AGENCY SAFETY PLAN

PRESENTATION TO GCTD BOARD OF DIRECTORS
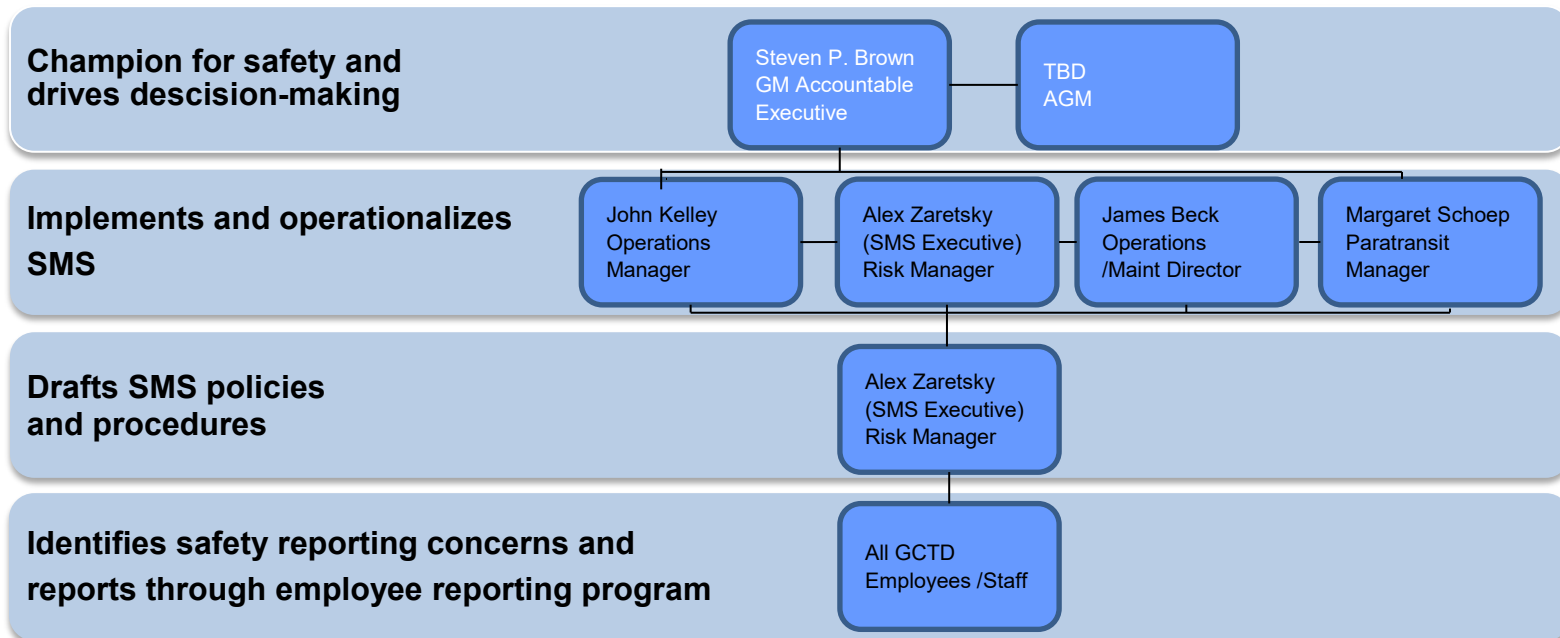
June 3, 2020

GO GOLDCOAST TRANSIT

Roles and Responsibilities: Organizational Chart

Champion for safety and drives descision-making

Steven P. Brown
GM Accountable Executive

TBD
AGM

Implements and operationalizes SMS

John Kelley
Operations Manager

Alex Zaretsky
(SMS Executive)
Risk Manager

James Beck
Operations
/Maint Director

Margaret Schoep
Paratransit Manager

Drafts SMS policies and procedures

Alex Zaretsky
(SMS Executive)
Risk Manager

Identifies safety reporting concerns and reports through employee reporting program

All GCTD
Employees /Staff

The Federal Transit Administration (FTA) is providing the *Public Transportation Agency Safety Plan Template for Bus Transit* and accompanying *Reference Guide* to assist with the development of a Public Transportation Agency Safety Plan (Safety Plan) for bus transit modes. Use of this template is voluntary. The template and reference guide are intended for use by States and operators of public transportation systems that are required to draft a Safety Plan in accordance with 49 C.F.R. Part 673 (Part 673). The full text of Part 673 is available at *http://www.transit.dot.gov/PTASP*.

Certain requirements in Part 673 do not apply to small public transportation providers. The relevant sections in this template are noted in red to indicate where requirements differ. Transit operators that are subject to Part 673 may choose to include additional sections beyond what is required in Part 673.

Under Part 673, a transit agency is required to maintain documents that describe its Safety Plan, including those related to implementation and results from processes and activities. Also, a transit operator may have existing documentation that describes processes, procedures, and other information required in Part 673. You may reference these documents in your Safety Plan by specifying the document names and locations within the appropriate sections of the plan.
A small public transportation provider is 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. 49 C.F.R. § 673.5.

1. Transit Agency Information

Transit Agency Name	Gold Coast Transit District		
Transit Agency Address	1901 Auto Center Drive, Oxnard, California 93036		
Name and Title of Accountable Executive	Steven P. Brown		
Name of Chief Safety Officer or SMS Executive	Alex Zaretsky		
Mode(s) of Service Covered by This Plan	Fixed Route Bus Service	**List All FTA Funding Types (e.g., 5307, 5310, 5311)**	5307
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Directly Fixed Route Bus Serivce / and Paratransit Services Subcontracted		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒	**Description of Arrangement(s)**	Not applicable
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	Not applicable		

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Gold Coast Transit District	
Signature by the Accountable Executive	**Signature of Accountable Executive**	**Date of Signature**
	Steven P. Brown (Board Report)	June 3, 2020
Approval by the Board of Directors or an Equivalent Authority	**Name of Individual/Entity That Approved This Plan**	**Date of Approval**
	Board of Directors	**June 3, 2020**
	Relevant Documentation (title and location)	
	Board Report / Resoultion # 2020-04	
Certification of Compliance	**Name of Individual/Entity That Certified This Plan**	**Date of Certification**
	Gold Coast Transit District Board of Directors	June 3, 2020
	Relevant Documentation (title and location)	
	Board Report / Resoution # 2020-04	

2. Plan Development, Approval, and Updates

Version Number and Updates

Record the complete history of successive versions of this plan.

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	all	New	June 3, 2020

Annual Review and Update of the Public Transportation Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

Every July 2 (or if holiday exists) the following business day.

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	Injuries	Safety Events	System Reliability VRM /Failures	Fatalities Rate VRM per 100,000	Injuries Rate VRM per 100,000	Safety Events Rate VRM per 100,000
Fixed Route	0	6	5	27,160	0	.27	.22
Paratransit	0	1	2	51,439	0	.32	.22

3. Safety Performance Targets

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.		
Self-made targets based on data and VRM		
Targets Transmitted to the State	**State Entity Name**	**Date Targets Transmitted**
	Any State or Federal Department of Transportation / FTA (TAMS System)	June 3, 2020
Targets Transmitted to the Metropolitan Planning Organization(s)	**Metropolitan Planning Organization Name**	**Date Targets Transmitted**
	VCTC, Cal Transit	June 3, 2020
	SCAG	June 3, 2020

4. Safety Management Policy

Safety Management Policy Statement
Include the written statement of safety management policy, incorporating safety objectives.
Safety is a core value at GCTD, 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. See attached SMS policy statement, pages 3-5 & 8.
Safety Management Policy Communication
Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.
The Chief Safety Officer, who leads GCTD's SMS activities, introduced our staff to SMS principles in June 2020, at an All-Staff Meeting. GCTD's Safety Management Policy Statement will be distributed to each employee in the form of a handout during All-Staff Meetings. See attached SMS policy statement, page 9.

4. Safety Management Policy

Authorities, Accountabilities, and Responsibilities	
Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).	
Accountable Executive	The General Manager of Gold Coast Transit District serves as the Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan. See attached SMS and Agency Safety Plan ASP policy statement, page 6 & Exhibit A.
Chief Safety Officer or SMS Executive	The Accountable Executive designates the Human Resources & Risk Manager as the Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan. See attached SMS and Agency Safety Plan ASP policy statement page 6 & Exhibit A.
Agency Leadership and Executive Management	Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of GCTD's SMS under this plan. GCTD Agency Leadership and Executive Management include, see attached SMS and Agency Safety Plan ASP policy statement and Organizational chart, page 6 & Exhibit A
Key Staff	GCTD uses the Safety Committee, as well as the monthly Drivers' Meeting and quarterly All-Staff Meetings, to support its SMS and safety programs See attached SMS and Agency Safety Plan ASP policy statement, page 6 & Exhibit A
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).	
GCTD's ESRP 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, See attached SMS and Agency Safety Plan ASP policy statement /page 9 & Exhibit B Employee Reporting System.	

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.*

GCTD 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 GCTD's leadership, see attached SMS and Agency Safety Plan ASP policy statement, page 13.

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, GCTD evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient 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. See attached SMS and Agency Safety Plan ASP policy, page 16-17.
Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.
GCTD monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The mechanism for monitoring safety risk mitigations varies depending on the mitigation. See attached SMS and Agency Safety Plan ASP policy statement, page 16-17.
Describe activities to conduct investigations of safety events to identify causal factors.
GCTD 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 event. These procedures also reflect all traffic safety reporting and investigation requirements established by Any State's Department of Motor Vehicles. See attached SMS and Agency Safety Plan ASP policy statement, page 16-17.
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 SRM process. See attached SMS and Agency Safety Plan ASP policy statement, page 16-17.
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.

GCTD's comprehensive safety training program applies to all employees directly responsible for safety, including: Bus vehicle operators, Dispatchers, Maintenance personnel, Managers and supervisors, Agency Leadership and Executive Management, Chief Safety Officer, and Accountable Executive. GCTD dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. See attached SMS and Agency Safety Plan ASP policy statement, monthly training, page 18 and Exhibit B.

Safety Communication

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

GCTD's Chief Safety Officer and staff, and training staff coordinate GCTD's safety communication activities for the SMS, the activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673): Communicating: Safety performance, Hazards and Reports. See attached SMS and Agency Safety Plan ASP policy statement, page 18 and Exhibit B.

Additional Information

Supporting Documentation

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

GCTD 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. See attached SMS and Agency Safety Plan ASP policy statement and Attachments. Exhibit B.

Definitions of Special Terms Used in the Safety Plan

Term	Definition
Pages 4-5	See attached SMS and Agency Safety Plan ASP policy statement and Attachments.
Pages 4-5	See attached SMS and Agency Safety Plan ASP policy statement and Attachments.

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
Pages 4-5	See attached SMS and Agency Safety Plan ASP policy statement and Attachments.
Pages 4-5	See attached SMS and Agency Safety Plan ASP policy statement and Attachments.

Questions?