

MUNICIPAL ORDER NO. 2020 - 189

MUNICIPAL ORDER APPROVING THE PUBLIC  
TRANSIT AGENCY SAFETY PLAN (PTASP) FOR  
THE CITY OF BOWLING GREEN TRANSIT  
PROGRAM AND AUTHORIZING ITS SUBMISSION  
TO THE FEDERAL TRANSPORTATION  
ADMINISTRATION (FTA)

WHEREAS, the Federal Transportation Administration (FTA) has been delegated authority to award federal financial assistance for transportation programs; and,

WHEREAS, the City of Bowling Green has been designated a small urban area because of the 2000 census; and,

WHEREAS, the City of Bowling Green receives FTA funds for the operation, planning and capital expenses related to the Bowling Green Transit Program; and,

WHEREAS, the Transit Program is currently administered under contracts with RATP Dev USA Inc. and Community Action of Southern Kentucky effective through June 30, 2023; and,

WHEREAS, the Federal Transportation Administration requires that all transit programs receiving federal assistance adopt a Public Transit Agency Safety Plan (PTASP) that includes processes and procedures to implement Safety Management Systems; and,

WHEREAS, it is in the best interest of the City to adopt this final document and authorize its submission to the FTA.

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. The City of Bowling Green Public Transit Agency Safety Plan (PTASP) for the City of Bowling Green Transit Program, a copy of which is attached to and made a part of this Municipal Order as if copied in full herein, is hereby approved and adopted.

2. The Mayor and all other appropriate City officials are hereby authorized and directed to execute and submit any and all documents necessary for the Public Transit Agency Safety Plan (PTASP),

(Municipal Order No. 2020 - 189)

and the City Manager is to act for and in the name of the City throughout the administration and performance thereof.

3. This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: December 1, 2020

APPROVED: Bruce Wilkinson  
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson  
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager

# **GO bg Transit**

## **Public Transportation Agency Safety Plan**

Version 1

Adopted December 1, 2020

In compliance with 49 CFR Part 673



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## 1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At GO bg Transit, all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable and comply with FTA requirements, GO bg Transit has developed this Agency Safety Plan (ASP).

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, GO bg Transit adopted this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).<sup>1</sup> While safety has always been a primary function at GO bg Transit, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

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<sup>1</sup> Federal Register, Vol. 81, No. 24

**A. Plan Adoption - 673.11(a)(I)**

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Brent Childers, City of Bowling Green, Kentucky, Neighborhood & Community Services Director

  
ACCOUNTABLE EXECUTIVE SIGNATURE

12/1/20  
DATE

Since the City of Bowling Green, Kentucky acts as the parent organization for GO bg Transit, the main governing body is the Bowling Green Board of Commissioners (BOC). Approval of this plan by the City of Bowling Green, KY Board of Commissioners occurred on December 1, 2020 and is documented in a Municipal Order from the BOC Meeting.

**B. Certification of Compliance - 673.13(a)(b)**

Kentucky Transportation Cabinet certifies on [DATE] that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by GO bg Transit as evidenced by the plan adoption signature and necessary City of Bowling Green Board of Commissioners' approvals under Section 1.A of this plan.



## 2. TRANSIT AGENCY INFORMATION - 673.23(0)

GO bg Transit is the transit operations for the City of Bowling Green, Kentucky. GO bg Transit operates fixed route service and American's with Disabilities Act (ADA) compliant paratransit service within the city limits of Bowling Green. These services run from 6:00 am to 6:00 pm on weekdays.

The agency is managed by RATP-Dev as the management contractor and Community Action of Southern Kentucky as the Operations Contractor.

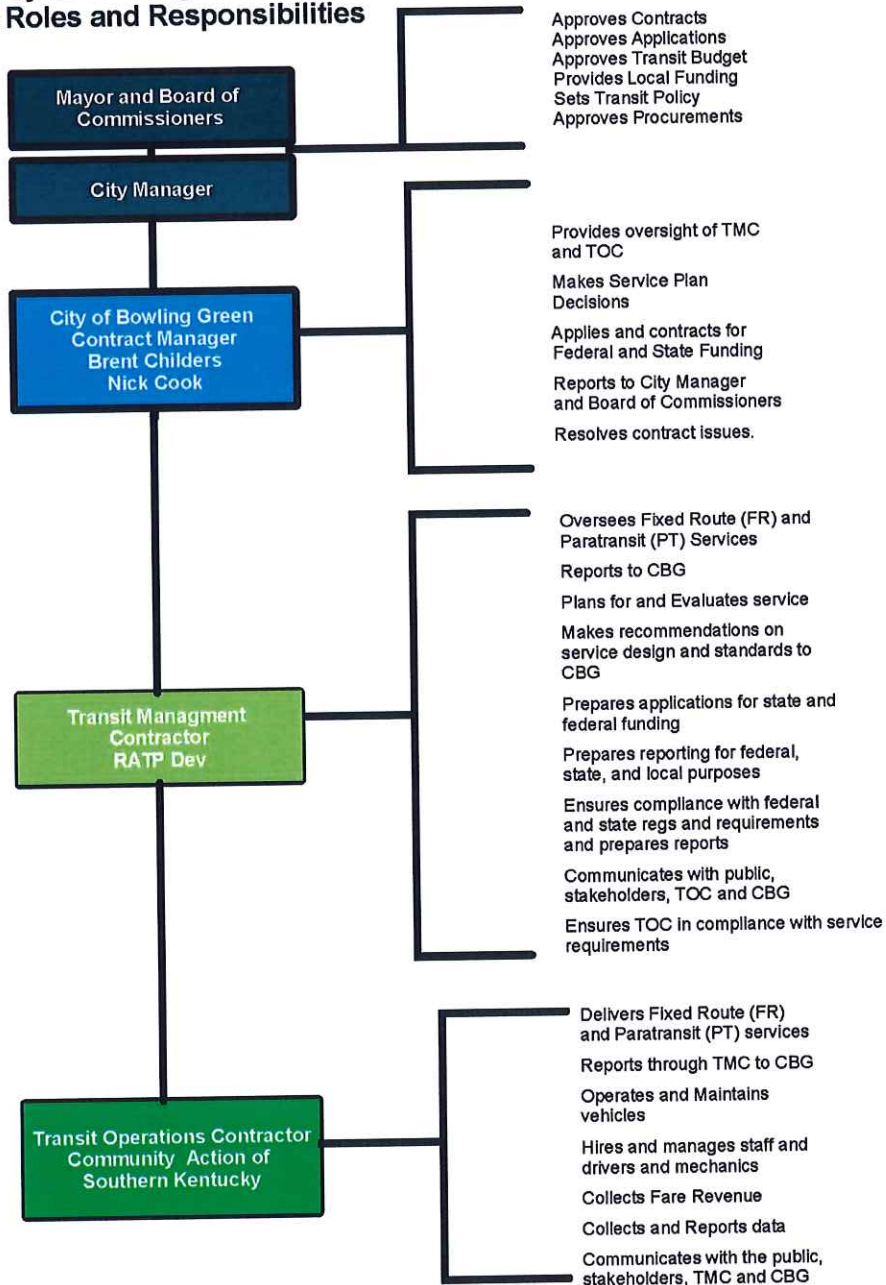
Table 1 contains agency information, while an organizational chart for GO bg Transit is provided in Figure 1.

**TABLE 1: AGENCY INFORMATION**

Information Type	Information
Full Transit Agency Name	GO bg Transit
Transit Agency Address	304 E. 11 <sup>th</sup> Ave Suite 2 Bowling Green, KY 42101
Name and Title of Accountable Executive 673.23(d)(1)	Brent Childers – City of Bowling Green, KY, NCS Director
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Hannah Gray – Community Action Southern KY
Key Staff	Steven R. Beck – Transit Manager
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed Route Bus & Demand Response
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307,5310,5311,5339,RTCP
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus & Demand Response
Number of Vehicles Operated	28

**FIGURE 1: GO bg Transit ORGANIZATIONAL CHART**

**City of Bowling Green  
Transit Roles and Responsibilities**



## **A. Authorities & Responsibilities - 673.23(d)**

As stated in 49 CFR Part 673.23(d), GO bg Transit is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP, in accordance with 49 U.S. C. 5329(d), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the GO bg Transit SMS, per 673.23(d)(I).

**Agency leadership and executive management** are those members of our agency leadership or executive management, other than the Accountable Executive, CSO/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the GO bg Transit SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

**Key staff** are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

**Front line employees perform** the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

In addition, over the next year, GO bg Transit will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.



### **3. SAFETY POLICIES AND PROCEDURES**

#### **A. Policy Statement - 673.23(0)**

GO bg Transit recognizes that the management of safety is a core value of our business. The management team at GO bg Transit will embrace the SMS and is committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of our employees, customers, and the general public. All levels of management and frontline employees are committed to safety and understand that safety is the primary responsibility of all employees.

GO bg Transit is committed to:

- Communicating the purpose and benefits of the SMS to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training.
- Providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing provided data, the transit operations division will develop processes and procedures to mitigate safety risk to an acceptable level.
- Ensuring that no action will be taken against employees who disclose safety concerns through the reporting system, unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.
- Establishing Safety Performance Targets (SPT) that are realistic, measurable, and data driven.
- Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

#### **I. Employee Safety Reporting Program - 673.23(b)**

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.



GO bg Transit has a policy in place called the *GO bg Transit Open Door Policy*, found in the *Employee Handbook for GO bg Transit*, which states that GO bg Transit supervisors, Department Director, Human Resources staff, and the Executive Director are always accessible to discuss issues. The procedure calls for respect to the chain of command unless in need of immediate assistance. If an employee must reach out beyond their immediate supervisor, complaints and concerns must be submitted in writing. Over the next year, GO bg Transit will review and modify, if necessary, our *Employee Handbook for GO bg Transit* to develop it into a full ESRP to ensure that the procedure complies with 49 CFR Part 673.

As contained in the *Employee Handbook for GO bg Transit*, Rules of Conduct: Retaliation, under the Fair Labor and Standards Act (FLSA), GO bg Transit protects employees from retaliation from the agency. Accordingly, employees (at all levels) may not punish or be punished for making discrimination or harassment claims, or for participating in a GO bg Transit investigation.

In general, the GO bg Transit ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy will also spell out what protections are afforded employees who report safety related conditions and will describe employee behaviors that are not covered by those protections. The policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) - either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, GO bg Transit will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, GO bg Transit will develop additional means for receiving, investigating, and reporting the results from investigations back to the initiator(s) - either to the person, groups of persons, or distributed agency- wide to ensure that future reporting is encouraged.

## **II. Communicating the Policy Throughout the Agency- 673.23(c)**

GO bg Transit is committed to ensuring the safety of our clientele, personnel, and operations. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communications strategy will include posting the policy on the Bulletin Board, located in a prominent work location for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency's regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

### ***B. PTASP Development - 673.11 (d)***

This PTASP has been developed by GO bg Transit in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider.

In support of tracking performance on our SA and SP processes, GO bg Transit conducts a yearly safety culture survey. The survey is intended to help GO bg Transit assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by GO bg Transit's administrators, supervisors, staff and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with GO bg Transit to gain a better understanding of the agency. This understanding was necessary to ensure that the ASP was developed to fit GO bg Transit's size, operational characteristics, and capabilities.

### ***C. PTASP Annual Review- 673.11 (a)(S)***

In accordance with 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of GO bg Transit's ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, GO bg Transit will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through GO bg Transit's annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at GO bg Transit. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the City of Bowling Green Board of Commissioners whether by signature or by reference to resolution.



The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, GO bg Transit will track those changes for use in the annual review.

**TABLE 2: ASP ANNUAL UPDATE TIMELINE**

Task								
Review Agency Operations								
Review SMS Documentation <ul style="list-style-type: none"> <li>• Safety Policy;</li> <li>• Risk Management;</li> <li>• Safety Assurance; and</li> <li>• Safety Promotion.</li> </ul>								
Review Previous Targets and Set or Continue Targets								
Report Targets to National Transit Database (NTD), BG Warren County MPO, City of BG.								
Make Any Necessary Adjustments to PTASP								
Update Version No., Adopt & Certify Plan Compliance								

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

**TABLE 3: ASP RECORD OF CHANGES**

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and as such this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

#### **D. PTASP Maintenance - 673.11 (a)(2)(c)**

GO bg Transit will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as GO bg Transit continues to develop and refine our SMS implementation.

## **E. PTASP Documentation and Recordkeeping - 673.31**

At all times, GO bg Transit will maintain documents that set forth our ASP, including those documents related to the implementation of GO bg Transit's SMS and those documents related to the results from SMS processes and activities. GO bg Transit will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or Kentucky Transportation Cabinet. GO bg Transit will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual ASP review and update.

## **F. Safety Performance Measures 673.11 (a)(3)**

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

**TABLE 4: NSP SAFETY PERFORMANCE MEASURES**

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

Table 5 presents GO bg Transit's reported baseline numbers for each of the performance measures. GO bg Transit collected the past five (5) years of reported data to develop the rolling averages listed in the table.

**TABLE 5: BASELINE 2019 SAFETY PERFORMANCE MEASURES**

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	10	10	0	10	10	0   XX,XXX
Demand Response	10	10	0	10	0	0   XX,XXX

\*rate= total number for the year/total revenue vehicle miles traveled



While safety has always been a major component of the GO bg Transit operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6 and Table 7 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported five-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.

**TABLE 6: FIXED ROUTE (Bus) SAFETY PERFORMANCE TARGETS**

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0	0
Injuries	0	0
Rate of Injuries*	0	0
Safety Events	0	0
Rate of Safety Events*	0.0000048	0.0000048
Mean Distance Between Major Mechanical Failure	XX,XXX	XX,XXX

\*rate= total number for the year/total revenue vehicle miles traveled

**TABLE 7: DEMAND RESPONSE SAFETY PERFORMANCE TARGETS**

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0	0
Injuries	0	0
Rate of Injuries*	0	0
Safety Events	0	0
Rate of Safety Events*	0	0
System Reliability	XX,XXX	XX,XXX
Other	N/A	N/A

\*rate= total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, GO bg Transit will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, GO bg Transit may begin developing safety performance indicators to help inform management on safety related investments.

### **G. Safety Performance Target Coordination 673.1S(a)(b)**

GO bg Transit will make our SPTs available to KYTC and the Bowling Green MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, GO bg Transit will coordinate with KYTC and the Bowling Green MPO in the selection of State and MPO SPTs as documented in the interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, GO bg Transit will transmit any updates to SPTs to both the Bowling Green MPO and KYTC (unless those agencies specify another time in writing).

## 4. SAFETY MANAGEMENT SYSTEMS - 673 SUBPART C

As noted previously, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, GO bg Transit has adopted an SMS as the basis for directing and managing safety and risk at our agency. GO bg Transit has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components - SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

**FIGURE 2: SAFETY MANAGEMENT SYSTEMS**





Implementing SMS at GO bg Transit will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency's risk. GO bg Transit has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, GO bg Transit will identify SMS roles and responsibilities and key stakeholder groups, identify key staff to support implementation, and ensure the identified staff receive SMS training. GO bg Transit will also develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress toward implementation with the GO bg Transit and our agency's planning partners.

### **A. Safety Risk Management - 673.25**

By adopting this ASP, GO bg Transit is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part

673.25. The SRM processes described in this section are designed to implement the GO bg Transit SMS.

**FIGURE 3: SAFETY RISK MANAGEMENT PROCESS**




The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into GO bg Transit SOPs.

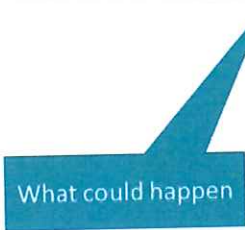
The SRM is focused on implementing and improving actionable strategies that GO bg Transit has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER

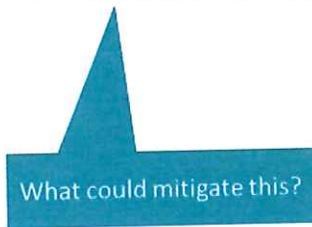
Hazard	Type	Likelihood	Consequence	Resolution



What is wrong?



What could happen



What could mitigate this?

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps GO BG TRANSIT is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

### I. Safety Hazard Identification - 673.25(b)

GO bg Transit has a *Vehicle Maintenance Plan* (Appendix A), which contains several strategies put in place to identify safety and operational risks. The plan contains an Inspection Outline, which details what the operator must inspect inside the vehicle (e.g. oil pressure, brake control, etc.) and outside the vehicle (e.g. lighting, tires and rims, etc.). Supervisors conduct vehicle condition reports when conducting spot-check inspections to ensure buses are being reviewed properly. The plan further details inspections in the Pre- and Post-Trip Inspections section, where it is noted that the operator must contact their supervisor to report any issues/defects found before or after operation.

GO bg Transit utilizes an *Asset Criteria and Scoring System* (Appendix A) to track Asset Management for rolling stock, facilities, and other equipment. The scoring system considers variables such as asset age, condition, performance, and level of maintenance to score assets from 1 (low) to 5 (high) to ensure assets are in a State of Good Repair. Assets scoring anywhere above 2.5 are in a State of Good Repair.



Through the utilization of the above methods and procedures, GO bg Transit drivers are given the opportunity to report any issues or safety concerns anonymously through an online platform referred to as the "tip line".

Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, GO bg Transit is working to implement the following expanded SRM process.

The GO bg Transit SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or, damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. GO bg Transit uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, GO bg Transit ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that GO bg Transit has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g. *Pre-and Post-Trip Inspection Forms* and *Vehicle Condition Report Forms* to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The GO bg Transit *Vehicle Maintenance Plan* (Appendix A) contains procedures for flagging and reporting hazards as a part of day-to-day operations.
- Supervisors in particular are responsible for performing and documenting regular *Preventative Maintenance Assessments* found in the *GO bg Transit Total Asset Management Plan* (Appendix A), which include reporting and recommending methods to reduce identified hazards.
- GO bg Transit uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.

- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous suggestion box or anonymous online reporting form, or other secure mechanism.
- To increase the safety knowledge of our agency, the CSO, risk management personnel and subject matter experts are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include
  - o ESRP
  - o Inspections of personnel job performance, vehicles, facilities and other data
  - o Investigations of safety events
  - o Safety trend analysis on data currently collected
  - o Training and evaluation records
  - o Internal safety audits
  - o External sources of hazard information could include:
    - FTA and other federal or state authorities
    - Reports from the public
    - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment steps.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.



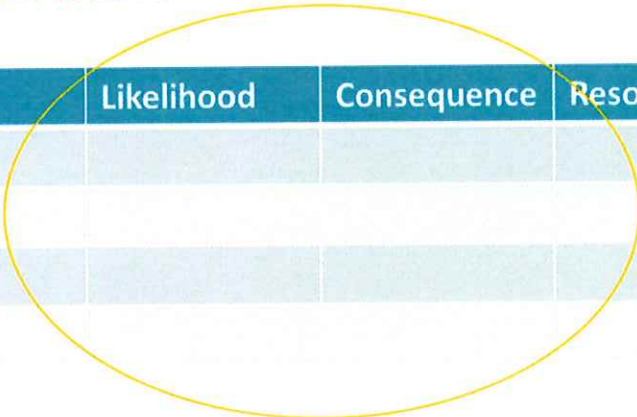
## II. Safety Risk Assessment - 673.25(c)

As part of the new SRM process, GO bg Transit has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a risk, GO bg Transit may need to perform an investigation. GO bg Transit currently investigates accidents or crashes but will need to develop a full investigation procedure to inform the SRM process. The investigation procedure will start with the *Asset Criteria and Scoring System* and framework found in the *Vehicle Maintenance Plan* and will be developed to cover all risk assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

FIGURE 5: SAFETY RISK ASSESSMENT STEPS IN POPULATING THE RISK REGISTER



Hazard	Type	Likelihood	Consequence	Resolution

The risk assessment is conducted by the CSO and their risk management team supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

**FIGURE 6: SAFETY RISK ASSESSMENT MATRIX**

<b>RISK ASSESSMENT MATRIX</b>				
<b>SEVERITY LIKELIHOOD</b>	<b>Catastrophic (1)</b>	<b>Critical (2)</b>	<b>Marginal (3)</b>	<b>Negligible (4)</b>
<b>Frequent (A)</b>	High	High	High	Medium
<b>Probable (B)</b>	High	High	Medium	Medium
<b>Occasional (C)</b>	High	Medium	Medium	Low
<b>Remote (D)</b>	Medium	Medium	Low	Low
<b>Improbable (E)</b>	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that GO bg Transit will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

### **III. Safety Risk Mitigation - 673.25(d)**

Upon completion of the risk assessment, the CSO and the safety team continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.



FIGURE 7: RISK REGISTER MITIGATION COMPONENT

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution's documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

### **B. Safety Assurance - 673.27 (a)**

Safety Assurance means processes within the GO bg Transit SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) GO bg Transit meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting GO bg Transit critical safety objectives and contribute towards SPTs.



## **I. Safety Performance Monitoring and Measuring - 673.27 (b)**

As the first step in the GO bg Transit SA program, GO bg Transit collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. GO bg Transit currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, GO bg Transit will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

### **MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES - 673.27 (B)(I)**

GO bg Transit monitors our system for personnel compliance with operations and maintenance procedures and also monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with GO bg Transit SOPs through direct observation and review of information from internal reporting systems such as the GO bg Transit *Open Door Policy* from both employees and customers as provided in the *Employee Handbook for GO bg Transit*.

GO bg Transit addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

### **MONITORING OPERATIONS - 673.27(8)(2)**

Managers are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject

matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

## **II. Safety Event Investigation - 673.27(8)(3)**

GO bg Transit currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that GO bg Transit can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event. GO bg Transit uses the *Vehicle Maintenance Plan* and the *Asset Scoring Criteria* documents to identify safety and operational risks based on individual assets.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. GO bg Transit gathers a variety of information for identifying and documenting root causes of accidents and incidents, including but not limited to:

1. Obtain from the Operator the following information:
  - a. The location of the incident and what direction they are traveling (inbound or outbound); if in station, indicate the situation.
  - b. The bus number and the route that they are on.
  - c. If there are injuries, describe how serious they appear (don't be too graphic, just generalize).
  - d. Provide information about any other vehicles or pedestrians involved and their descriptions.
2. Remind the operator of the safety procedures:
  - a. Turn on 4-way flashers. Place traffic warning devices (orange triangles).
  - b. Recheck anyone with injuries, do not move the seriously injured.
  - c. Render comfort and aid to anyone injured, as may be appropriate.
  - d. Evacuate the bus, if necessary.
  - e. Keep the two-way radio on and monitored.
  - f. Hand out courtesy cards to the passengers and to any witnesses.
  - g. Move the vehicle to the side of the road unless it is inoperable.
3. Notify the following:
  - a. Call the Police. Call Emergency Medical Personnel (EMP) 911
  - b. Notify/call the immediate supervisor on duty at the time.
4. The supervisor will:
  - a. Determine whether the CSO, General Manager or Assistant General Manager needs to be contacted but will give them a report when the supervisor finishes the initial assessment.
  - b. Let the Operator know that Police and supervision have been contacted and help and is on the way.



- c. Assign a Standby Operator to pre-trip a bus in case a standby must drive the next round for the operator on that route. When needed, the Standby Operator may take a bus out to continue a route.
  - d. Let the Operator know that a Standby Operator and bus have been assigned to continue the route or that support personnel are bringing another bus out to them.
  - e. Refer the operator for required drug and alcohol testing in compliance with 49 CFR § 655.44 Post-accident testing, if the safety event meets the definition of accident in 49 CFR § 655.4
  - f. Return to the station.
  - g. Record all accident information on the Daily Dispatch log, any missed trips, downtime, or bus change outs.
5. Dispatcher on duty will give the Operator an incident report to complete before the Operator leaves that day. Dispatcher will put the Operator's report in the CSO's box.
  6. The CSO, working with content specialists, evaluates the incident report and other available information to determine the root cause of the accident/event. Follow up with driver or other cognizant parties may be necessary to elicit additional information.
  7. The CSO identifies any hazards noted in the incident report and refers those hazards to the SRM process.

#### MONITORING INTERNAL SAFETY REPORTING PROGRAMS - 673.27(8)(4)

As a primary part of the internal safety reporting program, GO bg Transit monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event; the supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

#### OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, GO bg Transit is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

### **C. Safety Promotion - 673.29**

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that GO bg Transit will implement and how safety related information will be communicated.

## **I. Safety Competencies and Training - 673.29(a)**

GO bg Transit provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, GO bg Transit will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (GO bg Transit is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all training and apply it to agency personnel and contractors.

## **II. Safety Communication - 673.29(b)**

GO bg Transit regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 3.A.I) or other means.

GO bg Transit reports any safety related information to the City of Bowling Green Board of Commissioners at their regular meetings and will begin including safety performance information. In addition, GO bg Transit holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties.



GO bg Transit also posts safety related and other pertinent information in a common room for all employees.

GO bg Transit will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, GO bg Transit will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up to date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, GO bg Transit will review our current communications strategies and determine whether others are needed. As part of this effort, GO bg Transit has conducted, and will continue to conduct, a Safety Culture Survey to understand how safety is perceived in the workplace and what areas GO bg Transit should be addressing to fully implement a safety culture at our agency.

## APPENDIX A

**TABLE 8: PTASP SUPPORTING DOCUMENTS**

File Name	Revision Date	Document Name	Document Owner
TRIENNIAL FINAL	X/XX/XXXX	FY XX Triennial Review	GO BG TRANSIT
Asset Management.xlsx	N/A	Asset Criteria and Scoring System	GO BG TRANSIT
GO BG TRANSITD Ethics and Compliance Policy	X/XX/XXXX	GO BG TRANSIT Ethics & Compliance Policy	GO BG TRANSIT
Copy of GO BG TRANSIT Driver Spreadsheet.xlsx	N/A	GO BG TRANSIT Driver Evaluations	GO BG TRANSIT
Voyage 2040 Document-Amendment #3 and #4-FINAL DOCUMENT.docx	N/A	Voyage 2040 LRTP	SAMPO
I Accident Report Log.xlsx	I 2019	I Accident Report Log2019	I GO BG TRANSIT
I GO BG TRANSITD D&A Policy	I xx/xx/xx xx	IGO BG TRANSIT Substance Abuse Policy & Drug & Alcohol Policy	I GO BG TRANSIT
GO BG TRANSITD Preventive Maintenance Procedures.docx	N/A	Preventative Maintenance Procedures	GO BG TRANSIT
GO BG TRANSITD maintenance	X/XX/XXXX	Vehicle Maintenance Plan	GO BG TRANSIT
GO BG TRANSITD Accident-Incident Reporting Procedures 11-15-2017.pdf	X/XX/XXXX	Accident/Incident Reporting Policy	GO BG TRANSIT
GO BG TRANSIT Org Chart.pdf	X/XX/XXXX	GO BG TRANSIT Work Chart	GO BG TRANSIT
I GO BG TRANSIT BuildingEvacuation Procedures.pdf	I N/A	IEmergency Evacuation Procedures	I GO BG TRANSIT
I GO BG TRANSITD Procurement Manual (2).doc	I N/A	I GO BG TRANSIT Procurement Policy	I GO BG TRANSIT
FINAL GO BG TRANSIT 18 19 HB_.pdf	2/2019	Employee Handbook for GO BG TRANSIT	GO BG TRANSIT
TAM Plan .doc	N/A	Total Asset Management Plan	GO BG TRANSIT



## **A. Glossary of Terms**

**Accident:** means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

**Accountable Executive (typically the highest executive in the agency):** means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

**Agency Leadership and Executive Management:** means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SM S.

**Chief Safety Officer (CSO):** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Corrective Maintenance:** Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

**Equivalent Authority:** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

**Event:** means an accident, incident, or occurrence.

**Federal Transit Administration (FTA):** means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

**Hazard:** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

**Incident:** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Investigation:** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

**Key staff:** means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

**Major Mechanical Failures:** means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

**National Public Transportation Safety Plan (NSP):** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence:** means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

**Operator of a Public Transportation System:** means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Passenger:** means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

**Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Performance Target:** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

**Preventative Maintenance:** means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

**Public Transportation Agency Safety Plan (PTASP):** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Risk:** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk Mitigation:** means a method or methods to eliminate or reduce the effects of hazards.



**Road Calls:** means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

**Safety Assurance (SA):** means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy (SMP):** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

**Safety Management System (SMS):** means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety Management System (SMS) Executive:** means a CSO or an equivalent.

**Safety Objective:** means a general goal or desired outcome related to safety.

**Safety Performance:** means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

**Safety Performance Indicator:** means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

**Safety Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Safety Performance Monitoring:** means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

**Safety Performance Target (SPT):** means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

**Safety Promotion (SP):** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety Risk:** means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

**Safety Risk Assessment:** means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

**Safety Risk Management (SRM):** means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

**Safety Risk Mitigation:** means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

**Safety Risk Probability:** means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

**Safety Risk Severity:** means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

**Serious Injury:** means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**Small Public Transportation Provider:** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

**State:** means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

**State of Good Repair:** means the condition in which a capital asset is able to operate at a full level of performance.

**State Safety Oversight Agency:** means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

**Transit Agency:** means an operator of a public transportation system.

**Transit Asset Management (TAM) Plan:** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.



**Vehicle Revenue Miles (VRM):** means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

### ***B. Additional Acronyms Used***

**ADA:** American's with Disabilities Act

**AMR:** American Medical Response

**ASP:** Agency Safety Plan

**EMP:** Emergency Medical Personnel

**ESRP:** Employee Safety Reporting Program

**FAST Fact:** Fixing America's Surface Transportation Act

**FLSA:** Fair Labor and Standards Act

**MAP-21:** Moving Ahead for Progress in the 21<sup>st</sup> Century Act

**MOU:** Memorandum of Understanding

**MPO:** Metropolitan Planning Organization

**NTD:** National Transit Database

**RTD:** Rural Transit District

**SOP:** Standard Operating Procedure

**UTD:** Urban Transit District

**UZA:** Urbanized Area

**VER:** Video Event Recorder

## **6. APPENDIX B**

### ***A. Board Minutes or Resolution***

Place here