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This issue focuses on Public Transportation Agency Safety Plan (PTASP) regulation requirements for documentation and recordkeeping ([49 CFR § 673.31](#)).

Featured Resources

New! [Addressing Operator Assault through a Safety Management System \(SMS\)](#) focuses on identifying hazards related to operator assaults using the Safety Risk Management process. (This article was originally published in the February [TSO Spotlight](#).)

New! Addressing Operator Assault through Your Agency's SMS (February 24, 2021):

[Webinar Presentation](#) | [Webinar Recording](#)

(Webinar includes a presentation by the Center for Urban Transportation Research.)

Transitioning to Agency Safety Plan (ASP) Implementation Webinar (December 17, 2020):

[Webinar Presentation](#) | [Webinar Recording](#)

[Lessons Learned from Voluntary Agency Safety Plan Reviews](#) covers considerations for supporting documentation on page 26.

The [Sample ASP for Small Public Transportation Providers](#) and the [Sample ASP for Bus Transit Providers](#) provide examples for how to reference supporting documentation and describe recordkeeping practices.

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

Q & A Highlights

Question 1:

Does our agency need to list all its hazards as well as safety risk assessment activities in the Safety Risk Management section of the ASP?

Need Assistance?

Contact the PTASP Technical Assistance Center (TAC) to speak with a specialist today!



PTASP-TAC@dot.gov



1-877 PTASP-AID
1 (877) 827-7243

9 a.m. to 8 p.m. EST, M-F



Contact the TAC for **one-on-one technical sessions** for ASP support.



Submit your ASP to the TAC by **May 28, 2021** to guarantee review.

Coronavirus Disease 2019 (COVID-19)

FTA encourages transit agencies to stay informed and prepared to protect personnel and passengers against COVID-19. For more information, visit [FTA's COVID-19 web page](#).

Upcoming Events

PTASP Documentation and Recordkeeping

When: Wednesday, March 31,
2:00 p.m. EST

[Register Here](#)



FTA Response:

The ASP must document your agency's hazard identification process, and the processes it uses to assess safety risk and develop safety risk mitigations, as necessary. FTA does not require you to document hazards or completed safety risk assessments in the ASP. However, your agency must keep records of the results of all its hazard identification, safety risk assessment, and safety risk mitigation activities for a minimum of three years.

Question 2:

One of the contractors our agency works with has its own ASP. How should we incorporate that document into our agency's ASP?

FTA Response:

You may choose to include the contractor's ASP as an appendix to your ASP. You may also leave the contractor's ASP as a stand-alone document and reference the page numbers that address the SMS processes the contractor is implementing in the appropriate sections of your agency's ASP. Keep in mind that your agency is responsible for ensuring that the contractor's ASP processes comply with the PTASP regulation and that the contractor carries out the processes as described.

Question 3:

After we complete the first annual review of our ASP, do we need to include another Board of Director's approval as part of the updated ASP?

FTA Response:

The PTASP regulation ([§ 673.11\(a\)\(5\)](#)) requires a transit agency to review its ASP annually and update it if necessary. If your agency updates its ASP, the Accountable Executive will need to sign it, and the Board of Directors or Equivalent Authority will need to approve it again ([§ 673.11\(a\)\(1\)](#)). However, if your agency does not update the ASP, the Accountable Executive does not need to sign it again, and the Board of Directors does not need to approve it again. Even if no updates are made, you may still choose to record information about the annual review noting that the agency determined it did not need to make any changes.

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.