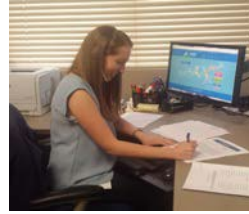




**EL DORADO TRANSIT**



# Public Transportation Agency Safety Plan (PTASP)

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**Implemented:** 2026

**Adopted:** March 5, 2026

**Prepared by:** El Dorado County Transit Authority  
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**Table of Contents**

Transit Agency Information..... 1

Key Terms..... 1

Plan Development, Approval, and Updates ..... 5

    Review and Approval ..... 5

    Development ..... 6

    Approval ..... 6

    Certification ..... 6

    Record of Revisions ..... 7

Safety Performance Measures..... 8

    Safety Performance Targets ..... 9

    Safety Performance Targets for Risk Reduction..... 9

    Safety Performance Target Coordination ..... 10

Safety Management Policy ..... 10

    Safety Management Policy Statement ..... 10

    Safety Management Policy Communication..... 11

    Authorities, Accountabilities, and Responsibilities ..... 11

        Accountable Executive ..... 11

        Chief Safety Officer ..... 11

        Safety Team ..... 11

        Agency Leadership and Employees ..... 13

Non-Punitive Reporting Policy ..... 15

Safety Risk Management .....	15
Safety Hazard Identification .....	15
Safety Risk Management Process .....	16
Managing Identified Hazards .....	16
Safety Risk Assessment .....	17
Safety Risk Mitigation .....	19
Minimize Exposure to Infectious Diseases .....	20
Safety Assurance .....	20
Safety Performance Monitoring and Measurement .....	20
Activities to Monitor Operations .....	21
Causal Factor Activities .....	21
Internal Safety Reporting Program Activities .....	22
Continuous Improvement .....	23
Safety Promotion .....	23
Competencies and Training .....	23
Safety Training Requirements .....	26
Safety Communication .....	28
Record Keeping .....	29
Reference .....	30

## Transit Agency Information

Transit Agency:	El Dorado County Transit Authority (El Dorado Transit/Agency)
Transit Agency Address:	6565/6567 Commerce Way Diamond Springs, CA 95619
Accountable Executive:	Executive Director
Chief Safety Officer:	Safety Program Manager
Modes of Service Covered:	Commuter Bus, Motor Bus, Demand Response
List of FTA Funding Received:	Sections 5307, 5310, 5311 and 5339

El Dorado Transit directly provides service and employs individuals to supply the necessary labor to operate revenue vehicles.

## Key Terms

Term	Definition
Accountable Executive	Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.
Assault on a transit worker	A circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
Chief Safety Officer	Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Term	Definition
	<p>Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.</p> <p><b>§ 673.23(d)(2)</b> – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency’s SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p>
Consequence	<p>Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself (per <b>§ 673.5</b>)</p>
Emergency	<p>A natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Safford Disaster Relief and Emergency Assistance Act (42 U.S.C.)</p>
Hazard	<p>Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazards are conditions. (per <b>§ 673.5</b>)</p>
Injury	<p>Harm to persons because of an event that requires immediate medical attention away from the scene</p>
Investigation	<p>The process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk</p>
Joint labor-management process	<p>Formal approach to discuss topics affecting transit workers and the public transportation system</p>
Large, urbanized area provider	<p>Recipient or subrecipient of financial assistance under 49 U.S.C 5307 that serves an urban area with a population of 200,000 or more as determined by the most recent decennial Census</p>
National Public Transportation Safety Plan	<p>The plan to improve the safety of all public transportation system that receive Federal financial assistance under 49 U.S.C chapter 53</p>
Near Miss	<p>A narrowly avoided safety event</p>
Performance measure	<p>An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets</p>
Potential Consequence	<p>The effect of a hazard</p>
Public Transportation Agency Safety Plan	<p>A documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329</p>

Term	Definition
Safety Assurance	Process within a transit agency’s Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information
Safety Committee	Safety Team which is a formal joint labor-management committee which discusses issues related to safety that is required by 49 U.S.C 5329
Safety Event	An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of public transportation system; or damage to the environment
Safety Management Policy	A transit agency’s documented commitment to safety, which defines the transit agency’s safety objectives and the accountability and responsibility for the management of safety
Safety Management System	Formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency’s safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risks
Safety Performance Target	Quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency’s public transportation system.
Safety risk assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk
Safety risk management	A process within a transit agency’s Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences
Safety risk mitigation	A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard
Safety set-aside	The allocation of not less than .75 percent of assistance received by a large, urbanized area provider under 49 U.S.C 5307 to safety related projects eligible under 49 U.S.C. 5307
Small public transportation provider	A recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.
State Safety Oversight Agency	An agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329 (e) and (k) and the regulations set forth in 49 CFT part 674
State	State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands
State of good repair	The condition in which a capital asset can operate at a full level of performance
Subrecipient	An entity that receives Federal transit grant funds indirectly through a State or direct recipient

Term	Definition
Transit agency	An operator of public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency
Transit Asset Management Plan	strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625
Transit worker	Any employee, contractor, or volunteer working on behalf of the transit agency
Urbanized area means	An area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce

**Resources: National Public Transportation Safety Plan**

# Plan Development, Approval, and Updates

## Review and Approval

El Dorado County Transit Authority's Safety Team has reviewed the plan, set safety performance targets for a safety risk reduction program, and approved the ASP. The signature below indicates that El Dorado Transit Safety Team has reviewed and approved the Agency Safety Plan.

<u>Robert Tyler</u> Safety Team Member Name	<u>Safety Supervisor</u> Safety Team Member Job Title	<u>Robert Tyler</u> Safety Team Member Signature	<u>2/18/26</u> Date Signed
<u>ERIK BERGREN</u> Safety Team Member Name	<u>PLANNING &amp; MARKETING</u> Safety Team Member Job Title	<u>[Signature]</u> Safety Team Member Signature	<u>2/12/26</u> Date Signed
<u>Troy Werner</u> Safety Team Member Name	<u>Maintenance Lead</u> Safety Team Member Job Title	<u>[Signature]</u> Safety Team Member Signature	<u>02-18-26</u> Date Signed
<u>PAUL NORTON</u> Safety Team Member Name	<u>MAINTENANCE TECH.</u> Safety Team Member Job Title	<u>Paul Norton</u> Safety Team Member Signature	<u>2/18/26</u> Date Signed
<u>Dawn Foster</u> Safety Team Member Name	<u>Dispatcher</u> Safety Team Member Job Title	<u>Dawn Foster</u> Safety Team Member Signature	<u>2/18/26</u> Date Signed
<u>Gary Stegas</u> Safety Team Member Name	<u>Ops Supervisor</u> Safety Team Member Job Title	<u>[Signature]</u> Safety Team Member Signature	<u>2/18/26</u> Date Signed
<u>ARTHUR P. LAARVELD</u> Safety Team Member Name	<u>TRANSIT OPERATOR</u> Safety Team Member Job Title	<u>Arthur Pearl Laarveld</u> Safety Team Member Signature	<u>2-18-2026</u> Date Signed
<u>Nick Maynard</u> Safety Team Member Name	<u>Finance</u> Safety Team Member Job Title	<u>[Signature]</u> Safety Team Member Signature	<u>02/18/26</u> Date Signed
<u>Thomas Bluhm</u> Safety Team Member Name	<u>TRANSIT OPERATOR</u> Safety Team Member Job Title	<u>[Signature]</u> Safety Team Member Signature	<u>2-18-2026</u> Date Signed
<u>Ryan Robinson</u> Safety Team Member Name	<u>Safety Program Manager</u> Safety Team Member Job Title	<u>[Signature]</u> Safety Team Member Signature	<u>2/18/2026</u> Date Signed
<u>Christin Halverson</u> Safety Team Member Name	<u>Operations manager</u> Safety Team Member Job Title	<u>Christin Halverson</u> Safety Team Member Signature	<u>2/23/26</u> Date Signed
_____ Safety Team Member Name	_____ Safety Team Member Job Title	_____ Safety Team Member Signature	_____ Date Signed
_____ Safety Team Member Name	_____ Safety Team Member Job Title	_____ Safety Team Member Signature	_____ Date Signed
_____ Safety Team Member Name	_____ Safety Team Member Job Title	_____ Safety Team Member Signature	_____ Date Signed

**Development**

El Dorado County Transit Authority drafted this plan. By signature below, the Accountable Executive confirms the development of this plan.

Brian James                                            3/12/26  
Accountable Executive Name                      Accountable Executive Signature                      Date Signed

**Approval**

The Agency Board of Directors approved this plan as so indicated by the signature of the Board of Directors' Chairperson on the date noted below and as specified in the El Dorado County Transit Authority Board Meeting Agenda for March 5, 2026, with Resolution #26-09.

Brian K. Veerkamp                                            03/16/26  
Agency Board of Directors Chairperson                      Agency Board of Directors Chairperson Signature                      Date Signed

**Certification**

El Dorado County Transit Authority is responsible for certifying the plan to ensure it meets the statutory requirements set forth by 49 U.S.C 5329 and regulatory requirements set forth by CFR Part 673.

## Record of Revisions

Version Number	Section/Pages Affected	Reason For Change	Date Issued
1	1-17	New Document	11/5/2020
2	Safety Performance Targets and minor revisions	Updates	11/4/2021
3	Safety Performance Targets and the addition of the Safety Team	Updates and Compliant to Bipartisan Law	12/1/2022
4	Safety Performance Targets and the addition of Training Requirements	Updates and Improvements	11/2/2023
5	Major updates to language, Safety Team Requirements; Safety Performance Targets; inclusion of safety Risk Reduction Program and major written updates.	Revisions to ASP to meet U.S.C 5239 and CFR 49 673	12/05/2024
6	Safety Performance Target. Employee Reporting Program (renamed Transit Worker Safety Reporting Program). Safety Communication	Updates made to align specific elements of the Public Transportation Agency Safety Plan (PTASP) with Federal Transit Administration (FTA) requirements under 49 CFR Part 673. Revisions include renaming and expanding the Employee Reporting Program to a Transit Worker Safety Reporting Program to explicitly include assaults on transit workers, near-misses, and unsafe acts/conditions, and enhancing Safety Communication language to document how actions taken from safety reports and frontline employee input are communicated.	3/05/2026

## **Annual Review and Update of El Dorado Transit's Agency Safety Plan (ASP)**

The ASP will be reviewed:

- Annually, beginning each year in July
- And when the Agency:
  - Determines its approach to mitigating safety deficiencies is ineffective.
  - Makes significant changes to service delivery.
  - Introduces new processes or procedures that may significantly impact safety.
  - Changes or re-prioritizes resources available to support Safety Management Systems.
  - Significantly changes its organizational structure.

Revisions will be submitted annually to the Board for approval. Amendments to the ASP will be published for the employees and the public at large in accordance with the Agency's standard communication process.

The ASP will be reviewed by the Safety Team and the following Management Team: Accountable Executive, Safety Program Manager, Operations Manager, Finance Manager, Human Resources Manager, Maintenance and Facilities Supervisor, Planning and Marketing Manager, and Transit Operations Supervisor(s)

## **Safety Performance Measures**

Safety performance measures help support transit agency safety risk management and safety assurance processes. The Safety Assurance component of a Safety Management System leverages a structured approach of planning, identifying safety performance measures, conducting data analysis, setting safety performance targets, and monitoring safety performance. Safety performance measures provide the basis for continuous safety improvement.

El Dorado Transit will develop safety performance measures that will be reviewed and updated annually, if needed. The specific performance measures are based on the safety performance measures established under the *National Public Transportation Safety Plan*. The measures are based on a 3-year trend.

## Safety Performance Targets

Safety Performance Measures 25/26 Goals								
Mode	Collisions	Collision Rate	Collision with Vehicle	Collision with Vehicle Rate	Collision with Pedestrian	Collision with Pedestrian Rate		
DR	1	0.1	1	0.1	0	0		
MB	1	0.1	1	0.1	0	0		
CB	1	0.1	1	0.1	0	0		
Mode	Injuries	Injury Rate	Transit Worker Injuries	Transit Worker Injury Rate	Assaults on Transit Worker	Rate of Assaults on Transit Worker		
DR	0	0	0	0	0	0		
MB	0	0	0	0	1	0.1		
CB	0	0	0	0	0	0		
Mode	Major Events	Major Events Rate	System Reliability	Fatalities	Fatality Rate	Transit Worker Fatality	Transit Worker Fatality Rate	
DR	1	0.1		0	0	0	0	
MB	1	0.1		0	0	0	0	
CB	1	0.1		0	0	0	0	

## Safety Performance Targets for Risk Reduction

Safety Performance Targets for Risk Reduction 25/26 Goals									
Mode	Major Events	Major Events Rate	Collisions	Collision Rate	Injuries	Injury Rate	Assaults on Transit Worker	Rate of Assaults on Transit Worker	
DR	1	0.1	1	0.1	0	0	0	0	0
MB	1	0.1	1	0.1	0	0	1	0.1	0.1
CB	1	0.1	1	0.1	0	0	0	0	0

## Safety Performance Target Coordination

After Board approval, Safety Performance Targets and other necessary information will be submitted to Sacramento Area Council of Governments (SACOG) and the California Department of Transportation annually.

<b>Targets Transmitted to the State</b>	<b>State Entity Name</b>	<b>Dates Targets Transmitted</b>
	California Department of Transportation (Caltrans)	3/05/2026
<b>Targets Transmitted to the Metropolitan Planning Organization</b>	<b>Metropolitan Planning Organization Name</b>	<b>Dates Targets Transmitted</b>
	Sacramento Area Council of Governments	3/05/2026

## 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. El Dorado Transit will provide training that meets and exceeds minimum requirements to ensure employees are fully prepared to perform their duties safely, confidently, and consistently in all operating conditions and are never placed in a position where they feel pressure to compromise safety for the sake of completing the job.

Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk 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.

Responsibility for making our operations safer for everyone lies with each employee. 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. However, ultimate responsibility for safety at El Dorado Transit rests with the Accountable Executive.

## **Safety Management Policy Communication**

The Safety Management Policy was first shared with employees in October 2020. The Safety Management Policy is posted on the safety boards in the Operations and Maintenance departments. Additionally, El Dorado Transit first provided the Safety Management Policy on the website on November 5, 2020. The policy is updated annually on the website (eldoradotransit.com)

To ensure new hires understand the importance of safety and our Safety Management process, new hire orientation includes distribution and training of our Safety Management Policy. Ongoing training and refresher training will continue annually and/or on an as needed basis.

## **Authorities, Accountabilities, and Responsibilities**

### **Accountable Executive**

El Dorado Transit's Accountable Executive provided input during development of the draft policy and reviewed it following development. The Accountable Executive then submitted the policy to the Agency Board of Directors for approval. Once their approval was given, the Accountable Executive signed the policy. Additional responsibilities include, but are not limited to:

- Decision-making about resources (e.g., people and funds) to support asset management, SMS activities, and capital investments.
- Signing SMS implementation planning documents
- Endorsing SMS implementation

### **Chief Safety Officer**

Our Chief Safety Officer was the lead in developing the Safety Management Policy. Our Chief Safety Officer collaborated with managers, supervisors, and staff to develop the plan. Our Chief Safety Officer was the team's liaison with the Accountable Executive. The Chief Safety Officer's duties include, but are not limited to:

- Developing and maintaining SMS documentation
- Directing hazard identification and safety risk assessment
- Monitoring safety risk mitigation activities
- Providing periodic reports on safety performance
- Briefing the Accountable Executive on SMS implementation progress
- Planning safety management training

### **Safety Team**

El Dorado Transit understands the value of how a safety team can contribute to the overall safety performance of the agency and a stronger relationship between frontline staff and management. The Safety Team is designed to maximize two-way communication by fostering a collaborative work environment to increase safety and buy in for the agency. The meetings will allow for current safety trends, industry trends, policies and procedures discussions and improve the risk assessment and mitigation process.

To meet the requirement of the Bipartisan Infrastructure Law and Public Transportation Agency Safety Plan (PTASP) regulations require the Safety Committee (Safety Team) of each large,

urbanized area provider to review and approve El Dorado Transit's Agency Safety Plan (ASP) and any updates to the ASP. Approval by the Board of Directors will occur after the Safety Team's Approval.

The Safety Team must set annual Safety Performance Targets (SPT) for the safety risk reduction program based on a three-year rolling average of data the agency submitted to the National Transit Database (NTD). The Safety Team will consider additional SPT for El Dorado Transit.

**Goal:** To promote a safe environment for employees, vendors, passengers, and the public by creating and maintaining an active interest in safety.

### **Roles and Responsibilities:**

The Safety Team will support the Safety Management System by the following:

1. Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of the potential consequences identified through the transit agency's safety risk assessment, including safety risk mitigations associated with any instance where the transit agency did not meet an annual SPT in the safety risk reduction program.
2. Identify safety risk mitigation that may be ineffective, inappropriate, or where not implemented as intended, including safety risk mitigations associated with any instance where the transit agency did not meet an annual SPT in the safety risk reduction program.
3. Identifying safety deficiencies for purposes of continuous improvement, including any instance where the transit agency did not meet an annual SPT in the safety risk reduction program.
4. Identify hazards, conduct safety risk assessments, and recommend mitigations in general for daily operations including El Dorado Transit SPT not associated with required SPTs.
5. Support safety activities such as reporting near misses, road hazards, equipment hazards and facilities hazards.
6. Support and assist operation and facility inspections.
7. Setting annual SPT's
8. Be an exemplary employee and practice safe behaviors regularly.
9. Attend all meetings.

**Composition of Safety Team:** The Safety Team will comprise of frontline employees and management. Front-line employees will consist of Transit Operators who are Transit Trainers, Transit Operators who are Union Stewards, Dispatch Staff, Safety Staff, and Maintenance Staff. Alternates will be available when departments members are not available.

**Voting:** Each member of the Safety Team will participate in discussions and have voting rights when action is necessary. Voting will include priorities of mitigations, further recommendations, and other safety activities.

**In the event of a tie:** Alternates will determine the tie breaker. If this results in a tie, the action item will be taken to the appropriate department for voting.

**Approved Action Items:** Once the members of the Safety Team have approved safety items, a recommendation to the Accountable Executive will be completed.

In the event the Accountable Executive does not approve of the recommendation of the Safety Team, the reason must be documented and shared with the Board of Directors.

### **Agency Leadership and Employees**

All agency leaders have authority and responsibilities for day-to-day SMS implementation and operation of the SMS under this plan. El Dorado Transit's agency leadership is comprised of the following:

- Operations Manager
- Safety Program Manager
- Human Resources Manager
- Planning and Marketing Manager
- Finance Manager
- Transit Operation Supervisor(s)
- Maintenance and Facilities Supervisor

Agency leadership must take an active role in the Safety Risk Management process and ensure that Safety Assurance functions are adequately supported. Agency leadership is also responsible for ensuring that Safety Risk Management is being performed in their operational areas of control so that safety risk associated with safety hazards is assessed and mitigated.

In addition, all employees and contractors will support safety management by ensuring that safety concerns are identified and reported.

#### Transit Worker Safety Reporting Program

El Dorado Transit maintains a Transit Worker Safety Reporting Program that enables transit workers to report safety concerns without fear of retaliation. Reports may be submitted in-person, by email, written form, or anonymously via comment box and trackit portal.

#### **This program includes reporting of:**

- Assaults on transit workers

- Near-misses
- Unsafe acts and unsafe conditions
- Safety hazards and safety events (including collisions, injuries, and property damage)

### **How Reports Are Handled**

- Reports are reviewed by the Safety Program Manager (Chief Safety Officer/SMS Executive) and routed to the appropriate department(s) for immediate action when needed.
- Hazards and safety events are evaluated through the Safety Risk Management (SRM) process when applicable.
- Corrective actions and mitigations are tracked to completion and evaluated for effectiveness.

Identifying hazards through audits and evaluations can provide necessary data and initiates hazard assessment. However, to fully comprehend the hazards employees experience daily, an employee reporting program has been established. Any employee can self-report in the following methods:

- Verbal or written safety report to a Manager or Supervisor
- Anonymous Report
- Safety Team Meetings
- Operator Meetings
- Reports over the radio through dispatch
- Email

Examples of information typically reported include:

- Safety concerns in the operational environment
- Near misses
- Policies and procedures that are not working as intended
- Unsafe acts and conditions
- Events that senior managers might not otherwise know about
- Information about why a safety event occurred (for example, radio communication challenges)

On a regular basis, the Chief Safety Officer reviews the dispatch logs, checks the comment box and documents identifying safety conditions in the Safety Risk Register. The Chief Safety Officer will review and address each employee report ensuring that hazards and their consequences are appropriately identified. If necessary, the identified hazard will be resolved through Safety Risk Management. If deficiencies and non-compliance are found, rules or procedures are managed through the Safety Assurance process. The Safety Team will assist with reviews as needed.

El Dorado Transit's Chief Safety Officer shall discuss actions taken to address reported safety conditions during staff meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee shall follow up directly with the employee whether actions are or are not taken.

## **Non-Punitive Reporting Policy**

El Dorado Transit is committed to the safest transit operating standards practicable. To achieve this, it is imperative that El Dorado Transit encourage reporting of all safety events that may compromise safe operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

This policy shall not apply to information received by El Dorado Transit from a source other than the employee, or that involves an illegal act, or a deliberate or willful disregard of rules, regulations, or agency policies or procedures.

## **Safety Risk Management**

At El Dorado Transit, safety can be achieved through teamwork. El Dorado Transit uses the Safety Risk Management Process (SRM) as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. Hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to senior leadership. The SRM allows for examination of what could cause harm and determine mitigations to minimize the risk.

The SRM process applies to all elements of our system including operations, maintenance, facilities, vehicles, recruitment, training, and supervision. The Chief Safety Officer leads the SRM process with the assistance of the safety team and other experts in the field, as necessary. The results are documented in the Safety Risk Register.

## **Safety Hazard Identification**

Establishing an effective hazard identification program is fundamental to safety management at El Dorado Transit. Hazard identification can be reactive or proactive in nature. Safety event reporting, incident investigation, and trend monitoring are reactive. Other hazard identification methods proactively seek feedback through data collection, observation, and day-to-day operations analysis. Common hazard identification activities include, but are not limited to:

- Operator Evaluations
- Safety Assessments
- Trend Monitoring
  - Safety Events
  - Worker's Compensation Claims
  - Liability Claims
- Industry Trends
- Local Trends
- Hazard and Safety Event Reporting (with causal factor analysis)
- Safety Audits
- Job Hazard Analysis
- Cameras and Data Records
- Training and Evaluation Records

- Toolbox Talks
- Inspections
  - Routine Maintenance
  - Vehicle Pre/Post trips
  - Bus Stop
  - Facility
- Evaluating Customer Suggestions and Complaints
- Industry Publications and Oversight Authorities such as the Federal Transit Administration (FTA)
- Center for Disease Control and Department of Human Services

### **Safety Risk Management Process**

Inspections are conducted and are an important source of information about hazards. Results from inspections assist in identifying areas where mitigation designs to manage safety risks are not being carried out as required, or gaps in standard operating procedures. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns or issues.

Inspections focus on:

- Compliance checks, which may identify the following:
  - Non-compliance with safety rules
  - Challenges in complying with safety rules; and
  - Emerging practices
- Operations personnel fitness-for-duty checks, which may identify:
  - Impairment
  - Fatigue
  - Absence of corrective lenses
  - Apparent injuries
  - Uniform or equipment issues.
- Radio or digital communication checks, which may identify:
  - Radio failures, dead spots, and areas of high interference.
- Review Employee Pull Notice (EPN) which may identify:
  - Driver non-compliance with driving regulations and requirements.
- Pre-trip inspections, which may identify:
  - Instances of a bus beginning revenue service after failing a pre-trip inspection.
- Vehicle inspection, which may identify:
  - A series of defects in components and parts with the potential to impact the safety performance of the vehicle.
- Facilities inspections, which may identify:
  - Conditions with the potential to impact safety.

### **Managing Identified Hazards**

Identified hazards are communicated to the Transit Operations Supervisor(s) and/or the Maintenance and Facilities Supervisor depending on the nature of the hazard. Hazards can also be reported to Management.

Employees who discover potentially hazardous conditions are expected to take immediate actions, within their scope of authority and if not an imminent threat to their personal health and safety, to reduce or eliminate the hazard. They must then report the hazard to their supervisor without delay.

When a hazard is extreme or when there is imminent danger to other employees or the public, the employee should take steps to warn other employees and/or isolate the hazard, to the extent possible without jeopardizing their personal safety, until the situation can be evaluated by a supervisor or manager.

If necessary, Operations will review the unsafe condition and safety issues related to work assignments and determine if a mitigation strategy can be completed immediately. The Safety Officer will be informed of the situation.

If it cannot be rectified immediately, the Operations Manager will ensure that employees are informed of the existing hazard and that adequate measures are in place to protect exposed employees. When an imminent hazard threatens the health or safety of employees, the supervisor will remove all employees from the area. A Safety Risk Assessment will be conducted to determine mitigation strategies and the seriousness of the hazard. A recommendation may follow the risk assessment.

### **Safety Risk Assessment**

El Dorado Transit assesses safety risk associated with identified safety hazards using the safety risk assessment process. The assessment includes placing importance on likelihood and severity of the consequences of the hazards, including existing mitigation, and prioritizing hazards based on safety risk.

The Chief Safety Officer, with the assistance of field experts (e.g., Operations Staff, Safety Team Members, Department Heads, FTA, etc.) conducts risk assessments using the Safety Risk Matrix a variation of U.S. Department of Defense's Military Standard 882E. The matrix is a tool to assess a hazard rating of High, Medium, or Low by using a combination of one severity category and one likelihood level. By categorizing the hazard rating, El Dorado Transit can prioritize mitigation based on the associated safety risk.

Below is the Risk Assessment Matrix:

<b>Risk Assessment Matrix</b>				
<i>Likelihood</i>	<i>Severity</i>			
	<b>1 (Catastrophic)</b>	<b>2 (Critical)</b>	<b>3 (Marginal)</b>	<b>4 (Negligible)</b>
<b>A (Frequent)</b>	High	High	High	Medium
<b>B (Probable)</b>	High	High	Medium	Medium
<b>C (Occasional)</b>	High	Medium	Medium	Low
<b>D (Remote)</b>	Medium	Medium	Low	Low
<b>E (Improbable)</b>	Low	Low	Low	Low

Below is the likelihood of Potential Consequences:

<i>Level</i>	<i>Description</i>	<i>Occurrence</i>	<i>Quantity Reference</i>
A	<b>Frequent</b>	Likely to occur frequently/continuously experienced (4 or more times in a year)	4 or more times a year
B	<b>Probable</b>	Likely to occur several times (3 times a year)	3 times a year
C	<b>Occasional</b>	Likely to occur sometime (2 times a year)	2 times a year
D	<b>Remote</b>	Very unlikely to occur/ can reasonably be expected to occur (1 a year)	Once a year
E	<b>Improbable</b>	Almost inconceivable that the event will occur/unlikely, but possible (less than 1 a year)	Less than 1 a year

Below is the Severity of Potential Consequences:

<i>Value</i>	<i>Description</i>	<i>Description</i>
1	<b>Catastrophic</b>	Death, System Loss, or severe environmental damage
2	<b>Critical</b>	Severe injury, severe occupational illness, major system or environmental damage
3	<b>Marginal</b>	Minor injury minor occupational illness, or minor system or environmental damage
4	<b>Negligible</b>	Less than minor injury, occupational, or less than minor system or environmental damage.

## The Hazard Resolution Acceptance Criteria

Safety Risk Index	Criteria by Index
High	Unacceptable under the existing circumstances.
Medium	Acceptable based upon mitigations.
Low	Acceptable with senior management approval.

Safety critical hazards that have been identified must be controlled or eliminated so that the hazard does not continue to pose a danger. The controls may be done in a temporary manner until a long-term mitigation has been implemented. Once the safety risk assessment has been completed, the Chief Safety Officer will complete all necessary recordings in the Safety Risk Register. All assessments are documented and must be kept for a minimum of three years.

### Safety Risk Mitigation

Hazard risk mitigation is the process by which an organization introduces specific measures to minimize or eliminate unacceptable risks associated with its operations. Risk mitigation measures can be directed towards reducing the severity of the risk consequences, reducing the probability of the risk occurring, or reducing the organization's exposure to the risk.

El Dorado Transit reviews current methods of safety risk mitigation, established methods, or procedures to mitigate or eliminate safety risks associated with specific hazards based on assessments and information accessed by department experts and the Safety Team. After a thorough assessment, a recommendation will be made to the Accountable Executive.

The review of a risk will come in one of the following ways:

1. **Assume/Accept the Risk:** Acknowledge the existence of the risk and decide to accept it without engaging in special efforts to control. A risk can be accepted by the Accountable Executive.
2. **Avoid the Risk:** Adjust program requirements or constraints to eliminate or reduce the risk. This adjustment could be accompanied by a change in the funding schedule or technical requirements.
3. **Control the Risk:** Implement actions to minimize the probability/severity of the risk to an acceptable level. Supervisors and Managers should ensure that the implementation of control does not introduce new hazards. For example, this may be replacing the hazard (Substitution), isolating people from the hazard (Engineering Controls), changing the way the work is done (Administrative Controls) or protecting the worker with Personal Protective Equipment (PPE).
4. **Transfer the Risk:** Reassign organizational accountability, responsibility and authority to a contractor or vendor who will assume, avoid, control or watch/monitor the risk.
5. **Watch/Monitor the Risk:** Monitor the environment for changes that affect the probability or severity of the risk. This is a continuous process. Items in this category may be added to inspection or audit checklist as part of the safety assurance program to ensure they are periodically reviewed.

El Dorado Transit reduces risk by monitoring the number and rates of accidents, collision with pedestrians, injuries, and assaults on transit workers based on data submitted to the National Transit Database (NTD). Data on accidents, collisions with pedestrians, injuries and assaults are tracked and discussed on a regular basis.

El Dorado Transit will reduce all risks to a level as low as reasonably practicable. However, a hazard with a risk index: “unacceptable” must be eliminated, or that operation/equipment must be taken out of service until the risk is reduced to an acceptable level: there is no option for other action by El Dorado Transit.

The Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register. The Safety Risk Register will document any specific measure or activities such as reviews, observations, or audits that are conducted to monitor the effectiveness of mitigations once implemented.

### **Minimize Exposure to Infectious Diseases**

El Dorado Transit has put in place strategies for mitigating infectious diseases that are consistent with the guidelines from Centers for Disease Control, California Public Health, California Occupational Safety and Health Administration (Cal/OSHA), and local public health guidance. Detailed information is available in the Infectious Disease Outbreak Response Plan.

### **Safety Assurance**

El Dorado Transit understands practical drift and how it can be detrimental to the safety of El Dorado Transit. Practical drift is where actual performance varies from ‘ideal’ or designed performance and can arise from several factors, including unrealistic procedures and technology that does not always operate as designed. To avoid practical drift, staff employs the following to ensure Safety Assurance on an ongoing basis:

- Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk.
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended.
- Investigates safety events to identify causal factors.
- Analyzes information from safety reporting including data about safety failures, defects, or conditions.

### **Safety Performance Monitoring and Measurement**

Safety performance monitoring and measurement involves the continual monitoring of activities to understand safety performance. Through these efforts, El Dorado Transit can determine whether it is meeting its safety objectives and safety performance targets.

Each department manager, supervisor with assistance of the Chief Safety Officer is responsible for assuring the safety program activities applicable to the appropriate department are carried out

effectively. El Dorado Transit monitors its entire transit system for compliance with operations and maintenance procedures including:

- Safety Audits
- Informal/Formal Inspections
- Review of onboard camera footage to assess specific incidents
- Employee Reporting Program
- Passenger Reports
- Investigations of Safety Events
- Safety review prior to the launch or medication of any facet of service
- Daily data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance
- Review of Safety Training

Additionally, the Supervisors, Operations Manager and Chief Safety Officer are responsible for developing departmental policies and procedures for the safe operations within their respective departments. If a policy or procedure is found to be ineffective, the group will take immediate action to address the shortcomings. This will include taking the information to the Safety Team for input.

### **Activities to Monitor Operations**

El Dorado Transit monitors safety risk mitigations to determine if they have been implemented, are appropriate, and are effective. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The process for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more processes for monitoring safety risk mitigations as part of the mitigation implementation process. Monitoring activities are completed by the appropriate staff and/or Chief Safety Officer. Monitoring may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will use existing processes and activities if possible before developing and utilizing latest information collection activities.

The Safety Team will assist in reviewing implementation of safety risk mitigations during Safety Team meetings and determine if mitigations are working as intended. If the implemented mitigation is not working as intended, the Safety Team will discuss and propose other mitigations. The Chief Safety Officer will approve or modify and propose the updated potential mitigations to Management for further review and approval.

The Chief Safety Officer works with the necessary staff to carry out and document all monitoring activities.

### **Causal Factor Activities**

El Dorado Transit investigates, documents, and determines causal factors for events including accidents, incidents and occurrences that result in a trend or significant safety event. A trend is typically three unrelated events with similar locations or outcomes. A significant safety event is

an event that may have resulted in major damage, injury, or fatality. Any event can lead to a causal factor determination including vehicle events, passenger events and employee events regardless of a trend or a significant safety event, if the Chief Safety Officer or designee determines an investigation is necessary.

To find causal and contributing factors, fact finding typically includes reviewing the following data sources regarding employees, vehicles, and the operating environment:

- Training records
- Vehicle maintenance records
- Pre-trip records
- Circumstances specific to the event
- Safety event trends
- Interviewing relevant staff
- Investigation results
- Industry standards

The Chief Safety Officer maintains all documentation of the investigation processes, forms, checklists, activities, and results. Events investigated for causal factors are reviewed and discussed typically with Transit Operation's Supervisor, Maintenance and Facilities Supervisor, Operations Manager, and Accountable Executive. If other parties such as Human Resources, Planning and Marketing, or labor representatives are involved with causal factors, they are included in the review.

During the review of a safety event, the following will be discussed:

- Accident determination which includes Preventable and Chargeable; Preventable and Non-Chargeable; Non- Preventable and Non-Chargeable
- Appropriate discipline or retraining, if necessary
- Any causal factor(s) indicating that a safety hazard contributed to or was present during the event; and
- Any apparent underlying organizational causal factors beyond just individual employee behavior

Not all safety events go through causal factor activities.

### **Internal Safety Reporting Program Activities**

The Chief Safety Officer routinely reviews safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer ensures that the concerns are investigated or analyzed through El Dorado Transit's SRM process.

The Chief Safety Officer also reviews internal and external reviews which include audits, inspections and assessments and identifies findings concerning El Dorado Transit's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

## **Continuous Improvement**

To support continuous improvement, El Dorado Transit will assess its safety performance by monitoring the results annually and reviewing the safety performance measures and the safety performance targets set by the Safety Team.

If El Dorado Transit does not meet an established annual performance target set by the Safety Team, El Dorado Transit, under the direction of the Accountable Executive, will perform additional risk assessments and devise a plan for addressing safety enhancements to improve the safety performance.

## **Safety Promotion**

### **Competencies and Training**

Employees directly responsible for safety need to complete training to be able to fulfill their safety-related roles and responsibilities. These positions include the following:

- Transit Operators
- Designated Trainer
- Transit Dispatchers
- Maintenance Technicians
- Equipment Technicians
- Managers and Supervisors
- Chief Safety Officer
- Accountable Executive

Initial training will be completed at hire and/or assignment, and refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, when new hazards are identified, and when mitigation measures are developed.

## CDL Training and Requirements

**Positions required to hold a CDL:** Transit Operator, Transit Dispatcher, Transit Operations Supervisor, Maintenance and Facility Supervisor, Lead Maintenance & Facilities Technician, Maintenance Technician, Equipment Technician, Custodian, Transit Operations Manager, Safety Program Manager, Planning & Marketing Manager.

**Current Training Curriculum:** Transit and Paratransit Company *Transit Operator Development Course*

<u>Type of Instruction</u>	<u>Class Title</u>	<u>Frequency of Training</u>
Theory Instruction	Basic Operation	Initial/Periodic Refresher
	Orientation	Initial/Periodic Refresher
	Control Systems/Dashboard	Initial/Periodic Refresher
	Pre and Post Trip Inspections	Initial/Periodic Refresher
	Basic Control	Initial/Periodic Refresher
	Shifting/Operating Transmission	Initial/Periodic Refresher
	Backing Get Out And Look (GOAL)	Initial/Periodic Refresher
	Safe Operating Procedures	Initial/Periodic Refresher
	Visual Search	Initial/Periodic Refresher
	Communication	Initial/Periodic Refresher
	Distracted Driving	Initial/Periodic Refresher
	Speed Management	Initial/Periodic Refresher
	Night Operation	Initial/Periodic Refresher
	Extreme Driving Conditions	Initial/Periodic Refresher
	Advanced Operating Practices	Initial/Periodic Refresher
	Hazard Perception	Initial/Periodic Refresher
	Skid Control/Recover, Jackknifing, and other Emergencies	Initial/Periodic Refresher
	Railroad-Highway Grade Crossings	Initial/Periodic Refresher
	Vehicle Systems and Reporting Malfunctions	Initial/Periodic Refresher
	Identification and Diagnosis of Malfunctions	Initial/Periodic Refresher
	Roadside Inspections	Initial/Periodic Refresher
	Maintenance	Initial/Periodic Refresher
	Handling Cargo	Initial/Periodic Refresher
	Environmental Compliance Issues	Initial/Periodic Refresher
	Hours of Service Requirements	Initial/Periodic Refresher
	Fatigue and Wellness Awareness	Initial/Periodic Refresher
	Post-Crash Procedures	Initial/Periodic Refresher
	External Communications	Initial/Periodic Refresher
	Trip Planning	Initial/Periodic Refresher
	Medical Requirements	Initial/Periodic Refresher
Drug and Alcohol	Initial/Periodic Refresher	
Whistleblower	Initial/Periodic Refresher	

Behind the Wheel Range (Range)	Pre-Trip/Enroute/Post Trip	Initial/Periodic Refresher	
	Straight Line Backing	Initial/Periodic Refresher	
	Alley Dock	Initial/Periodic Refresher	
	Off-Set Backing	Initial/Periodic Refresher	
	Parallel Parking Blind Side	Initial/Periodic Refresher	
	Parallel Parking Sight Side	Initial/Periodic Refresher	
	Behind The Wheel (Public Road)	Vehicle Controls, Entering and Exit Highways	Initial/Periodic Refresher
Shifting/Transmission		Initial/Periodic Refresher	
Signaling		Initial/Periodic Refresher	
Visual Search		Initial/Periodic Refresher	
Speed and Space Management		Initial/Periodic Refresher	
Safe Driver Behavior		Initial/Periodic Refresher	
Hours of Service Requirement		Initial/Periodic Refresher	
Hazard Perception		Initial/Periodic Refresher	
Railroad Highway Grade Crossing		Initial/Periodic Refresher	
Night Operation		Initial/Periodic Refresher	
Extreme Driving Conditions		Initial/Periodic Refresher	
Skid Control/Recovery and other Emergencies		Initial/Periodic Refresher	
Passenger Endorsement		Post-Crash Procedures	Initial/Periodic Refresher
		Other Emergency Procedures	Initial/Periodic Refresher
	Vehicle Orientation	Initial/Periodic Refresher	
	Pre-Trip, Enroute, and Post Trip Inspection	Initial/Periodic Refresher	
	Fueling	Initial/Periodic Refresher	
	Idling	Initial/Periodic Refresher	
	Baggage and/or Cargo Management	Initial/Periodic Refresher	
	Passenger Safety Awareness	Initial/Periodic Refresher	
	Passenger Management	Initial/Periodic Refresher	
	Americans with Disabilities Act	Initial/Periodic Refresher	
	Hours of Service Requirement	Initial/Periodic Refresher	
	Safety Belt	Initial/Periodic Refresher	
	Distracted Driving	Initial/Periodic Refresher	
	Railroad-Highway Grade Crossings and Drawbridges	Initial/Periodic Refresher	
	Security and Crime	Initial/Periodic Refresher	

## Safety Training Requirements

Training Topic	Frequency of Training	Operation Manager	Operations Supervisors	Designated Trainer	Transit Operator	Dispatch	Maintenance and Facility	Equipment Technician	Maintenance Technician	Custodian	Safety Program Manager	Planning & Marketing Manager	Executive Director
Access to Employee Exposure and Medical Records	Annual	X	X	X	X	X	X	X			X		X
Accident Investigation	Initial	X	X								X		
Accident Prevention Signs & Tags (Hazardous Material)	Initial/ Refresher	X	X	X	X	X	X	X	X	X	X	X	
Acetylene Fuel & Gas Safety	Initial							X					
Active Shooter/ Workplace violence	Initial/ Refresher	X	X	X	X	X	X	X	X	X	X	X	X
ADA Sensitivity	Initial/ Refresher		X	X	X	X							
Aerial Devices	Initial/ 3 years						X	X	X	X			
Asbestos Awareness	Initial						X	X	X	X	X		
Assault Awareness	Initial/ Refresher	X	X	X	X	X							
Battery Handling, Changing and Charging	Initial						X	X	X	X			
Bloodborne Pathogens	Annual		X	X	X	X	X	X	X	X	X		
CDL Training- Theory and Behind the Wheel	Initial/ Refresher/ After Accident	X	X	X	X	X	X	X	X	X	X		
Conflict/Aggression Management	Initial/ Refresher	X	X	X	X	X	X	X	X	X	X	X	X
Control of Hazardous Energies (Lockout/Tagout) Low Voltage	Initial						X	X	X	X	X		
Drug and Alcohol Policy	Initial/ 2 year/ 3 years	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Action Plan	Initial	X	X	X	X	X	X	X	X	X	X	X	X
Ergonomics	Initial/ Refresher/	X	X	X	X	X	X	X	X	X	X	X	X

	After Injury													
Fall Protection	Initial						X	X	X	X	X			
Fire Extinguisher	Annual	X	X	X	X	X	X	X	X	X	X	X	X	X
Fire Prevention	Initial	X	X	X	X	X	X	X	X	X	X	X	X	X
First Aid & CPR*	Every 2 years													
Harassment Prevention	Initial/ Every 2 years	X	X	X	X	X	X	X	X	X	X	X	X	X
Hazard Communication	Initial/ Annual/ Refresher		X	X	X	X	X	X	X	X	X			
Hazardous Waste Operations & Emergency Response	Initial/ Annual	X					X	X	X	X	X			
Hearing (Noise) Protectors Conservation	Annual							X						
Heat Stress	Initial/ Refresher		X	X	X		X	X	X	X	X			
Injury & Illness Prevention Program	Initial/ Updates	X	X	X	X	X		X			X	X	X	X
Job Hazard Analysis	Initial	X	X	X	X	X	X	X	X	X	X	X	X	X
Lockout/Tagout	Initial/ Refresher					X	X	X	X	X	X			
Machinery and Equipment and guarding	Before Use/ Refresher						X	X	X	X	X			
OSHA recording	Changes													X
Personal Fall arrest/restraint systems	Initial						X	X	X	X				
Personal Protective Equipment	Initial	X	X	X	X	X	X	X	X	X	X	X	X	X
Portable Ladder	Initial	X	X	X	X	X	X	X	X	X	X	X	X	X
Power Industrial/ Forklift	Initial/ 3 years						X	X	X	X				
Power Presses and Tools	Annual						X	X	X	X				
Reasonable Suspicion Training	Initial/ 3 Years	X	X			X	X				X			X
Respiratory Protection	Initial			X	X		X	X	X	X	X			
Safety Management System	Initial	X	X				X				X			X
Safety Orientation for Employees	Initial	X	X	X	X	X	X	X	X	X	X			X
Stress Management/Wellness/Fatigue Management	Initial/ Refresher													
Transit Safety and Security Program Certificate	Initial										X			

Welding & Cutting Safety (Hot work)	Initial						X	X					
Wheel or Rims	Initial						X	X					
Workplace Violence Prevention	Initial/Annual	X	X	X	X	X	X	X	X	X	X	X	X

\* Not required

All Transit Operators are required to complete proficiency training on each vehicle within the El Dorado Transit Fleet on an annual basis.

### Safety Communication

El Dorado Transit recognizes communication between management and staff is key to a successful health and safety program.

*Communicating safety and safety performance information throughout the agency:* Quarterly updates will be presented to staff and management in all staff meetings. Safety bulletins and flyers will be updated often on the safety boards in the maintenance break room and operator break room. Information typically will include relevant safety topics, summary of safety performance, updates to the PTASP, and information which may affect safety.

*Communicating information on hazards and safety risks relevant to employee’s roles and responsibilities throughout the agency:* The new hire training orientation will include distribution of safety policies and procedures to all relevant employees. This is in the form of the Personnel Policy and Procedure Manual and Operator Handbook. Training on safety policies and procedures are completed in initial training and occurs regularly in Verification of Transit Training (VTT) and refresher training for Operators, Dispatchers and Maintenance staff.

*Safety action taken in response to reports submitted through the Employee Reporting Program:* Communication is shared in the following manor:

- Safety Trainings/VTT will be scheduled often to discuss safety topics and refresh safety policies and procedures.
- Tailgate meetings
- Safety meetings
- Safety bulletin boards
- Posters
- Annual reports to the Board of Directors

### Communicating Actions Taken from Safety Reports

El Dorado Transit communicates safety actions taken in response to reports submitted through the transit worker safety reporting program. Communication may include safety

bulletins, tailgate talks, safety meeting topics, posted notices, email updates, and direct follow-up to the reporting employee when the reporter self-identifies.

### **Communicating Results of Frontline Cooperation in PTASP Development/Updates**

El Dorado Transit communicates the results of cooperation with frontline transit worker representatives in developing and updating this PTASP. This includes summarizing key safety topics raised through the Safety Team/committee process, documenting PTASP changes influenced by frontline input, and sharing PTASP update highlights with employees.

### **Record Keeping**

El Dorado Transit will maintain documentation related to the implementation of its SMS; the programs, policies and procedures used to carry out this PTASP; and the results from its SMS processes and activities for a minimum of three years. They will be available to the FTA or other Federal or Oversight entities upon request. Examples of resources and documentation used in the implementation and to continue the policies of the SMS may include but are not limited to the following:

- Personnel Policies and Procedures
- Operator's Handbook
- Best Practices
- Accident Investigation
- Incident forms
- Risk Register
- Safety Analysis'
- Accident Data
- Maintenance Data

## Reference

### Commonly used Acronyms

Acronym	Word or Phrase
Caltrans	California Department of Transportation
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SACOG	Sacramento Area Council of Governments
SMS	Safety Management System
SRM	Safety Risk Management
VTT	Verification of Transit Training

Resources - National Transit Database