



VICTOR VALLEY TRANSIT AUTHORITY

*representing the communities of Adelanto, Apple Valley, Hesperia,
Victorville, Barstow and San Bernardino County*

TECHNICAL ADVISORY COMMITTEE MEETING AGENDA

November 4th 3:00 p.m.

Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345

1. Recognition of guests and public comments: Visitors are requested to make comments only on those items not identified in the agenda. Comments concerning agenda items can be presented when that item comes up. Please limit comments to three minutes per item.

2. Review Draft Board AgendaK. Kane/Group
- a. Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Include a Project for Upgrading Vanpool Software.
 - b. Award iVanpool Software Contract.
 - c. Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Regional buses replacement Class H (2).
 - d. Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Paratransit Buses (2).
 - e. Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Vans for Big River.
 - f. VVTA Agency Safety Plan.
 - g. Calendar of Meetings

3. Bus stop shelters/benches/lightingS. Herrera

4. SBCTA UpdateN. Strickert

5. Other Business:

6. Adjournment.

The next regularly scheduled meeting is November 4th. To obtain further or available information regarding agenda items, please contact the Clerk of the Board VVTA at 760 948-3262. **Posted: Friday, October 30, 2020.**

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Include Project and Project Funding for Upgrading Vanpool Software.

SUMMARY STATEMENT

The proprietary software iVanpool has been in use since VVTA launched the Vanpool program in 2012. Staff had previously researched upgrading and updating the proprietary software and found the cost to be equal to, or more than, the cost of the original proprietary software program. Additionally, the vendor that supports and maintains iVanpool has informed VVTA that they will discontinue supporting proprietary software systems including iVanpool. The vendor has agreed to support the system through January 2021 and assist with the transfer of assets and data to a new vendor. The timing for this change is beneficial to VVTA, considering the success and tremendous growth of VVTA's Vanpool program. Staff looks at this as an opportunity to onboard a more robust vanpool support system, one that will provide more consistent data management and will support a better interface with NTD reporting requirements.

Staff released an RFP 2021-04 iVanpool.org Update seeking to contract with a software firm to implement, maintain and update VVTA's iVanpool.org Web-based application, database and reporting system for the Vanpool program.

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to include project and project funding for upgrading vanpool software.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	LCFS Credits \$1XX,000	November 16, 2020	A

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Award VVTA RFP 2021-04 iVanpool.org Update

SUMMARY STATEMENT

On May 31, 2020, the contract with Civic Connect to update and maintain VVTA's Vanpool program – iVanpool.org – expired. VVTA staff created a contract amendment to contract 2012-03 to extend the contract, however, were notified by Civic Connect that they will no longer be providing this service.

On September 28, 2020, VVTA released RFP 2021-04. The last day for questions was on Friday, October 16, 2020, and Addendum No.1 was issued on October 22, 2020.

The deadline for proposals was on Thursday, October 29, 2020 at 3:00 PM (PDT) and 6 proposals were received. An evaluation committee was created to review the responses and determine the highest scored proposal. The Evaluation Committee convened on November 3, 2020. The final scores tabulated, of a maximum possible score of 100 points:

Pending Evaluation Committee Scores

The recommendation is to award the Contract to Vendor, City, State, for three (3) years with two (2) one-year options to extend, not to exceed TBD.

Funds for this Project will be paid for by LCFS Credits.

RECOMMENDED ACTION

Award RFP 2021-04 to Vendor, City, State, not to exceed TBD.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	Not to Exceed TBD	November 16, 2020	B

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Regional Replacement Buses Class H (2).

SUMMARY STATEMENT

Staff received a recent quote from the new CONTRACT/MBTA Joint Procurement RFP and found that the original estimated budget for these buses are underfunded. The cost increase is mainly due to cost inflation as compared to the prior contract and the installation of GFI fare boxes and the new Driver Protective Barriers.

The recommended funding plan for this short fall is to use available Federal Sect. 5339 Bus and Bus Facilities Capital funds and local match from the recent sale of LCSF credits. This action will have no impact on Local Transportation Funds (LTF).

Regional Replacement Buses Class H (2)	Section 5339	LTF	LCSF Credits	Project Cost
Original Estimated Budget	\$922,540	\$162,801		\$1,085,341
Budget Amendment	\$198,000		\$35,000	\$233,000
Revised Total Project Cost	\$1,120,540	\$162,801	\$35,000	\$1,318,341

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Regional Replacement Buses Class H (2).

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	Sect. 5339 \$198,000 & LCFS Credits \$35,000	November 16, 2020	C

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Paratransit Buses (2).

SUMMARY STATEMENT

Last year Caltrans notified VVTA it was awarded a Sect. 5310 competitive grant for purchase of two Paratransit buses in the amount of \$208,400. While the Standard Agreement from Caltrans is still pending, it should be available soon and VVTA can then place an order for these buses. The Caltrans award is for a basic paratransit vehicle only. VVTA continues to purchase its paratransit buses from a Joint Procurement CalACT/MBTA vehicle contract.

VVTA orders new vehicles with essential add-ons such as camera systems, the VVTA paint scheme and graphics, and specific fueling interlock to prevent the engine from running while being fueled etc. Incorporating these items into the purchase at the time of the order is common practice and cost effective. However, these necessary items are above and beyond the base grant award from Caltrans.

Consequently, staff recommends using available LCSF Credits to supplement the base cost of the Caltrans award so that these items can be incorporated into the order at the time of the purchase and prior to the bus build. This action will have no impact on Local Transportation Funds (LTF).

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Paratransit Buses (2).

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	LCFS Credits \$60,000	November 16, 2020	D

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Vans for Big River.

SUMMARY STATEMENT

Included in the FY 2017-18 budget was a project to purchase two vehicles for Big River's Bonnie Baker Senior Transportation Program for \$67,762. One accessible vehicle was purchased in February of 2018 for \$45,955, leaving a project balance of \$21,807. At this time, Big River has only this one vehicle purchased in 2018. This limits the trips they can provide to the citizens of this remote community.

In discussing their needs with CTSA management, it was determined that at this time they need another van accessible for wheelchairs. The cost of another wheelchair accessible van is more than the balance left in the budget. Staff recommends supplementing the original budget with LCFS Credits from a recent sale to allow for the purchase of another accessible Braun Entervan. This action will have no impact on Local Transportation Funds (LTF).

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Vans for Big River.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	LCFS Credits \$26,200	November 16, 2020	E

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA Agency Safety Plan (ASP).

SUMMARY STATEMENT

On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). Additionally, the plan must include safety performance targets.

Transit operators also must certify they have a safety plan in place, meeting the requirements of the rule by December 31, 2020. The plan must be updated annually and approved by the Board of Directors.

In response to this requirement, staff has prepared the policy in accordance with FTA guidelines and with consensus of the new operations contractor. This policy addresses VVTA's processes and procedures to implement, maintain, and continuously improve processes to ensure our customers, employees, and the public's safety.

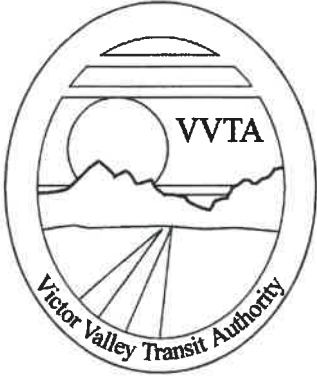
Approval of this policy will satisfy the requirements of the Federal Transit Administration (FTA) 49 CFR Part 673, which is due December 31, 2020.

RECOMMENDED ACTION

Approve VVTA policy 1-001-20 formalizing Agency Safety Plan (ASP).

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Simon Herrera, Director of Operations	N/A	November 16, 2020	F

VICTOR VALLEY TRANSIT



Organizations Affected:

Victor Valley Transit Authority Joint Powers

Effective Date: November 16, 2020

Revised Date: November 16, 2020

Approved by:

Kevin Kane, Executive Director

As Authorized by the

Board of Directors on: November 16, 2020

Attest:

Debi Lorrh, Clerk of the Board

POLICY / PROCEDURE NO. 1.001.20

Public Transportation Agency Safety Plan for Bus Transit Agency Safety Plan (ASP)

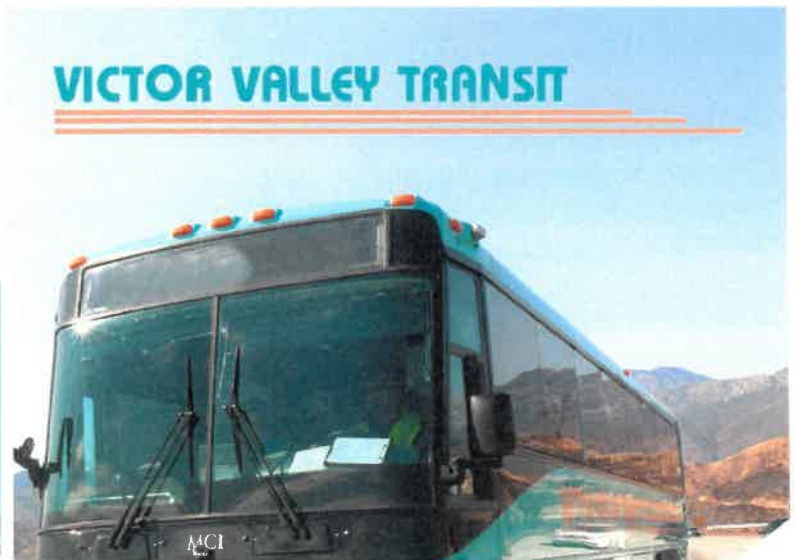


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VICTOR VALLEY TRANSIT

Transit Agency Information

Transit Agency Name	Victor Valley Transit Authority		
Transit Agency Address	17150 Smoke Tree Street, Hesperia, CA. 92345		
Name and Title of Accountable Executive	Kevin Kane, Executive Director		
Name of Chief Safety Officer or SMS Executive	Sue Crane, Safety Manager Keolis Transit America, Contractor		
Mode(s) of Service Covered by This Plan	Contracted - Fixed Route Bus; Paratransit, Commuter	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5311, 5310, 5339, 5309
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus, Commuter; Paratransit		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	No <input checked="" type="checkbox"/>	Description of Arrangement(s) N.A.
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N.A.		

VICTOR VALLEY TRANSIT

Plan Development, Approval, and Updates

Name of Person Who Drafted This Plan	Simon Herrera, Director of Operations, Victor Valley Transit	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Kevin Kane	4/1/2020
Approval by the Board of Directors or an Equivalent Authority	Board of Director's	Date of Approval
	Curt Emick, Chair, Town of Apple Valley	November 16, 2020
	Joy Jeannette, Vice-Chair, City of Adelanto	
	Larry Bird, Director, City of Hesperia	
	Robert Lovingood, Director, County of San Bernardino	
	Dawn Rowe, Director, County of San Bernardino	
	Gloria Garcia, Director, City of Victorville	
James Noble, Director City of Barstow		
Relevant Documentation (title and location)		
<p>A copy of the Board of Directors Resolution #XX-XXX, approving the Agency Safety Plan, is maintained on file by the Clerk of the Board and Chief Safety Officer, Victor Valley Transit Authority.</p> <p>Plan certified by:</p> <p>Curt Emick, Chair, Town of Apple Valley -11-16-2020 Joy Jeannette, Vice-Chair, City of Adelanto -11-16-2020 Larry Bird, Director, City of City of Hesperia -11-16-2020 Robert Lovingood, Director, County of San Bernardino -11-16-2020 Dawn Rowe, Director, County of San Bernardino -11-16-2020 Gloria Garcia, Director, City of Victorville -11-16-2020 James Noble, City of Barstow -11-16-2020</p>		

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		New Document	11/16/2020

Annual Review and Update of the Public Transportation Agency Safety Plan
<i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>
This plan will be jointly reviewed and updated by the Director of Operations and Safety Manager by July 1 st of each year. The Accountable Executive will examine and approve any changes, signing the new ASP, then forward it to the Board of Directors for review and approval.

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 the evaluation of the previous 1 years of VVTA's 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	5	0.2	7	0.28	9,500
ADA / Paratransit	0	0	1	0.1	1	0.1	68,456
Commuter							
Total Mile & Hour Event Frequency goals - 2020	0	0		4		18.06	

Safety Performance Target Coordination

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

VVTA's Accountable Executive shares our Agency Safety Plan, including safety performance targets, with the San Bernardino County Transportation Authority (MPO) in our service area each year after its formal adoption by the VVTA's Board of Directors. VVTA's Accountable Executive also provides a copy of our formally adopted plan to the San Bernardino County Transportation Authority. VVTA personnel is available to coordinate with San Bernardino County Transportation Authority safety performance targets upon request. VVTA's Accountable Executive reviews goals monthly and will review it yearly to establish new goals for improvement if necessary.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	San Bernardino County Transportation Authority	11/23/2020
	N/A	

Safety Management Policy

Safety Management Policy Statement

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

Safety is a core value at VVTA, and managing safety is a core business function. We will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the public. VVTA is committed to the following safety objectives:

- Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training.
- Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through VVTA's reporting program, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence or a deliberate or willful disregard of regulations or procedures.
- Providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.

- Identifying hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing the provided data, the transit operations division will develop processes and procedures to mitigate safety risks to an acceptable level.
- Establishing safety performance targets that are realistic, measurable, and **data driven**. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

KEOLIS SAFETY POLICY

SAFETY ASSURANCE IS A KEY ISSUE AND FUNDAMENTAL VALUE FOR THE KEOLIS GROUP AND ITS NETWORK OF SUBSIDIARIES

Keolis is committed to promoting the development of passenger's transport services and the mobility of people with the concept of Total Safety and the ultimate visions of ZERO HARM, regarding customers, employees, partners, subcontractors, the general public, and the environment.

Employees must give due consideration to their health and safety and that of their colleagues, customers, visitors, and anybody else in the workplace.

The policy of Keolis is structured around 10 key themes, which include:

1. Providing **STRATEGIC DIRECTION, GOVERNANCE, and SAFETY LEADERSHIP**, Fostering a **CULTURE** of excellence, and exemplary working practices, particularly in the area of continuous improvement.
2. Clearly defining the **ORGANIZATION, ROLES, and ACCOUNTABILITIES** within the Company and with its stakeholders.
3. Identifying hazards **PROACTIVELY** and **REDUCING RISKS** in compliance with regulations, standards, codes of practice and approved working methods.
4. Applying **RULES and PROCEDURES** which are systematically managed through a document control system for our services and operational activities and those of our subcontractors, partners, and visitors.
5. Designing and maintaining arrangements for **EMERGENCY and BUSINESS CONTINUITY PLANS** regularly.
6. Developing and maintaining skills and knowledge through **TRAINING, BRIEFING, and COMMUNICATION**; paying due consideration to promote awareness of safety issues among passengers and the general public.
7. Ensuring the safety of all **ASSETS** managed by Keolis or under Keolis' responsibility.
8. Conducting the necessary investigations into **ACCIDENTS, INCIDENTS, or PRECURSORS** to facilitate the remedial action and to develop the **RETURN ON EXPERIENCE** capturing the conclusions for application in the business units.
9. Maintaining measurable, quantitative, and qualitative **TARGETS and OBJECTIVES**

including a suite of leading and lagging PERFORMANCE INDICATORS.
10. Ensuring the conformity and effectiveness of continuous REVIEW of safety performance through regular VERIFICATION actions and AUDITS.

With the support of Keolis Group, Keolis Transit America incorporates this policy within its area of operation, in strict accordance with the relevant regulations and minimum standards defined by the Group.

The Senior Management team has the ultimate responsibility to ensure the safety of people, assets, and activities they manage. No employee is expected to work in an unsafe manner and line managers will guarantee their support to any employee who justifiably refuses to work if it is not safe to do so. Line managers fully support free and open communication, and all employees are expected to report any potentially unsafe situation without delay.

Kevin Kane
Kevin Kane, Victor Valley Transit Authority, Executive Director and Accountable Executive

Safety Management Policy Communication

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

The Safety Manager, who leads VVTA's SMS activities, introduced our staff to SMS principles on October 1, 2020, at an All-Staff Meeting. VVTA's Safety Management Policy Statement also was distributed to each employee in the form of a handout during this all-staff meeting. VVTA also posts copies of the Statement on bulletin boards at headquarters and in the operations and maintenance break areas of the operating division. VVTA also has incorporated review and distribution of the Safety Management Policy Statement into new hire training and all-staff annual refresher training.

Authorities, Accountabilities, and Responsibilities

Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's SMS.

<p>Accountable Executive</p>	<p>The Executive Director serves as VVTA'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 Chief Safety Officer who is a direct report; • Ensures that VVTA's SMS is effectively implemented; • Ensures action is taken to address substandard performance
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	<p>in VVTA's SMS;</p> <ul style="list-style-type: none"> • Assumes ultimate responsibility for carrying out VVTA's ASP and SMS; and • Maintains responsibility for carrying out the agency's Transit Asset Management Plan.
<p>Chief Safety Officer or SMS Executive</p>	<p>The Accountable Executive designates the Contractors Safety Manager as VVTA's Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Develops VVTA's ASP and SMS policies and procedures; • Ensures and oversees day-to-day implementation and operation of VVTA's SMS; • Manages VVTA's Employee Safety Reporting Program (IR.), • Chairs the VVTA Safety Committee and: <ul style="list-style-type: none"> ○ Coordinates the activities of the committee, ○ Establishes and maintains VVTA's Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents, and ○ Maintains and distributes minutes of committee meetings. • Advises the Accountable Executive on SMS progress and status; • Identifies substandard performance in VVTA's SMS and develops action plans for approval by the Accountable Executive; • Ensures VVTA policies are consistent with VVTA's safety objectives; and • Provides SRM expertise and support for other VVTA

	<p>personnel in conducting and overseeing Safety Assurance activities.</p>
<p>Agency Leadership and Executive Management</p>	<p>Agency leadership and executive management also have authorities and responsibilities for day-to-day SMS implementation and operation of VVTA's SMS under this plan. VVTA Agency Leadership and Executive Management include:</p> <ul style="list-style-type: none"> • Deputy Director, • Director of Operations, • Director of Maintenance and Facilities, • Director of Finance, • Procurement Manager, • Contractor's General Manager, • Contractor's Operations Manager's, • Contractor's Training Manager, • Contractor's Maintenance Manager, and • Senior Supervisor's and Supervisors. <p>VVTA Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:</p> <ul style="list-style-type: none"> • Participate as Members of VVTA's Safety Committee (Senior Supervisors and Supervisors will be rotated through the Safety Committee on a one-year term and other positions are permanent members); • Complete training on SMS and VVTA'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; and • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and

	<p>monitoring of mitigation effectiveness.</p>
<p>Key Staff</p>	<p>VVTA uses the Safety Committee, as well as the monthly Drivers' Meeting and quarterly All-Staff Meetings, to support its SMS and safety programs:</p> <ul style="list-style-type: none"> • Safety Committee: Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during the bi-monthly meeting. The Safety Committee members include the Chief Safety Officer, Executive Director, Director of Operations, an Operations Manager, a representative from dispatch, a representative from fixed-route, a representative from paratransit, and a representative of VVTA's Risk Management who meet bi-monthly to review issues and make recommendations to improve safety. • Drivers' Meetings: A permanent agenda item in all monthly 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.
<p>Employee Safety Reporting Program</p> <p><i>Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and, therefore, are excluded from protection).</i></p>	
<p>VVTA's IR, encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:</p> <ul style="list-style-type: none"> • Report conditions directly to the dispatcher, who will add them to the daily Operations Log; • Report conditions anonymously via a locked comment box in the driver area; • Report conditions using your name or anonymously to Safety@vvt.org; and 	

- Report conditions directly to any Supervisor, Manager, or Director.

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection or pre-trip software not operating);
- Events that senior managers might not otherwise know about (for example, unsafe passenger behavior); and
- Information about why a safety event occurred (for example, VOIP communication challenges).

The Operations Managers daily review the dispatch Daily TransTrack Log checks the comment box and dedicated email address, and documents identified safety conditions that are turned in to the dispatchers daily. The Operation Manager and Chief Safety Officer, supported by the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through VVTA's SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through VVTA's Safety Assurance process.

VVTA's Chief Safety Officer discusses actions taken to address reported safety conditions during the quarterly All-Staff Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or Operations Manager's follows up directly with the employee when VVTA determines whether to take action and after any mitigations are implemented.

VVTA encourages participation in the safety reporting program by protecting employees that report safety conditions in good faith (see Keolis Transit America Employee Handbook] for more information). However, VVTA may take disciplinary action if the report involves:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

Each employee is responsible for:

- Making safety a part of their job
- Recognizing the need for maximum safety efforts
- Demonstrating behaviors that proactively prevent accidents and injuries
- Genuinely cooperating with all aspects of our safety process
- Continuously exercising caution while performing work duties
- Actively protecting himself or herself, fellow employees, and passengers
- Taking no unnecessary chances that could result in an accident or injury
- Using all safeguards and safety equipment provided
- Complying with all rules, regulations, processes, and practices
- Detecting and reporting unsafe conditions, practices, and behavior
- Offering suggestions to improve safety performance and working conditions
- Attending all scheduled safety meetings and safety training
- Practicing good housekeeping with a high standard of cleanliness
- Immediately reporting any accident, incident or injury to supervisors or managers

Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

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

Safety Risk Management Process

VVTA 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 VVTA's leadership. VVTA's SRM process allows us to carefully examine what could cause harm and determine whether we have taken enough precautions to minimize the harm, or if further mitigations are necessary.

VVTA's Chief Safety Officer leads VVTA's SRM process, working with VVTA's Safety Committee to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk.

The results of VVTA's SRM process are documented in our Safety Risk Register and referenced materials.

VVTA's 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, VVTA 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 VVTA; 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 VVTA property or the environment.

Safety Hazard Identification

The safety hazard identification process offers VVTA 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 vehicle camera footage;
- Review of monthly performance data and safety performance targets;
- Observations from supervisors;
- Maintenance reports;
- Comments from customers, passengers, and third parties, including VVTA's transit insurance pool and vendors;
- Safety Committee, Drivers', and All-Staff Meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;

- Investigations into safety events, incidents, and occurrences, and
- FTA and other oversight authorities (mandatory information source).

When a safety concern is observed by VVTA's management or supervisory personnel, whatever the source, it is reported to VVTA's Chief Safety Officer. Procedures for reporting hazards to VVTA's Chief Safety Officer are reviewed during All-Staff Meetings and in the Safety Committee. VVTA's Chief Safety Officer also receives employee reports from the IR, customer comments related to safety, and the dispatch daily Operations Log. VVTA's Chief Safety Officer reviews these sources for hazards and documents them in VVTA's Safety Risk Register.

VVTA's Chief Safety Officer also may enter hazards into the Safety Risk Register based on their review of VVTA's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

VVTA's Chief Safety Officer may conduct further analysis of hazards and consequences entered into the Safety Risk Register 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, VVTA's Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

VVTA's Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during bi-monthly meetings. This agenda may

include additional background on the hazards and consequences, such as the results of trend analysis, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment which would constitute a violation of Environmental Protection Agency or Any State environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

Safety Risk Assessment

VVTA assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The Chief Safety Officer and Safety Committee assess prioritized hazards using VVTA's Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic severity category and a Frequent probability level.

This matrix also categorizes combined risks into levels: High, Medium, or Low based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require action from VVTA to mitigate the safety risk,
- "Medium" hazard ratings will be considered undesirable and require VVTA's Safety Committee to make a decision regarding their acceptability, and
- "Low" hazard ratings may be accepted by the Chief Safety Officer without additional review.

Using a categorization of High, Medium or Low allows for hazards to be prioritized for mitigation based on their associated safety risk.

The Chief Safety Officer schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety

Officer reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once the adequate information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Safety Risk Register, using the VVTA Safety Risk Assessment Matrix, with the Safety Committee. The Chief Safety Officer will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections will be maintained on file by the Chief Safety Officer for a period of three years from the date of generation.

Safety Risk Mitigation

VVTA's Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. VVTA can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. VVTA's Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during bi-monthly meetings, and to VVTA's Directors upon request.

In the Safety Risk Register, VVTA's Chief Safety Officer will also document any specific measures or activities, such as reviews, observations or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

Cooperative Effort

Only through a cooperative effort can we improve and preserve our safety record. Cooperation in all safety matters is imperative between supervisor and employee, and between fellow workers. Cooperation of all employees at all levels contributes to safe working conditions and accident-free performance.

Facilities and Working Conditions

Keolis Transit America will provide a safe working environment for employees. Keolis Transit America will provide facilities, equipment, and safeguards in keeping with the highest standards. We will take all reasonable steps to maintain safe, healthful, clean, and well-ordered working conditions.

Keolis Transit America will use adequate protective and corrective equipment to eliminate or minimize accident and health hazards. Keolis Transit America will provide physical, mechanical, and personal safeguards in keeping with the highest standards. Keolis Transit America will provide necessary personal protective equipment and instructions for its use and care. Employees are held accountable for properly using and maintaining safety equipment provided. Safety equipment must not be misused, abused, tampered with, or damaged.

Compliance

Keolis Transit America will comply with laws and regulations for safety, health, accident, and injury prevention and working conditions. Keolis Transit America will enforce policies and rules for safety and conduct and require that all employees observe them as a condition of employment. Employees must fully comply with their jobs' safety standards and follow proper safety principles.

Measurement

Each employee and each company cost center are measured and held accountable for safety performance. The efficiency of any operation can be measured directly by its ability to control unnecessary loss.

Each manager and supervisor are responsible for:

- Ensuring we perform all operations with the utmost regard for safety
- Leadership of our safety process, and for its effectiveness and improvement
- Setting a proper safety example and raising safety awareness
- Developing proper behaviors demonstrating safety and fostering a safety culture
- Screening applicants with safety as the primary basis for selection
- Training all employees in proper safety practices and work methods
- Ensuring safety committees and safety meetings are effective
- Providing necessary safeguards to ensure the safest conditions
- Conducting a program of safety hazard recognition and correction
- Ensuring we properly inspect and repair facilities and equipment
- Investigating each accident to determine contributing factors(s), determine prevention opportunities, promptly reporting each accident, incident, and injury to the corporate Risk Management department

HAZARD IDENTIFICATION ANALYSIS AND RESOLUTION

Hazard identification is achieved through several platforms collectively. Safety audits and Facility inspections are conducted. Daily driver performance metrics and accident/injury KPI's contribute to hazard identification data points. Regular vehicle inspections by governing agencies and internal review identify potential for hazards, and lead to mitigation plans.

Speed in Company Yard

To prevent accidents, the speed limit in all company yards is 5mph/8kph.

High Visibility Vests

High visibility vests must be worn while in the parking lot on company property.

Vehicle Segregation Plan ensures regulatory compliance and hazard reduction by identifying and correcting unsafe conditions through inspections of your facility and service area.

Identify:

- Slip, Trip, and Fall hazards in the lot
- Vehicle/pedestrian hazards
- Vehicle parking areas
- Correct walking paths
- Vehicle paths
- Bay door entrances/exits

Yard Safety Requirements

If yard hazards are identified (such as uneven surfaces, potholes, posts, light posts, fences, curbs, cords, etc.) they must be addressed and remedied as soon as possible. If a hazard cannot be removed it must be painted for visibility. Cords must be coiled when not in use. Outdoor employee break and/or approved smoking areas must be physically segregated and protected from vehicle traffic.

Maintenance Shop Safety

For all questions relating to Maintenance Shop Safety, including the Powerless Vehicle Policy, please refer to the Maintenance Safety Handbook.

Facility Inspection

Periodic safety inspections of all locations are a vital part of our overall safety compliance program. The purpose of these inspections is to ensure the safest work environment possible for employees, and other persons visiting our facility. We do this by identifying unsafe conditions and physical hazards prior to the occurrence of a loss and remove the unsafe condition or physical hazard from the workplace.

Safety Assurance

Through our Safety Assurance process, VVTA:

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

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.

VVTA 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 on-board camera footage to assess drivers and specific incidents,
- Safety surveys,
- Incident Report,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data relating 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 Chief Safety Officer to determine where corrective action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

VVTA monitors safety risk mitigations to determine if they have been implemented, and are effective, appropriate and working as intended. The Chief Safety Officer 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 Chief Safety Officer 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 Chief Safety Officer will endeavor to make use of existing VVTA processes and activities before assigning new information collection activities.

VVTA's Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during bimonthly Safety Committee 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 Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

VVTA's Chief Safety Officer and Safety Committee also monitor VVTA'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 Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Describe activities to conduct investigations of safety events to identify causal factors.

VVTA maintains 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 events (Keolis Transit America Safety Incident Investigation Policy for specific procedures on conducting safety investigations). These procedures also reflect all traffic safety reporting and investigation requirements established by the State's Department of Motor Vehicles.

The Chief Safety Officer maintains all documentation of VVTA's investigation policies, processes, forms, checklists, activities, and results. As detailed in VVTA's procedures, an investigation report is prepared and sent to the Accident/Incident Review Board for integration into their analysis of the event.

VVTA's Accident/Incident Review Board consists of seven members that represent management, the union, operations, and maintenance. The Chief Safety Officer chairs the board. VVTA's Accident/Incident Review Board determines whether:

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

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

The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through VVTA's Safety Risk Management process.

The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning VVTA's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

SAFETY TESTS AND INSPECTIONS

Keolis Transit America maintains strict standards on their vehicle safety tests and inspections. All tests and inspections comply with regulatory oversight, manufacturer recommended preventative maintenance schedules, and industry best practices which are often more strict than regulatory or OEM standards.

Driver Pre-Trip inspections are also completed by the vehicle operators to mitigate potential risk and identify items needing review by a technician before placing a vehicle into service. Inspections are also completed at the end of the shift to identify any potential defects or safety risks for remediation by technicians prior to the vehicle being placed back in service.

INTERNAL REVIEWS

Keolis Transit America is subject to internal reviews of their system compliance on a-annual basis. Findings result in corrective action plans and may warrant additional internal reviews specific to particular segments of the safety system, or an escalated cadence of the entire program.

Findings are communicated throughout the organizational structure to include the CEO to Transit and corrective action calls are conducted weekly until full correction or remediation is satisfied.

EXTERNAL REVIEWS

All requests for review by external governing agencies are responded to with complete cooperation. Local management is responsible for facilitating the review. Additional support will be provided as needed throughout the corporate structure.

COLLECT AND MAINTAIN DATA

All accident, injury and driver performance metrics are collected, maintained and communicated electronically. Driver Qualification Files and Driver performance data are collected through several telematics systems then shared with the locations directly from these programs or through summary reports.

All accident and injury data are collected by a TPA, and then summarized and shared with the locations and corporate support.

Safety Promotion

Competencies and Training

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

VVTA's comprehensive safety training program applies to all VVTA employees directly responsible for safety, including:

- Bus Vehicle Operators,
- Dispatchers, Reservationist, Schedulers,
- Maintenance Technicians, Service Writers, Utility Employees,
- Managers, Supervisors, Admin,

- Agency Leadership and Executive Management,
- Chief Safety Officer, and
- Accountable Executive.

VVTA dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Basic training requirements for VVTA employees, including frequencies and monthly refresher training, are documented in the VVTA's Safety Training Matrix and the VVTA Employee Handbook.

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers, reservationist, schedulers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.

Keolis Transit America Operator Training Program to include the following topics:

Keolis Transit America History/DOH, Contract Overview, Handbook	Preventing Driver Distractions
Introduction to Professional Driving	Following Distance
Federal Regulations	Intersections
Hazards Communication	Railroad Crossings
Creating a Drug & Alcohol-Free Workplace	Pedestrian Awareness
Preventing Harassment	Preventing Backing Accidents
Bloodborne Pathogens	Merging, Lane Changing & Passing
Fatigue Management - DOH	Special Driving Conditions
Wellness	Introduction to ADA & Sensitivity
Whistleblower	ADA, Lifts, Ramps & Securement
Safety Best Practices (Safety Basics)	Professionalism/Customer Service/De-Escalation Techniques
Slips, Trips, Falls	Lift Operations
Introduction to The Bus	10 Commandments & Securement Systems
Pre-trip Inspections	Map Reading
Pre-Trip and Post-Trip Inspections	Conflict/Aggression Management
Pre-Trip and Post-Trip Inspections	Accident & Emergency Procedures
Mirror Adjustments & Reference Points	NTI - Warning Signs
Mirrors and Reference Points	Passenger & Package Check
Mirrors and Reference Points	Route Familiarization (Map & Route Sheet Review/Dry Run)
LLLC Defensive Driving	Cadet ride along with passengers/Fare Box & Customer Mgmt.
Pre-Trip and Post-Trip Inspections	Cadet driving with passengers (Cadetting Checklist)
Closed Course & Maneuvering Standards Evaluation	KEOLIS TRANSIT AMERICA Classroom Evaluation

Keolis Transit America New Technician Training Requirements

- MITS Overview
- Maintenance Safety Handbook
- Maintenance Safety Handbook Quiz
- Maintenance Policy Handbook
- EAM Training
- PMX+ Training Documentation Review
- PMX+ Hands-on Training and Certification

- Local vehicle familiarization and equipment training
- Maintenance Procedure Training

EMERGENCY DRILLS AND SIMULATIONS

Emergency drills and simulations are conducted in accordance with regulatory and contractual requirements. Additional drills and simulations may also be conducted during monthly safety meetings, or as risks are identified during internal audits, risk assessments, and facility inspections.

VVTA's Accountable Executive and Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training and an executive session on safety management sponsored by VVTA's transit insurance pool.

Safety Communication

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

VVTA's Chief Safety Officer and Training Manager coordinate VVTA's safety communication activities in the SMS. VVTA's activities focus on the three categories of communication activity established in Part 673:

- **Communicating safety and safety performance information throughout the agency:** VVTA communicates information on safety and safety performance in its quarterly newsletter and during quarterly All-Staff Meetings. VVTA also has a permanent agenda item in all monthly 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 VVTA's service or safety performance, and updates regarding SMS implementation. VVTA also requests information from drivers during these meetings, which is recorded in meeting minutes. Finally, VVTA's Training Manager posts 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, VVTA distributes safety policies and procedures, included in the VVTA Employee Handbook, to all employees. VVTA 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, VVTA's Chief Safety Officer issues bulletins or messages to employees which 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 an IR:** VVTA provides targeted communications to inform employees of safety actions taken in response to reports submitted through the IR, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

Reporting

Every accident must immediately be reported to CSC dispatch by radio, telephone.

PARTICIPATION ON SAFETY COMMITTEES AND BOARDS

The Safety Committee is composed of members to include the Safety and Training Supervisor, the Operations or Maintenance Supervisor, and driver employees. A mechanic and/or bus assistant may be on the committee as an additional member(s). All employees are eligible to serve on the Safety Committee.

Members meet throughout the year and may meet to review accidents or injuries. An agenda will be prepared in advance of each meeting.

MAINTAIN SYSTEM SAFETY PROGRAM PLAN

Periodical review of safety processes, policies and systems are conducted as an ongoing activity. As accident and injury investigations, facility inspections or risk assessments identify new risks, the local and national Safety SOP's will be amended and incorporated into the overarching Safety Management System. Training will be provided aligned with the changes. Reviews will be completed by the locations management team to ensure updates are accurate and accounted for, and standards are aligned with location behaviors.

Additional Information

Supporting Documentation

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

VVTA will maintain documentation related to the implementation of its SMS; the programs, policies and procedures used to carry out this Agency Safety Plan; and the results from its SMS processes and activities for three years after creation. They will be available to the Federal Transit Administration or other Federal or oversight entity upon request.

Definitions of Terms Used in the Safety Plan

VVTA 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(14).
- **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 required by the Federal Transit Administration (FTA).
- **Public Transportation Agency Safety Plan** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.
- **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 functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety 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' safety.
- **Safety Management System (SMS)** 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 Management System (SMS) Executive** means a Chief Safety Officer or an equivalent.
- **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 Public Transportation 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 of 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.

- **Small public transportation provider** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.
- **State** means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.
- **State of good repair** means the condition in which a capital asset can operate at a full level of performance.
- **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.

- **Commonly Used Acronyms**

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
CAP	Corrective Action Plan
CEO	Chief Executive Officer
CT	County Transit
DOT	Department of Transportation
IR,	Incident Report
FOF	Field Observation and Feedback
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SA	Safety Assurance
SMP	Safety Management Policy
SMS	Safety Management System
SOP	Standard Operating Procedure
SRM	Safety Risk Management
USC	United States Code

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA Board of Directors Calendar of Meetings for 2021.

SUMMARY STATEMENT

Every year the third Monday in January and February fall on holidays (Martin Luther King Jr. Day and Presidents Day respectively). In the past, meetings have been scheduled for the third Tuesday of the month for both January and February meetings. Otherwise all meetings are scheduled for the third Monday of the month. Meeting times (9:30 am) and the locations (Victor Valley Transit Authority and Barstow Council Chambers) are unchanged.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Debi Lorrh, Clerk of the Board	N/A	November 16, 2020	G

VICTOR VALLEY TRANSIT AUTHORITY
BOARD OF DIRECTORS
CALENDAR OF MEETINGS 2021

Tuesday, January 19st, 9:30 a.m.
(*Monday, 18th Martin Luther King Jr. Day*)

Monday, July 19th, 9:30 a.m.

Tuesday, February 16th, 9:30 a.m.
(*Monday, 15th Presidents Day*)
To be held at Barstow City Council Chambers.

Monday, August 16th, 9:30 a.m.
To be held at Barstow City Council Chambers.

Monday, March 15th, 9:30 a.m.

Monday, September 20th, 9:30 a.m.

Monday, April 19th, 9:30 a.m.

Monday, October 18th, 9:30 a.m.

Monday, May 17th, 9:30 a.m.
To be held at Barstow City Council Chambers.

Monday, November 15th, 9:30 a.m.
To be held at Barstow City Council Chambers.

Monday, June 21st 9:30 a.m.

Monday, December 20th, 9:30 a.m.

All meetings are the third Monday of the month except January and February due to holidays.