

Public Transportation Agency Safety Plan Template for Bus Transit

The Federal Transit Administration (FTA) is providing the *Public Transportation Agency Safety Plan Template for Bus Transit* and accompanying *Reference Guide* to assist with the development of a Public Transportation Agency Safety Plan (Safety Plan) for bus transit modes. Use of this template is voluntary. The template and reference guide are intended for use by States and operators of public transportation systems that are required to draft a Safety Plan in accordance with 49 C.F.R. Part 673 (Part 673). The full text of Part 673 is available at <http://www.transit.dot.gov/PTASP>.

Certain requirements in Part 673 do not apply to small public transportation providers¹. The relevant sections in this template are noted in red to indicate where requirements differ. Transit operators that are subject to Part 673 may choose to include additional sections beyond what is required in Part 673.

Under Part 673, a transit agency is required to maintain documents that describe its Safety Plan, including those related to implementation and results from processes and activities. Also, a transit operator may have existing documentation that describes processes, procedures, and other information required in Part 673. You may reference these documents in your Safety Plan by specifying the document names and locations within the appropriate sections of the plan.

1. Transit Agency Information

Transit Agency Name	Mass Transportation Authority – Flint Michigan		
Transit Agency Address	1401 S. Dort Highway, Flint MI 48503		
Name and Title of Accountable Executive	Edgar Benning – CEO/General Manager		
Name of Chief Safety Officer or SMS Executive	Luke Randolph – SMS Officer & Safety/Risk Management Manager		
Mode(s) of Service Covered by This Plan	DR PT, DR DO, MB DO	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5311, 5339(a)
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Directly Operated: Fixed Route Service, Regional Service, Peak Service, Your Ride (Para-Transit) Service, Rides-to-Wellness (Same-Day Service)		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Description of Arrangement(s)

Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	NA
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2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Mass Transportation Authority – Flint MI	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
		11.20.2020
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	MTA Board of Directors	11-19-2020
	Relevant Documentation (title and location) Resolution #21-11 Flint, MI	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Relevant Documentation (title and location)	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued

Annual Review and Update of the Public Transportation Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

In February the MTA Safety Committee, chaired by the SMS Officer, will review the SMS program along with all Safety related SOPs and recommend any required actions/updates. In March the review and recommendations will be reviewed with the CEO/General Manager, and the executive management team, for approval. In May the review and recommendation will be reviewed with the Board of Directors for approval. Process starting in February of 2022.

3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

SPT Category		2017	2018	2019	5 Year Average	Targets
Total number of Fatalities		0	0	0	0	0
Fatality Rate per 10,000,000 VRM		0	0	0	0	0
Total Number of Injuries		25	34	27	28.7	28
Injury Rate per 10,000,000 VRM		30.41	40.03	29.20	33.2	33
Total Number of Safety Events		31	31	38	33.3	33
Safety Event Rate per 10,000,000 VRM		37.71	36.5	35.1	36.4	36
Total Number of Major Mechanical System Failures	MB	7297	5481	7884	6887.3	6800
	DO	161028	31248	25889	72721.7	70000
Annual VRM		8,221,649.00	8,493,715.00	9,245,575.00	8,653,646.3	

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

MDOT Representative stated that all safety performance targets for large transit agencies will provide their own targets.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Michigan – MDOT	11/15/2020
Targets Transmitted to the	Metropolitan Planning Organization Name	Date Targets Transmitted

Metropolitan Planning Organization(s)	Genesee County MPO	11/15/2020

4. Safety Management Policy

Safety Management Policy Statement

Include the written statement of safety management policy, incorporating safety objectives.

MTA-Flint is committed to Safety Management Systems (SMS) as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities. MTA's safety goal will always be zero accidents and injuries in and around our system. MTA-Flint has adopted a Safety Management Systems (SMS) framework as an explicit element of the agency's responsibility by establishing a safety policy; identifying hazards and controlling risks; goal setting, planning and measuring performance. Furthermore, MTA-Flint has adopted SMS as means by which to foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety. The intent of SMS is to address all applicable requirements and standards as set forth in the FTA's Public Transportation Safety Program and National Public Transportation Safety Plan.

Safety Beliefs

- Safety is a core business value.
- Safety excellence is a key component of our mission.
- Safety is a source of our competitive advantage; our business will be strengthened by making safety excellence an integral part of all our public transportation activities; and
- Accidents and serious incidents are preventable and do not occur out of the blue; they are preceded by precursors (events, behaviors, and conditions) that can be identified, assessed and mitigated through physical, administrative and behavioral defense strategies.

Safety Culture

MTA-Flint believes safety promotion is critical to the success of SMS by ensuring that the entire organization fully understands and trusts the SMS policies, procedures, and structure. It involves establishing a culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

Positive safety culture must be generated from the top-down. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee with the ultimate responsibility for safety resting with the CEO/General Manager and Governing Board of MTA-Flint. Employees must trust that they will have management support for decisions made in the interest of safety while recognizing that intentional breaches of safety will not be tolerated.

Safety Objectives

MTA-Flint has established a set of safety objectives to help us assess our safety performance and the effectiveness of our SMS. Our objectives include the following:

- Continuously examining our operations for hazards, through active employee reporting, management audits and the review and analysis of data;
- Clearly explaining for all staff their accountabilities and responsibilities for the development and operation of MTA-Flint SMS;

- Ensuring that employees charged with implementing the agency’s SMS processes, methods and activities are adequately trained and assessed and only assigned tasks commensurate with their skills and experience;
- Providing MTA-Flint employees and contractors with formal, ongoing SMS communications; and
- Continuously improving MTA-Flint safety performance through the management of the processes that ensure effective safety risk mitigations are implemented in a timely manner.

Safety Reporting

MTA-Flint is committed to the safest transit operating standards possible. To achieve this, it is imperative that MTA-Flint has uninhibited reporting of all accidents, incidents and occurrences which may compromise the safe conduct of our operations. To this end, every employee and contract service provider 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.

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency’s organization. Include dates where applicable.

Once the final document is drafted and signed as a policy, MTA will provide official training to all employees on SMS, its policy and procedures. All trainees will be required to sign-off that they understand the process and their role in it. MTA’s SMS will be available on our common drive and posted on all communication boards. Period safety updates will be sent out through the employee communication system and posted, and will appear in the monthly employee newsletters.

Authorities, Accountabilities, and Responsibilities

Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency’s Safety Management System (SMS).

Accountable Executive	<p>Edgar Benning – CEO/General Manager, who is the Accountable Executive, has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Controls and directs human and capital resources needed to develop and maintain the ASP, SMS, and Transit Asset Management Plan; Ensures that MTA’s SMS is effectively implemented throughout the system; • Ensures action is taken to address substandard performance in MTA’s SMS; • Monitors MTA’s safety performance; • Accepts safety risk associated with hazards or mitigates unacceptable safety risk; and • Assumes ultimate responsibility for carrying out MTA’s ASP and SMS. • Designates a Chief Safety Officer with a direct line of reporting to the Accountable Executive; • Issues annual SMP statement and safety objectives • Ensures that MTA’s SMS is effectively implemented throughout the system; • Ensures action is taken to address substandard performance in MTA’s SMS; • Monitors MTA’s safety performance; • Accepts safety risk associated with hazards or mitigates unacceptable safety risk; and • Assumes ultimate responsibility for carrying out MTA’s ASP and SMS. <p>The Accountable Executive designates the Chief Safety Officer as the position with the authority and responsibility for day-to-day implementation and operation of MTA’s SMS. The Chief Safety Officer holds a direct line of reporting to the Accountable Executive. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Leads the development and update of MTA’s ASP • Develops MTA’s SMS policies and procedures; • Monitors day-to-day implementation and operation of MTA’s SMS
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	<ul style="list-style-type: none"> • Establishes and maintains MTA's safety data information management and reporting systems.
<p>Chief Safety Officer or SMS Executive</p>	<p>Luke Randolph (SMS Officer/Safety Manager) - Chairs the SMS Committee, Management of Change Committee, and Accident and Incident Review Board:</p> <ul style="list-style-type: none"> o Coordinates the activities of the committees with other members; o Develops agendas and sets topics for discussion; o Keeps and distributes minutes of committee meetings; o Maintains documentation and decisions made by committees. <ul style="list-style-type: none"> • Develops and distributes quarterly report on MTA's progress in meeting the safety objectives specified in the SMP statement; • Develops and distributes reports that monitor and analyze trends in hazards and safety events; • Develops and issues Safety Reporting Bulletins and manages MTA's mandatory and voluntary safety reporting programs; • Provides information and analysis on reports made through the mandatory reporting program and voluntary employee safety reporting program (ESRP) • Ensures personnel who have submitted voluntary reports are notified of the receipt of the report and are informed about the disposition of the report; • Develops and issues MTA's annual safety performance targets (in coordination with the Accountable Executive); • Identifies deficiencies and substandard performance in MTA's SMS, notifies the Accountable Executive, and works with the Accountable Executive to develop action plans to address the identified deficiencies; • Advises the Accountable Executive on SMS progress and status; and • Supports MTA departments in managing safety risk by providing Safety Risk Management (SRM) expertise and conducting and overseeing Safety Assurance activities.
<p>Agency Leadership and Executive Management</p>	<p>Leadership and Executive Management have authorities and responsibilities for day-to-day implementation and operation of MTA's SMS as it applies to their respective business units. In addition, they support systemwide SMS implementation as requested by the Chief Safety Officer and SMS Committee.</p> <p>Specific authorities, responsibilities and accountabilities for Agency Leadership and Executive Management under this plan include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Allocating resources within respective business units to accomplish safety objectives identified in the SMP statement and to address substandard performance in the SMS; • Overseeing the safety of day-to-day operations and SMS implementation in their respective business units; • Coordinating with the Safety Department on the implementation of SMS in their respective business unit and providing subject matter expertise as requested; and • Modifying policies consistent with implementation of the SMS and other safety regulations
<p>Key Staff</p>	<p>Key Staff includes those positions that directly oversee MTA's Operating Divisions, Control Center and Maintenance Facilities, as well as MTA's Human Resources, Technical Training and Procurement Departments. Specific authorities, responsibilities and accountabilities for Key Staff under this plan include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Complying with SMS programs and processes; • Supporting development, implementation, and operation of MTA's SMS; • Maintaining documents that support SMS implementation; • Reviewing and investigating employee reports, in coordination with the Chief Safety Officer and/or SMS Committee, and documenting results in MTA's reporting system;

- Providing subject matter expertise to support implementation of MTA’s SMS; and
- Verifying compliance with safety requirements and reporting deviations to the Safety Department.

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

MTA – Flint has developed several ways MTA employees can voluntarily report safety conditions:

- MTA-Flint Web Page- Anyone can report safety concerns, including employees. This can be accomplished anonymously or with contact information. MTA Director of Marketing manages the web page.
- Safety Drop Box- Safety drop boxes are located at each department area and service centers. Safety concerns can be submitted anonymously. Safety Manager and HR Manager manages the drop-boxes
- Telephone Hotline- MTA has a designated phone number for employees to call in from an outside number or an internal four-digit extension. The Safety Manager and HR Manager manages the Hotline.
- Open Door Policy – Employees can directly report safety or other concerns to any MTA supervisor, manager, COO and/or the CEO/General Manager.

Mandatory Reporting

- MTA requires its employees to report the occurrence of safety events meeting the thresholds specified in MTA SOP’s Rulebook. This includes safety events as defined in section 6.2 and FTA’s PTASP regulation, §673.5.
- Employee’s are required to report all safety events that involve all damage, injury and/or close call.

Employee Discipline

- Appropriate employee disciplinary actions will be taken when an employee violates any established laws, regulations, policies, procedures, rules and/or union contract requirements.

Employee Exclusion from Protection:

- Knowingly and purposely defying an established federal, state and/or local law and/or regulation.
- Knowingly and purposely defying an MTA policy, procedure, rule and/or union contract requirement.
- Knowingly placing one’s self and/or others in direct danger.
- Accidents where it is clearly the MTA Operator that is at fault.

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

Safety Hazard Identification – This process starts with recognizing a process inside MTA that has the potential of harm or loss to people and/or property. Once the process is identified to carry risk, the process must be assessed to verify the risk is expectable or needs to be mitigated.

Local/State/Federal resources and data will be utilized as sources for hazard information.

Safety Hazard Identification at MTA is conducted in several ways:

- Process of change throughout our systems (Routes, Buildings, Vehicles,). Whenever changes are made in our system, a Hazard Identification Assurance document will be filled out with any changes that could affect safety.
- Risk Assessment work sheets conducted by management and employees for day-to-day activities.
- Safety Talks and employee safety reporting

Safety Hazard Assessment & Prioritization:

- Safety hazards will be prioritized by the following cause results, in the following order: Injury/Death, damage to equipment/facilities/infrastructure, service disruptions and then others.

Reaction to Identified Hazards:

- Based upon the severity of the hazard identified, the appropriate action will be taken, which could include, but is not limited to: Reporting of the hazard, all-stop pending permanent correction, all-stop pending temporary correction and/or increased/additional training.

MTA has invested in a web based EHS system (Intelex) that covers accident/event reporting, Near Miss, Risk Assessment, Training, and Customer Complaints/Accommodations. Intelex has a built-in Risk assessment matrix that quantifies risk severity and mitigation documentation.

The primary objective of risk mitigation strategies in the MTA SMS program is to implement risk controls that reduce the likelihood/severity of each identified specific risk. It is critical that MTA has clear and accurate data to assess and mitigate all safety risk. That is why MTA invested in a data driven web based EHS platform. MTA will always avoid risk when possible, but often risk is unavoidable. Risk reduction starts in the planning of each process using experts in the department to help plan a reduced action plan.

Safety Risk Mitigation –

- Risk Avoidance: Sidestep Mishap Occurrence
- Risk Reduction: Reduce Likelihood/Severity of Occurrence
- Risk Transfer: Transfer Ownership of a Specific Risk to Another Party
- Risk Assumption: Treat the Mishap Occurrence as Acceptable

Identified Hazards:

- All identified hazards will be reported through MTA's EHS platform and given a V5 rating with a mitigation plan. All risk mitigation will be documented in Intelex (EHS Platform).
- MTA's Maintenance Department will perform, monthly, MIOSHA/OSHA based Hazard Assessments with corrective action to follow. Currently, this will be performed on paper and filled in department.
- Safety/Risk Manager will review the overall process and conduct regular audits of compliance. The results of the audits will be presented to the safety committee and the executive management team. Identified non-conformances and/or newly developing safety issues will be immediately addressed to mitigate the possible safety concerns.

6. Safety Assurance

Safety Performance Monitoring and Measurement
<p><i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i></p>
<ul style="list-style-type: none"> • MTA Safety Manager conducts by-monthly safety audits across the company's physical addresses with an OSHA based documented checklist (Cell Phone App). • Employee lost time is recorded monthly and a data report is reviewed by MTA management with corrective actions. • Data reports on bus events and public safety is pulled monthly and reviewed with corrective actions by MTA Management.
<p><i>Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</i></p>
<p>The "Human" factor always has room for error and therefore needs to be audited for effectiveness. Every safety process in the SMS needs to be audited for safety assurance, reviewed and changes made for risk mitigation. Safety data reports will tell MTA by KPI category if the system is improving or not. Corrective action to follow any down turns in safety performance.</p>
<p><i>Describe activities to conduct investigations of safety events to identify causal factors.</i></p>
<p>MTA uses a web based EHS platform, with a risk management, near miss, injury, incident/accident investigation, mitigation and corrective actions reports, and tools built in. (Intalex) These reports, and risk assessments are continually reviewed by the Safety/Risk Manager with daily corrective actions. Data reports are pulled and reviewed by upper management, during weekly staff meetings, and the safety committee, during monthly meetings.</p> <p>The below diagrams represent the tools MTA uses for risk assessments and documentation. All risk assessments will be evaluated with corrective actions by the Safety/Risk Manager weekly. The Safety/Risk Manager will contact departmental experts to evaluate all events that require further follow up and expertise.</p>

New Incident Risk Assessment

Risk Assessment Details

*Assessment Date 10/15/2020 9:02 AM

Comment MTA Driver was rear-ended when making a right turn

Consequence / Impact

* Matrix EHS Incident Matrix
 * Aspect People
 * Consequence No injury or health effect

Likelihood

* Likelihood Has happened more than once

Rank Low
 Risk Rank Acceptable

Risk Matrix

		Likelihood →				
		0	1	2	3	4
Severity ↑	0	Low	Low	Low	Low	Low
	1	Low	Low	Low	Low	Low
	2	Low	Low	Low	Medium	Medium
	3	Low	Low	Medium	Medium	High
	4	Low	Medium	Medium	High	High
	5	Medium	Medium	High	High	High

Describe activities to monitor information reported through internal safety reporting programs.

The Intellex reports and risk assessments are continually reviewed by the Safety/Risk Manager with daily corrective actions.

Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

Managing change begins with a discussion of the types of changes being considered that could affect workplace safety and health, including effects that may not be obvious. Procedures for managing change is written and regularly reviewed to reduce the risk associated with any changes. Changes being considered must be thoroughly evaluated for how they affect employee safety and health. Sometimes there is a domino effect, where one change leads to more changes, and you will need to determine if the changes being considered will cause additional changes to operating procedures. A MOC program must specify what types of changes are to be managed. The Safety Committee will apply MOC parameters to physical alterations of equipment only or new operating procedures only – or both. A proper MOC system also requires that any change be evaluated before implementation. The level of evaluation can depend on the degree of change and how critical it is to the safety of our operations. Employees, as well as maintenance and contract workers, whose work will be affected by the change, must be informed and trained on the new equipment, process or whatever the change includes. This must be done before startup of the process or startup of the affected part of the process. Managing change also means updating any safety information, operating procedures or practices related to the new procedures. This type of work has proven to be a worthy practice that promotes and strengthens the Safety Committee's involvement.

Elements of an effective MOC Program are:

- Procedures that consider:
 - o The technical basis for the proposed change.
 - o Impact of the change on employee safety and health.
 - o Modifications to operating procedures.
 - o Time needed for the change.
 - o Authorization required for the proposed change.
- Steps taken to identify hazards before the changes are made.
- Identifying methods to screen and classify changes.
- Identifying the key hazards in changes.
- Identifying methods for documenting MOC reviews.
- Procedures to make approvals and authorizations workable.
- Plans to inform and train personnel about the changes.
- Methods for updating Process Safety Information, procedures and other Process Safety Management information.
- Steps for effective implementation.
- Procedures for reviewing and revising any existing MOC Program.

Safety and Safety Performance Communications:

Multiple appropriate forms of communicating safety and safety performance will be utilized and will include, but is not limited to, direct employee emails, posting board notices, newsletter articles, town-hall employee phone meetings, direct face-to-face employee meetings and special employee mailings.

Document/Records Retention and Availability:

All documents/records relating to the SMS program will be maintained for a minimum of 3 years. Documents that have been rendered obsolete will be identified as such and maintained for this period. These records will be available for audit by any Local/State/Federal entity having jurisdiction.

Continuous Improvement

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

Continuous Improvement starts with knowing what MTA's past safety performance was, and what was the KPI's for past performance. Once our safety gaps are recognized, re-train and train employees on safety gaps and safety communications across the organization.

7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

Safety promotion ensures that MTA employees and contractors are aware of policies and procedures related to the safety of agency operations, and specifically as related to their areas of work. MTA's comprehensive safety training program applies to all MTA employees directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer and Safety Department, and
- Accountable Executive.

Training has been developed for each designated position throughout the agency, appropriate to the position's individual safety-related job responsibilities and role in the SMS. This training includes instruction and testing to verify initial competency, as well as refresher training and recertification requirements to ensure employees remain current on the agency's policies and procedures. Basic training requirements for MTA employees, including frequencies and refresher training, are documented in MTA's Training Department and the MTA Employee training file.

Note: All new hire employees go through a basic New-Hire Orientation, which includes:

- Drug & Alcohol
- Sexual Harassment
- Policies & Procedures
- Employee Handbook (Hourly/Salary)
- DOT Certifications (When Applicable)
- Material Safety Data Sheets
- PPE
- Hazard Assessment & General Safety
- Weekly Safety Training Talks
- Bloodborne Pathogens
- Employee Right-to-Know

Transit Operators

MTA utilizes the FTA's TSI safety training material for all new hire Paratransit and Fixed Route Operators.

The course covers the following topics:

- Policy and Procedure
- FTA/DOT/Harassment/ MIOSHA
- Introduction to Transit- Transportation Safety Institute Program
- Introduction to Vehicles
- Basic Maneuvering Skills
- Basic on the Road Skills
- Comprehensive State CDL Skills Test
- Written Test
- Completion of TSI Programming
 - a) Defensive Driving
 - b) Emergency Management
 - c) Customer Service
- Property Safety (safe walking/driving)
- Check In/Out Procedures
- Transit Vehicle/Fixed Route
- Lift Operation
- Securement Systems
- Destination Signs
- Radios
- Transfers
- Fare Box
- Emergency Equipment
- Defensive Driving Course – NSC

Maintenance/GMT's

- Bus Cleaning
- Bus Lift
- Diesel Mechanic, Paint/Body Shop Hands-on-Training
- Fueling
- CNG Fuel System
- Hi-Lo

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

The Safety Department is responsible for using the safety information system to develop regular status reports on safety risk mitigations and conduct corrective actions for dissemination to the SMS Committee and Joint Labor and Management Safety Committees for discussion.

MTA uses its web based EHS platform to communicate real time safety performance reports through the end-user's dashboard on the Intellex site.

Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.

MTA SOP's and Guidelines for Safety:

- GM-810 Accident Reporting Guidelines
- FR-10.7 Accident and Events
- FR-10.14 CNG Bus Post Accident Procedure
- VIII-E Dispatch Accident Procedure
- VIII-C Accident Breakdown
- VIII-H Accident Notification
- Safety Manual Documents (HR Procedures)
- VI-B Safety Suggestions
- OPS-520 Safety Incentive
- FR-10.1 Safety Meetings
- MD 300-Daily Safety Talks

Definitions of Special Terms Used in the Safety Plan

Term	Definition

List of Acronyms Used in the Safety Plan

Acronyms	
5307	Urbanized Area Formula Grants
5310	Enhanced Mobility of Seniors & Individuals with Disabilities Grants
5311	Rural Area Formula Grants
5339(a)	Bus and Bus Facilities Formula Grants
ASP	Agency Safety Plan
CDL	Commercial Driver's License
CEO	Chief Executive Officer
CNG	Compressed National Gas
COO	Chief Operating Officer
DOT	U.S. Department of Transportation (federal)
DR DO	Demand Response – Directly Operated
DR PT	Demand Response – Purchased Transportation
EHS	Environmental Health & Safety
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
GMT	General Maintenance Technician
HR	Human Resources
KPI	Key Performance Indicator
MB DO	Motor Bus – Direct Operated
MDOT	Michigan – Department of Transportation (state)
MIOSHA	Michigan – Occupational Safety and Health Administration (state)
MOC	Management of Change
MPO	Metropolitan Planning Organization
MTA	Mass Transportation Authority
NSC	National Safety Counsel
OSHA	Occupational Safety and Health Administration (federal)
PPE	Personal Protective Equipment
PTASP	Public Transportation Agency Safety Plan
SMP	Safety Management Plan
SMS	Safety Management System
SOP	Standard Operation Procedure
SPT	Safety Performance Targets
TSI	Transportation Safety Institute (U.S. Department of Transportation)
VRM	Vehicle Revenue Miles

RESOLUTION

Resolution by the Mass Transportation Authority Board of Directors to accept the MTA Public Transportation Agency Safety Plan for Bus Transit as presented.

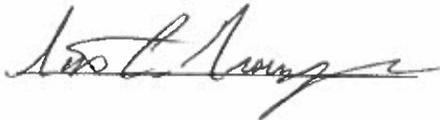
WHEREAS, the Mass Transportation Authority is required by the Federal Transit Administration (FTA) to develop and implement a Public Transportation Agency Safety Plan for bus transit modes.

WHEREAS, the Mass Transportation Authority is required to maintain documents that describe its Safety Plan, including those related to implementation, and results from processes and activities.

NOW, THEREFORE BE IT RESOLVED, by the Mass Transportation Authority Board of Directors to accept the MTA Public Transportation Agency Safety Plan for Bus Transit as presented.

CERTIFICATION

The undersigned duly qualified and acting as a member of the Board of Directors of the Mass Transportation Authority certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Mass Transportation Authority held on November 19, 2020.



November 19, 2020

Date