Yakima Transit

Agency Safety Plan (ASP)

Version 2 (2020)

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1. Transit Agency Information

Transit Agency Name	Yakima Transit
Transit Agency Address	2301 Fruitvale Blvd Yakima, WA 98902
Name and Title of Accountable Executive	Alvie Maxey, Transit Manager
Name of Chief Safety Officer	Jeff Beaver, Transit Field Operations Supervisor

Modes of Service Covered by This Plan	Fixed Route Bus; Paratransit, Vanpool, Commuter Bus	**List All FTA Funding Types (e.g., 5307, 5310, 5311)**	5307, 5339, 5311

Modes of Service Provided by the Transit Agency (Directly Operated or Contracted Service)	Fixed Route Bus; Paratransit; Vanpool; Commuter Bus		
Does the agency provide transit services on behalf of another transit agency or entity?	No	**Description of Arrangement(s)**	Not Applicable
Name and Address of Transit Agency(ies) for Which Service is Provided	Not Applicable		

2. Plan Development, Approval, and Updates

Statement of Certification	This Agency Safety Plan has been Certified by Alvie Maxey, Accountable Executive, and Robert Harrison, City Manager	
	Signature of Accountable Executive	**Date of Certification**
Signature by the Accountable Executive	Alvie L. Maxey Digitally signed by Alvie L. Maxey Date: 2020.12.16 12:34:23 -08'00' Alvie Maxey, Transit Manager	12/16/20
	Signature of Yakima City Manager	**Date of Certification**
Approval by the Yakima City Manager	Bob Harrison Digitally signed by Bob Harrison Date: 2020.12.17 15:49:02 -08'00' Robert Harrison, City Manager	12/16/20

Name of person who drafted the plan	Jessica Bland, Office Assistant

Version Number and Updates

Version Number	Sections/Pages Affected	Reason for Change	Date Issued
1		New Document	09/21/2020
2	Page 1: Transit Agency Information Pages 5-9: Safety Management Policy	Changed to include A&A Motorcoach, external service provider for the Yakima – Ellensburg Commuter	12/17/20

Annual Review and Updated of the Public Transportation Agency Safety Plan

This plan will be jointly reviewed and updated by the Chief Safety Officer, Assistant Transit Manager, and Office Assistant by July 1st of each year. The Transit Manager will review and approve any changes, sign the new ASP, then forward to the City Manager for approval.

Statement of Compliance

This ASP addresses all applicable requirements and standards set forth in 49 U.S.C 5326 and 49 CRF Part 625.

3. Safety Performance Targets

Safety Performance Targets						
Targets below are based on a review of the previous 3 years of Yakima Transit's safety performance data						
Mode of Transit Service	Fatalities (total)	Fatalities (Per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM per Failure)
Fixed Route Bus	0	0	15	2.1	27.5	3.9	16,645
Vanpool	0	0	0	0	7	1	21,715
Paratransit	0	0	2.3	0.8	11	3.6	17,094
Commuter Bus	0	0	4	2.7	6	4	24,660

Safety Performance Target Coordination		
Yakima Transit's Transit Manager shares the ASP, including safety performance targets, with Yakima Valley Conference of Governments (YVCOG) each year after its formal adoption by the Yakima City Manager. Yakima Transit's Transit Manager also provides a copy of the formally adopted plan to the Washington State Department of Transportation (WSDOT). Yakima Transit personnel are available to coordinate with WSDOT and YVCOG in the selection of WSDOT and YVCOG safety performance targets upon request.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Washington State Department of Transportation (WSDOT)	12/17/2020
Targets Transmitted to the Metropolitan Planning Organization	Metropolitan Planning Organization Name	Date Targets Transmitted
	Yakima Valley Conference of Governments (YVCOG)	12/17/2020

4. Safety Management Policy

Safety Management Policy Statement

It is the policy and intent of the City of Yakima and Yakima Transit to provide all employees with a work environment that is free from recognized hazards likely to cause death or serious physical injury. The purpose of this policy is to specify procedures that prevent accidents and occupational illness and maintain a safe working environment. It is also the responsibility of Yakima Transit to provide safe transportation to the Yakima public. The procedures outlined in this plan will serve to prevent incidents that could be injurious to transit employees and passengers.

This program emphasizes the integration of safety and health measures into all city jobs so that industrial safety, health, and job performance are inseparable. This is accomplished through the cooperation of the employees who are responsible for developing and preserving a safe working environment.

The purpose of this policy is to:

- Ensure the overall safety of Yakima Transit's employees and passengers.
- Prevent job related injuries, illnesses, and property damage
- Implement safety standards (policies, procedures, work rules, and practices) to prevent hazardous conditions and injuries.
- Create an environment that encourages the open reporting of safety concerns by ensuring no action will be taken against any reporting employee unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures
- Identify hazardous or unsafe work conditions through analysis of employee reported concerns
- Provide appropriate outlets for employees to express safety concerns both publicly and anonymously
- Establish safety performance targets that are realistic, measurable, and data driven. These targets will be improved through annual review and consideration of employee input.

Alvie L. Maxey

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Date: 2020.12.16
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Alvie Maxey, Transit Manager, Yakima Transit

Safety Management Policy Communication

The Chief Safety Officer will introduce staff to the SMS principals in October 2020, at the Monthly Drivers' Meeting. Yakima Transit's Safety Management Policy Statement will also be distributed to all employees in the form of a handout. Each employee was required to sign indicating that they have received this handout to ensure all staff has received the policy. The policy will also be displayed on bulletin boards at Yakima Transit's main offices and the Transit Center in all driver break areas. Yakima Transit has incorporated distribution of and training on the policy into both new-hire orientations and annual all-staff training.

Contracted Services
Yakima Transit uses third-party contractors to provide paratransit and commuter bus services. Paratransit service is provided by Medstar Transportation, and the commuter bus service is provided by A&A Motorcoach. All external service providers will be subject to the requirements set forth in the ASP. Vanpool and Fixed route services are directly operated by Yakima Transit and will be governed by this ASP.

Authorities, Accountabilities, and Responsibilities	
Accountable Executive	The Transit Manager serves as Yakima Transit's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan: -Ensures that resources are available to achieve the outcomes of the SMS -Communicates SMS roles and responsibilities to all relevant individuals. -Ensures implementation of Safety Management System (SMS) procedures -Meets the requirements specified in §673.5 and §673.23(d)(1) -Ultimately responsible for carrying out the ASP and Transit Asset Management (TAM) plan -Has control or direction over the human and capital resources needed to develop and maintain the ASP and TAM Plan and -Is accountable for ensuring that the agency's SMS is effectively implemented, and action is taken, as necessary, to address substandard performance in the agency's SMS.
Chief Safety Officer	The Transit Manager designates Jeff Beaver, Transit Field Operations Supervisor, as Yakima Transit's Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan: -Ensures and oversees day-to-day implementation and operation of Yakima Transit's SMS -Manages Yakima Transit's Employee Reporting Programs -Chairs Yakima Transit's Safety Committee: -Coordinates activities of the committee

	-Establishes and maintains Yakima Transit's safety event log and analyzes trends -Advises the Accountable Executive on SMS status and progress -Identifies substandard performance in Yakima Transit's SMS and develops action plans and trainings to be presented at the Monthly Drivers' Meeting -Provides Safety Risk Management (SRM) expertise and support for other Yakima Transit Personnel who conduct and oversee Safety Assurance activities.
Agency Leadership and Executive Management	Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of Yakima Transit's SMS under this plan. Yakima Transit's Agency Leadership and Executive Management include: - Transit Manager - Transit Assistant Manager - Field Operations Supervisors - Public Works Safety Officer - Management of external paratransit service provider - Management of external commuter bus service provider Yakima Transit Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities: - Participate as members of Yakima Transit's Safety Committee - Oversee day-to-day operations of the SMS - Modify existing policies to be consistent with the SMS - Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.

Key Staff and Activities	Yakima Transit uses the Safety Committee, as well as the Monthly Drivers' Meetings and annual All-Staff Meetings to support its SMS and safety programs:

Safety Committee: Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during the Quarterly Safety Committee Meetings. The Safety Committee members include the Transit Manager, Assistant Transit Manager, Public Works Safety Officer, all Field Operations Supervisors, a representative from dispatch, a representative Fixed-Route driver, a representative from the external paratransit service provider, a representative from the external commuter bus service provider, and the Office Assistant. The safety Committee will meet quarterly to review issues and make recommendations to improve safety.

Drivers' Meetings: A permanent agenda item in all Monthly Drivers' Meetings is dedicated to safety. Safety issues are discussed and driver feedback and concerns are solicited, documented, and included in SMS planning. All drivers who are unable to attend the Monthly Drivers' Meeting will be required to read meeting minutes and sign an acknowledgement that they are responsible for the information discussed in the meeting.

Annual All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Safety related information discussed in annual all-staff meetings will be composed into a document and distributed to the external paratransit and commuter bus service providers to distribute to their employees. |

Employee Safety Reporting Program (ESRP)

Yakima Transit's Employee Safety Reporting Program (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:

- Report conditions directly to a dispatcher, Field Operations Supervisor, the Transit Manager or the Transit Assistant Manager who will record them on the Safety Concerns Log

- Report conditions anonymously via a locked comment box located in the driver break areas at the Transit Center and Transit Main Offices, and in all external paratransit and commuter bus service provider break areas. These reports will be reviewed monthly by the Chief Safety Officer and recorded on the Safety Concerns Log.
- Report conditions publically during the Monthly Drivers' Meetings to be included in the meeting minutes and added to the Safety Concerns Log by the Office Assistant.
- Report conditions using their name or anonymously to AskTransit@YakimaWA.gov where they will be reviewed by the Office Assistant and added to the Safety Concerns Log

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, city road conditions or the conditions of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete the pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

On a monthly basis, the Chief Safety Officer reviews the Safety Concerns Log and checks the comment boxes and documents identified safety conditions in the Safety Risk Register. Yakima Transit's Chief Safety Officer, supported by the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through Yakima Transit's SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through Yakima Transit's Safety Assurance process.

Yakima Transit's Chief Safety Officer discusses actions taken to address reported safety conditions during the annual All-Staff Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer will follow up directly with the employee when Yakima Transit determines whether or not to take action and after any mitigations are implemented.

Yakima Transit encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, Yakima Transit may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

5. Safety Risk Management

Safety Risk Management Process (SRM)

Safety Risk Management Process

Yakima Transit 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 Yakima Transit's leadership. Yakima Transit's SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary.

Yakima Transit's Chief Safety Officer leads Yakima Transit's SRM process, working with Yakima Transit's Safety Committee to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The result of Yakima Transit's SRM process are documented in our Safety Risk Register and reference materials.

Yakima Transit's SRM process applies to all elements of our system including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

In carrying out the SRM process, Yakima Transit uses the following terms:

- **Event** – Any accident, incident, or occurrence
- **Hazard** – Any real or potential condition that can cause injury, illness, or death; or damage to or loss of the facilities, equipment , rolling stock, or infrastructure belonging to Yakima Transit
- **Risk** – Composite of predicted severity and likelihood of the potential effect of a hazard
- **Risk Mitigation** – Method(s) to eliminate or reduce the effects of hazards
- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to Yakima Transit's property or the environment

Safety Hazard Identification

The safety hazard identification process offers Yakima Transit the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- ERSP
- Review of vehicle camera footage after an event
- Observations from supervisors
- Maintenance reports
- Comments from customers, passengers, and third parties, including Yakima Transit's insurance pool and vendors
- Safety Committee, Drivers', and All-Staff Meetings
- Results of training assessments
- Investigations into safety events, incidents, and occurrences
- Federal Transit Administration (FTA) and other oversight authorities

When a safety concern is observed by Yakima Transit's management or supervisory personnel, whatever the source, it is reported to Yakima Transit's Chief Safety Officer. Procedures for reporting hazards to Yakima Transit's Chief Safety Officer are reviewed during the annual All-Staff Meetings and in the Safety Committee Meetings. Yakima Transit's Chief Safety Officer also receives employee reports from the ESRP and customer comments related to safety. Yakima Transit's Chief Safety Officer reviews these sources for hazards and documents them in Yakima Transit's Safety Risk Register.

Yakima Transit's Chief Safety Officer also may enter hazards into the Safety Risk Register based on their review of Yakima Transit's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

Yakima Transit's Chief Safety Officer may conduct further analysis of hazards and consequences entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, Yakima Transit's Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous conditions, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments or contractors that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or process associated with the reported hazard.

Yakima Transit's Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during the quarterly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analysis, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that if the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or Washington environmental protection standards, the hazard should be addressed immediately. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

Safety Risk Assessment

Yakima Transit assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The Chief Safety Officer and Safety Committee assess and prioritize hazards using Yakima Transit's Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity and a Frequent (A) probability level.

This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require action from Yakima Transit to mitigate the safety risk,
- "Medium" hazard ratings will be considered undesirable and require Yakima Transit's Safety Committee to make a decision regarding their acceptability and
- "Low" hazard ratings may be accepted by the Chief Safety Officer without additional review.

The Chief Safety Officer schedules safety risk assessment activities on the Safety Committee agenda. The agenda will be distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer reviews the hazards and their consequences and reviews available information on severity and likelihood. The Chief Safety

Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Safety Risk Register, using the Yakima Transit Safety Risk Assessment Matrix, with the Safety Committee. The Office Assistant will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Office Assistant will maintain on file Safety Committee agendas, meeting minutes, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

Safety Risk Mitigation

Yakima Transit's Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. Yakima Transit can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. Yakima Transit's Office Assistant tracks and updates safety risk mitigation information in the Safety Risk Register and makes the register available to the safety committee during the quarterly meetings and to Yakima Transit staff upon request.

In the Safety Risk Register, Yakima Transit's Office Assistant will also document any specific measures or activities such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

6. Safety Assurance

Through our safety Assurance process, Yakima Transit:

- 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 casual factors; and
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

Yakima Transit has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections,
- Regular review of onboard camera footage to asses specific incidents,
- ESRP,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data related to the delivery of service, and
- Regular vehicle inspections and preventative maintenance

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back to the SRM process for reevaluation by the Safety Committee.

Yakima Transit monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Office Assistant maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate manager or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job

performance observations; or other actives. The Chief Safety Officer will endeavor to make use of existing Yakima Transit processes and activities before assigning new information collection activities.

Yakima Transit's Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during quarterly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

Yakima Transit's Chief Safety Officer and Safety Committee also monitor Yakima Transit's operations on a large scale to identify mitigations that may be ineffective, inappropriate or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operation and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Yakima Transit maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find casual 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 Washington's Department of Transportation and Department of Licensing.

The Chief Safety Officer maintains all documentation of Yakima Transit's investigation policies, processes, forms, checklists, activities, and results. In the event of an accident, incident, or occurrence, an investigation report is prepared and is reviewed by the Accountable Executive and Chief Safety Officer. The Accountable Executive and Chief Safety Officer will determine whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior

The results of this investigation will be recorded in the Safety Events log. Any organizational or safety hazard causal factors will be shared with the Safety Committee and considered as the basis for further SRM processes.

At each Safety Committee meeting the Chief Safety Officer and Safety Committee 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 to be analyzed through Yakima Transits SRM Process.

The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning Yakima Transit's safety performance, compliance with operations and maintenance procedures or the effectiveness of safety risk mitigations.

7. Safety Promotion

Competencies and Training
Yakima Transit's comprehensive safety training program applies to all Yakima Transit employees directly responsible for safety, including: - Bus vehicle operators, - Dispatchers, - Maintenance technicians, - Managers and supervisors, - Agency Leadership and Executive Management, - Chief Safety officer, and - Accountable Executive. Yakima Transit dedicates resources to conduct a comprehensive safety training program as well as training on SMS roles and responsibilities. The scope of the safety training is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. Basic training requirements for Yakima Transit employees are documented in Yakima Transit's Transit Operator Development Course Handbook. Yakima Transit requires all contractors to provide documentation showing all individuals in safety roles have completed safety training. Operations safety-related skill training includes the following: - New-hire bus vehicle operator classroom and hands-on skill training, - Bus vehicle operator retraining (recertification or return to work), - On-the-job training for dispatchers, - On-the-job training for operations supervisors and managers, and - Accident investigation training for operations supervisors and managers. Vehicle maintenance safety-related skill training includes the following: - Ongoing vehicle maintenance technician skill training, - Ongoing skill training for vehicle maintenance supervisors, - Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and - Training provided by vendors. Yakima Transit's Accountable Executive and Executive Management team must complete FTA's SMS Awareness online training and an executive session on safety management sponsored by Washington State transit Insurance Pool (WSTIP).

Safety Communication

Yakima Transit's Chief Safety Officer coordinates Yakima Transit's safety communication activities for the SMS. Yakima Transit's activities focus on the three categories of communication activity established in 49 CFR Part 673:

- **Communicating safety and safety performance information throughout the agency**: Yakima Transit communicates information on safety and safety performance in its quarterly Transit Citizens Advisory Committee Meetings and during annual All-Staff meetings. Yakima Transit also has a permanent agenda item in all Monthly Drivers' Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Yakima Transit's service or safety performance, and updates regarding SMS implementation. Yakima Transit also requests information from drivers during these meetings, which is recorded in meeting minutes Finally, Yakima Transit's Chief Safety Officer posts safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.

- **Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency**: As part of new-hire training, Yakima Transit distributes safety policies and procedures to all employees in the form of the Transit Operator Development Course Handbook and Yakima Transit Operations Guidelines Handbook as well as through new hire training and updates at Monthly Drivers' Meetings. Yakima Transit provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, Yakima Transit's Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.

- **Informing employees of safety actions taken in response to reports submitted through the ESRP**: Yakima Transit provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including announcements at Monthly Drivers' Meetings, handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors. A section on ESRP safety reporting procedures and action responses is included in the Yakima Transit operations Guidelines Handbook.

8. Additional Information

Supporting Documentation
Yakima Transit 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 oversight entities upon request.

Reference Documents
To create this plan, Yakima Transit incorporated information provided by the FTA in the form of PTASP guidance and bulletins available here: https://www.transit.dot.gov/regulations-and-guidance/safety/public-transportation-agency-safety-program/small-bus-transit Also incorporated is Yakima Transit's "Transit Operator Development Course" and "Operations Guidelines" which are presented in their entirety to all operators at the start of their employment.

9. Definitions of Terms Used in the Safety Plan

Yakima Transit incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; or an evacuation for life safety reasons.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C 5326.
- **Event** means any accident, incident, or occurrence
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the casual and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operation of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance Target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

- **Risk** means the composite of predicted severity and likelihood of the potential effect(s) of a hazard.
- **Risk Mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety Performance Target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety Risk Assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **Transit Agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitation and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation as required by 49 U.S.C. 5326 and 49 CRF Part 625.

10. Commonly Used Acronyms

Acronym	Word or Phrase
ADA	Americans with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CFR	Cod of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System
SRM	Safety Risk Management
U.S.C	United States Code
VRM	Vehicle Revenue Miles
WSDOT	Washington State Department of Transportation
WSTIP	Washington State Transit Insurance Pool
YVCOG	Yakima Valley Conference of Governments (Yakima Transit's MPO)