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This issue of the Public Transportation Agency Safety Plan (PTASP) Technical Assistance Center (TAC) Update focuses on resources and agency questions regarding Agency Safety Plan (ASP) review and updates.

Featured Resources

Webinar: Carrying Out the Annual ASP Review
[Presentation](#) | [Recording](#)

[Agency Safety Plan \(ASP\) Review Process](#): Includes a sample annual review process and examples of when an agency may need to update its ASP.

[PTASP Documentation and Recordkeeping](#): Presents some considerations for transit agencies about ASP documentation and recordkeeping.

Access the entire TAC Resource Library by visiting FTA's [PTASP TAC website](#).

Q & A Highlights

Question 1:

Our agency has developed three new policies. When we add these policies as supporting documents to our ASP, does the Board of Directors need to approve it again?

FTA Response:

If an agency makes any changes to its ASP, including adding new supporting documents, the Accountable Executive will need to sign the ASP, and the Board of Directors will need to approve it again ([49 CFR § 673.11\(a\)\(1\)](#)). However, if the agency makes a change between the annual review and update cycles specified in the ASP, the agency is not immediately required to update its ASP. PTASP documentation requirements ([§ 673.31](#)) allow an agency to make such changes through, for example, an addendum. As the transit agency then later follows its specified process for the annual ASP review, it can change the ASP at that time, which will require approval by the Board of Directors and the signature of the Accountable Executive.

Need Assistance?

Contact the PTASP TAC at



PTASP-TAC@dot.gov



1-87 PTASP-AID
1 (877) 827-7243



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

Bipartisan Infrastructure Law Resources

[FTA Bipartisan Infrastructure Law web page](#)

[Dear Colleague Letter: Bipartisan Infrastructure Law Changes to PTASP Requirements](#)

[Bipartisan Infrastructure Law changes to PTASP requirements at 49 U.S.C. 5329\(d\)](#)

[Frequently Asked Questions \(FAQs\): Bipartisan Infrastructure Law Changes to PTASP Requirements \(New FAQs recently added.\)](#)

Have questions about the Bipartisan Infrastructure Act?

Email FTA-IIJA@dot.gov



Question 2:

If we make a change to our ASP, does this mean we need to recertify our ASP in the Transit Award Management System?

FTA Response:

The PTASP regulation at [49 CFR § 673.13\(b\)](#) requires agencies to annually certify that they have an ASP that meets the requirements of the regulation. The agency does not need to recertify strictly based on having updated the ASP.

Question 3:

Our agency is in the process of reviewing and updating our ASP. We are a small public transportation provider, and we did not opt to draft our own initial ASP. We are updating the ASP created for us by our State Department of Transportation. Do we have to keep the same format as the ASP the State created for us or can we change it?

FTA Response:

FTA defers to transit agencies to determine the format that best suits their needs. Although the State must draft the initial ASPs of small public transportation providers that do not opt to develop plans on their own ([49 CFR § 673.11\(d\)](#)), small public transportation providers are responsible for subsequent updates of the ASP. During these updates, a small public transportation provider may change the format of the ASP to best suit their needs.

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.

Upcoming Webinar

The Safety Risk Register in Action

When: Wednesday, July 27
2:00 p.m. EDT

[Register Here](#)

New! ASP Directory

FTA has added an [Agency Safety Plan Directory](#) to the TAC Resource Library. Transit agencies can use these publicly available ASPs as a resource to help with their own ASP.

FTA has not assessed whether any of the plans meet applicable statutory or regulatory requirements. This directory is provided for technical assistance only.

If you would like to add your ASP to the ASP directory, please contact PTASP-TAC@dot.gov.