



### Learn. Share. Engage.

This week, we focus on Agency Safety Plan (ASP) reviews. Is your ASP almost finished? Would you like some feedback? Reach out to the PTASP Technical Assistance Center (TAC) to schedule a review of your ASP. (Note, an ASP review does not constitute verification of compliance with Part 673).

**New!** What happens when the PTASP TAC reviews your ASP? See [ASP Review: What to Expect](#) and [ASP Review for Rail Transit Agencies: What to Expect](#) for more information.

### Other Featured Resources

**New!** The [Public Transportation Safety Certification Training Program and Agency Safety Plan Training Requirements](#) fact sheet describes FTA's requirements for safety training under 49 CFR Parts 672 and 673.

**New!** The [Sample List of Documented Safety Risk Management and Safety Assurance Process Elements](#) provides key Safety Risk Management and Safety Assurance processes that may help in the development of an ASP.

The [Chief Safety Officer \(CSO\)/Safety Management System \(SMS\) Executive](#) fact sheet describes the role of an agency's CSO or SMS Executive.

The [Role of the CSO in Public Transportation Agency Safety Plan Implementation](#) also discusses CSO responsibilities.

Access the entire library by visiting FTA's [PTASP Technical Assistance Center website](#).

#### Need Assistance?

Contact a PTASP Specialist today!



[PTASP-TAC@dot.gov](mailto:PTASP-TAC@dot.gov)



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

9 am to 8 pm (EDT),  
Monday through Friday

#### ASP Tip

##### Describing Key Staff Responsibilities

Provide details on how "key staff" or subject matter experts will support the implementation and operation of your agency's SMS, including hazard identification, safety risk assessment, safety risk mitigation, and safety performance monitoring activities. Key staff can include individuals, groups of staff, or committees. See § 673.23(d)(4) for more information.

#### Upcoming Webinar

##### Safety Performance Targets

Date: February 4  
Time: 2-3:30 pm EDT

[Register Now](#)



## Q & A Highlights

### Question 1:

In a multimodal system (rail and bus), can the CSO oversee safety for both rail and bus modes?

#### FTA Response:

Yes, and you can describe the arrangement in the ASP where you define authorities, accountabilities, and responsibilities. You could still choose to have one ASP for both modes or a single ASP for each mode.

### Question 2:

Can a CSO of a bus, rail, or multimodal agency also be a trainer for new-hire bus or rail operators?

#### FTA Response:

Yes. Although a CSO of a rail transit agency may not serve in other operational or maintenance capacities, the CSO may hold other responsibilities that have a nexus to safety, such as security, asset management, and training.

### Question 3:

Does the CSO position need to be directly supervised by the Accountable Executive because of the “direct line of reporting” requirement, or can the CSO be supervised by another manager?

#### FTA Response:

The CSO position can be organized under the supervision of another manager if this organizational arrangement does not potentially deviate from a direct and uninterrupted line of reporting and communication between the CSO and the Accountable Executive.

## 2020 FTA PTASP Workshops

**More details coming soon!**

### February 11 & 12

Region 2 (New York City)

### March 3 & 4

Region 3 (Philadelphia)

### March 10 & 11

Region 8 (Denver)

### March 17 & 18

Region 6 (Fort Worth)

These one-day workshops will focus on the PTASP rule requirements and provide SMS implementation strategies. Additionally, the workshops will discuss how to begin creating ASPs, including the identification of key stakeholders to coordinate ASP development.

These workshops are open to the staff and contractors of recipients or subrecipients of Urbanized Area Formula Grant Program funds who are responsible for developing or implementing an ASP, and State DOT staff that are responsible for drafting ASPs for the small public transportation providers within their States.



#### Question 4:

Can the Accountable Executive be a contractor?

#### FTA Response:

The Accountable Executive may be a contractor if that person has control or direction over the human and capital resources needed to develop and maintain both the agency's ASP and TAM Plan. Please see the definition of Accountable Executive at § 673.5, as well as 49 U.S.C. §5329(d) and § 5326.

### Get Involved with the PTASP Community of Practice

We want to hear from you! Highlighted below are two of many topics for discussion. Start the conversation today to support your ASP development and learn from your peers.

- What are your [ASP milestones](#)?
- Some transit agencies do not have a designated safety department. [Who will serve as the Chief Safety Officer or SMS Executive in your agency?](#)

#### PTASP Technical Assistance Forum

This forum offers peer-to-peer sharing of effective practices and resources to support you in developing an ASP and implementing an SMS.

Get Involved

#### State Safety Oversight PTASP Forum

This forum offers peer-to-peer sharing of effective practices and resources to support State Safety Oversight Agencies in overseeing the development and implementation of ASPs and SMS.

Get Involved

*The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.*