



Board Policy No. 480

Safety Management Systems Policy

ADOPTED: 4/24/2019

RECENT AMENDMENT: 3/27/2024

SEE ALSO: N/A

SUBJECT CATEGORY: SECTION 400, OPERATIONS

SUBSECTION: Risk Management & Mitigation

CONTROL DEPARTMENT: SAFETY, SECURITY and TRAINING

I. PURPOSE

The District is committed to plan and deliver bus service in ways that promote the health and safety of our customers, our employees, and the general public. This policy outlines the District's safety commitment, consistent with current federal regulations (49 U.S. Code § 5329), and develops a Public Transportation Agency Safety Plan (PTASP) based on the Safety Management Systems (SMS) approach. This policy complies with the July 19, 2018, Federal Transit Administration (FTA), Public Transportation Agency Safety Plan Final Ruling.

The purpose of the SMS Board Policy is to communicate to the Board of Directors, management, staff, and external stakeholders the District's commitment to an organization-wide approach to managing safety risks and assuring the effectiveness of safety risk mitigations; and align safety priorities that promote continuous improvements in safety performance.

II. PERSONS AFFECTED

District Board members, employees, contractors and members of the public benefit as the SMS Policy implements a Public Transportation Agency Safety Plan that provides direction on activities to proactively detect safety concerns and organizational factors, and correct them using data driven prioritization.

III. DEFINITIONS

"Safety Management Systems (SMS)" means a formal, top-down, organization-wide approach to managing safety risks and assuring the effectiveness of the District's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

"Public Transportation Agency Safety Plan (PTASP)" means the documented comprehensive safety plan for the District, as required by 49 U.S.C. 5329. Through this safety plan, the District will document its safety initiatives that establish processes and procedures to support the implementation of SMS composed of four functional components: Safety Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

"Safety Management Policy" means a transit agency's documented commitment to safety, which defines the District's safety objectives, and the accountabilities and responsibilities of its employees in regard to safety.

“Safety Risk Management” means a process within the District’s Public Transportation Agency Safety Plan for identifying hazards; including analysis, assessment, and mitigation of safety risks.

“Safety Assurance” means processes within the District’s Safety Management System that establish the implementation and effectiveness of safety risk mitigation, and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

“Safety Promotion” means a combination of training and communication of safety information to support SMS as applied to the District’s public transportation system.

IV. POLICY

A. Commitment to Safety Management Systems

1. The District is committed to plan and deliver bus service in ways that promote the health and safety of our customers, our employees, contractors and the general public; and sets the direction for developing a PTASP based on the SMS approach.
2. The District’s PTASP includes the processes and procedures necessary for implementing SMS and processes for safety risk management, safety assurance and safety promotion.

B. Public Transportation Agency Safety Plan Sections

The FTA regulation defines the District as a Tier I agency. Consequently, the District is required to implement a PTASP that includes the seven sections listed below.

1. Transit Agency Information – descriptive information about the agency including Accountable Executive, Chief Safety Officer or SMS Executive.
2. Plan Development, Approval, and Updates – documents the process for development, approval, updates and certification of the PTASP, and version control.
3. Safety Performance Targets – specifies safety performance targets based on the safety performance measures under the National Public Transportation Safety Plan, and describes coordination with the State and the District’s Metropolitan Planning Organization (MPO) in the selection of State and MPO safety performance targets.
4. Safety Management Policy –serves as the foundation of the organization's SMS and documents Executive Management’s commitment to the SMS; places the management of safety at the highest level of a transit agency’s business processes.
5. Safety Risk Management – describes the safety risk management process requirements for safety hazard identification, safety risk assessment, and safety risk mitigation.

6. Safety Assurance – describes the activities for safety performance monitoring and measurement; documents a process for management of change and continuous improvement.
7. Safety Promotion – describes the safety training program for staff and contractors; documents a process for safety communication throughout the agency.

V. AUTHORITY

A. Board Authority

The Board of Directors has the authority to approve and amend the District's SMS Policy.

B. General Manager Authority

The General Manager or designee will have overall responsibility for overseeing the development of a safety management system, plans and procedures, in cooperation with the Executive Leadership team, and reporting to the Board of Directors on the status of the PTASP for the District.

In accordance with this policy, implementation of the SMS Policy will be a shared responsibility for all departments within the District regarding expectations and mandatory requirements.

VI. ATTACHMENTS

None