



Learn. Share. Engage.

This issue of the Public Transportation Agency Safety Plan (PTASP) Technical Assistance Center (TAC) Update focuses on Safety Management System (SMS) safety communication.

Featured Resources

New! Talking SMS: Safety Communication Webinar: Helps agencies identify PTASP requirements for safety communication and how to meet requirements.

[Webinar Presentation](#) | [Webinar Recording](#)

New! Tools for Implementing a Comprehensive Safety Training Program: Includes information and considerations for how to develop a comprehensive training program.

[Understanding PTASP Safety Training and Communication Requirements:](#) Includes requirements for Safety Promotion, which is a key component of each transit agency's SMS.

[Guide to Developing the Safety Promotion Component of a Public Transportation Agency Safety Plan:](#) Provides an overview of the Safety Promotion requirement, including competencies and training and safety communication.

Safety Management Policy and Safety Promotion Webinar: Discusses requirements and key considerations for agencies developing these sections of their ASP.

[Webinar Presentation](#) | [Webinar Recording](#)

ASP Directory: Contains publicly available transit agency ASPs as a resource. FTA has not assessed whether any of the plans meet applicable statutory or regulatory requirements. This directory is provided for technical assistance only.

Access the entire TAC Resource Library by visiting FTA's [PTASP TAC website](#).

Need Assistance?

Contact the PTASP TAC at



PTASP-TAC@dot.gov



1-87 PTASP-AID
1 (877) 827-7243



Contact the TAC for **one-on-one technical sessions** for ASP development and implementation support and voluntary Agency Safety Plan (ASP) reviews.

Upcoming Webinar

Using ASP Reviews and Updates to Mature an SMS

When: Wednesday, September 27
2:00 p.m. ET

Registration Coming Soon



Please note: These Q&As pertain to the [PTASP Final Rule](#) that is currently in effect as of July 19, 2019 and [statutory requirements in 49 U.S.C. 5329\(d\)](#). They do not pertain to the [Notice of Proposed Rulemaking \(NPRM\)](#) for PTASP published on April 26, 2023, in the *Federal Register*.

Q & A Highlights

Question 1:

How detailed does the Safety Promotion section of an ASP need to be? Do we have to list every safety training course we offer and every method of safety communication?

FTA Response:

The PTASP regulation requires the ASP to document the processes and activities related to SMS implementation, including Safety Promotion activities. The PTASP regulation does not require you to list all your safety training courses in the Safety Promotion section of your ASP. However, an agency may consider including this information directly or by reference.

You may also consider listing in the ASP which job positions are directly responsible for safety and the training requirements you established for those positions, including SMS and refresher training requirements.

For safety communication, ensure that the ASP documents the processes and activities related to communicating safety and safety performance information throughout the organization, including hazards and risks relevant to employees' roles and responsibilities, and the safety actions taken in response to reports submitted through the employee safety reporting program.

The PTASP regulation also prescribes recordkeeping requirements, such as maintaining documents that are included in whole or by reference that describe the programs, policies, and procedures that the agency uses to carry out the ASP. An agency must maintain these documents for a minimum of three years after they are created.

Question 2:

Is a quarterly newsletter a required component of the Safety Communication section of an agency's PTASP?

FTA Response:

FTA does not have prescriptive requirements regarding the specific mechanisms an agency uses to communicate safety information. FTA expects that each transit agency will define its means for effective safety communication based on its organization, structure, and size of operations. While a quarterly newsletter is not a required component of the Safety Communication section of your ASP, it is one example of how safety information could be communicated.