



## Federal Transit Administration Bus Safety Program

Introduction for FTA Regional Offices

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TRANSIT BUS SAFETY PROGRAM



### What is the Transit Bus Safety Program?

- A means to provide practical technical assistance and resources to rural (5311) and small and large 5307 transit bus providers
- Voluntary partnership between Federal government, State governments and industry
- Framework to promote continuous improvement in safety, security, and emergency preparedness for passengers and employees
- Can be tailored to diversity of individual transit bus agency needs

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## Who is involved in the Program?

- Transit bus agencies
- MOU Partners
- State Departments of Transportation
- Other Federal Agencies (FHWA, FMCSA, DHS/TSA)
- Educational institutions
- National Rural Technical Assistance Program (RTAP)
- FTA Regional Offices and Headquarters

## Who are the MOU Partners?

- American Association of State and Highway Transportation Officials (AASHTO)
- American Public Transportation Association (APTA)
- Community Transportation Association of American (CTAA)

## What is the MOU?

- Response to 1998 recommendations from the National Transportation Safety Board (NTSB) and growing need for improvements in bus safety
- Developed jointly by FTA, AASHTO, and CTAA
- An agreement that partners would work together to establish a national program to:
  - improve transit bus safety for passengers, employees, and others that share the roadways
  - provide ongoing monitoring and technical assistance

## What were NTSB's recommendations?

- Develop and implement oversight program to assess and ensure safety of transit bus operations receiving Federal funding
- Collect accurate, timely, sufficient data for thorough assessment of transit bus safety
- Evaluate collected data to identify underlying causes of transit bus accidents to determine safety deficiencies at transit agencies
- Develop comprehensive safety program and provide to all transit agencies

## How is Program mission advanced?

- Through Program Working Group
- Through workshops and conferences
  - CTAA EXPO
  - APTA Bus and Paratransit Conference
  - TRB National Conference on Rural Public and Intercity Bus Transportation
  - National RTAP conferences
  - AASHTO State Programs meetings
  - State Transit Association conferences
- Through interaction with FTA Project Team
- Through ongoing outreach with transit agencies by way of training, certification, and accreditation efforts

## What is role of FTA Headquarters?

- Manages the program
- Provides resources and expertise for program initiatives
  - State DOT Orientation Seminars
  - Resource website
  - Transit agency voluntary onsite safety reviews
  - Outreach and collaboration
- Coordination with MOU Partners, Regional Offices, state DOTs and other stakeholders

## What is role of FTA Regional Offices?

- Designate a program point-of-contact for HQ's Project Team
- Participate in transit agency voluntary reviews and state DOT orientation seminars as time and travel budget allows
- Assist HQ in marketing the program as a valuable resource to grantees
  - Encourage grantees to request voluntary onsite reviews
  - Point grantees to the website – <http://bussafety.fta.dot.gov>
- Notify HQ of any safety or security issues at grantees
- Collaborate with HQ to address any grantee safety and/or security issues or challenges

## What is role of state DOTs?

- Promote the program to their sub-recipients
- Co-sponsor FTA's state DOT Orientation Seminars
- Advise sub-recipients to conduct self-assessment using Tool offered on Resource Website
- Participate in transit agency voluntary onsite reviews as time and travel budget allows
- Collaborate with FTA on program direction through AASHTO

## Who should take advantage of the Program?

- Public transit bus agencies
  - Rural 5311 sub-recipients; large and small 5307 grantees; tribal systems
  - Transit agencies working to build safety, security, and emergency preparedness programs
  - Transit agencies looking to improve existing programs
- State DOTs
  - Critical partner in managing relationship with 5311 sub-recipients
  - Program assists state DOTs in implementing their own safety and security requirements

## What can transit agencies gain from the Program?

- Onsite assistance from FTA through voluntary reviews
- Guidance on safety, security, and emergency preparedness concerns through Orientation Seminars
- Communication with peers at Seminars
- Familiarization with Program's Roadmap to Bus Safety, Security, and Emergency Preparedness Excellence
  - Link: <http://bussafety.fta.dot.gov/about/road-map/>
- An evaluation of their programs using website Self-assessment Tool
- Access to over 1,000 resources and other information on the Bus Program website

## What are main elements of the program?

- Voluntary onsite reviews
- State DOT Orientation Seminars
- Resource Website

## What takes place during a voluntary onsite review?

- Reviews are not compliance-based
- Reviews typically last 1 – 3 days depending on size of system
- Program Team reviews 6 key functional areas as outlined in Roadmap for Excellence
- Program Team administers checklist through interviews with transit agency personnel
- Program Team inspects facilities and vehicles
- Program Team reviews records and documentation
- A Final Report is delivered with recommendations
- Program Team provides technical assistance while onsite and with the delivery of Final Report

## How are voluntary reviews coordinated?

- FTA's Project Team solicits volunteers
  - Requests made by agencies through website
  - Requests made by FTA Region or State DOT
  - Direct outreach to transit agencies
- Formal invitations sent to transit agency, State DOT, and FTA's Regional Office
- Project Team works with transit agency staff and other participants on scheduling review
- FTA Region and State DOT are copied on results and any follow-up

## Can FTA's Regional Office and State DOT representatives participate in onsite reviews?

- Absolutely, it is welcomed and encouraged
- FTA and state DOT involvement reinforces a coordinated response to safety, security, and emergency preparedness concerns
- Full participation increases program credibility from transit agency's perspective

## What takes place during a State DOT Orientation Seminar?

- Provides effective mechanism
  - to familiarize stakeholders with the program's background and objectives
  - to present voluntary guidance that addresses the needs of transit bus agencies around the nation, regardless of their size, level of funding, or operating characteristics
  - for program stakeholders to meet and share challenges and effective practices
  - to demonstrate the resource website
  - to assist transit agencies in creating action plans that enhance safety, security, emergency preparedness infrastructure

## How are Orientation Seminars scheduled and supported?

- FTA's Project Team reaches out to state DOTs
- State DOT's, at times in conjunction with state Transit Associations, agree to co-sponsor seminar with FTA
- Seminar participants typically are small urban Section 5307 and rural Section 5311 transit agencies within the state
- Seminars are one day in length
- FTA provides presenters and funds meeting space
- FTA provides hand-out and evaluation materials
- State DOTs ensure/encourage transit agency attendance

## What is the agenda of an Orientation Seminar?

- Welcome and Introductions
- FTA Program Overview
- Roadmap for Bus Safety and Security Excellence Part I
- LUNCH
- Roadmap for Bus Safety and Security Excellence Part II
- Demonstration of Bus Program website
- Steps for Program Implementation
- FTA and State DOT expectations
- Wrap up

## What are major components of the Bus Safety Program website?

- Roadmap to Excellence
- Resource library
- Self-assessment Tool
- Additional Program information

## What is the Roadmap for Bus Safety & Security Excellence?

- A document available for download from FTA Bus Safety Program website
- Presents voluntary guidelines on critical functions and elements of bus transit agency safety, security, and emergency preparedness infrastructure
- Drives the structure of
  - Website resource library
  - Orientation Seminar presentations
  - Onsite review checklist

## What are the 6 key functional areas of the Roadmap for Excellence and their supporting elements?

## Management

- Management Commitment
- Mission, Vision, Values, Goals and Objectives
- Organizational Structure
- Safety Planning
- Security Planning
- Employee Relations
- Procurement Strategies
- Information Management Systems
- Risk Management and Insurance
- Safety and Security in Financial Planning
- Contractor Management

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## Operations and Maintenance

- Regulations and Standards
- Service Design and Delivery
- Passenger Safety
- Maintenance Planning
- Maintenance Procedures
- Maintenance Recordkeeping
- Hazardous Materials
- Radio and Communications
- Bus Rapid Transit and Roadway Management
- Performance Measurements
- Quality Management
- System Modifications

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## Human Resources

- Agency Policies
- Drug and Alcohol Program
- Recruitment and Selection
- Personnel Management and Evaluation
- Training Management and Documentation
- Driver / Operator Training
- Staff Development

## Safety Activities

- Safety Hazard Identification and Reduction
- Accident / Incident Reporting, Investigation and Review
- Transit Facility Safety
- Safety Certification
- Contractor Safety
- Safety Data Acquisition and Analysis

## Security Activities

- External Security Stakeholders
- Security Awareness, Reporting and Response
- Revenue Security
- Transit Facility Security and Audits
- Security Certification
- Contractor Security and Audits
- Security Data Acquisition and Analysis

## Emergency/All-hazards Management

- Preparedness, Prevention and Coordination
- Incident Response and Management
- Incident Recovery

## What does website resource library contain?

- Categories consistent with key functions and elements of Roadmap to Excellence
- Over 1,000 practical resources, tools, and links
  - Plans and policies, handbooks and rulebooks
  - Templates and models
  - Procedures and protocols
  - Forms and checklists
  - Articles and studies
  - Training materials
- Information useful for all sizes and types of bus transit agencies
- Easy system to identify and drill down to desired resources

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## What is the website Self-assessment Tool?

- Categories consistent with Roadmap to Excellence
- Educational instrument to help transit systems identify strengths and areas in need of improvement
- Allows transit agencies to customize self-assessment questions based on operating characteristics
- Provides immediate access to resources to support individual self-assessment questions
- Completed assessment can be printed and used to prioritize action plans for building agency safety, security, and emergency preparedness infrastructure

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## What additional information is on Bus Program website?

- Opportunity to become a registered user
- Program background
- Description of Program partners
- Maps on Program implementation
- Transit safety and security news items
- Transit safety, security, and training events
- Links to key stakeholder websites

## Why should a Bus Program website user register on the website?

- Provides information to FTA on scope of Program impact
- Allows access to Self-assessment Tool
- Registered users receive periodic and timely blast emails on critical transit safety and security concerns

## Who are beneficiaries of FTA Bus Program?

- Individual transit agencies
  - Program provides mechanism to:
    - evaluate current safety, security, emergency preparedness activities
    - Identify strengths / needs
    - access technical assistance to meet needs to assist with mission accomplishment
- Transit employees
  - Program provides resources to enhance individual technical skill sets and safety, security, emergency preparedness professionalism
- Transit passengers
  - Program assists in decreasing operational safety risks to passengers while enhancing their security when using transit
- Communities transit serves
  - Program emphasizes importance of transportation readiness to respond to community emergencies; provides tools for carrying out that response

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## Who are beneficiaries of FTA Bus Program?

- FTA and US Dept. of Transportation
  - Program meets NTSB recommendations
  - Program encourages achievement of safety, security, emergency preparedness excellence within framework of nationally standardized guidelines
- Department of Homeland Security (DHS) and other Federal agencies
  - Program provides mechanism for FTA to partner with other federal agencies
- State DOTs
  - Program provides guidance/support to state DOTs to assist in elevating level of safety, security, emergency preparedness of bus transit agencies
- Transit associations
  - Program provides template for designing safety, security, emergency preparedness conference /workshop presentations and technical assistance activities

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## What can FTA Regional Offices do next?

- Visit the program website
  - <http://bussafety.fta.dot.gov>
- Download Program Overview presentation and share with others
- Discuss Program with your grantees and help them get involved
  - Ask urban transit systems within the Region if they would like to participate in a voluntary onsite review by FTA and share that information with the FTA Program Manager
- To learn more about the Program, contact:
  - Ms. Maria Wright, FTA Program Manager [maria1.wright@dot.gov](mailto:maria1.wright@dot.gov)

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