

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
CHARTER FOR THE
TRANSIT ADVISORY COMMITTEE FOR SAFETY

1. **COMMITTEE'S OFFICIAL DESIGNATION:** The Committee is known as the Transit Advisory Committee for Safety (TRACS).
2. **AUTHORITY:** This discretionary committee was established under the authority of the U.S. Department of Transportation (DOT) and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., Ch. 10. The operation of TRACS is in the public interest and supports the Federal Transit Administration (FTA) in performing its duties and responsibilities under 49 U.S.C. § 5329.
3. **OBJECTIVE AND SCOPE OF ACTIVITIES:** The DOT and its FTA are committed to ensuring the safety of the Nation's public transportation systems and reducing the safety risk to both riders and transit workers. The U.S. Secretary of Transportation (Secretary), FTA Administrator (Administrator), and/or their designees, will task TRACS with matters relating to the safety of U.S. public transportation systems and, in the exercise of their discretion, may withdraw a task being considered by TRACS at any time. TRACS will provide the Administrator and the Secretary with information, advice, and recommendations related to the tasked matters. TRACS does not exercise program management responsibilities and makes no decisions directly affecting the programs on which it provides advice. The Secretary or the Administrator may accept or reject a recommendation made by TRACS and is not bound to pursue any recommendation from TRACS.

For the duration of this charter, TRACS is tasked to provide advice and recommendations on improvements and innovations in transit safety. TRACS will review current challenges and innovations in public transportation and provide recommendations that FTA can implement in support of safety in the public transportation sector.

4. **DESCRIPTION OF DUTIES:** At the discretion of the Secretary, Administrator, or their designees, TRACS will:
 - a. Undertake such information-gathering activities as necessary to carry out tasks, to define issues for consideration by the Committee, to develop positions on those issues, and to present the Committee's position to the Administrator;
 - b. Provide information, advice, and recommendations related to taskings from the Administrator; and
 - c. Evaluate economic, technological, and institutional developments relating to transit safety and submit recommendations to the Administrator on innovative ideas and approaches for Federal policies and programs.

5. **AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS:** The Committee will report to the Secretary through the Administrator.
6. **SUPPORT:** FTA will provide administrative and staff support to the Committee.
7. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS:** It is estimated that the annual operating cost is approximately \$406,840, including one full-time equivalent staff member to support the Committee.

Members of TRACS who are not full-time employees of the U.S. Government serve without compensation. At the discretion of the Administrator, FTA may reimburse members for travel and/or lodging costs. Members of TRACS who are full-time employees of the U.S. Government serve without additional compensation but may be allowed transportation and per diem in lieu of subsistence and other expenses in accordance with relevant Federal and DOT travel regulations.

8. **DESIGNATED FEDERAL OFFICER (DFO):** The Administrator, on behalf of the Secretary, will designate an agency representative to serve as the committee manager for TRACS; such individual will also serve as the DFO of the Committee.

The DFO will do the following:

- a. Call meetings of the Committee, and subcommittee(s) after consultation with the chairperson and determine where meetings are to be held;
 - b. Formulate and approve an agenda, in consultation with the chairperson, for each meeting;
 - c. Notify all Committee members of the time, place, and agenda for any meeting;
 - d. Provide administrative support for all meetings of the Committee and subcommittees, and ensure that at least one agency representative and/or agency legal counsel is present for each Committee and subcommittee meeting;
 - e. Attend each Committee and subcommittee meeting;
 - f. Maintain all TRACS files and records;
 - g. Adjourn any meeting when it is determined to be in the public interest; and
 - h. Chair meetings when directed to do so by the Administrator.
9. **ESTIMATED NUMBER AND FREQUENCY OF MEETINGS:** The Committee will meet at least once a year. The following procedures will govern the conduct of TRACS meetings:

- a. Notice of the meeting shall be published in the Federal Register at least 15 calendar days prior to the date of the meeting. Notice will include the agenda, date, time, location or virtual platform, and purpose of the meeting.
- b. Each meeting of TRACS will be open to the public, except as provided under 5 U.S.C. § 1009(d), as implemented by 41 CFR § 102-3.155, the Government in the Sunshine Act (5 U.S.C. § 522b(c)), and DOT Order 1120.3D. Persons who wish to appear before TRACS must notify the chairperson or vice chairperson at the beginning of the meeting. Written materials may be submitted to TRACS at any time by notifying the DFO.
- c. Each meeting will be held at a reasonable time, in a place or on a virtual platform reasonably accessible to the public, and in a room or on a virtual platform large enough to accommodate TRACS members, staff, and interested members of the public.

10. DURATION: Continuing, subject to renewal every two years.

11. TERMINATION: This charter will terminate two years after its effective date unless renewed in accordance with FACA and other applicable requirements.

12. MEMBERSHIP AND DESIGNATION: The Committee comprises up to 25 voting members deemed to reflect various perspectives on transit safety. The Administrator will ensure the membership is fairly balanced in terms of points of view of the affected interests.

The Secretary will appoint all members for a two-year term. Members appointed solely for their expertise serve as Special Government Employees, and those serving on behalf of special interests will serve as Representatives. Any person appointed to fill a vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed will be appointed for the remainder of such term. Members may continue to serve until their replacement has been appointed. Members serve at the pleasure of the Secretary.

A chairperson and vice chairperson may be appointed by the Administrator or their designee. Meetings will not be conducted in the absence of the chairperson or vice chairperson. Meetings will not be held in the absence of the DFO or their designated representative.

13. SUBCOMMITTEES: The Administrator may create subcommittees. Subcommittees will not work independently of the chartered TRACS and will report all their recommendations and advice to the full TRACS for deliberation and discussion. The meetings will be adequately staffed, and minutes shall be kept according to the procedures set out in the FACA regulations.

14. RECORDKEEPING: The records of the Committee, subcommittees, and other subgroups of the Committee shall be handled in accordance with General Records Schedule 6.2, and

other approved agency records disposition schedules. The records shall be available for public inspection and copying, subject to the Freedom of Information Act, as amended, 5 U.S.C. § 552, as well as 5 U.S.C. § 1009(b). The records, reports, transcripts, minutes, and other documents made available to, or are prepared for or by, TRACS will be available to the public via FTA's website at <http://www.transit.dot.gov>.

15. FILING DATE: The filing date of this charter is February 2, 2024. This charter will expire two years from that date, on February 2, 2026.