

## Virginia Department of Rail and Public Transportation (DRPT) Public Transportation Agency Safety Plan (PTASP) and Bipartisan Infrastructure Law (BIL) Review Checklist

### Introduction

This checklist should be used to review agency PTASP compliance with Federal Transit Administration (FTA) requirements from [Title 49 Code of Federal Regulation \(CFR\) Part 673](#), the BIL, and other applicable requirements. Each of the checklist items should be described in the PTASP for all agencies, unless specified otherwise for some specific BIL requirements (underlined and bolded in the checklist).

General Requirements			
<input checked="" type="checkbox"/>	Checklist Item	Page Number	Comments
<input type="checkbox"/>	Name and address of the transit agency that the PTASP applies to		
<input type="checkbox"/>	Mode(s) of transit covered by the PTASP, indicating demand response or fixed route		
<input type="checkbox"/>	Mode(s) of transit service provided by the agency		
<input type="checkbox"/>	The Accountable Executive's signature on the PTASP and date of approval		
<input type="checkbox"/>	Timeline and process for the annual review and revision of the PTASP, including the version number		
<input type="checkbox"/>	Inclusion of reference to an emergency preparedness and response plan or procedures; this could be an agency's plan or a plan promulgated by one or more local jurisdictions, such as city or county		
<input type="checkbox"/>	The Board of Directors' or Equivalent Authority's approval of the PTASP and date of approval		
<input type="checkbox"/>	Certification of compliance with <a href="#">Part 673</a> , including the name of the individual or entity that certifies the Agency Safety Plan and date of certification.		

DRPT PTASP and BIL Requirement Review Checklist

<input type="checkbox"/>	Safety performance targets based on the safety performance measures established under the National Public Transportation Safety Plan		
<input type="checkbox"/>	<p>Safety performance targets: <b>Fatalities</b></p> <ul style="list-style-type: none"> <li>Total number of reportable fatalities and rate per total vehicle revenue miles, by mode</li> </ul> <p>(Agencies should review their National Transit Database (NTD) data prior to setting safety performance targets)</p>		
<input type="checkbox"/>	<p>Safety performance targets: <b>Injuries</b></p> <ul style="list-style-type: none"> <li>Total number of reportable injuries and rate per total vehicle revenue miles, by mode.</li> </ul> <p>(Agencies should review their NTD data prior to setting safety performance targets)</p>		
<input type="checkbox"/>	<p>Safety performance targets: <b>Safety Events</b></p> <ul style="list-style-type: none"> <li>Total number of reportable events and rate per total vehicle revenue miles, by mode.</li> </ul> <p>(Agencies should review their NTD data prior to setting safety performance targets)</p>		
<input type="checkbox"/>	<p>Safety performance targets: <b>System Reliability</b></p> <ul style="list-style-type: none"> <li>Mean (or average) distance between major mechanical failures, by mode.</li> </ul> <p>(Agencies should review their NTD data prior to setting safety performance targets)</p>		
<input type="checkbox"/>	Safety performance targets are made available to the State to aid in the planning process. Send targets to DRPT annually (by July 1).		
<input type="checkbox"/>	Performance targets are made available to the Metropolitan Planning Organization(s) (MPOs) to aid in the planning process.		
<input type="checkbox"/>	Coordination with the State and MPO(s) in the selection of agency safety performance targets, to the maximum extent practicable.		

DRPT PTASP and BIL Requirement Review Checklist

<input type="checkbox"/>	List of definitions and acronyms used in the PTASP.		
<input type="checkbox"/>	<p><b><u>BIL Requirement for Agencies Serving Urbanized Area (UZA) with Population of 200,000 or Fewer:</u></b>          The development of the PTASP in cooperation with frontline employee representatives.</p>		

DRPT PTASP and BIL Requirement Review Checklist

Safety Management Policy			
<input checked="" type="checkbox"/>	Checklist Item	Page Number	Comments
<input type="checkbox"/>	Written statement of Safety Management Policy (SMP), including the agency's safety objectives		
<input type="checkbox"/>	Employee safety reporting program, that includes: <ul style="list-style-type: none"> <li>• A process that allows employees to report safety conditions to senior management;</li> <li>• Protections for employees who report safety conditions to senior management; and</li> <li>• A description of employee behaviors that may result in disciplinary action, and therefore are excluded from protection</li> </ul>		
<input type="checkbox"/>	Communication of the safety management policy throughout the agency's organization.		
<input type="checkbox"/>	Authorities, accountabilities, and responsibilities necessary for the management of safety, as they relate to the development and management of the transit agency's Safety Management System (SMS), for the <b>Accountable Executive</b> .		
<input type="checkbox"/>	Authorities, accountabilities, and responsibilities necessary for the management of safety, as they relate to the development and management of the transit agency's Safety Management System (SMS), for the <b>Chief Safety Officer or SMS Executive</b> .		
<input type="checkbox"/>	Authorities, accountabilities, and responsibilities necessary for the management of safety, as they relate to the development and management of the transit agency's Safety Management System (SMS), for <b>agency leadership and executive management</b> .		
<input type="checkbox"/>	Authorities, accountabilities, and responsibilities necessary for the management of safety, as they relate to the development and management of the transit agency's Safety Management System (SMS), for <b>key staff</b> .		

DRPT PTASP and BIL Requirement Review Checklist

<b>Safety Risk Management</b>			
<input checked="" type="checkbox"/>	<b>Checklist Item</b>	<b>Page Number</b>	<b>Comments</b>
<input type="checkbox"/>	Safety hazard identification: Methods or processes to identify hazards and consequences of hazards, which includes data and information provided by an oversight authority and the FTA as sources for hazard identification.		
<input type="checkbox"/>	Safety risk assessment: Methods or processes to assess the safety risks associated with identified safety hazards. This must include assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk.		
<input type="checkbox"/>	Safety risk mitigation: Methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences of hazards.		
<input type="checkbox"/>	<p><b><u>BIL Requirement for All Agencies:</u></b>            Strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions that are consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority (Virginia Department of Health) to minimize exposure to infectious diseases.</p>		

DRPT PTASP and BIL Requirement Review Checklist

Safety Assurance			
☒	Checklist Item	Page Number	Comments
☐	Activities to monitor the transit agency’s system for compliance with, and sufficiency of, the agency’s procedures for operations and maintenance.		
☐	Activities to monitor the transit agency’s operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.		
☐	Activities to conduct investigations of safety events, including the identification of causal factors.		
☐	Activities to monitor information reported through any internal safety reporting programs.		
☐	<p><b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b>            Establishment of a safety committee that:</p> <ul style="list-style-type: none"> <li>• Consists of an equal number of frontline employee representatives/contractors and management representatives</li> </ul>		
☐	<p><b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b>            Establishment of a safety committee that:</p> <ul style="list-style-type: none"> <li>• Is convened by a joint labor labor-management process               <ul style="list-style-type: none"> <li>○ If the agency’s frontline workers are not represented by labor organizations, the agency should determine a method to select frontline employee representatives</li> </ul> </li> </ul>		
☐	<p><b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b>            Establishment of a safety committee that:</p> <ul style="list-style-type: none"> <li>• Is responsible for:               <ul style="list-style-type: none"> <li>○ Identifying and recommending risk-based mitigations to reduce the likelihood and severity of consequences identified through the agency’s safety risk assessment</li> </ul> </li> </ul>		

DRPT PTASP and BIL Requirement Review Checklist

<input type="checkbox"/>	<p><b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b>  Establishment of a safety committee that:</p> <ul style="list-style-type: none"> <li>• Is responsible for: <ul style="list-style-type: none"> <li>○ Identifying mitigations or strategies that may be ineffective</li> </ul> </li> </ul>		
<input type="checkbox"/>	<p><b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b>  Establishment of a safety committee that:</p> <ul style="list-style-type: none"> <li>• Is responsible for: <ul style="list-style-type: none"> <li>○ Identifying safety deficiencies for purposes of continuous improvement</li> </ul> </li> </ul>		
<input type="checkbox"/>	<p><b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b>  Establishment of a safety committee that:</p> <ul style="list-style-type: none"> <li>• Is responsible for: <ul style="list-style-type: none"> <li>○ Approving the agency safety plan and any future updates</li> </ul> </li> </ul>		

DRPT PTASP and BIL Requirement Review Checklist

<b>Safety Promotion</b>			
<input checked="" type="checkbox"/>	<b>Checklist Item</b>	<b>Page Number</b>	<b>Comments</b>
<input type="checkbox"/>	A comprehensive safety training program for all transit agency employees and contractors designated as directly responsible for safety in the agency’s public transportation system. This program must include refresher training, as necessary.		
<input type="checkbox"/>	<b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b> A comprehensive training program for <i>operations and maintenance</i> personnel directly responsible for safety that includes: <ul style="list-style-type: none"> <li>• The completion of a safety training program</li> </ul>		
<input type="checkbox"/>	<b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b> A comprehensive training program for <i>operations and maintenance</i> personnel directly responsible for safety that includes: <ul style="list-style-type: none"> <li>• Continuing safety education and training</li> </ul>		
<input type="checkbox"/>	<b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b> A comprehensive training program for <i>operations and maintenance</i> personnel directly responsible for safety that includes: <ul style="list-style-type: none"> <li>• De-escalation training</li> </ul>		
<input type="checkbox"/>	Communication of safety and safety performance information throughout the transit agency’s organization that conveys, at a minimum: <ul style="list-style-type: none"> <li>• Information on hazards and safety risks relevant to employees’ roles and responsibilities</li> <li>• Safety actions taken in response to reports submitted through an employee safety reporting program</li> </ul>		

DRPT PTASP and BIL Requirement Review Checklist

<input type="checkbox"/>	<p><b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b>  Establishment of a risk reduction program for operators to improve safety by reducing the numbers and rates of accidents, injuries, and assaults on transit workers based on data from the NTD, including:</p> <ul style="list-style-type: none"> <li>• A reduction of vehicular and pedestrian accidents involving buses that includes measures to reduce visibility impairments for bus operators that contribute to accidents</li> </ul>		
<input type="checkbox"/>	<p><b><u>BIL Requirement for Agencies Serving UZA with Population of 200,000 or More:</u></b>  Establishment of a risk reduction program for operators to improve safety by reducing the numbers and rates of accidents, injuries, and assaults on transit workers based on data from the NTD, including:</p> <ul style="list-style-type: none"> <li>• The mitigation of assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses</li> </ul>		

DRPT PTASP and BIL Requirement Review Checklist

<b>Additional Resources</b>	
<b>Resource</b>	<b>Description</b>
<ul style="list-style-type: none"> <li>• <a href="#">FTA Safety Performance Targets Guide</a></li> </ul>	<p>A safety performance target is a quantifiable level of performance expressed as a value for the measure related to safety management activities. Title 49 CFR Part 673 requires covered transit agencies to establish safety performance targets to address safety performance measures identified in the National Public Transportation Safety Plan. The four categories of safety performance measures are: fatalities, injuries, serious events, and system reliability.</p>
<ul style="list-style-type: none"> <li>• <a href="#">FTA Final Rule Fact Sheet</a></li> </ul>	<p>The Moving Ahead for Progress in the 21st Century Act (MAP-21) required the development of rules to establish a system to monitor and manage public transportation assets. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule.</p>
<ul style="list-style-type: none"> <li>• <a href="#">FTA BIL Updates</a></li> </ul>	<p>The BIL changed PTASP requirements for transit agencies required to have an agency safety plan in place. Most of the changes are based on the size of the urbanized area (UZA) that a transit agency serves; these changes and UZA details are found in this fact sheet.</p>