

**FTA-24-2-001 Action Plan and Implementation Schedule Evaluation Matrix
Special Directive 24-2: Capacity to Ensure Safe Transit Operations**

Action Plan and Implementation Schedule Evaluation Matrix: Special Directive 24 2: Capacity to Ensure Safe Transit Operations					
<p>Finding 1: Insufficient Resources in SEPTA’s System Safety Division to Lead SMS Implementation, Address PennDOT Program Requirements, and Identify and Resolve New and Emerging Safety Concerns</p> <p>Required Action FTA-24-2-001: Within 60 days of issuance of this report, SEPTA must revise its System Safety Division workforce assessment to focus on SMS implementation, including needed improvements in Safety Risk Management and Safety Assurance activities, compliance with PennDOT SSO program requirements, and SEPTA’s capacity to address new and emerging safety issues. The workforce assessment also must address formalizing and fully staffing SEPTA’s new SMS department within the System Safety Division to expedite SEPTA’s SMS implementation and submit the workforce assessment to FTA for review and approval. Within 30 days of FTA approval of the analysis, SEPTA must develop an action plan and implementation schedule to address the results of the workforce assessment and submit to FTA for review, approval, and implementation monitoring.</p>					
Action Item Tracking No.	SEPTA Action Item	SEPTA Owner	SEPTA Deliverable	SEPTA Due Date	FTA Response
FTA-24-2-001-01	Hire Director, Safety Assurance and Regulator Compliance	System Safety & Human Resources	Evidence of hire	10/7/2024 (Hiring Complete)	<p>Action Items Approved</p> <p>To verify implementation, FTA will, at a minimum:</p> <ul style="list-style-type: none"> Review updates on recruitment timeline and onboarding milestones provided by SEPTA as part of the regular Special Directive 24-1 and 24-2 meetings. Review ad hoc updates on overall progress of staffing the System Safety Division as outlined in the action plan and implementation schedule as requested by FTA or as part of on-site verification activities.
FTA-24-2-001-02	Hire Safety Statistics & Reports Administrator	System Safety & Human Resources	Evidence of hire	1/31/2025	
FTA-24-2-001-03	Hire Safety Training Specialists (2 positions)	System Safety & Human Resources	Evidence of hire	4/1/2025	
FTA-24-2-001-04	Hire Safety Communications Specialist	System Safety & Human Resources	Evidence of hire	5/1/2025	
FTA-24-2-001-05	Hire Operational Safety Officer, Regulatory Compliance (2 positions)	System Safety & Human Resources	Evidence of hire	5/1/2025	
FTA-24-2-001-06	Hire Accident Prevention & Investigation Safety Officer (2 positions)	System Safety & Human Resources	Evidence of hire	5/1/2025	
FTA-24-2-001-07	Hire Operational Safety Officer (2 positions)	System Safety & Human Resources	Evidence of hire	5/1/2025	
FTA-24-2-001-08	Hire Deputy Chief Safety Officer, Occupational and Environmental Safety and Emergency Management	System Safety & Human Resources	Evidence of hire	8/31/2025	

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FTA-24-2-001-09	Hire Director, Safety Risk Management	System Safety & Human Resources	Evidence of hire	8/31/2025	See above.
FTA-24-2-001-10	Hire Director, Safety Promotion	System Safety & Human Resources	Evidence of hire	8/31/2025	
FTA-24-2-001-11	Hire Director, Operational Safety	System Safety & Human Resources	Evidence of hire	8/31/2025	
FTA-24-2-001-12	Hire Director, Emergency Management	System Safety & Human Resources	Evidence of hire	8/31/2025	
FTA-24-2-001-13	Hire Safety Budgets and Contracts Specialist	System Safety & Human Resources	Evidence of hire	8/31/2025	
FTA-24-2-001-14	Hire Safety Risk Management Specialists (3 positions)	System Safety & Human Resources	Evidence of hire	8/31/2025	
FTA-24-2-001-15	Hire Safety Assurance Specialists (3 positions)	System Safety & Human Resources	Evidence of hire	8/31/2025	
FTA-24-2-001-16	Hire Deputy Chief Safety Officer, Safety Engineering	System Safety & Human Resources	Evidence of hire	10/31/2025	
FTA-24-2-001-17	Hire Safety Certification Specialist	System Safety & Human Resources	Evidence of hire	10/31/2025	
FTA-24-2-001-18	Hire Fire Life Safety Officer/Fire Marshal	System Safety & Human Resources	Evidence of hire	4/30/2026	

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FTA-24-2-001-19	Hire Emergency Preparedness Program Specialists (2 positions)	System Safety & Human Resources	Evidence of hire	4/30/2026	