



Learn. Share. Engage.

This issue of the *Biweekly Message* focuses on Safety Promotion.

Featured Resources

New! [Agency Safety Plan Lessons Learned](#) shares lessons learned from TAC Agency Safety Plan (ASP) reviews.

New! ASP Review, Update, Approval, and Certification Webinar (March 19, 2020):
[Webinar Presentation](#) | [Webinar Recording](#)

New! Safety Assurance ASP Section Lessons Learned Webinar (March 26, 2020):
[Webinar Presentation](#) | [Webinar Recording](#)

Safety Management Policy and Safety Promotion Webinar (May 30, 2019):
[Webinar Presentation](#) | [Webinar Recording](#)

The [Safety Promotion Fact Sheet](#) covers developing the Safety Promotion component of an ASP.

[Safety Training Resources for Bus Transit Agencies](#) is a guide for bus transit agencies to find safety-related training opportunities.

For guidance on safety training requirements, see the [Public Transportation Safety Certification Training Program and Agency Safety Plan Training Requirements](#).

Transportation Safety Institute (TSI) has a free e-learning SMS Awareness Course and a virtual live training SMS Safety Assurance course:
[Log in](#) | [Register](#)

Access the entire resource library by visiting FTA's [PTASP Technical Assistance Center website](#).

Need Assistance?

Contact a PTASP Specialist today!



PTASP-TAC@dot.gov

1-877 PTASP-AID



1 (877) 827-7243

9 am to 8 pm EDT, M–F

Did you know that FTA's Technical Assistance Center (TAC) offers voluntary reviews of draft ASPs?



Submit your ASP by November 13, 2020 to guarantee review by the TAC.

For more information, see also [Agency Safety Plan Review: What to Expect](#).

COVID-19 Information

FTA encourages transit agencies to be informed and prepared by visiting [FTA's COVID-19 web page](#) for related resources, including:

- FTA's [Notice of Enforcement Discretion](#) which effectively extends the PTASP compliance deadline from July 20, 2020 to **December 31, 2020**,
- [FAQs from FTA grantees regarding COVID-19](#), and
- The Centers for Disease Control and Prevention (CDC) [COVID-19 page](#).

For more information, contact FTASafetyStakeholder@dot.gov.



Q & A Highlights

Question 1:

Our agency has new procedures listed in the ASP. Does our training on these new procedures have to take place before the compliance deadline?

FTA Response:

While there is no requirement for completing training prior to the compliance deadline, it may be beneficial for your agency personnel to understand their accountabilities and responsibilities as defined in the ASP. If your agency has new processes that go beyond the requirements, you may choose to also document these processes in the ASP. FTA suggests including implementation dates for any activities you will implement after the deadline.

Question 2:

Does the safety training section of the ASP need to list safety training programs or detailed information on each safety training program?

FTA Response:

The PTASP regulation does not require a transit agency to list all of its safety training courses or provide detailed information on each program. You may consider, however, providing references to the training programs and specifying which job positions are directly responsible for safety, along with the training requirements and competencies necessary to perform those job roles.

COMING SOON

Safety Promotion ASP Section Lessons Learned Webinar

When: July 23, 2–3:30 EST

[Register Here](#)

Virtual PTASP Workshops

When: August 12-13 & 19-20, 2020

Stay tuned for more details



ASP Tip

Defining Who Must Participate in Safety Training

Define which job positions are directly responsible for safety across the organization and subject to the training requirements in Part 673. Include contractor positions, if applicable.

Get Involved with the [PTASP Community of Practice](#)

We want to hear from you! Below are two of the many topics for discussion. Start the conversation today to support your ASP development and learn from your peers.

- Will your agency require Safety Management System (SMS) [training for contractors](#)? If so, what will that training address?
- What method(s) does your agency use for [employee safety reporting](#)?



Sample ASP Section: Safety Communication

The following excerpt is from the [Sample Small Public Transportation Provider ASP](#) developed for the fictional agency County Transit (CT).

CT's Chief Safety Officer and Director of Human Resources and Training coordinate CT's safety communication activities for the SMS. CT's activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- **Communicating safety and safety performance information throughout the agency:** CT communicates information on safety and safety performance in its quarterly newsletter and during quarterly All-Staff Meetings. CT 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 CT's service or safety performance, and updates regarding SMS implementation. CT also requests information from drivers during these meetings, which is recorded in meeting minutes. Finally, CT's Director of Human Resources and Training 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, CT distributes safety policies and procedures, included in the CT Employee Handbook, to all employees. CT provides training on these policies and procedures and discusses them during safety talks between supervisors, bus operators, and vehicle technicians. For newly emerging issues or safety events at the agency, CT'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 Employee Safety Reporting Program (ESRP):** CT provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts, flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees and subgrantees should refer to FTA's statutes and regulations for applicable requirements.