RBI Webinar

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U.S. Department of Transportation
Federal Transit Administration

Dr. Melonie Barrington

Director

Office of Safety Oversight and Compliance

Federal Transit Administration

What is the purpose of today's RBI webinar?

Emphasize key items to include in RBI development plans based on FTA's observations during plan reviews conducted to date.
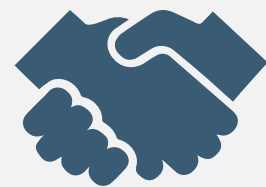
FTA will:
- Reinforce guidance
- Highlight resources

We want you to:
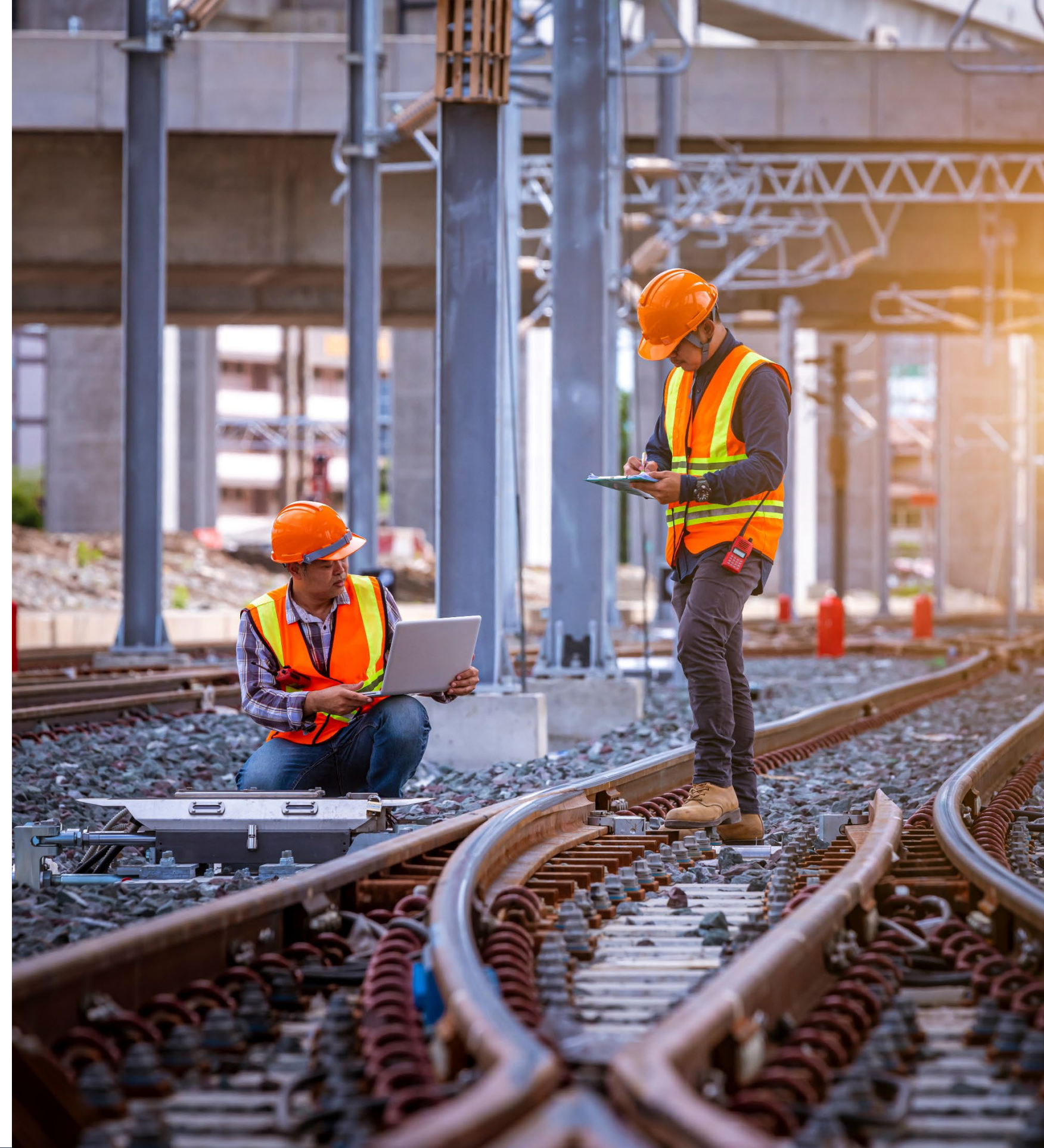- Use resources
- Ask questions

Collaboration is crucial for success!

Agenda

- General Guidance

- RBI Policies and Procedures

- Data Collection, Storage, and Analysis

- Technical Training Plan (TTP)

- Workload Assessment (WLA)

- Q&A

Presenters

Cyrell R. McLemore

Senior Inspection Specialist

Office of Safety Oversight and Compliance

Investigations, Inspections and Emergency Preparedness Division

RBI Development Plan Guidance

General Guidance

- RBI Checklist is a great resource to reference when developing your RBI plan
  - ✓ Rephrases RBI Program special directive required actions into simple questions
  - ✓ Includes information to consider from the RBI Toolkit
  - ✓ Can be used to self-assess if your plan addresses all requirements

- Include clear processes and timelines

General Guidance (continued)

- SSOAs can use language directly from the RBI Toolkit

- Modified RBI Toolkit language is acceptable but needs to be clear and meet the required actions

- RBI Toolkit language must be expanded upon to provide sufficient detail about how you will meet required actions

- FTA will be distinguishing between process vs. practice to verify RBI Program implementation
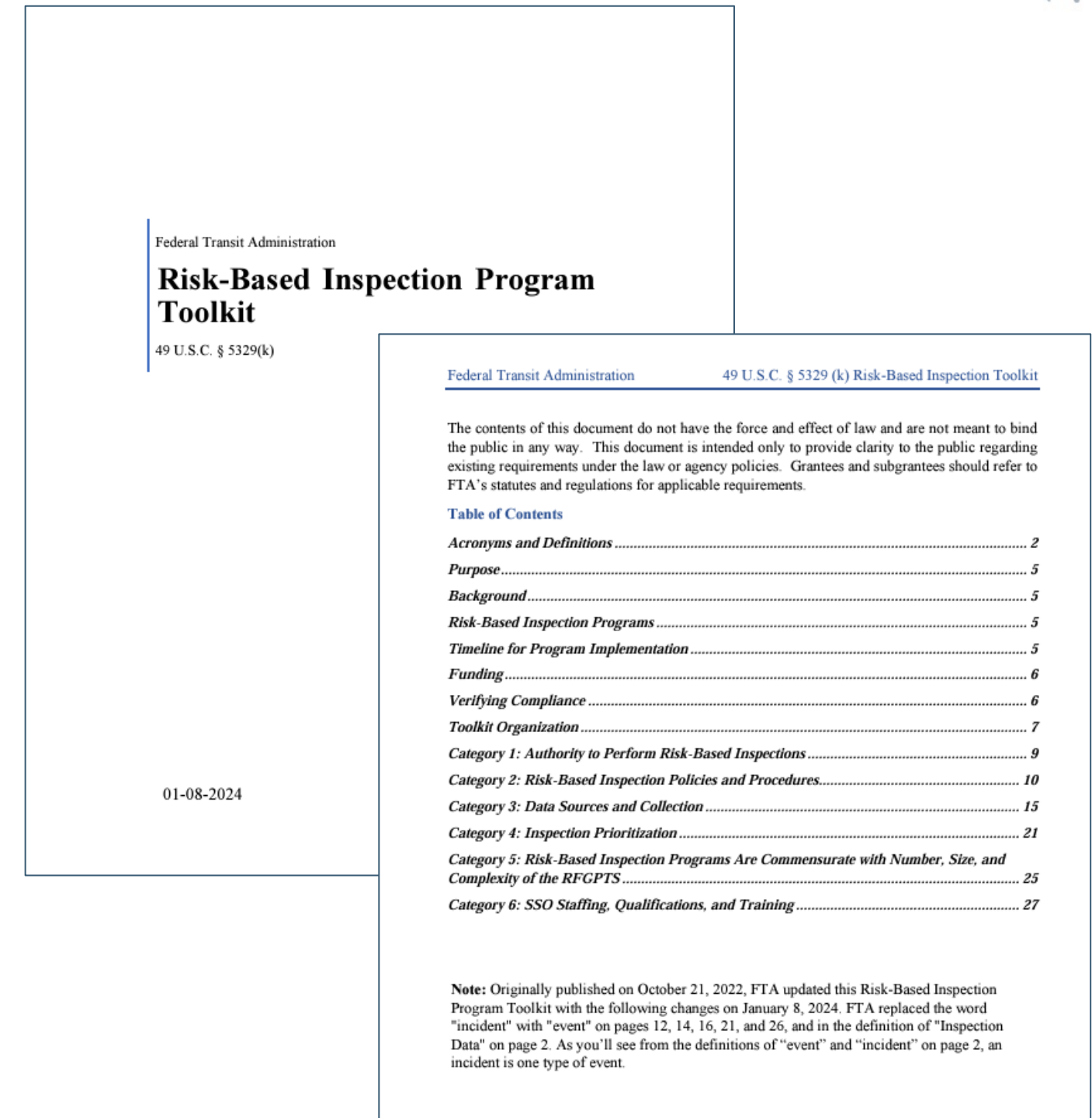
General Guidance (continued)

- Using FTA-provided templates for the workload assessment (WLA) and Technical Training Plan (TTP) is optional but encouraged

- If using your own format, these resources can still be used as a reference

RBI Policies and Procedures

Your Program Standard and each RTA's Agency Safety Plan need to contain similar language (no conflicts)

- Include explicit language about collaborating to develop policies and procedures for access

- Include explicit language about sharing data

- Policies and procedures need to cover all aspects of the system for each RTA

RBI Policies and Procedures (continued)

- If using different terminology than the special directive/RBI Toolkit, define your terms within your RBI development plan documentation

- Ensure policies and procedures are clearly described in your Program Standard and each Agency Safety Plan

Preferred	Acceptable
Each RTA includes the detailed RBI policies and procedures directly in their Agency Safety Plan	The SSOA's policies and procedures are included as an appendix to the RTA's ASP with a statement about why they are attached (e.g., the RTA will follow them) **OR** Limited details included in the ASP, but all required actions are clearly met **OR** No details in the ASP, but there is a statement that the RTA will adopt the SSOA's policies and procedures

RBI Policies and Procedures (continued)

- Program Standard and ASPs need to appropriately use "will" and "may"

Special Directive and/or RBI Toolkit		SSOA RBI Development Plan Documents (Program Standard/ASP/etc.)
Requirements/"Must" • RBI programs must contain these	≫	**Will**
"Should/Could/Can/May" • Best practices/recommendations • Not required by the statute or special directive	≫	**Will/May**

Example:

*SSOAs **are required** to conduct unannounced inspections*

❌ *" [SSOA name] **may** perform unannounced inspections"*

✅ *"[SSOA name] **will** perform unannounced inspections"*

Data Collection, Storage, and Analysis

- Clearly explain **data collection** processes
  - Types of data to be collected
  - How data will be shared
  - How often data will be collected

- Include specific details related to **data storage**
  - Where data sets will be stored
  - How the data will be organized
  - How long records must be kept
  - How and when records are disposed
  - How data is protected

- Specify how **data analysis** will support risk identification and inspection prioritization
  - Describe the tool(s) being used

Technical Training Plan & Workload Assessment

Technical Training Plan (TTP)

- All competency areas need to be covered

- Ensure training and equivalencies are clearly explained

- Include training information for contractors

  - Describe how they are qualified to support relevant technical areas

  - If supporting oversight activities, describe how they are complying with FTA's Public Transportation Safety Certification Training Program (PTSCTP)

Workload Assessment (WLA)

- Clearly outline activities and hours for State staff vs. contractors

- Include the hours dedicated to RBI in the other major activity areas

  - If using FTA's template, record the total RBI hours from these other major areas in Table 2

- Specify the number of annual hours you used to calculate FTEs

Use of FTA's templates is optional but encouraged.

Questions

Q&A

- Please enter your questions in the chat

Stay Informed

Submit Questions
- Email: FTA-RBI@dot.gov

Access Resources
- https://www.transit.dot.gov/RBI
- Additional resources shared via email

Engage
- July 1-on-1 calls

Helpful Resources
- Development Plan Checklist
- Workload Assessment (WLA) Template
- Technical Training Plan (TTP) Template
- TTP Sample Workbook
- RBI Toolkit