



## COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

### SUMMARY REPORT

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**Agenda Date:** 6/9/2020

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**To:** Board of Supervisors

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:** Johannes J. Hoevertsz 707-565-2231

**Vote Requirement:** Majority

**Supervisorial District(s):** All

**Title:**

Sonoma County Transit - Public Transit Agency Safety Plan

**Recommended Action:**

Approve Sonoma County Transit's Public Transit Agency Safety Plan and assign the County Transit Systems Manager, or designee, overall responsibility for implementation and oversight of the Safety Management System, its plans and procedures as required by the Public Transit Agency Safety Plan rule.

**Executive Summary:**

The Department of Transportation and Public Works (TPW), Transit Division (Transit), is requesting approval of a Public Transit Agency Safety Plan. As a fixed-route public transit operator, Transit is required by the Federal Transit Administration (FTA) to develop a Public Transportation Agency Safety Plan (PTASP). The PTASP rule became effective on July 19, 2019 and requires all transit operators to certify to the FTA that they have a safety plan in place that meets the requirements of the rule no later than July 20, 2020. The rule applies to all operators of public transportation systems that are recipients of federal assistance provided under the Urbanized Area Formula Program (49 USC § 5307).

The proposed Agency Safety Plan (ASP) was developed using a Safety Management Systems (SMS) approach in accordance with FTA guidelines and in consultation with the County's fixed-route and American with Disabilities Act of 1990 (ADA) paratransit contractors.

This action adopts Sonoma County Transit's PTASP and assigns the County Transit Manager, or designee, overall responsibility for implementation and oversight of the Safety Management System, its plans and procedures as required by the PTASP rule.

**Discussion:**

The Federal Transit Administration's PTASP rule became effective on July 19, 2019 and requires public transportation agencies to develop an ASP using the SMS approach. SMS is a comprehensive, collaborative approach that brings all aspects of transit operations together to better control risk, detect and correct safety issues early, and to share and analyze safety performance data in an efficient and effective manner.

The SMS approach is based on the following key components:

1. **Safety Management Policy** - The Safety Management Policy Statement is the SMS component that defines the fundamentals upon which Sonoma County Transit will implement and follow its ASP and must be communicated throughout the agency. It documents commitment to the SMS as one of the transit agency's core business processes.
2. **Safety Risk Management** - The safety risk management process identifies requirements for safety hazard identification, safety risk assessment, and safety risk mitigation.
3. **Safety Assurance** - Describes the activities for safety performance monitoring and measurement.
4. **Safety Promotion** - Identifies the safety training program for operating staff and contractors and the process for safety communication throughout the agency.
5. **Safety Performance Targets** - Safety performance targets are based on safety performance measures under the National Public Transportation Safety Plan and describes coordination with State and Metropolitan Planning Organizations.

Sonoma County Transit's ASP encompasses safety requirements and creates the organizational infrastructure to support decision making at all levels of fixed-route and ADA paratransit operations. The ASP defines the roles and responsibilities of personnel, creates and communicates effective policies and procedures, formalizes the accountability and communication for safety processes and requires ongoing, active participation in accordance with the PTASP Rule.

On an annual basis, FTA requires that transit systems review their safety goals, make necessary adjustments and recertify their ASP. Sonoma County Transit's annual ASP updates will be reviewed by the Metropolitan Transportation Commission and Caltrans. Only this initial plan, requires approval by the Board of Supervisors.

**Prior Board Actions:**

None

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

Development and implementation will be conducted within existing Transit Division resources. No fiscal impacts are anticipated with the adoption of this plan.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Sonoma County Transit Agency Safety Plan - April 2020

**Related Items "On File" with the Clerk of the Board:**

None.