



The Rhode Island Public Transit Authority
Administrative Policies and Procedures

POLICY GOVERNING ALL RIPTA POLICIES

Policy Number	Responsible Department	Effective Date	Approval
BOD 10.01	Board of Directors	January 22, 2026	Board of Directors

I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Policy Governing All RIPTA Policies is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

II. POLICY:

This Policy governs the development, revision, approval, rescission, publication and management of all RIPTA policies.

III. DEFINITIONS:

Approval Authority: shall mean RIPTA's CEO, except for those policies required to be approved by the RIPTA Board of Directors pursuant to R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

Policy Owner: shall mean the person or department responsible for the policy's content, administration, dissemination, communication and training, compliance monitoring and review and revision.

Policy Manager: shall mean the person who oversees and controls policies for RIPTA.

IV. POLICY STANDARDS:

All RIPTA policies must:

- Be written in accordance with the Authority's policy template;
- Be approved by the Approval Authority;
- Be effective upon approval;
- Be effective until rescinded or updated by the RIPTA CEO;

- Be updated as needed to keep current and compliant with laws, regulations, and RIPTA policies; and
- Be reviewed by the Policy Owner and submitted for renewal on an annual basis.

V. APPROVAL AUTHORITY:

RIPTA's CEO shall approve all policies, except those required to be approved by the RIPTA Board of Directors pursuant to R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

VI. POLICY MANAGEMENT

The Policy Owner shall be responsible for the policy's content, administration, dissemination, communication and training, compliance monitoring and review and revision.

The Policy Manager shall be responsible for policy management as follows:

Annual Review

The Policy Manager shall, on a yearly basis, request that the Policy Owner, for each policy, review and make any edits necessary to update the policy according to the terms outlined in this Policy. The Policy Manager will then obtain the Approval Authority's signature and return the policy to the Policy Owner.

New Policies or Material Revisions to Existing Policies

New policies or material revisions to existing policies will be made by the Policy Owner. The Policy Owner will ensure that all stakeholders are provided the opportunity to provide feedback on a policy. The Policy Owner will then submit the policy to the Policy Manager for the approval process.

Non-Material Revisions to Policies

Non-material revisions to policies includes reformatting, administrative clarifications, and editorial or technical changes that do not materially affect the substance of the policy and do not change the rights or what is expected of the individuals to whom the policy applies. The Policy Manager will determine if a policy change is material or non-material. The Policy Owner will submit the policy to the Policy Manager for the approval process.

Recission

Should the Policy Owner determine that a policy must be rescinded, the Policy Owner will make that request to the Policy Manger. The Policy Manager will then obtain the Approval Authority's approval to rescind the policy.

Publication

All RIPTA policies will be available both on a shared drive and in policy books, the locations of such books to be determined by the RIPTA CEO.

The Policy Owner shall ensure that a copy of the policy is provided to all individuals to whom the policy applies.