

Board of Directors Meeting Agenda

September 01, 2023

7:30 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

This is an EMERGENCY meeting of the Board of Directors.

The meeting will be held via MTeams at rideVRT.org/VRTBoard_September2023_EMERGENCY or by dialing in at **323-484-8960 Conference ID: 179 536 316#**. If you would like to attend the meeting in person, you can join us at 700 NE 2nd Street, Meridian, ID

- I. **Calling of the Roll - Chair Joe Stear**
- II. **Agenda Additions/Changes**
- III. **Public Comments (*Comments will be limited to no more than three (3) minutes*).**

IV. Action Items

- A. **Action: Public Transportation Agency Safety Plan Update**
Page 2-17 | Elaine Clegg
Staff recommends the Board of Directors approve Resolution VBD23-030 and the updated Public Transportation Agency Safety Plan (PTASP). A link to the PTASP can be found here: rideVRT.org/PTASP

V. Adjournment

Mission Statement: Valley Regional Transit's mission is to leverage, develop, provide, and manage transportation resources and to coordinate the effective and efficient delivery of comprehensive transportation choices to the region's citizens. (ValleyConnect 2.0 Plan approved 04/02/18)

The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink:

<https://www.valleyregionaltransit.org/media/1493/boardagenda-preparationpolicy.pdf>

Arrangements for auxiliary aids and services necessary for effective communication for qualified persons with disabilities or language assistance requests need to be made as soon as possible, but no later than three working days before the scheduled meeting. Please contact Jason Rose, Communication Director at 258-2739 if an auxiliary aid is needed.

TOPIC	Public Transportation Agency Safety Plan Update
DATE	August 30, 2023
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff recommends approval of Resolution VBD23-030 and the updated Public Transportation Agency Safety Plan (PTASP). A link to the PTASP can be found here: rideVRT.org/PTASP

Background

The PTASP Policy was approved by the Board of Directors March 2, 2020. The Board of Directors approved Resolution VBD23-006 to delegate authority to the Executive Board to approve updates to the Transit Asset Management (TAM) Plan and the PTASP January 9, 2023. The current PTASP was approved by the Executive Board February 6, 2023.

Highlights

In 2019, the [Public Transportation Agency Safety Plans \(PTASP\)](#) regulation ([49 CFR Part 673](#)) requires certain operators of public transportation systems that receive federal funds under the Federal Transit Administration (FTA) [Urbanized Area Formula Grants](#) to develop an Agency Safety Plan (ASP) that includes the processes and procedures to implement a Safety Management System (SMS), a comprehensive, collaborative, and systematic approach to managing safety.

In 2022, FTA published a [Dear Colleague Letter](#) to inform the transit industry about Bipartisan Infrastructure Law changes to PTASP requirements. The new requirements apply to transit agencies with an ASP in place under the PTASP rule.

The new requirements include revised requirements for ASPs, joint-labor management safety committees, cooperation with frontline transit worker representatives in the development of ASPs, safety risk reduction programs, safety performance targets, de-escalation training for certain transit workers, and addressing infectious diseases through the SMS process.

VRT updated the PTASP and the plan that was approved February 6, 2023. VRT was informed on August 4 by FTA that the VRT Safety Committee is out of compliance with membership requirements. Due to this deficiency, the FTA informed VRT that it will not award any grant to VRT until the issue is resolved.

VRT had a meeting with FTA on August 18 to ensure the requirements needed to resolve the deficiencies were understood. VRT must have an approved safety plan in place to be eligible for federal funding. FTA also informed VRT that the Executive Board is not an “Equivalent

Authority” to the Board of Directors and that the Board of Directors should be approving the PTASP.

VRT has reorganized the committee to bring it into compliance. It has updated the PTASP and the VRT Safety Committee certified it on August 28. This special meeting was scheduled to ask the Board of Directors to approve the updated PTASP, so that FTA will approve VRT federal grant funds which will allow VRT to continue operating the transportation systems in Ada and Canyon County.

More Information

Attachments:

Resolution VBD23-030 Public Transportation Agency Safety Plan Update
PTASP Comparison

For detailed information contact:

Leslie Pedrosa, 208-258-2713, lpedrosa@rideVRT.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN UPDATE RESOLUTION VBD23-030

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN UPDATE

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as **“Valley Regional Transit” (VRT)** was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; an

WHEREAS, VRT qualifies under the 49 U.S.C 5307 to receive financial assistance from the 49 U.S.C 5307 funds, it is required to develop a Public Transportation Agency Safety Plan (PTASP); and

WHEREAS, VRT worked with the Idaho Transportation Department (ITD) to develop the PTASP as directed by the Federal Transportation Administration’s (FTA) final rule 49 C.F.R. Part 673; and

WHEREAS, VRT has revised the PTASP to ensure compliance with the PTASP regulation, 49 CFR Part 673, to receive federal funds from the FTA ; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit approve **Resolution VBD23-030** and the updated PTASP.

Section 2. That the Board of Valley Regional Transit rescind **Resolution VEB23-005** with the approval of the updated PTASP.

Section 3. That the Board of Valley Regional Transit rescind **Resolution VEB23-006** with the FTA determination that the Executive Board is not an equivalent authority for PTASP requirements.

Section 4. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 1st day of September 2023.

APPROVED by the Board Chair this 1st day of September 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

Chapter 1 – Transit Agency Information

Chief Safety Officer:	Chief Operating Officer
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Edits to Chapter 1 include:

- Updated to reflect correct title
- Formatting changes

Chapter 2 – Plan development, approval, and updates

This plan ~~was~~is based on a template drafted by Shauna Miller, State Safety Oversight Officer, with the Idaho Transportation Department, Public Transportation Office and reviewed and amended by the VRT Safety Committee.

Valley Regional Transit Accountable Executive (Name)	
Kelli Badesheim Elaine Clegg	
Signature of Accountable Executive	Date of Signature
	
Valley Regional Transit Chairman of Executive Board <u>of Directors, Chair</u> (Name)	
Joe Stear	
Signature of Chairman of Executive Board <u>of Directors, Chair</u>	Date of Approval
Name of Entity That Certified This PlanVRT Safety Committee, Chairs (Name)	
Valley Regional Transit Safety Committee Leslie Pedrosa, CSO Douglas Buckendorf, President/Business Agent ATU Local 398	
Relevant Documentation (title and location)Signature of VRT Safety Committee, Chairs	Date of Certification

Version Number and Updates

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Original	All	Origination of document	11/02/2020
Version Revision 1	All	Reviewed and updated	2/6/2023
Revision 2	All	Updates and Revisions	9/1/2023

Annual Review and Update of the Public Transportation Safety Plan (PTASP)

Valley Regional Transit's (VRT) plan addresses all applicable requirements and standards as set forth in Federal Transit Administration's (FTA) Public Transportation Safety Program and the National Public Transportation Safety Plan. At VRT, the review of safety practices is an ongoing process, not one limited to scheduled reviews. The Chief Safety Officer and the Compliance ~~Manager~~[Analyst](#) will review and update this plan [as needed, or at a minimum](#) by September 1 of each year. The ~~safety committee~~[VRT Safety Committee](#) will be the first to review and certify changes. Once ~~approved~~[certified](#) by the safety committee, the accountable executive will review and approve any changes, sign the new plan and forward to the ~~executive board~~[Board of Directors](#) for final review and approval.

Edits to Chapter 2 include

- Updated to reflect current VRT staff
- Updated to reflect Board of Director approval
- Added VRT Safety Committee Chairs and signature sign off for certification
- Clarified when plan updates are completed
- Revised for Board of Directors to provide final review and approval

Chapter 3: Safety Performance Targets by Mode of Service

Goals and targets ~~were set based on historical data gathered through reviewing trending information over the past two years listed below~~ [are based on a 3-year rolling average of the data submitted to the National Transit Database \(NTD\) under section 5355](#). This data is collected monthly and analyzed to ensure VRT is progressing towards set goals. In the event it is found VRT is deviating from identified goals, VRT will comply with the processes outlined ~~later~~ in this document.

Safety Performance Target Coordination

This plan ~~is originally~~ written ~~by~~[in conjunction with](#) the Idaho Transportation Department's Public Transportation Office (ITD-PT) in coordination with ~~a~~[Community Planning Association](#) of [Southwest Idaho \(COMPASS\)](#), the ~~state~~ Metropolitan Planning Organization (MPO). ~~Targets are~~[Safety performance targets will be](#) submitted ~~to~~ by ITD-PT ~~and COMPASS~~ annually [as shown below](#) at the MPO's mid-year Small Urban Balancing Committee meeting.

Target Transmittal Dates:

- Idaho Transportation Department Public Transportation: June 30
- Community Planning Association of Southwest Idaho ~~(COMPASS)~~: June 30

Edits to Chapter 3 include

- Clarification how targets are determined
- Clarification how targets are reported

Chapter 4: Safety Management Policy Statement

Safety Management Policy Statement

The management of safety is one of VRT's business functions. VRT is committed to developing, implementing, maintaining, and constantly improving processes to ensure ~~that~~ all transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this level of safety performance, starting with ~~our~~the Chief Executive Officer.

VRT's commitment is to ensure transit contractors:

VRT Safety Committee

-The VRT Safety Committee purpose is: (I) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment; (II) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and (III) identifying safety deficiencies for purposes of continuous improvement.

The committee will be comprised of an equal number of management staff comprised of staff from VRT and its contractors and frontline employees chosen by the plurality union. The Chief Safety Officer and highest-ranking union member will act as chairs for the committee and will jointly prepare agendas for the meetings. Each entity may name alternates for the committee as needed.

The committee will meet quarterly ~~and will~~to review and discuss incidents and issues reported-- ~~and will annually review the plan and recommend updates.~~ The quarterly meetings will be held at 2:15 pm, the second Tuesday of the month, in January, April, July, and October unless otherwise rescheduled. The meetings will be held by teleconference. An agenda for the meetings will be sent to committee members at least 48-hours in advance.

The VRT Safety Committee certifies the plan when edits or updates are made before it can be approved by the VRT Board of Directors. For the plan to be certified, a majority of the committee members must agree on the edits or updates. Updates will be made to the plan as needed, but at a minimum, it will be reviewed annually. If no updates are made, the plan will not need to be recertified.

The VRT Safety Committee will include the following management representatives, comprised of staff from VRT, Transit Management of Canyon County (TMCC), and Transit Management of Ada County (TMAC):

- Three VRT Management representatives, to include the VRT Chief Safety Officer
- Three TMCC management representatives
- Two TMAC management representatives

The VRT Safety Committee will include the following frontline employees that have been selected by the plurality of the union that represents them:

- Five TMAC representatives
- Three TMCC representatives

At each quarterly safety meeting, the safety committee will make recommendations to improve safety and jointly evaluate any safety hazard reported. Each quarterly safety committee meeting will also include discussion of the following:

~~The VRT Safety Committee members include the following VRT staff~~

- ~~Chief Safety Officer~~
- ~~Transit Services Manager~~
- ~~Compliance Manager~~
- ~~A representative from the development department~~
- ~~A representative from the customer service department~~

- A representative from finance department

The VRT Safety Committee members include the following staff from each contractor

- a representative from dispatch/reservations
- a representative from fixed-route service
- a representative from demand response service
- a representative from the safety/training department
- a representative from maintenance department
- a representative from management, where applicable

Contractors included in this plan are First Transit, Supportive Housing & Innovative Partnerships, Meridian Senior Center, Star Senior Center, Eagle Senior Center, Metro Community Transportation, Kuna Senior Center, Parma Senior Center, Melba Valley Senior Center, and Harvest Transit.

Each quarterly safety committee meeting will include discussion of the following:

- Review of safety related ~~accidents and~~ incidents to ~~determine~~review culpability
- Identify the causes associated with each event
- Develop mitigation measures to reduce the risk of events occurring in the future
- Review of policy and procedures
- Training
- Safety awareness

Driver Safety Meetings

VRT/TMAC and ~~contractors~~TMCC are required to hold monthly safety meetings. Each meeting will include a permanent agenda item dedicated to safety, where safety issues are discussed and documented.

Annual Staff Workshop

VRT holds an annual training workshop for all VRT staff. Safety Reporting

VRT issues a newsletter to employees. TMAC and TMCC employees monthly with a section dedicated to safety. VRT will share any hazard reports and mitigations as needed. ~~There will, from the previous month in the newsletter, along with a link to report any safety issues or suggestions. VRT employees are also be open discussion for staffable to email the Compliance Analyst directly to share safety topics, or to provide feedback, and hazard reporting will be further encouraged. Information discussed in these meetings will be documented on reported hazards. Any safety issues or suggestions reported by VRT staff will be included on the VRT Safety Management Team agenda.~~

Edits to Chapter 4 include;

- Formatting changes
- Updates to reflect current VRT titles throughout the Chapter
- Renamed safety team composed of VRT staff
- Updated VRT Safety Committee members to ensure compliance with the Federal Transit Administration (FTA) interpretation of the Bipartisan Infrastructure Law

Chapter 5: Safety Risk Management

As describe earlier, a structure exists to address all safety concerns. To ensure safety, the VRT Safety Committee is responsible for reviewing safety related ~~accidents and~~ incidents to ~~determine~~review culpability, to identify the causes associated with each event, and develop mitigation measures to reduce the risk of events occurring in the future. Having this committee provides a way for employees and contractors to report safety risks in a timely manner and to teams that understand the conditions associated with each area. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.

Safety Hazard Identification

The safety hazard identification process offers VRT the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee Safety Reporting
- Review of [contractor](#) monthly performance data and safety performance targets;
- Comments from customers, passengers, and third parties, including VRT's insurance provider and vendors;
- Safety Committee, drivers, and ~~all~~ staff meetings;
- ~~Results of audits~~[Audits](#) and inspections of vehicles and facilities;

Page 12

- ~~Training assessments~~
 - ~~Results of training assessments;~~
- Investigations into safety events, incidents, and occurrences; ~~and~~
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information ~~source~~); ~~sources~~)

~~There is a variety of sources to identify hazards:~~

- ~~Environment~~
- ~~Transit service characteristics and policies~~
- ~~Operator performance~~
- Road ~~condition~~[conditions](#)
- Safety and performance data targets
- Camera footage
- Supervisor or employee observations
- Maintenance reports
 - ~~Customer, vendor or third-party comments~~
 - ~~Safety Committee meetings~~
 - ~~Audit findings~~
- ~~Training assessments~~
- ~~FTA or other oversight authorities~~

When a safety concern is observed, whatever the source, it is reported to VRT's Chief Safety Officer or designee.

Procedures for reporting hazards ~~to~~ are reviewed during new hire orientation, ~~annual staff workshop meetings~~ and ~~in at~~ the [quarterly](#) Safety Committee [meetings](#). The Chief Safety Officer or designee may also enter hazards into Trackit [software](#) based on review of results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer or designee may conduct further analyses of hazards and consequences entered into Trackit [software](#) to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer or designee may:

Likelihood of Occurrence of a Hazard or Event

Description	Frequency for Specific Item	Selected Frequency for Fleet/Inventory
Frequent	Likely to occur frequently	Continuously experienced
Probable	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	Unlikely but possible to occur in the life of an item	Unlikely but can be expected to occur
Improbable	So unlikely it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Hazard Risk Index	Criteria by Index
High	Unacceptable
Serious	Undesirable (management decision)
Medium	Acceptable with Management Reviewmanagement review
Low	Acceptable without Management Reviewmanagement review

Risk Reduction Program

- ~~Reduction of TMAC and TMCC are required to provide adequate training to reduce~~ vehicular and pedestrian ~~accidents/incidents~~ involving buses ~~that includes~~. Training will include measures to reduce visibility impairments for bus operators that contribute to ~~accidents/incidents~~, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments.
- ~~Mitigating the TMAC and TMCC will ensure~~ assaults on transit workers, ~~including are mitigated. This will include~~ the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators, ~~if a risk analysis performed by the safety committee determines they would reduce assaults and injuries to transit workers.~~
- ~~Safety Committee determines that such barriers or other measures would reduce assaults on transit workers and injuries to transit workers~~
- ~~Strategies to minimize exposure to infectious diseases, consistent with guidelines of the Centers for Disease Control and prevention or a State or County health authority.~~

Edits to Chapter 5 include;

- Formatting changes
- Clarified safety committee throughout chapter
- Updates to how safety hazards are identified
- Added clarity for how safety hazards are addressed
- Renamed and clarified tables
- Updated Risk Reduction Program to ensure compliance with the Federal Transit Administration (FTA) interpretation of the Bipartisan Infrastructure Law

Chapter 6: Safety Assurance

Safety Performance Monitoring and Measurement

Through our Safety Assurance process, VRT, ~~in coordination with contractors will:~~

- ~~evaluate~~Evaluate TMAC and TMCC compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control safety risk;
- ~~assess~~Assess the effectiveness of safety risk mitigations ~~of TMAC and TMCC~~ to make sure the mitigations are appropriate and are implemented as intended;
- ~~Requires TMAC and TMCC to~~ investigate safety events to identify causal factors; ~~and~~
- ~~Ensure TMAC and TMCC~~ analyze information from safety reporting, including data about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

VRT ~~and contractors~~ have many processes in place to monitor its entire transit system for compliance with TMAC and TMCC operations and maintenance procedures, including:

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

Safety Investigations

Any occurrence involving a passenger, while under the care, custody, and control of ~~VRT~~TMAC or ~~a contracted operator~~TMCC, is considered an incident. Any contact between a VRT vehicle and another person, vehicle, or object ~~while under the care, custody, and control of TMAC or TMCC~~ is considered an incident, whether or not there was damage or injury.

All ~~VRT or contractor~~ incidents, regardless of severity, will be investigated by ~~the Specialized Transit Coordinator~~TMAC or ~~contractor~~TMCC staff. The investigation will include law enforcement assistance, if needed, photos, accident ~~incident~~ report, fault determination, incident tracking and retraining when necessary.

~~VRT or contractors~~TMAC and TMCC will maintain documented procedures for conducting safety investigations of events (~~accidents~~, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. ~~The Specialized Transportation Coordinator or contractor staff~~TMAC and TMCC maintain all documentation of the investigation policies, processes, forms, checklists, activities, and results. ~~The Specialized Transportation Coordinator or contractors~~TMAC and TMCC are expected to document the following information for each incident:

- ~~The accident~~Whether the incident was preventable or non-preventable
- Personnel ~~require~~requiring discipline or retraining
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event
- The ~~accident~~incident appears to involve underlying organizational causal factors beyond just individual employee behavior.

VRT has a “zero” tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal. ~~Contractors~~TMAC and TMCC are expected to follow VRT requirements for safety event investigations.

~~VRT and contractors will maintain documented procedures for conducting safety investigations of events to find causal and contributing factors and review the existing mitigations in place at the time of the event.~~

The Chief Safety Officer or designee maintains all documentation of VRT [audits of TMAC](#) and [contractor's TMCC's](#) investigation policies, processes, forms, checklists, activities, and results. As detailed in VRT's procedures, an investigation report is prepared and sent to the VRT Safety Committee for integration into their analysis of the event at each quarterly meeting.

[VRT TMAC](#) and [contractors TMCC](#) will ~~each~~ hold monthly staff meetings to discuss concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints are addressed immediately and reviewed monthly.

Internal Safety Reporting Program Monitoring

The ~~Executive~~ [VRT Safety](#) Management Team routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels, including safety incident reporting software. When necessary, the Chief Safety Officer and VRT Safety Committee ensure the concerns are investigated or analyzed through the Safety Risk Management process.

The Chief Safety Officer ~~and Executive~~, [VRT Safety](#) Management Team and ~~the~~ VRT Safety Committee also review internal and external [reviews/reports](#), including audits and assessments, with findings concerning ~~VRT's~~ safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Edits to Chapter 6 include;

- Formatting changes
- Updated language to clarify VRT and contractor responsibilities to reflect new process based on FTA interpretation of the Bipartisan Infrastructure Law
- Updated safety investigations to reflect current structure as well as reflect new process based on FTA interpretation of the Bipartisan Infrastructure Law for the safety committee members
- Clarified safety committee name throughout chapter

Chapter 7: Safety Promotion

Competencies and Training

The education and training programs ~~at VRT provided by TMAC~~ and ~~with contractors is~~ TMCC are to be a highly-regimented and professionally-developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety, including, but not limited to:

Contracted Operations

- Vehicle operators
- ~~Dispatchers~~
- Road Supervisors
- Maintenance personnel
- Managers and supervisors

Agency leadership

- ~~Chief Safety Officer~~
- ~~Accountable Executive~~

Basic training requirements ~~for VRT employees and contractors~~, including refresher training, are to be documented in the VRT Operator Handbook, a Transit Management Service Agreement, or the VRT Subrecipient/Contractor Monitoring and Oversight Procedures.

Contractor Operations safety Safety related training ~~includes~~ will include:

- New Hire training for ~~contracted~~ vehicle operators and maintenance personnel
- Continued refresher training for ~~contracted~~ vehicle operators and maintenance personnel
- Retraining for ~~contracted~~ vehicle operators and maintenance personnel
- De-escalation training for vehicle operators and maintenance personnel
- Classroom and on the job training for dispatchers/road supervisors
- Ongoing skill training for ~~contracted~~ maintenance personnel and supervisors
- Ongoing vehicle maintenance training for ~~contracted~~ maintenance personnel
- OSHA standards for ~~contracted~~ vehicle maintenance personnel and supervisors
- Accident investigation training for ~~contracted~~ managers and supervisors
- Ongoing hazardous material training for ~~contracted~~ vehicle maintenance personnel and supervisors
- Ongoing maintenance training provided by vendors
- Classroom and on the job training for ~~contracted~~ operations supervisors and managers
- Reasonable suspicion determination and reporting training for ~~contracted operations~~ supervisors and managers
- Accident investigation training for ~~contracted operations~~ supervisors and managers

The education and training programs provided by TMAC and TMCC are to be a highly-regimented and professionally-developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety, including, but not limited to:

- Agency Leadership
- Chief Safety Officer
- Accountable Executive

Agency leadership safety related training includes:

- Classroom and on-the-job training ~~for coordinators~~
- SMS Awareness online training ~~for coordinators and managers~~
- Accident investigation training ~~for coordinators and managers~~

Safety Communication

Safety Awareness Programs

~~VRT's Chief Safety Officer or designee will coordinate safety communication as follows:~~

- ~~• Communicate information on safety and safety performance in monthly staff reports. VRT will post safety bulletins and flyers on the bulletin boards located on all administrative bulletin boards. Contractors are asked to post bulletins and flyers in common areas for bus operators and maintenance technicians, advertising safety messages and promoting awareness of safety issues.~~
- ~~• As part of new-hire training, safety policies and procedures are provided to all contracted vehicles operators. Contractors are required to provide company required policies and procedures to newly hired vehicle operators. For newly emerging issues or safety events at the agency, the Chief Safety Officer or designee will issue memos or messages to employees that are reinforced by supervisors, coordinators or contractors.~~
- ~~• Provide targeted communications to inform employees or contractors of safety actions, which include handouts, flyers, updates to bulletin boards, or one-on-one discussions between employees, supervisors, and contractors.~~

Safety Awareness Programs:

Establishing and maintaining a culture that demands safe behavior at all times is at the core of VRT's safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely.

~~This program inspires safe behavior among employees at all levels by:~~

Safety Awareness Communications

~~VRT's Chief Safety Officer or designee, TMAC and TMCC will coordinate safety communication by:~~

- ~~• Communicating information on safety and safety performance in monthly staff reports~~
- ~~• Posting safety bulletins and flyers on the bulletin boards located on all administrative bulletin boards~~
- ~~• Providing safety policies and procedures as part of new-hire training to all VRT staff and contracted vehicles operators~~
- ~~• Issuing memos or messages to employees that are reinforced by supervisors, for newly emerging issues or safety events~~
- ~~• Providing targeted communications to inform employees or contractors of safety actions, which include handouts, flyers, updates to bulletin boards, or one-on-one discussions between employees and supervisors~~
- Generating system-wide participation in safety issues through positive reinforcement
- Encouraging all employees to "take ownership" for safety results
- Communicating safety policies, procedures, and processes
- Engaging executives and managers at all levels, encouraging their active participation in safety management and communication
- Sharing safety results at the individual, departmental, and project levels by celebrating success stories

Safety Communication

Safety Awareness Programs

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Safety Awareness Communications

~~VRT's Chief Safety Officer or designee, TMAC and TMCC will coordinate safety communication by:~~

- ~~• Communicating information on safety and safety performance in monthly staff reports~~
- ~~• Posting safety bulletins and flyers on the bulletin boards located on all administrative bulletin boards~~
- ~~• Providing safety policies and procedures as part of new-hire training to all VRT staff and contracted vehicles operators~~
- ~~• Issuing memos or messages to employees that are reinforced by supervisors, for newly emerging issues or safety events~~
- ~~• Providing targeted communications to inform employees or contractors of safety actions, which include handouts, flyers, updates to bulletin boards, or one-on-one discussions between employees and supervisors~~

Edits to Chapter 7 include;

- Formatting changes
- Defined contractor role for training requirements to reflect new process based on FTA interpretation of the Bipartisan Infrastructure Law
- Updated how safety will be communicated by VRT and contractors

Chapter 8: Additional Information

Definitions of Terms

~~**Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.~~

Contractor means one that contracts or is party to a contract, that performs work or provides supplies.

Accident/Incident means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons; a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Equivalent Authority means an entity who carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event means any ~~Accident~~, Incident, or Occurrence.

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.

~~**Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.~~

List of Acronyms

Acronym	Word or Phrase
NTD	National Transit Database
TMAC	Transit Management of Ada County
TMCC	Transit Management of Canyon County

Edits to Chapter 8 include;

- Formatting changes
- Removed “Accident” and combined it with “Incident”
- Added Contractor to definition of terms
- Added National Transit Database and current transit contractors to list of acronyms