

AGENDA ITEM 3 B
Information Item

MEMORANDUM

DATE: March 5, 2020
TO: El Dorado County Transit Authority
FROM: Christine Parker, Safety Coordinator
SUBJECT: Public Transportation Agency Safety Plan (PTASP)

REQUESTED ACTION:

BY MOTION,

None. Information Only.

BACKGROUND

On July 19, 2018, The Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673. The PTASP regulation requires recipients and subrecipients of financial assistance under the Urbanized Area Formula Program (FTA Section 5307) to have an Agency Safety Plan in place no later than July 20, 2020. These Agency Safety Plans support application of a proactive, risk-based approach to managing transit safety, including processes and procedures to implement standardized safety management systems.

The Agency Safety Plan (ASP) is intended to be a top-down organizational plan that includes four components: safety management policy, safety risk management, safety assurance and safety promotion. Per the FTA regulation, the ASP must be adopted by the implementing agency's governing body and reviewed/revised as necessary at least annually.

DISCUSSION

Under the PTASP Rule, El Dorado Transit is considered a small transportation provider and State Department of Transportation is responsible for drafting and certifying each small provider's plan unless a small provider notifies the State that it is opting-out of the State-drafted plan and will draft its own plan. To improve the agency's safety policies and enhance the agency's internal capacity to assess, manage and promote safety at all levels of the organization, El Dorado Transit staff is developing an ASP in house. Staff anticipates completion of a draft ASP in time for Board adoption at the regular June 2020 meeting and will provide the California Department of Transportation with all required certifications well before the regulatory deadline.

A key component of the PTASP rule is the necessary commitment of executive leadership, management and employees to integrate safety into all decision-making processes. Leadership's dedication and accountability for safety as well as the establishment of robust processes for

identification, assessment and mitigation of risk will lead to a better performance and lower costs related to safety occurrences, lost productivity and maintenance.

Initial components of the ASP include designation of an Accountable Executive, Safety Officer and drafting of a Safety Management Policy Statement. Per the draft El Dorado Transit ASP, the Executive Director will serve as the Accountable Executive and the Safety Coordinator will be designated as the Safety Officer. The draft Safety Management Policy Statement is attached for review and comment.

FISCAL IMPACT

None.

Safety Management Policy

Safety Management Policy Statement

El Dorado Transit is committed to Safety Management as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities. El Dorado Transit will maintain an active Safety Management System (SMS) that encourages the open sharing of information on all safety issues. To continue a culture of safety, we expect all employees to report their safety concerns to agency management and not to compromise safety for the sake of completing the job.

Our overall safety objective is to proactively manage safety hazards and their associated safety risks, with the intent to eliminate unacceptable safety risks in our transit operations.

To that end, we will continuously examine our operations for hazards. We will establish a non-punitive employee safety reporting program, train staff on safety management, document our findings and safety risk mitigations, and strive for continuous improvement of our safety performance.

As required by the Federal Transit Administration, we have established annual safety performance targets to help us measure the safety of our transit service.

In addition, to address our overall safety objective, we will conduct hazard identification workshops with all frontline, supervisory, and management personnel during this calendar year. We will also work to increase the annual number of voluntary reports received from employees by 10 percent and actively track our safety risk mitigations. To ensure we meet this objective, our safety department will report out each quarter to our entire agency on the number of:

- Hazard identification workshops carried out in the quarter;
- Number and type of hazard reports received per employee in the quarter versus the same quarter last year; and
- Number and type of safety risk mitigations implementation in the quarter.

Ultimate responsibility for safety at El Dorado Transit rests with the Accountable Executive.

Responsibility for making our operations safer for everyone lies with each one of us – from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and will be held accountable to ensure all reasonable steps are taken to perform activities established as part of the SMS.