



Transportation Agency Safety Plan

Prepared by: City of Tulare

RESOLUTION 2020-54

RESOLUTION APPROVING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) FOR CITY OF TULARE

WHEREAS, the City of Tulare directly operates, financially supports, and oversees safe and friendly fixed-route and paratransit public transportation in Tulare; and,

WHEREAS, the Federal Transit Administration (FTA) provides significant annual public transportation funding in Tulare and requires public transportation operators that receive FTA Section 5307 financial assistance under the Urbanized Area Formula Program to have a City Council-approved Public Transportation Agency Safety Plan by December 31, 2020 in order to continue to be eligible for federal transit funding; and,

WHEREAS, the Public Transportation Agency Safety Plan formalizes safety programs and procedures already in place with the City's TIME operations and improves the safety risk management, safety assurance, and safety oversight processes; and,

WHEREAS, the safe operation and provision of public transportation in Tulare is the top priority of the City of Tulare and City Council; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Tulare does hereby approve and accept the Public Transportation Agency Safety Plan for TIME transit services as presented.

PASSED, ADOPTED AND APPROVED this 1st day of December, 2020.


Mayor of the City of Tulare

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF TULARE)
CITY OF TULARE)

I, Rob Hunt, City Clerk of the City of Tulare, certify the foregoing is the full and true Resolution 2020-54 passed and adopted by the City Council of the City of Tulare at a regular meeting held on December 1, 2020, by the following vote:

Aye(s): Denis Mederos, Terry Sayre, Carlton Jones, Jose Sigala

Noe(s): WA Absent/Abstention(s): Greg Winkley

Dated: 12/1/2020

ROB HUNT, CITY CLERK

By: Roxanne Yoder, Chief Deputy



Approved by Tulare City Council on December 1, 2020

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Public Transportation Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	Tulare InterModal Express (TIME)		
Transit Agency Address	411 East Kern Avenue, Suite F, Tulare, CA 93274		
Name and Title of Accountable Executive	Darlene J. Thompson, Finance Director/City Treasurer		
Name of Chief Safety Officer or SMS Executive	Manuel Correa, General Services Manager		
Mode(s) of Service Covered by This Plan	Fixed-Route Bus; Paratransit	List All FTA Funding Types (e.g., 5307, 5337, 5339)	5307; 5337; 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Description of Arrangement(s) NA
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	NA		

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	City of Tulare	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
		12-10-2020
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Tulare City Council	12/01/2020
	Relevant Documentation (Title and Location)	
	Resolution #2020-	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Darlene J. Thompson	12/01/2020
	Relevant Documentation (Title and Location)	
	City of Tulare Transit Safety Plan, City of Tulare, California	

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	12/2020

Annual Review and Update of the Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the ASP.

This plan will be jointly reviewed and updated by the Chief Safety Officer and Accountable Executive, as designated by the City, by July 1 of each year. The Accountable Executive will review and approve any final changes, sign the new ASP and forward the ASP to the Tulare City Council for review and approval.

3. Safety Performance Targets

Safety Performance Targets

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

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Fixed Route Bus	0	0	1	0.18	3	0.5	23,732
ADA/Paratransit	0	0	1	1.45	1	1.4	11,495

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.

TIME's Accountable Executive shares our ASP, including safety performance targets, with the Metropolitan Planning Organization (MPO) in our service area each year after its formal adoption by the Tulare City Council. TIME's Accountable Executive also provides a copy of our formally adopted plan to the agency responsible for FTA grant submittals, as appropriate. TIME personnel are available to coordinate safety performance targets with Tulare County Association of Governments (TCAG) staff and will be made available for review at any time by the State.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Caltrans Dept. of Rail and Mass Transportation	12/2020
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Tulare County Association of Governments	12/2020

4. Safety Management Policy

Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives.

Safety is a core value at TIME, 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. TIME 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.
- 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 TIME's Employee Safety Reporting Program (ESRP), 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 ESRP 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 after thorough analysis of provided data, the City's transit operations division will develop processes and procedures to mitigate safety risk 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.

(Signature, Title)

City of Tulare Accountable Executive

Safety Management Policy Communication

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

The City's safety management policy is communicated through monthly Drivers' Meetings and monthly Safety Committee Meetings. TIME also posts copies of safety policies and bulletins on key announcement/bulletin boards at TIME operations and maintenance facilities. TIME incorporates review and distribution of safety policies into new-hire training materials and all staff refresher training.

Authorities, Accountabilities, and Responsibilities

Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

Accountable Executive	<p>The Finance Director serves as TIME'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. • Ensures that TIME's SMS is effectively implemented. • Ensures action is taken to address substandard performance in TIME's SMS. • Assumes ultimate responsibility for carrying out TIME's ASP and SMS. • Maintains responsibility for carrying out the agency's Transit Asset Management Plan.
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Chief Safety Officer or SMS Executive	<p>The Accountable Executive designates the Director of General Services as TIME's Chief Safety Officer or SMS Executive. The Chief Safety Officer meets conducts monthly Safety Committee meetings with the City's third-party contractor's Transit Manager and Maintenance Manager and has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Develops TIME's ASP and SMS policies and procedures. • Ensures and oversees day-to-day implementation and operation of TIME's SMS. • Chairs the TIME Safety Committee and <ul style="list-style-type: none"> o Coordinates the activities of the committee; o Establishes and ensures maintenance of TIME's Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; and o Maintains minutes of committee meetings. • Advises the Accountable Executive on SMS progress and status. • Identifies substandard performance in TIME's SMS and develops action plans for approval by the Accountable Executive. • Ensures TIME policies are consistent with TIME's safety objectives. • Provides Safety Risk Management (SRM) expertise and support for other TIME personnel who conduct and oversee Safety Assurance activities.
Agency Leadership and Executive Management	<p>The City's transit leadership and executive management team with SMS and ASP oversight is composed of the Accountable Executive, Director of General Services/Chief Safety Officer (SMS Executive), and the City's third-party contractor Transit Manager. Their duties, as described above, require close coordination on the development of the SMS and ASP to be adopted by the Tulare City Council.</p> <p>This leadership team discuss and provides subject matter expertise to support implementation of the SMS as needed by the Accountable Executive or Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.</p> <p>They also are responsible for ensuring that the in-house and/or third-party supervisors, drivers, and key City staff (i.e., City Manager and Deputy City Manager) are informed of the City's SMS and ASP on a continuous basis.</p>
Key Staff	<p>The Accountable Executive and the Director of Transit Services/Chief Safety Officer (SMS Executive), as described above, are key leadership staff supported by the third-party contractor Transit Manager, Maintenance Manager, and Transit Supervisors.</p> <p>The Maintenance Manager, Supervisors, and Dispatchers ensure that the City's safety policies are effectively communicated to all transit staff including drivers and maintenance staff. Key staff ensures that safety issues/concerns are addressed and monitored on a timely basis and reported, as appropriate, to agency leadership and executive management and to the Drivers' and Safety Committee meetings.</p>

Employee Safety Reporting Program

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

TIME 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:

- 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 drivers' area.
- 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);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

On a daily basis, the City's third-party contract Transit Manager reviews the dispatch daily Operations Log and checks the comment box and dedicated email address, and documents identified safety conditions in the Safety Risk Register. TIME's 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 TIME's SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through TIME's Safety Assurance process.

The TIME Transit Manager in coordination with the Chief Safety Officer discusses actions taken to address reported safety conditions during the monthly Safety Committee Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Transit Manager, Chief Safety Officer or designee follows up directly with the employee when TIME determines whether or not to take action and after any implemented mitigations.

TIME encourages participation in the ESRP by protecting employees that report safety conditions in good faith. TIME, however, may take disciplinary action if the report involves any of the following:

- 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.

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

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

TIME uses the monthly Drivers' Meetings and monthly Safety Committee meetings to support its SMS and safety programs:

- **Drivers' Meetings:** A permanent agenda item in all monthly Drivers' Meetings is dedicated to safety. Safety issues are discussed and documented.
- **Safety Committee:** Any safety hazards reported during the monthly Drivers' Meeting will be jointly evaluated by the Safety Committee and Chief Safety Officer. The Safety Committee members include the Chief Safety Officer, Transit Manager, and Maintenance Manager who meet monthly to review issues and make recommendations to improve safety. Hazard reports and mitigations will be shared, safety topics will be raised for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.

6. Safety Assurance

Safety Performance Monitoring and Measurement

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

Through our Safety Assurance process, TIME:

- Evaluates its compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control 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.

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

TIME 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,
- ESRP,
- 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 monthly and annually by the Chief Safety Officer to determine where 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 re-evaluation by the Safety Committee.

Describe activities to conduct investigations of safety events, including the identification of causal factors.

TIME monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer ensures that the Safety Risk Register maintains a list of safety risk mitigations. 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 CT processes and activities before assigning new information collection activities.

TIME's Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during monthly 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.

TIME's Chief Safety Officer and Safety Committee also monitor TIME'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 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 TIME's SRM process.

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

Management of Change (Not Required for Small Public Transportation Providers)

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

Continuous Improvement (Not Required for Small Public Transportation Providers)

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

7. Safety Promotion

Competencies and Training

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

TIME utilizes the comprehensive safety training program established by its third-party contractor that applies to all TIME contract employees directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors.

City employees responsible for safety, specifically the Chief Safety Officer and Accountable Executive, are responsible for understanding the elements of TIME's safety training program and

in monitoring needed changes and effectiveness of safety activities and improvements. Key safety issues and concerns and potential resolutions are discussed and monitored at monthly Safety Committee meetings.

TIME 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 TIME employees, including frequencies and refresher training, are documented in TIME's third-party contractor 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,
- 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.

Safety Communication

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

TIME's Accountable Executive, Chief Safety Officer, and third-party contractor Transit Manager coordinate TIME's safety communication activities for the SMS. TIME's activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- Communicating safety and safety performance information throughout the agency: TIME communicates information on safety and safety performance during Safety Committee meetings. TIME 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 TIME's service or safety performance, and updates regarding SMS implementation. TIME also requests input from drivers during these meetings which is recorded in meeting minutes. Finally, the Transit Manager posts safety bulletins and flyers on key bulletin boards located in operations, bus operator and maintenance technician areas that advertise safety messages and promote 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, TIME distributes safety policies and procedures, included in the TIME Employee Handbook, to all employees. TIME 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, the Transit Manager 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: TIME 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.

8. Additional Information

Supporting Documentation

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

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

9. Definition of Terms Used in the Safety Plan

TIME 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 period 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 in regard to 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 is able to 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.

10. Commonly Used Acronyms

Acronym Word or Phase

ADA	American's with Disabilities Act of 1990 ¹
ASP	Agency Safety Plan
CAP	Corrective Action Plan
CEO	Chief Executive Officer
CT	City Transit
DOT	Department of Transportation
ESRP	Employee Safety Reporting Program
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