**Public Transportation Agency Safety Plan**

**Indiana Transit Provider Conference Call**

**July 9, 2019 @ 2pm**

**Agenda**

* Introductions – Larry Buckel, INDOT
* Roll Call – Larry Buckel, INDOT
* Background of PTASP and INDOT’s Role – Larry Buckel, INDOT
  + Small providers are any systems with 100 or less vehicles in service, these systems need to have safety plans per FTA regulations
  + Agency’s can opt out of technical assistance from INDOT. INDOT will draft a letter for state agencies to sign if they intend to opt out and manage the safety systems within their own agency
  + Plans will be completed individually by each agency and certified by the State
* Brief description of new regulations – Kelly Shawn, RLS Associates
  + Plans must be developed and certified by July 2020
    - Safety management policy, risk management, assurance and promotion
* PTASP template – Kelly Shawn, RLS
  + Section 1: Transit Agency Information
  + Section 2: Plan Development, Approval and Updates
    - Accountable Executive is responsible for safety management and is in charge of implementing safety management systems.
    - Process in place for how your agency will update PTASP
  + Section 3: Safety Performance Targets
    - Specify performance targets based on safety performance measures
      * Define and specify safety events
    - Coordination with MPO
  + Section 4: Safety Management
    - Include policy statement, explain how you communicate safety policy to employees (monthly meetings, signage, letters with pay stubs, etc), descript authorities and responsibilities and the employee safety reporting program
      * Employee safety reporting program is a method in which all employees have a method of identifying risks, potential hazards and report them without retribution.
    - Must designate Safety Officer: must have a direct line to the Accountable Executive for safety events
  + Section 5: Safety Risk Management
    - Describe risk management process included safety hazard identification, safety risk assessment (classify risks as immediate or low priority, etc), and safety risk mitigation (monitor system, drivers, evaluations).
  + Section 6: Safety Assurance
    - Documentation to show you have systems in place to monitor operations and ensure safety
  + Section 7: Safety Promotion
    - List types of annual training, training offered due to a trend, policy changes, etc
* Timeline/Milestones – Larry Buckel, INDOT
  + August – FTA PTASP Workshop in Chicago
    - Register here if interested in attending: <https://www.eventbrite.com/e/ptasp-workshop-chicago-tickets-60944016193>
  + Late August/Early September – Training with RLS Associates
  + Monthly calls with INDOT and RLS Associates to collaborate and resolve questions
  + March 31, 2020 – Drafts due to INDOT
  + April/May review of plans, allow time for revisions
  + July 2020 – certification
* What next – Larry Buckel, INDOT
  + Regional meetings or in depth webinar? Brittany to work with Kelly and RLS on potential dates

Additional Resources:

FTA PTASP website: <https://www.transit.dot.gov/PTASP>

Upcoming PTASP workshop in Chicago (free registration): <https://www.eventbrite.com/e/ptasp-workshop-chicago-tickets-60944016193>

Past Webinars: <https://www.transit.dot.gov/regulations-and-guidance/safety/public-transportation-agency-safety-program/ptasp-resources#PastWebinar>