



Sample Agency Safety Plans (ASPs) Fact Sheet

The Federal Transit Administration (FTA) has prepared two sample ASPs to help agencies developing plans that meet Public Transportation Agency Safety Plan (PTASP) (49 CFR Part 673) regulation requirements. These samples are complete ASPs that meet the regulation's minimum requirements based on the characteristics of two different fictional transit agencies:¹

- [Sample Bus Transit Provider ASP](#): The fictional Straightline Transit operates bus service with more than 100 vehicles in peak revenue service.
- [Sample ASP for Small Public Transportation Providers](#): The fictional County Transit is a small public transportation provider, defined as a transit operator of 100 or fewer vehicles in peak revenue service across all fixed routes or in each non-fixed route mode, and that does not operate a rail fixed guideway public transportation system (defined in [§673.5](#)).

Each sample plan only illustrates one way an agency may meet PTASP requirements—the regulation is flexible and scalable, and agencies may employ different approaches to achieve compliance.

The sample ASPs are organized using FTA's [PTASP Template for Bus Transit](#). Use of the template is voluntary.

How to Use the Sample ASPs:

- Identify which ASP is appropriate for your agency—do you operate more than 100 vehicles in peak revenue service or does your agency meet [the definition for a small public transportation provider](#)?
- Compare the sample ASP with the draft ASP you have prepared for your agency. As you work through each section in your draft ASP, note instances where language from the sample plan may help you fill in or expand sections of your plan.
- Since your agency will also be responsible for implementing its ASP, be careful only to include processes, activities, or tools that your agency will actually use.
- Consider reviewing how the sample plans highlight the authorities, accountabilities, and responsibilities necessary to establish the ASP and implement a Safety Management System.

¹ 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. **Any resemblance to an actual agency in either sample ASP is purely coincidental.**