), that is not operating pursuant to Commissioner authorization via: (i) an approved letter of permission or (ii) an approved schedule and/or approved pick-up/drop-off zone, as of the effective date of these Rules.

Rule 2: Applicability

The Commissioner’s preexisting application, review and approval process for intercity buses, as may be amended from time to time, shall apply to: (i) applicants for regularly scheduled service, and (ii) operators with an approved letter of permission, schedule and/or approved pick-up/drop-off zone as of the effective date of these Rules.

Rule 3: Notice and Application Required

The operator of any intercity bus must make application for an approval to arrive and load/unload passengers in the City of Chicago on the appropriate form made available by the Commissioner. All applications for unscheduled intercity bus service must be received by the Commissioner a minimum of 2 full business days prior to the requested date of arrival in the application. For example, an application for a Thursday drop-off, regardless of time, must be received by the Commissioner by close of business on the preceding Monday. Similarly, an application for a Monday drop-off, regardless of time, must be received by the Commissioner by close of business on the preceding Wednesday.

Rule 4: Processing and Approval of Applications

Applications for unscheduled intercity buses will be reviewed on a first-come, first-serve basis. No more than two applications, regardless of operator, shall be approved by the Commissioner for a given date, time, and location. Drop-offs and/or pick-ups for unscheduled intercity buses shall be limited to two per hour, regardless of operator.

Rule 5: Days and Hours of Operation

Unscheduled intercity buses shall not load/unload passengers within the City of Chicago between the hours of 5:30pm and 8am Monday to Friday, nor at any time on Saturdays, Sundays, or designated City of Chicago Holidays.

Rule 6: Passenger Pick-up/Drop-Off Locations

Unscheduled intercity buses shall only load/unload passengers at locations designated by the Commissioner. The Commissioner has designated the following location(s)

- 800 S. Desplaines St.
(west curbside of S. Desplaines St. immediately south of W. Polk St.)
Chicago, IL, 60607

Rule 7: Punctuality

For any given approval, unscheduled intercity buses must arrive no sooner than, and no later than 30 minutes after, the approved arrival time, otherwise the application shall be considered invalidated.

Rule 8: Proof of Application and Approval

Operators of unscheduled intercity buses must carry a physical or electronic copy of an approved application and present it for inspection at the place of loading/unloading upon request by any employee or designee of the City of Chicago.