

City of Manitowoc Trolley Use Policy

The City of Manitowoc owns and operates a Trolley (former Maritime Metro Transit bus) to be used for official City business. The Trolley is to be used according to the guidelines set forth in this policy.

1. The Trolley must be reserved two weeks in advance.
2. The Trolley may only be used by City departments or City-affiliated entities.
3. The Trolley may only be used within Manitowoc County or for City travel to airports if a large group is traveling.
4. The Trolley shall be driven by an employee who has the appropriate licensure, including a P-endorsement, to operate a passenger bus. The Director of Public Infrastructure shall assign the driver based on staffing needs.
5. Costs to use the Trolley will be charged to a special budget line beginning with the 2022 City Budget. Departments using the Trolley in 2021 should work with the Finance Director to determine how to budget.
6. The driver will ensure that the Trolley is refilled with fuel from the DPW pump upon return to the DPW lot and will be invoiced at cost to the Trolley budget line.
7. The Trolley cannot be rented for Special Events by private event hosts. The Trolley can be used for City-sponsored special events such as Sputnikfest.
8. If the City is offered the opportunity to co-sponsor an event in exchange for use of the Trolley, the City Attorney, Finance Director, and Director of Public Infrastructure are authorized to review that request and determine if co-sponsorship would benefit this City. Factors to consider include:
 - a. Is the event likely to create hotel stays in the City?
 - b. Will the cost of trolley usage be offset by the benefit to local businesses?
 - c. Is there sufficient funding in the Trolley budget?
 - d. Is there adequate staffing available to use the Trolley?
9. The annual cost of maintenance for the Trolley shall be handled by DPI as part of the fleet maintenance.
10. Trolley breakdowns will be serviced by another City vehicle, when possible, but may result in the end of your trip.