



Learn. Share. Engage.

This issue of the *PTASP TAC Update* focuses on recent transit agency questions to the TAC regarding the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673).

Featured Resources

New! [PTASP Documentation and Recordkeeping](#) presents some considerations for transit agencies based on [49 CFR § 673.31 requirements](#). (This article was originally published in the [March TSO Spotlight](#).)

New! PTASP Documentation and Recordkeeping Webinar (March 31, 2021):

[Webinar Presentation](#) | [Webinar Recording](#)
(Webinar includes presentations by Santa Clara Valley Transportation Authority and Altoona Metro Transit.)

Implementing an ASP during the COVID-19 Public Health Emergency (January 27, 2021):

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

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

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

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

Q & A Highlights

Question 1:

What is the best way to monitor contractors to ensure they are properly implementing our ASP?

FTA Response:

Contractors are accountable to your transit agency based on the terms of your formal agreement(s) with them. Your agency may choose to update its formal agreements with its contractors to include relevant ASP activities if the agreements do not already include them. FTA has **not** published guidance, such as a checklist, for monitoring contracted providers;

Need Assistance?

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



PTASP-TAC@dot.gov



1-87 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](#).



It is ultimately up to your agency to determine the best approach. However, some examples of contractor oversight may include:

- Reviewing the documented results of their safety risk management activities.
- Reviewing documentation of their safety training curriculum, completed safety training, and safety communication efforts.
- Monitoring safety performance and safety risk mitigation activities.
- Analyzing safety event investigations and causal factors.
- Monitoring contractor activities in real time, such as performance of a safety risk assessment.

Question 2:

Will the ASP be included in the agency's Triennial Review this year?

FTA Response:

The oversight review teams may ask PTASP-related questions during the Triennial Review. However, FTA will not issue findings related to the PTASP regulation until after July 20, 2021, per the [Notice of Enforcement Discretion](#) published on December 11, 2020.

FTA is in the process of developing its Triennial Review checklist. FTA will share its PTASP oversight review expectations through the [Comprehensive Review Contractor's Manual](#).

Question 3:

Is it required for the City Council to approve the ASP, or would the City Manager be sufficient?

FTA Response:

Per [49 CFR § 673.11\(a\)\(1\)](#), the ASP and subsequent updates must be signed by the Accountable Executive and approved by the agency's Board of Directors or an Equivalent Authority. An Equivalent Authority is an entity that carries out duties similar to that of a Board of Directors, including sufficient authority to review and approve the ASP. An Equivalent Authority could be the city council or city manager for a city or the county legislature for a county. Given the varying sizes and organizational structures of the many recipients and subrecipients throughout the country, FTA does not provide a prescriptive definition of the term Equivalent Authority.

Upcoming Events

Virtual ASP Implementation Workshops

Registration is coming soon for:

Small Bus Agencies: Wednesday, May 12, 2021 and Wednesday, May 26, 2021

Large Bus Agencies: Thursday, June 10, 2021 and Wednesday, June 23, 2021

[More Info Here](#)

Carrying Out the Annual ASP Review Webinar

When: Thursday, April 29, 2:00 p.m. EST

[Register Here](#)

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.