



Public Transit Agency Safety Plan (PTASP)

RESOLUTION NO. 2020-06

A RESOLUTION ESTABLISHING AND CERTIFYING THAT THE LAWTON AREA TRANSIT SYSTEM (LATS) HAS DEVELOPED AND IMPLEMENTED AN AGENCY SAFETY PLAN WHICH INCLUDES SAFETY PERFORMANCE TARGETS AND PROCESSES AND IS BASED ON THE SAFETY MANAGEMENT SYSTEMS (SMS) APPROACH AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA) PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) RULE.

WHEREAS, the City Transit Trust has implemented a public transportation system, known as the Lawton Area Transit System (LATS); and

WHEREAS, the City Transit Trust receives financial assistance from the Federal Transit Administration (FTA); and

WHEREAS, on July 19, 2018, the FTA published the Public Transportation Agency Safety Plan (PTASP) rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to establish and certify that they have an agency safety plan in place that meets statutory requirements; and

WHEREAS, the agency safety plan must include safety performance targets and must also be based on the Safety Management Systems (SMS) approach; and

WHEREAS, the Lawton Area Transit System (LATS) has developed and implemented an agency safety plan that meets applicable FTA regulations and State laws, includes safety performance targets, is based on the Safety Management Systems (SMS) approach, and provides adequate records for inspection and audit; and

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the City Transit Trust, Lawton, Oklahoma, that the Trust has established and certified that the Lawton Area Transit System (LATS) has developed and implemented an Agency Safety Plan which includes safety performance targets and processes and is based on the Safety Management Systems (SMS) approach as required by the Federal Transit Administration (FTA) Public Transportation Agency Safety Plan (PTASP) Rule.

PASSED AND APPROVED by the City Transit Trust this 27th of October, 2020.



Stan Booker, CHAIRMAN

ATTEST:



TRACI HUSHBECK, SECRETARY

APPROVED as to form this 15th day of October, 2020.



TIM WILSON, ACTING CITY ATTORNEY

Table of Contents

1. Transit Agency Information	2
2. Plan Development, Approval, and Updates	3
3. Safety Performance Targets	4
4. Safety Management Policy.....	5
5. Safety Risk Management.....	9
6. Safety Promotion Culture and Training.....	19
7. Safety Assurance	23
8. Definitions of Terms Used in the Safety Plan	25
9. Commonly Used Acronyms	27






Chapter 1: Transit Agency Information

Transit Agency Name	Lawton Area Transit System			
Transit Agency Address	611 SW Bishop Rd. Lawton, OK 73501			
Name and Title of Accountable Executive	Ryan Landers: General Manager			
Name of Chief Safety Officer or SMS Executive	Tony Hansley: Safety Coordinator			
Mode(s) of Service Covered by This Plan	Fixed Route Paratransit	List All FTA Funding Types	5307, 5339	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus; Paratransit			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	No ✓	Description of Arrangement(s)	Not Applicable
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	Not Applicable			



Chapter 2: Plan Development, Approval, and Updates

Name of Person or Persons Who Drafted This Plan	Ryan Landers - General Manager Randy Simmons – Maintenance Director Sean Spell- Operations Director Tony Hansley – Safety Coordinator Chontelle McLaughlin – Office Coordinator	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
		10/7/2020
Approval by the Board of Directors or an Equivalent Authority	City of Lawton Transit Trust	Date of Approval
	Resolution # 2020-06	10/27/2020
	Relevant Documentation (title and location)	
A copy of City Transit Trust Resolution #2020-06, approving the Agency Safety Plan (ASP), is maintained on file by the General Manager of Transit Services.		

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
1		Approval Date	10/27/2020

Annual Review and Update of the Public Transportation Agency Safety Plan
This plan will be jointly reviewed and updated by the Safety Coordinator, Operations Director, and Maintenance Director by October 1 of each year. The Accountable Executive will review and approve any changes, signing the new ASP, and then forward to the City Transit Trust for review and approval.



Chapter 3: Safety Performance Targets

Safety Performance Targets							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
Targets below are based on review of the previous 5 years of LATS safety performance data.							
Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM / failures)
Fixed Route Bus	0	0	17	.03	7	0.28	13,630
ADA / Paratransit	0	0	8	2.3	1	0.1	210,313

Targets will be Updated Annually

Safety Performance Target Coordination
 LATS’s Accountable Executive shares our ASP, including safety performance targets, with the Lawton Metropolitan Planning Organization (MPO) in our service area each year after its formal adoption by the City of Lawton Transit Trust. LATS’s Accountable Executive also provides a copy of our formally adopted plan to the Oklahoma Department of Transportation. LATS’s personnel are available to coordinate with Oklahoma and the MPO in the selection of Oklahoma and MPO safety performance targets upon request.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Oklahoma Department of Transportation	11/15/2020
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization	Date Targets Transmitted
	Lawton Metropolitan Planning Organization	11/15/2020



Chapter 4: Safety Management Policy (SMP)

LATS 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.

LATS has adopted a Safety Management Systems (SMS) framework as an explicit element of the agency's responsibility by establishing safety policy, identifying hazards and controlling risks, goal setting, planning and measuring performance. Furthermore, LATS has adopted SMS, 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.

Every LATS employee has access to the LATS Drivers Portal. This portal is a means by which our personnel can access vital and pertinent information for their jobs such as updates and submitting time off requests. The portal is equipped with a secure means for our employees to report information important to the continued safety of every individual at LATS.

To ensure transit safety and in order to comply with Federal Transit Administration (FTA) requirements, LATS has developed and adopted this Public Transportation Safety Plan (PTASP) to comply with FTA regulations established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act signed into law by President Barack Obama on July 6, 2012.

The Management Executive and City Transit Trust for LATS, has reviewed the Public Transportation Safety Plan and assures that its content has met the requirements of Section 5329(d) of MAP-21 through the establishment of a comprehensive Safety Management Systems (SMS) framework. Fundamental safety beliefs guiding our approach include:

1. Safety is a core business value.
2. Safety excellence is a key component of our mission.
3. 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.
4. 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.
5. Being proactive rather than reactive.



Basic elements of our safety approach include:

- Top Management Commitment to Safe Operations
- Responsibility and Accountability of all Employees
- Clearly Communicated Safety Goals
- Safety Assurance and Performance Measurement for Improvements

Each LATS employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the PTASP. Management has the overall responsibility of safe and secure operations of LATS and contract service operators. Safety promotion is a core value at LATS and 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 communication of safety issues.

SEE APPENDIX A. ORGANIZATIONAL CHART



Appendix A: Roles and Responsibilities	
Accountable Executive	<p>The General Manager serves as LATS’s Accountable Executive with 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 and SMS. • Designates an adequately trained Safety Coordinator who directly reports to the Accountable Executive. • Ensures that LATS's SMS is effectively implemented. • Ensures action is taken to address substandard performance in LATS’s SMS. • Assumes ultimate responsibility for carrying out LATS's ASP and SMS. • Maintains responsibility for carrying out the agency's Transit Asset Management Plan.
Safety Coordinator	<p>The Safety Coordinator has the following authorities, accountabilities, and responsibilities under this plan:</p> <p>Job description: Ensure coordinated development and implementation of the PTASP</p> <ul style="list-style-type: none"> - Ensuring that safety documentation is current and accessible to all employees; - Communicating changes in safety documents to all personnel - Monitoring the effectiveness of corrective actions; - Providing periodic reports on safety performance; - Rendering independent advice to the GM, senior managers, and other personnel on safety-related matters; and - Ensuring that safety management has a high priority throughout the organization



Executive Management And Agency Management

Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of LATS’s SMS under this plan. LATS Agency Leadership and Executive Management include:

- Director of Operations,
- Director of Maintenance
- Dispatchers & Supervisors

LATS Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:

- Participate as members of LATS’s SMS Group (Safety Coordinator will have at least 2 operators and 2 mechanics at every safety committee meeting).
- Complete training on SMS and LATS’s ASP elements.
- Oversee day-to-day operations of the SMS in their departments.
- Modify policies in their departments consistent with implementation of the SMS, as necessary.
- Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Safety Coordinator, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.

LATS uses the SMS Group, as well as the weekly Drivers’ Meeting and quarterly All-Staff Meetings, to support its SMS and safety programs:

- **SMS Group:** LATS SMS Group is comprised of four employees from within LATS. The SMS Group members include the Safety Coordinator, Director of Operations, an operations manager, a representative from dispatch, a representative from fixed route, and a representative from para-transit who meet quarterly to review issues and make recommendations to improve safety. For more information on the SMS. **SEE APPENDIX H**
- **Drivers’ Meetings:** A permanent agenda item in all weekly Drivers’ Meetings is dedicated to safety. Safety issues are discussed and documented.
- **Quarterly All-Staff Meetings:** Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.





Chapter 5: Safety Risk Management

Safety Risk Management Process

LATS uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to LATS leadership. LATS SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary.

LATS Safety Coordinator leads LATS SRM process, by identifying hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of LATS SRM process is documented in our Safety Risk Register and referenced materials.

LATS SRM process applies to all elements of our system including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

In carrying out the SRM process, LATS uses the following terms:

- **Event** – Any accident, incident, or occurrence.
- **Hazard** – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to LATS; or damage to the environment.
- **Risk** – Composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk Mitigation** – Method(s) to eliminate or reduce the effects of hazards.
- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to LATS property or the environment

Hazard Identification

Establishing effective hazard identification programs is fundamental to safety management at LATS. Hazard identification can be reactive or proactive in nature. Occurrence reporting, incident investigation and trend monitoring are essentially reactive. Other hazard identification methods actively seek feedback by observing and analyzing day-to-day operations. Common hazard identification activities include:

- Safety assessments.
- Trend monitoring.
- Hazard and incident reporting.
- Safety surveys.



- Safety audits
- Evaluating customer suggestions and complaints.

The number of near-miss incidents, known as precursors, is significantly greater than the number of accidents for comparable types of events. The practice of reporting and learning from accident precursors is a valuable complement to other hazard identification practices. To be successful, hazard identification must take place within a non-punitive and just safety culture. LATS employs systematic safety improvements by discovering and learning of potential weaknesses in the system's safety.

SEE APPENDIX B: LATS SAFETY AND ASSESSMENT SYSTEM REVIEW

SEE APPENDIX C: FACILITY SAFETY AND SECURITY ASSESSMENT

Non-Punitive Reporting Policy

LATS is committed to the safest transit operating standards possible. To achieve this, it is imperative that LATS have uninhibited reporting of all incidents and occurrences which may compromise the safe conduct of our 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.

LATS frontline personnel are our best source of information on safety conditions throughout our system. Nobody knows more about the actual safety performance of the transit system than the employees who deliver the service. To collect information critical to the safety of our operations, LATS uses two types of employee reporting:

- **Mandatory:** As specified in LATS Operations Handbook, employees must report certain information related to the occurrence of safety events, non-compliance with safety rules.
- **Voluntary:** For all other situations, LATS encourages its employees to report any safety condition, safety concern, or safety issue in good faith to their supervisor or senior management without fear of discipline, reprisal or penalty. LATS offers employees several different methods for reporting, and reports can be made anonymously.



Mandatory Safety Reporting

LATS requires its employees to report the occurrence of safety events meeting the thresholds specified in section 501 of the LATS Operations Handbook. This includes safety events as defined in section 6.2 and FTA's PTASP regulation, §673.5. LATS requires employees to immediately report these events via radio, when possible, to dispatch, or to the first available supervisor if radio contact is not an option. All employees must fill out a Potential Route Hazard Safety Form as soon as possible and provide information to support LATS event investigation process, as necessary.

LATS employees also must report non-compliance with safety rules identified in section 501 of LATS Operations Handbook. If an employee fails to report or reports false information regarding non-compliance with these safety rules, LATS may take disciplinary action. Reports must be made to the employee's supervisor by no later than the end of shift. In cases of an employee self-reporting non-compliance with safety rules identified in section 501 of Operations Handbook, LATS may consider a non-punitive response. Any discipline will be determined on a case-by-case basis by the Operations Director. As specified LATS requires employees to report information to the Accountable Executive, Chief Safety Officer to collect information on potentially high-risk hazards and safety.

Voluntary Employee Safety Reporting Program

In an effort to maximize available safety information and to ensure that safety concerns are reported freely and without prejudice, LATS has established a process through which employees can report safety conditions, unsafe acts/practices, and/or close-call incidents without fear of discipline, reprisal or penalty. Examples of the types of information reported include:

- Safety hazards in the operating environment (for example, county or city road conditions),
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection),
- Events that senior managers might not otherwise know about (for example, near misses in a bus garage).

LATS also has multiple ways of reporting information. Acceptable means of reporting safety conditions include:

- Entering the Employee Portal to report unsafe conditions on route.
- Submitting Inspection/Defect Report Forms,



- Notifying LATS Bus Dispatch.

LATS provides employees who voluntarily report safety conditions in good faith with protections from any form of discipline, retribution, or penalty, consistent with State and Federal guidelines and regulations, collective bargaining agreements, and Section 709 of LATS Employee Handbook. For a complete description of protections provided to employees, see LATS Employee Handbook section 709 Problem/Grievance Resolution.

While LATS places a very high value on employees reporting important safety information, in cases where the reporting employee engaged in an illegal act, committed gross negligence, or deliberately or willfully disregarded regulations or procedures, LATS reserves the right to pursue disciplinary action in accordance with current LATS policy and applicable collective bargaining agreements.

Under the direction of the Accountable Executive and Safety Coordinator, leads the collection, analysis, resolution, and monitoring of safety conditions and feedback through the voluntary ESRP. The Safety Coordinator ensures employee reports are entered into the safety information system and reviews these monthly. The Safety Coordinator also maintains documentation of the policies and specific protocols related to the ESRP. Safety reports are stored electronically, for a minimum of three years, and in hard copy format for future review, trending, and analysis

Risk Assessment

Once hazards have been identified, LATS will conduct an assessment to determine their potential consequences. Factors to be considered are the likelihood of occurrence, the severity of the consequences should there be an occurrence, and the level of exposure to the hazard. LATS will assess risks subjectively by experienced personnel using a Risk Assessment Matrix (see Appendix D)

Results of the risk assessment process will help determine whether the risk is being appropriately managed or controlled. If the risks are acceptable, the hazard will simply need monitoring. If the risks are unacceptable, steps will be taken by LATS to lower the risk to an acceptable or tolerable level, or to remove or avoid the hazard. All hazards are reported in the Hazard Identification and Risk Assessment Log (Appendix E).

SEE APPENDIX D: RISK ASSESSMENT MATRIX

SEE APPENDIX E: HAZARD IDENTIFICATION AND RISK ASSESSMENT LOG



Risk Mitigation

The assessment process may indicate that certain hazards have an acceptable level of risk, while others require mitigation to an acceptable or tolerable level. LATS will further manage risk by completing a Hazard Identification and Risk Assessment Log (Appendix E) that can help prioritize safety risks. The level of risk can be lowered by reducing the severity of the potential consequences, by reducing the likelihood of occurrence and/or by reducing the exposure to that risk.

In general, LATS will take the following safety actions to mitigate risk. These actions can be categorized into three broad categories, including:

- **Physical Defenses:** These include objects and technologies that are engineered to discourage, warn, prevent inappropriate action or mitigate the consequences of events (e.g. traffic control devices, fences, safety restraining systems, transit controls/signals and transit monitoring systems.)
- **Administrative Defenses:** These include procedures and practices that mitigate the likelihood of accident/incident (e.g. safety regulations, standard operating procedures, personnel proficiency, supervision inspection and training,)
- **Behavioral Defenses:** These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers and pedestrians; factors outside the control of the agency.

PRIORITIZE SAFETY RISKS

Once hazards have been identified and risk levels assessed, **LATS** will prioritize safety risks. A **Prioritized Safety Risk Log (Appendix F)** can be used to organize your systems safety risks. Your Prioritized Safety Risk Log should identify the priority level for safety risks, a description of the risk, planned mitigation strategies to address the risk, the outcome of the planned mitigation strategies, responsible staff, a timeline of the planned mitigation strategies, and the status of the prioritized safety risk. Update your Prioritized Safety Risk Log frequently to ensure continual progress towards risk reduction.

SEE APPENDIX F: PRIORITIZED SAFETY RISK LOG



LATS Accountable Executive and Safety Coordinator must complete FTA's SMS Awareness online training and an executive session on safety management sponsored by LATS.

LATS activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- Safety processes
- Activities communicate
- Safety performance.

Safety Communication Employee Portal

In accordance with Part 673 of the FTA Safety Training page LATS provides all employees access to an Employee Portal which provides documentation and recordkeeping that safety and safety performance information is communicated throughout the agency. The portal is equipped with a secure means for our employees to report information important to the continued safety of every individual at LATS.

Safety communications through Employee Portal are the following:

- Potential Route Hazards form to communicate hazards and safety risks relevant to their roles and responsibilities while on route or at facility.
- Vital information communicated through the Portals Policy Manager to inform employees of safety actions taken in response to their various reports they have submitted through the Drivers Portal.
- Employee Handbook which is available in the Employee's Portal to inform employees of LATS policy and guidelines including those which concern safety and SMS
- Upcoming Safety Training and subsequent meetings related to on-going training pertaining to tasks and duties that are related to the job.
- Training Safety videos that visually go into detail for on the job training.

Communicating safety and safety performance information throughout the agency is essential to a successful SMS program. LATS communicates information on safety and safety performance through our employee portal and during the following:

- Quarterly all-staff meetings.
- All weekly drivers' meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences,



upcoming events that may impact LATS service or safety performance, and updates regarding SMS implementation.

- Safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.

Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency. As part of new-hire training, LATS distributes safety policies and procedures, included in the LATS Employee Handbook, to all employees. LATS provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, LATS Safety Coordinator issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.

Informing employees of safety actions taken in response to reports submitted through the ESRP. LATS provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

SEE APPENDIX G: POTENTIAL ROUTE HAZARDS



Employee Portal: Main Page

Claramentis - Home Page

lats.myintranet.com/main/

What are you looking for? 3:48PM

Home LATS News Accident & Safety Page Maintenance

Announcements

Service Safety Meeting

August 18, 2020

Wednesday Safety Meeting
08-19-20 1 Shift 10:15 am
2 Shift 11:30 am
3 shift 2:30 pm

Make up day on Thursday and Friday
08-20-20 08-

Like 0 Likes

New Road Call Report Daily Dispatch Log Vacation Requests Employee Complaint Form

Documents People Calendar Daily Dispatch Report

Policy Manager

Great job! You have read or reviewed all policies.

View my policies

Meet Our Team

Search People

Calendar Events August

Type here to search 3:49 PM 8/21/2020





Employee Portal: Accident and Safety Page

ACCIDENT INFORMATION

- Accident Report Form
- Incident Report
- Route Hazard Report
- Reports
- Road Call Report

Accidents

Year/Route	Percentage
2017	5.9 %
1701	11.8 %
1703	11.8 %
1804	5.9 %
1806	5.9 %
1807	11.8 %
1808	11.8 %
1710	5.9 %
1026	5.9 %
1027	11.8 %
1028	5.9 %
1129	5.9 %





Employee Portal: Safety Hazards Reporting Page

The screenshot displays a web browser window with the URL `lats.myintranet.com/forms/rhr/add`. The page header includes the LATS logo and a search bar. A navigation menu contains links for Home, LATS News, Accident & Safety Page, and Maintenance. The main content area is titled "InfoCapture / Route Hazard Report / Submit ticket" and features a "Submit ticket" button. Below this, a form with required fields is shown:

- Date/Time of Hazard***: A date and time selection field.
- Unit Number***: A dropdown menu with "Please select..." as the current selection.
- Route***: A dropdown menu with "Please select..." as the current selection.
- Employee's Name***: A dropdown menu with "[not selected]" as the current selection.
- Location of Hazard***: A text input field.
- Hazard Encountered***: A dropdown menu with "Please select..." as the current selection.
- Statement***: A large text area for providing details.

The Windows taskbar at the bottom shows the system time as 3:50 PM on 8/21/2020.





Chapter 6: Safety Promotion, Culture and Training

Safety promotion is a core value at LATS and 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 communication of safety issues.

Safety Culture

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 General Manager of LATS. 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.

The primary goal of safety promotion at LATS is to develop a positive safety culture that allows SMS to succeed. A positive safety culture at LATS is defined as:

An Informed Culture

- provide an employee portal that can be easily accessed at any time for the employee to get pertinent information.
- Employees understand the hazards and risks involved in their areas of operation.
- Employees are provided with the necessary knowledge, training and resources; and
- Employees work continuously to identify and overcome threats to safety.
- Management is committed to provide updates and check in with dispatch to ensure employees concerns are being met and employees should know their experience matters when it comes to safety.

A Just Culture

- Employees are given examples of this via the LATS Employee Handbook which is readily available on the employee portal.
- Employees know and agree on what is acceptable and unacceptable behavior; and
- Human errors must be understood but negligence and willful violations cannot be tolerated.
- Employee's will also be included in a SMS Group to ensure that their concerns are being heard and met responsibly by management.



A Reporting Culture

- Employees are encouraged to voice safety concerns and to share critical safety information without the threat of punitive action.
- Reporting is done through our employee portal that can be easily accessed at any time for the employee to get pertinent information. i.e. Route Hazards Report which allows employees to submit raw data on safety related issues or and concerns they face while on route.

A Learning Culture

- Employees are updated on safety issues by management and safety reports are fed back to staff.
- Employees are given weekly safety meetings, daily debriefings and interactive training sessions to help them become better equipped for their job.
- Employees are encouraged to develop and apply their skills and knowledge that they have acquired at LATS to enhance safety.
- LATS communication with the employees will always keep everyone on the same page.

Training

During the initial implementation of a SMS, specific training will be required for all employees, including contract staff, to explain the agency's safety culture and describe how SMS works. The Safety Coordinator is the resource person for providing a corporate perspective on LATS approach to safety management. Once the SMS is implemented, safety training needs will depend on the safety responsibilities of the individual staff members and the nature of tasks performed. LATS comprehensive safety training program applies to all LATS employees directly responsible for safety, including:

- Bus vehicle operators
- Dispatchers
- Maintenance technicians
- Managers and supervisors
- Agency Leadership and Executive Management
- Chief Safety Officer
- 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 LATS employees, including frequencies and refresher training, are documented in LATS Employee Handbook. Operations safety-related skill training includes the following:

- New hire bus operator classroom and hands-on skill training.
- Bus operator refresher training.
- Bus operator retraining (recertification or return to work)
- Skill training for bus shifters and fuelers.
- Skill training for bus cleaners.
- Skill training for painting and body-shop personnel.
- Classroom and on-the-job training for control center employees/schedulers/dispatchers at the time of external hire or internal promotion.
- Classroom and on-the-job training for operations supervisors at the time of external hire or internal promotion.
- Safety event investigation training, including the Transportation Safety Institute (TSI) Fundamentals of Bus Collision Investigation and on-the-job training.
- Vehicle maintenance safety-related skill training includes the following:
 - Ongoing vehicle maintenance technician skill training.
 - Ongoing skill training for vehicle maintenance supervisors.
 - Safety event investigation training for vehicle maintenance supervisors.
 - Ongoing hazardous material training for vehicle maintenance technicians and supervisors; and
 - Training provided by vendors.
- Facility maintenance safety-related skill training includes the following:
 - Ongoing facility maintenance technician skill training.
 - Ongoing skill training for facility maintenance supervisors.
 - Ongoing hazardous material training for facility maintenance technicians and supervisors; and
 - Ongoing fire prevention training for facility maintenance technicians and supervisors.
- For the Safety Department, LATS participates in the Voluntary Bus Safety Training Program outlined in FTA's Public Transportation Safety Certification Training Program regulation, 49 CFR Part 672.

LATS designated Safety Department personnel will complete the following curricula, in accordance with the Program's specifications:

- Safety Assurance (virtual instructor-led)
- SMS Awareness (e-learning)
- SMS Principles for Transit (classroom)



- Transit Safety and Security Program managed by TSI: Effectively Managing Transit Emergencies
- Transit Bus System Safety
- Fundamentals of Bus Collision Investigation.

Following the conclusion of this training, designated personnel will complete refresher training that includes, at a minimum, one hour of safety oversight training. LATS also conducts SMS initial and refresher training on basic SMS principles and the mandatory and voluntary ESRP for frontline and supervisory operations and maintenance employees. LATS's Operations Director regularly monitors contractor safety skill training and SMS training, including refresher training, to ensure the contractor is supporting LATS safety and safety management mission and complying with LATS requirements. The Operations Director documents monitoring activities and results in formal reports and audits.

LATS actively encourages the open sharing of information on all safety issues throughout our organization. To ensure effective communication throughout the agency, LATS has established formal processes and approaches, including:

- Dissemination of safety and safety performance information throughout LATS organization.
- The communication of safety performance information follows the top-down, agency-wide model of the agency's SMS. The Safety Coordinator is responsible for reporting on the agency's safety performance to the Accountable Executive. These reports may include, but are not limited to, performance relative to the agency's safety performance targets, updates related to mitigation monitoring plans and corrective action plans, and unusual events.

In accordance with guidance distributed by the Safety Coordinator, leadership throughout the agency (including executives, superintendents, directors, managers, and supervisors) are responsible for communicating safety performance information with their teams. The Safety Coordinator is responsible for using the safety information system to develop regular status reports on safety risk mitigations and open corrective actions for dissemination to the Accountable Executive.

The Safety Coordinator also issues quarterly reports on LATS safety performance and progress in meeting the safety objectives outlined in the SMP statement throughout the agency. Reporting accidents, incidents, and perceived hazards through effective lines of communication and evaluating the safety issue. If the issue cannot be resolved by the safety coordinator then it goes to the director of the departments these issues pertain to.

The safety coordinator introduces new safety items through the following means:

- Written agenda from safety meeting



- A quiz about the safety meeting located on the portal
- Sign off sheet that each employee went through training
- Safety promotion and information dissemination.
- Ongoing Training and Retraining
- Coordinated safety meetings, see below

Safety Meetings

Meetings on safety-related issues should be scheduled at regular intervals. These sessions may be part of regular operator, employee meetings or they may be special sessions focusing on safety topics. These meetings should also be well documented.

Periodic Training Session

Transit agencies should conduct periodic training sessions and refresher courses on safety related topics. Training is especially appropriate when new policies and procedures are introduced, when new safety issues emerge, and after accidents or incidents have occurred.

Off-Site Training Opportunities

As noted previously, several organizations offer training on various transit safety topics through the year. In addition, opportunities may arise for interested employees to attend safety training sessions at state and regional.

Chapter 7: Safety Assurance

Through our Safety Assurance process, LATS evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are enough to control our safety risk. We need to assess the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended. We need to investigate safety events to identify causal factors and analyze the information from safety reporting, including data, about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

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

- Safety audits,



- Informal inspections,
- Regular review of onboard camera footage to assess drivers and specific incidents.
- Safety surveys,
- ESRP, (emergency safety response plan)
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering, and monitoring of data related to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

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

LATS monitors safety risk mitigations to determine if they have been implemented are effective, appropriate, and working as intended. The Safety Coordinator maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Safety Coordinator establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Safety Coordinator will endeavor to make use of existing LATS processes and activities before assigning new information collection activities.

LATS's Safety Coordinator and SMS Group review the performance of individual safety risk mitigations during quarterly SMS Group meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the SMS Group will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Safety Coordinator will approve or modify this proposed course of action and oversee its execution.

LATS's Safety Coordinator monitors LATS's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations.
- Monitoring employee safety reporting.
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

The Safety Coordinator works with the Accountable Executive to carry out and document all monitoring activities.

Chapter 8: Definitions of Terms Used in the Safety Plan

LATS incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **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.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the 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.
- **Equivalent Authority** means an entity that 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 Public Transportation Agency Safety Plan.
- **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.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.



- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance measure** means 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.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function 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 Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, 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 risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means 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** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the 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.



Chapter 9: Commonly Used Acronyms

Acronym	Word or Phrase
ADA	American’s with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CFR	Code of Federal Regulations
CT	County Transit
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
SRM	Safety Risk Management
U.S.C.	United States Code
VRM	Vehicle Revenue Miles



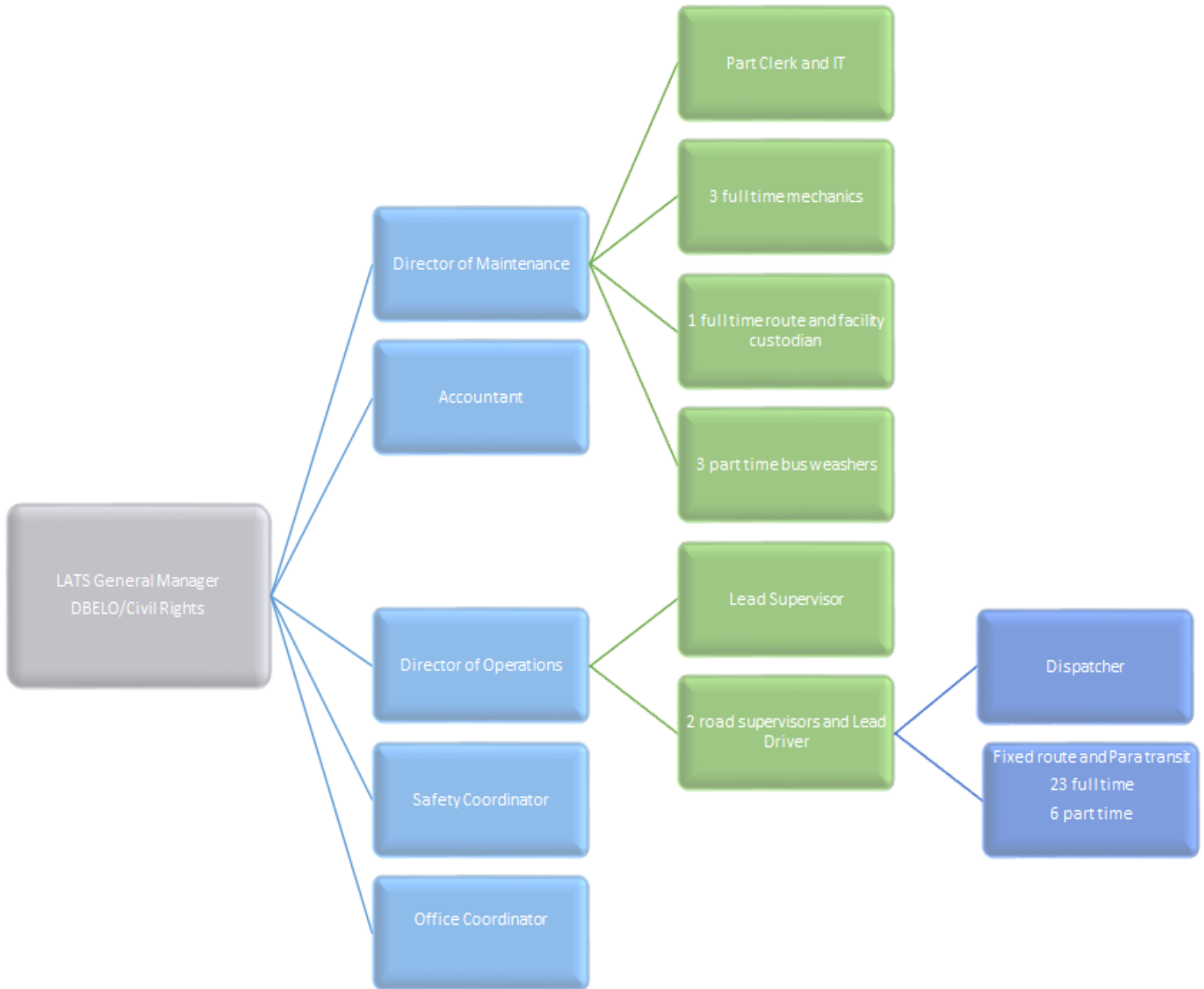


APPENDICES

- Appendix A Organizational Chart**
- Appendix B Safety Assessment and System Review Facility**
- Appendix C Safety and Security Assessment**
- Appendix D Risk Assessment Matrix**
- Appendix E Hazard Identification and Risk Assessment Log**
- Appendix F Prioritized Safety Risk Log**
- Appendix G Hazards Log**
- Appendix H SMS Group**



APPENDIX A. ORGANIZATIONAL CHART





APPENDIX B. SAFETY ASSESMENT AND SYSTEM REVIEW

LATS
SAFETY ASSESMENT AND SYSTEM REVIEW

Complete the Safety Assessment and System Review (semi-annually) to identify potential safety hazards. It is imperative that the individual completing this review is honest and assures that all information is accurate and correct. Data collected from this assessment will guide resource allocation and focus priority needs appropriately. Not all questions will apply. If you have additional questions that are relevant to your agency specifically, be sure to include those questions.

Completed by:	Date:
---------------	-------

SECTION	REVIEW QUESTIONS	YES	NO	N/A
Safety Policies:	• Are all safety policies up to date and reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a Public Transit Agency Safety Plan (PTASP) or any other System Safety Plan written for the transit system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Is the Drug and Alcohol Policy current and up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Hire Employee Files:	• Was there a structured interview conducted and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the applicant asked the questions relating to previous experience with drug and alcohol testing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the offer of employment documented in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a pre-employment drug screen?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a pre-employment physical exam for a CDL holder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are safety sensitive responsibilities outlined in the job description?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a completed Substance Abuse Policy and Drug Free Workplace Policy Acknowledgement form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a Current Policies and Procedures Acknowledgement Form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Hire Employee Files:	• Is a current employee roster available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are the employee files maintained by the transit system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do existing employee files contain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Background check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Previous employer request form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Verification of current driver's license and CDL?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Current MVR?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Current copy of physical exam certificate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Signed Substance Abuse Policy Acknowledgement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Drug and Alcohol Testing Record with COC and authorization forms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Record of annual supervisor ride checks and evaluations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education and Training:	• Are operator certifications current and up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are employees familiar with OSHA topics, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Hazard Communication?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	➢ Emergency Action Planning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Bloodborne Pathogens?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CONTINUATION OF APPENDIX B. SAFETY ASSESMENT SYSTEM REVIEW

	➢ Lockout/Tagout? Maintenance Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Personal Protective Equipment (PPE)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Injury Prevention Planning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Have all safety sensitive employees received Drug and Alcohol Training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do new mechanics receive classroom training?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Do existing mechanics receive ongoing training?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety Meetings:	• Is there an active Safety Committee at the transit agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are safety meetings held on a regular basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are safety meetings and sign in sheets documented, with publically posted agendas and minutes? DON'T DO MINUTES CURRENTLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do senior managers attend safety meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do vehicle operators attend safety meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do mechanics attend safety meetings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Incident and Accident Investigation Procedures:	• Are policies in place dictating which incidents are reported and which are not?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident report forms kept on board the vehicle? THE SYSTEM ITSELF IS HELD ON THE PORTAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are accident reports completed for all situations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident reports used as pre-accident training material? IN THE PROCESS, CURRENTLY USE FOR DISCIPLINE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident reports used as post-accident training material?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident reports used to identify potential hazards and analyzed in a Risk Assessment Matrix (RAM)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are complaint forms kept on all vehicles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all operators provided with safety vests on their vehicles?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident photos taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse:	• Is there a current and updated Drug and Alcohol Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do all staff members understand the Drug and Alcohol Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is random testing being completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is reasonable suspicion testing being completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility and Shop Inspections:	• Are monthly facility inspections conducted as scheduled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are facility inspection forms completed properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are unsafe conditions or acts, regarding the facility corrected and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are fire extinguishers up to date with annual servicing requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are fire extinguishers inspected on a monthly basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are routing inspections of the fire extinguishers documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are eye wash stations available with unobstructed access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are eye wash stations inspected on a scheduled basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is machine guarding in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are batteries stored safely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all containers marked with the contents clearly identified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are floors clear of tripping hazards?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are hazardous materials stored safely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are emergency exits clearly marked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are lights out?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are jack stands available for use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are jack stands used whenever a vehicle is elevated on a lift?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a lock out tag out program in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Management (Vehicles):	• Is a current and updated list of vehicles readily available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is all maintenance activity completed on vehicles tracked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a regular maintenance schedule written and followed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are work order forms, service order forms and parts requested documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are vehicle inspection forms completed on a regular basis and available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are maintenance issues analyzed and used to forecast future vehicle needs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are maintenance issues analyzed and used to identify potential hazards and evaluated in a Risk Assessment Matrix (RAM)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are pre-trip inspection forms completed daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are post-trip inspection forms completed daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



APPENDIX C. FACILITY SAFETY AND SECURITY ASSESMENTS

LATS

FACILITY SAFETY and SECURITY ASSESSMENT

Complete the Facility Safety and Security Assessment (semi-annually) to identify potential safety hazards.

It is imperative that the individual completing this review is honest and assures that all information is accurate and correct. Data collected from this assessment will guide resource allocation and focus priority needs appropriately. Not all questions will apply. If you have additional questions that are relevant to your agency specifically, be sure to include those questions.

Completed by:	Date:
---------------	-------

SECTION	REVIEW QUESTIONS	YES	NO	N/A
<i>Buildings and Facility Grounds:</i>	• Are facility grounds randomly and frequently patrolled?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are daily security sweeps conducted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are smoke/fire/carbon monoxide detectors provided and working?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are distribution and number of keys known and controlled?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are all keys labeled as "DO NOT DUPLICATE"?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are all unoccupied areas locked and secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Lighting:</i>	• Is entire perimeter of facility properly illuminated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting mounted at approximately second story level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are lights provided over all entrance doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting provided in staff parking areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Entrance Doors and Windows:</i>	• Are all doors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Built of commercial grade with metal framing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Outside hinges hidden and protected from vandalism?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Provided with a commercial grade, one-sided lock?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Provided with push "panic" bar releases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ In case of breakage or opening are all windows and doors connected to a central station alarm?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Electronic Surveillance:</i>	• Is the entire perimeter of facility protected by a CCTV system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is this system monitored by management and/or a security company?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is this system always on or activated by motion sensors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Non-Employee Access:</i>	• Is access restricted to persons without proper credentials and clearance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are supply deliverers required to show proper I.D. and sign-in a log book?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are all non-employees accompanied and/or observable at all times?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Surrounding Environment:</i>	• Are there other non-City/County buildings connected to the facility that may be vulnerable to unauthorized entry to City/County property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



CONTINUATION OF APPENDIX C. FACILITY SAFETY AND SECURITY ASSESMENTS

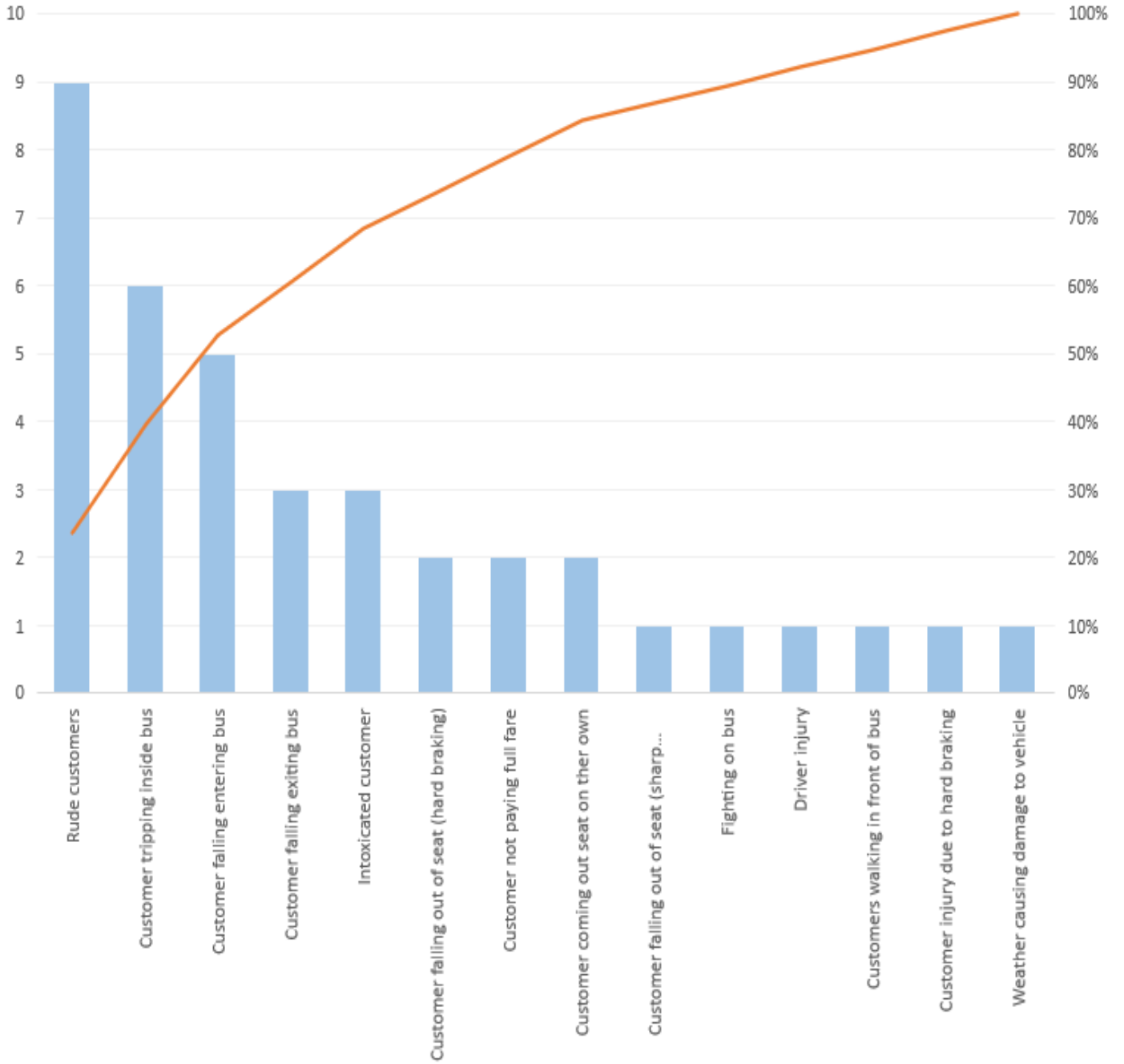
	• Are all outdoor storage areas adequately lighted and secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Storage:	• Are all hazardous and flammable materials properly identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all materials properly labeled, stored, and secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms and Written Plans:	• Are emergency numbers (police, fire, ambulance, FBI) current and prominently displayed at each phone?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Is a Chain of Command and emergency call list prominently displayed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are employees trained and checklists provided on how to handle a physical threat or incident called in on the phone?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evacuation Plan/Procedures	• Are there evacuation plans for this facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are staff members trained on this plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are assembly areas and alternate assembly areas identified, validated and coordinated with the County Emergency Management Office?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Have the primary and alternate assembly areas, evacuation sites, and evacuation routes been verified and coordinated with all appropriate agencies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Has the Emergency Evacuation Plan been reviewed, coordinated, and briefed to staff as appropriate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training:	• Is an orientation program in place for each new staff member?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Do all staff members receive safety and security training appropriate to their position and level of responsibility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are periodic safety and security training and briefings completed with staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Do all new staff members receive briefings on the City/County Evacuation Plan, the Disaster Preparedness Plan, and other security policies and procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative Procedures:	• Is a record of emergency data on file for each staff? Yes they have, not sure how up to date the data is	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Have incident reporting format and procedures been established and staff briefed on them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are background checks conducted and verified on all prospective new hires?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Handling and Transfer:	• Has a secure method for receipt, transfer and storage of cash been established and have appropriate staff members been trained on them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is cash transported by at least two individuals with cash divided between them?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Do all staff members understand that in the event of a robbery they should never risk their lives to protect cash or other valuables?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Electrical Safety:	• Are fire extinguishers installed in all appropriate locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are smoke and heat detectors installed, at least one on each floor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Is a first aid kit present and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all electrical devices, outlets, circuit breakers and cords free of damage that may pose a shock hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all electrical circuit, gas, and telephone boxes, if accessible from the outside, locked to prevent tampering?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all outdoor trash containers and storage bins located away from the building in the event of a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



APPENDIX D. RISK ASSESSMENT MATRIX

TABLE 1 OF 2

Incident Report 2019





APPENDIX D. RISK ASSESSMENT MATRIX

TABLE 2 OF 2

PROBLEM DATA

PROBLEM AREA	OCCURRENCES	PERCENT OF TOTAL	CUMULATIVE PERCENT
Customer falling entering bus	5	13.16%	13.16%
Customer falling exiting bus	3	7.89%	21.05%
Customer tripping inside bus	6	15.79%	36.84%
Customer falling out of seat (hard braking)	2	5.26%	42.11%
Customer falling out of seat (sharp turning)	1	2.63%	44.74%
Intoxicated customer	3	7.89%	52.63%
Rude customers	9	23.68%	76.32%
Customer not paying full fare	2	5.26%	81.58%
Fighting on bus	1	2.63%	84.21%
Driver injury	1	2.63%	86.84%
Customers walking in front of bus	1	2.63%	89.47%
Customer injury due to hard braking	1	2.63%	92.11%
Customer coming out seat on their own	2	5.26%	97.37%
Minor damage caused by weather	1	2.63%	100.00%



APPENDIX E. HAZARD IDENTIFICATION AND RISK ASSESSMENT LOG

**LATS
HAZARD IDENTIFICATION AND RISK ASSESSMENT
LOG**

The Hazard Identification and Risk Assessment Log shown can be used to provide a record of the identified hazards and the actions that should be taken. The recommended action must be addressed by a specified individual, typically the appropriate line manager responsible for addressing that particular risk, and a target date for completion must be given. Entries in the log should not be cleared until the required action is completed. The hazard log and action completion records should be retained permanently by the Safety Manger (SM).

Completed by: INSERT INTERVIEWER NAME	Last Updated: INSERT DATE
---------------------------------------	---------------------------

Risk Type	Risk Description	Current Measures to Reduce Risk	Risk Rating Likelihood	Risk Rating Severity	Risk Rating Value (Likelihood x Severity)	Further Action Required to Reduce Risk	Staff Responsibility
Human Error	Non-compliance with agency maintenance protocol	<ul style="list-style-type: none"> • Minimum competency requirements • Effective safety culture in agency (maintenance department) • Effective task planning • Availability of procedures • Procedure reviews and simplification into tasks • Recurrent training 	5	4	20	<ul style="list-style-type: none"> • Introduce compliance monitoring • Effective supervision including work compliance assessment • Competency assessments • Maintenance policy to reinforce need for compliance 	<ul style="list-style-type: none"> • Safety Assurance • Line Manger • Maintenance Manager
Passenger falling out of seat	Non-compliance with agency seat belt policy	<ul style="list-style-type: none"> • Minimum competency requirements • Availability of procedures • Equipment inspections 	5	5	25	<ul style="list-style-type: none"> • Introduce compliance monitoring • Effective supervision including policy compliance assessment 	<ul style="list-style-type: none"> • Follow policy and procedures • Enforce compliance
Distracted driver	Non-compliance with agency cell phone policy	<ul style="list-style-type: none"> • Availability of procedures • Recurrent training on company policies and procedures 	4	5	20	<ul style="list-style-type: none"> • Introduce compliance monitoring • Effective supervision including policy compliance assessment 	<ul style="list-style-type: none"> • Follow policy and procedures • Enforce compliance
		•				•	•
		•				•	•
		•				•	•
		•				•	•
		•				•	•
		•				•	•
		•				•	•



APPENDIX F. PRIORITIZED SAFETY RISK LOG

LATS
PRIORITIZED SAFETY
RISK LOG

This Prioritized Safety Risk Log is used to organize identified safety risks facing LATS. The Log should be updated frequently to demonstrate continual progress towards risk reduction through mitigation strategies. A timeline is used to highlight projected completion dates.

Priority	Risk Description	Planned Mitigation Strategies	Outcomes of Planned Mitigation Strategies	Responsible Staff	Timeline	Status
1	Vehicle Panel Damage	<ul style="list-style-type: none"> Walk around vehicle before moving 	•	<ul style="list-style-type: none"> Maintenance Manager Mechanics 	• Jan 2020 to 2021	Open
2	Oil Spill	<ul style="list-style-type: none"> To clean as it happens 	•	<ul style="list-style-type: none"> Maintenance Manager Mechanics 	• Jan 2020 to 2021	Open
3	In Shop Trips	<ul style="list-style-type: none"> Ensure to stow hoses after usage 	•	<ul style="list-style-type: none"> Maintenance Manager Mechanics 	• Jan 2020 to 2021	Open
5	Jack Stand Usage	<ul style="list-style-type: none"> Always use Jack Stands to support vehicles 	•	<ul style="list-style-type: none"> Maintenance Manager Mechanics 	• Jan 2020 to 2021	Open
4	Wash Bay Usage	<ul style="list-style-type: none"> Ensure the vehicle stays within the rails to avoid damage to the vehicle or wash bay. 	•	<ul style="list-style-type: none"> Maintenance Manager Wash Attendants 	• Jan 2020 to 2021	Open
7		•	•	•	•	
8		•	•	•	•	
9		•	•	•	•	
10		•	•	•	•	



APPENDIX G. POTENTIAL ROUTE HAZARDS LOG

LATS
POTENTIAL ROUTE HAZARDS LOG

The Potential Route Hazard allows the Transit Agency to organize, monitor and evaluate identified safety hazards and track their/outcomes. Examples in this table should display common hazards that are encountered while on route and allow drivers to be notified on their changes if any. Hazards identified allow training to be given in regard to these types of route hazards.

FIG. 1.

Week of 06/15/2020--06/20/2020					
Pamela Broadway	Para	N/A	N/A	N/A	submitted
Rebecca Hance	Drivers	N/A	N/A	N/A	submitted
Bryce Rivera	Drivers	N/A	N/A	N/A	no report
Christie Overton	Para	N/A	N/A	N/A	N/A
William C. Rakes	Drivers	N/A	N/A	N/A	submitted
Jerry N. Howell	Drivers	N/A	N/A	N/A	N/A
Jeromy B. Love	Drivers	N/A	N/A	N/A	submitted
Aron T. Cox	Drivers	N/A	N/A	N/A	submitted
Thomas E. Cratch	Drivers	N/A	N/A	N/A	no report
Diann S. Havlik	Drivers	N/A	N/A	N/A	N/A
Mitchel Godwin	Drivers	N/A	N/A	N/A	no report
Jeffery Leonhart	Drivers	N/A	N/A	N/A	submitted
Teresa Thomas	Drivers	N/A	N/A	N/A	N/A
Andrea Durant	Drivers	N/A	N/A	N/A	no report
Venita Howell	Drivers	N/A	N/A	N/A	submitted
Paula Smith	Dis/Driver	N/A	N/A	N/A	no report
Rosemend Bushnell	Drivers	N/A	N/A	N/A	submitted
Kenneth Smith	Drivers	N/A	N/A	N/A	no report
Pauline Garrett	Drivers	N/A	N/A	N/A	N/A
Isabel Box	Drivers	N/A	N/A	N/A	submitted
Mark Bindseil	Para	N/A	N/A	N/A	N/A
Angeline Siddique	Drivers	N/A	N/A	N/A	no report
Jamie Abraham	Drivers	N/A	N/A	N/A	no report



CONT. APPENDIX G. POTENTIAL ROUTE HAZARD LOG

FIG. 2

Week of 06/08/2020--06/13/2020			
NAMES			
Pamela Broadway	Para	6/18/2020	no issues
Rebecca Hance	Drivers	6/18/2020	cars side by side tight squeez
Bryce Rivera	Drivers	6/18/2020	no report
Christie Overton	Para	6/18/2020	N/A
William C. Rakes	Drivers	6/18/2020	no issues
Jerry N. Howell	Drivers	6/18/2020	N/A
Jeromy B. Love	Drivers	6/18/2020	cars merging over last minute
Aron T. Cox	Drivers	6/18/2020	bus stop too steep even with ramp out
Thomas E. Cratch	Drivers	6/18/2020	no report
Diann S. Havlik	Drivers	6/18/2020	N/A
Mitchel Godwin	Drivers	6/18/2020	no report
Jeffery Leonhart	Drivers	6/18/2020	car in wrong way of traffic
Teresa Thomas	Drivers	6/18/2020	N/A
Andrea Durant	Drivers	6/18/2020	no report
Venita Howell	Drivers	6/18/2020	bus stop too close to lane spilt heavy traffic
Paula Smith	Dis/Driver	6/18/2020	N/A
Rosemend Bushnell	Drivers	6/18/2020	trash cans in roadway
Kenneth Smith	Drivers	6/18/2020	no report
Pauline Garrett	Drivers	6/18/2020	N/A
Isabel Box	Drivers	6/18/2020	low branches
Mark Bindseil	Para	6/18/2020	no report
Angeline Siddique	Drivers	6/18/2020	no report
Jamie Abraham	Drivers	6/18/2020	no report



CONT. APPENDIX G. POTENTIAL ROUTE HAZARD LOG FIG. 3

Week of 05/18/2020--05/23/2020				
Types of Hazards	Location	Route	Date	
cars pulling out at red light	C & 11th	R1	5/21/2020	
accident on road	Ferris & Sheridan	R1	5/21/2020	
customer requesting to be dropped off in unsafe zone	TMC Gore Ave	Y1	5/21/2020	
cars parked side by side	67th & Euclid	Y1	5/21/2020	
cars parked to far from curb at crazy angles	Avalon, Fullbright, Lake	Y2	5/21/2020	
car ran stop sign	12th & Taylor	B1	5/21/2020	
cars parked side by side	52nd & Lindy	G1	5/21/2020	
dips in roadway	5th st	G1	5/21/2020	
accident on road	Ferris & Sheridan	G1	5/21/2020	
road rage; car didn't let bus switch lanes	Cache & Sheridan	OR	5/21/2020	
cracks & potholes in roadway	Sheridan & Ozmun	OR	5/21/2020	
vehicle pulled out into intersection	north on Ft. Sill Blvd.	FSS	5/21/2020	
low hanging branches	Sw New York	Para	5/21/2020	
low hanging branches	Sw 1505 11th st	Para	5/21/2020	
low hanging branches	Sw Park & 17th st	Para	5/21/2020	
bushes obstructing view	Nw 21st st	Para	5/21/2020	

Week of 05/25/2020--05/30/2020				
Types of Hazards	Location	Route	Date	
road damaged	24th & E	R1	5/27/2020	
construction one lane drop off on N. side	Terrace Hills Rd.	Y2	5/27/2020	
chunks of cement in roadway	Avalon & SE 45th	Y2	5/27/2020	
heavy duty construction vehicles in and out of roadway	Terrace Hills Rd.	Y2	5/27/2020	
trailer brakes not working on lawn care vehicle	East Gore	Y1	5/27/2020	
vehicles parked side by side	13th & Taylor	B1	5/27/2020	
vehicles parked side by side	4909 NW Lindy	G1	5/27/2020	
person standing in middle of street	26th & Cheyenne	G1	5/27/2020	
car passing bus on two lane road heading into oncoming traffic	Sheridan & sw G	para	5/27/2020	



Appendix H. SMS Group

LATS SMS Group is comprised of four employees from within LATS. The Safety Coordinator, a dispatcher, mechanic, seasoned driver, and a newer driver. The LATS SMS Group meet once a quarter to discuss current safety concerns and best safety practices that have been derived from the Potential Route Hazards that employees have submitted via the **Employee Portal**, as well as the **Employee Complaints** that have been categorized as safety issues. To ensure that previous safety concerns and best safety practices have been implemented. Any new safety concerns or best safety practices that are discussed in the quarterly meeting are documented and logged by the LATS Safety Coordinator. These records are then shared with Staff and Management.

SMS Group Topics of Discussion

Topics of discussion are based upon the submissions from the potential route hazards on the Employee Portal but are not limited to those criteria.

Safety Coordinator & Staff Meetings

These meetings between the Safety Coordinator and the Staff will be held monthly to ensure proper communication related to safety issues are being relayed to the Staff. Staff also attend the weekly safety meetings.