Learn. Share. Engage.

This issue of the *Biweekly Message* focuses on Safety Assurance.

Featured Resources

New! The Sample Small Public Transportation Provider Agency Safety Plan (ASP) illustrates how small public transportation providers can address the minimum requirements in the PTASP regulation (Part 673). This ASP is one example of how a small provider could meet Part 673 requirements and is intended as a reference document; States and agencies may choose to use a different approach. Part 673 is flexible and scalable and there are many ways to comply.

The Introduction to Safety Performance Indicators and Targets document helps transit agencies develop safety performance indicators and safety performance targets as part of their ongoing safety performance monitoring and measurement activities.

The Sample List of Documented Safety Risk Management and Safety Assurance Process Elements is a fillable checklist that provides key Safety Risk Management (SRM) and Safety Assurance processes that may help in the development of your agency's ASP.

Safety Assurance Webinar (July 11, 2019):
Webinar Presentation | Webinar Recording

RESCHEDULED: The Agency Safety Plan Review, Approval, and Certification webinar will be repeated on **March 19** (due to technical difficulties experienced on February 26). Register Now | Webinar Presentation

Access the entire library by visiting FTA's PTASP Technical Assistance Center website.

Need Assistance?

Contact a PTASP Specialist today!

PTASP-TAC@dot.gov

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

9 am to 8 pm EST, M-F

Did you know that FTA's Technical Assistance Center (TAC) offers voluntary reviews of draft ASPs?

Submit your ASP by April 30, 2020, to guarantee review by TAC Specialists.

(For more information, see also Agency Safety Plan Review: What to Expect.)

ASP Tip

Monitoring Safety Risk Mitigations

Describe how the agency monitors operations to identify safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. Consider describing the inputs the agency uses to monitor safety risk mitigations and threshold(s) the agency uses to determine whether to act on a safety risk mitigation that is not performing as intended.

Q & A Highlights

Question:

Our agency is currently developing its management of change processes, which may not be fully mature by the July 20, 2020, certification deadline. How should we capture this in the Safety Assurance section of the ASP?

FTA Response:

You can build on or modify your existing safety management policies and procedures, but by July 20, 2020, your ASP must meet the minimum requirements of Part 673, and your agency must be implementing these processes.

With this understanding, you may choose to document the specific activities your agency is performing to address the management of change requirement in the PTASP regulation as of July 20, 2020. For example, your agency may have a safety committee that meets quarterly to review organizational, financial, staffing, and operational changes for new hazards or impacts on safety performance. You also may conduct a safety and security certification process to address changes in capital projects and an engineering modification request process for maintenance changes. Through these activities, you may identify changes that could impact safety performance, and you would address them through your SRM process.

FTA understands that your Safety Management System (SMS) will more than likely mature beyond the processes documented in the initial ASP. FTA anticipates that your SMS will become more robust over time. You will need to revise your ASP from year to year to reflect any changes in your SMS processes.

2020 FTA PTASP Workshops

Region 8 (Denver)
March 10
March 11

Region 6 (Fort Worth)
March 17
March 18

At these one-day workshops, you will benefit from the following:

- **Sample ASPs** to help with drafting your ASP sections,
- **New exercises** to apply your knowledge of PTASP to help draft or review ASPs,
- **Techniques** to help you leverage existing processes and activities,
- **Resources** for drafting your ASP,
- **PTASP Specialists** available onsite to answer your questions or discuss your draft ASP, and
- **Approaches** to help ensure your ASP meets the PTASP regulation requirements and is adequately documented.

Upcoming Webinar:

Safety Risk Management ASP Section Lessons Learned

When: March 12, 2-3:30 EST

Register Here

If you plan to include processes in your ASP that you will implement in the future, FTA suggests adding implementation dates to the ASP for those future activities. For example, if your agency plans to implement a new database to document and consolidate the identification and assessment of changes throughout the agency, include the proposed implementation date as well as a brief description of how this project will support or enhance the management of change process.

Sample ASP Section: Safety Assurance

This excerpt is from the *Sample Small Public Transportation Provider ASP* developed for the fictional agency County Transit.

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.

County Transit has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections,
- Regular review of onboard camera footage to assess drivers and specific incidents,
- Safety surveys,
- Employee Safety Reporting Program,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data related to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

Get Involved with the PTASP Community of Practice

We want to hear from you!

Below are two of many topics for discussion.

Start the conversation today to support your ASP development and learn from your peers.

- **How does your agency know that your safety risk mitigations are working as intended?**

- **For State Departments of Transportation developing ASPs for small providers: How do you plan to work with the providers to ensure they get approval from the Accountable Executive and the Board of Directors or an Equivalent Authority?**