Annual Review 2021

Piedmont Authority for Regional Transportation

**Public Transportation Agency
Safety Plan**

The Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.
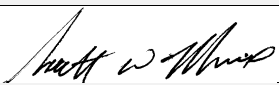
Piedmont Authority for Regional Transportation System Safety Program Plan Revisions		
Section	Revisions	Reason for Revision
2	Revised annual review of PTASP and self-certification schedule to no later than September 30.	To align PTASP annual review timeline with TAM Plan annual review timeline.
4	Updated Safety Management Policy Statement.	Coordinate with the PART SSP and ERP policies.
7	Revised the training schedule	To incorporate more staff in training opportunities.

Piedmont Authority for Regional Transportation Agency Safety Plan

1.   Agency Information

Transit Agency Name	Piedmont Authority for Regional Transportation
Transit Agency Address	107 Arrow Road, Greensboro, NC 27409
Name and Title of Accountable Executive	Scott W. Rhine, Executive Director
Name of Chief Safety Officer or SMS Executive	Sabrina Glen, Director of Commuter Operations

Mode(s) of Service Covered by This Plan	Bus and Vanpool	**List All FTA Funding Types (e.g., 5307, 5310, 5311)**	5307 and 5339

Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus Transit and Vanpool Leasing

Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☐	No ☒	**Description of Arrangement(s)**	N/A

2.   Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Piedmont Authority for Regional Transportation	
Signature by the Accountable Executive	**Signature of Accountable Executive**	**Date of Signature**
	[signature]	**July 30, 2021**
Approval by the Board of Directors	**Name of Individual/Entity That Approved This Plan**	**Date of Approval**
	PART Board of Directors	**August 11, 2021**
	Relevant Documentation (title and location)	
	Governing Body Adopting Resolution	
Certification of Compliance	**Name of Individual/Entity That Certified This Plan**	**Date of Certification**
	PART Director of Commuter Resources	**July 23, 2021**
	Relevant Documentation (title and location)	

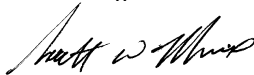| Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	All	New Document	April 8, 2020
2	2, 4 & 7	Clarify PTASP annual review schedule, coordinate with PART SSP and ERP and expand training opportunities	July 23, 2021

Annual Review and Update of the Public Transportation Agency Safety Plan
PART management will review the ASP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to submit the annual self-certification of compliance in a timely manner and no later than September 30. Annual self-certification will consist of the Executive Director reviewing, approving and signing the document and submitting to the PART Board for their approval. Necessary updates outside the annual update window will be handled as ASP addenda which will be incorporated in the body of the ASP. The PART ASP updates will be shared with the relevant MPOs, FTA and NCDOT.

3.   Safety Performance Targets

Safety Performance Targets (July 2021 – June 2022)							
Mode of Transit Service	Fatalities (total)	Fatalities (per million VRM)	Serious Injuries (total)	Serious Injuries (per million VRM)	Safety Events (total)	Safety Events (per million VRM)	System Reliability (VRM/failures)
Bus	0	0	0	0	54	38.4	43,300
Vanpool	0	0	0	0	0	0	140,477

Safety Performance Target Coordination
The Accountable Executive and Board of Directors shares the PART ASP, including safety performance targets with the North Carolina Department of Transportation (NCDOT), Burlington/Graham MPO, Greensboro Urbanized Area MPO, High Point MPO and Winston-Salem MPO each year after the board have adopted the plan and PART staff have assured that its content has met the requirements of CFR 49, part 673; *Public Transportation Agency Safety Plan*.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Integrated Mobility Division NCDOT	August 17, 2021

Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Burlington/Graham Urban Area MPO	August 17, 2021
	Greensboro Urban Area MPO	August 17, 2021
	High Point Urban Area MPO	August 17, 2021
	Winston-Salem Urban Area MPO	August 17, 2021

4.   Safety Management Policy

Safety Management Policy Statement
The PART Board of Directors and Executive Director strive to provide a safe environment for employees, customers and guests of PART facilities and services operated by a third-party contractor (currently National Express Transit Corp. (NEXT)). PART aims to support a robust safety culture and achieve a high level of safety performance. We also work to ensure that all employees are provided with adequate and appropriate safety information and training. We have established safety performance targets to help us measure the overall effectiveness of our processes. In the PTASP the safety and security aspects are coordinated with elements of the PART System Security Plan and the PART Emergency Response Plan. PART is committed to the following safety objectives: • Communicating the purpose and benefits of the Safety Management System (SMS) to all managers, supervisors, and employees. • Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through PART's Employee Safety Reporting Program (ESRP), unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures. • Identifying hazardous and unsafe work conditions and analyzing data from all sources. (After analyzing provided data, the PART Safety Committee will develop processes and procedures to mitigate safety risk to an acceptable level.) • Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective. _Scott W. Rhine_ _____ Scott W. Rhine, PART Executive Director and Accountable Executive _____July 30, 2021_____ Date

Safety Management Policy Communication
Employee engagement is crucial to a functioning Safety Management System (SMS). Communication is in place to enable awareness of PART safety objectives/safety performance targets as well as to provide on-going safety communication up, down, and across the organization. Management proactively engages employees and works to keep the lines of safety communication honest and open. All employees are made aware of the importance of PART's SMS through the distribution of PART's Safety Management Policy Statement to each employee. PART also posts copies of the Safety Management Policy Statement in all facilities.

Authorities, Accountabilities, and Responsibilities	
Accountable Executive	The Executive Director serves as PART's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan: • Responsible for ensuring an SMS culture for PART and contracted operations employees. • Controls and directs human and capital resources needed to develop and maintain the ASP and SMS. • Designates a Chief Safety Officer who reports directly to the Accountable Executive.

Chief Safety Officer or SMS Executive	The Accountable Executive designates the Director of Commuter Operations as PART's Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan: • Promotes safety awareness throughout the organization ensuring that safety management has a high priority; • Ensures that ASP documentation is current and accessible to all employees, communicating changes to all personnel; • Monitors the effectiveness of safety mitigations; • Provides Safety Risk Management advice and supports the Executive Director and personnel who conduct and oversee Safety Assurance activities.
Agency Leadership and Executive Management	Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of PART's SMS under this plan. PART Agency Leadership and Executive Management include: • Operations Manager, • Safety/Training Manager, • Director of Planning, • Director of Finance and Administration • Human Resources Administrator, and • Regulatory Affairs Specialist & DBE Liaison Officer. PART Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities: • Participate as members of PART's Safety Committee as called upon; ○ PART Safety Committee: Reported safety hazards are evaluated by the Safety Committee. Safety Committee members include the Chief Safety Officer, Operations Manager, Safety/Training Manager and the Field Operations Specialist. • Oversee day-to-day operations of the SMS in their departments; • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer. The Safety/Training Manager (a third-party contractor employee) has the following additional authorities, accountabilities, and responsibilities: • Provides safety related training to third-party contractor employees; • Maintains full knowledge of all standard and safety operating procedures; • Ensures that third-party contractor employees make safety a primary concern when on the job; • Listens and acts upon any safety concerns raised by PART staff and third-party contractor employees; • Oversees day-to-day implementation and operation of PART's SMS; and • Maintains PART's Safety Event Log. The Operations Manager has the following additional authorities, accountabilities, and responsibilities: • Monitors PART's Safety Event Log and analyzes trends in hazards, occurrences, incidents, and accidents to maintain PART's Safety Risk Register as part of Safety Risk Management (SRM); and • Identifies substandard performance in PART's SMS and develops action plans for approval by the Accountable Executive. • Chairs the PART Safety Committee and coordinates quarterly meetings.

Key Staff	PART relies on Dispatch/Supervisors, Operators, Mechanics and Utility Techs as front-line safety personnel. Several of these employees are members of the third-party contractor Safety Committee, and all take part in monthly Safety Meetings in support of the SMS: • Third-party contractor Safety Committee: All Safety Events are discussed as well as any activities that have been put in place to prevent future occurrences. Facility inspections and any hazards identified are also discussed. This committee's members include the Safety/Training Manager (chair), at least one Dispatch/Supervisor and one or more of the Transit Operators, Mechanics and Utility Employees. • All-Employee Safety Meetings: A permanent agenda item in monthly All-Employee Safety Meetings is dedicated to safety. Safety issues are discussed and documented. Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged.

Employee Safety Reporting Program (ESRP)

PART is committed to the safest transit operating standards possible. To achieve this, it is imperative that PART have uninhibited reporting of all incidents and occurrences which may compromise the safe conduct of our operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. PART encourages employees who identify safety concerns in their day-to-day duties and to report them to senior management in good faith without fear of retribution.

PART encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, PART may take disciplinary action if the safety report received by PART is from a source other than the employee, or involves an illegal act, gross negligence, or a deliberate or willful disregard of promulgated regulations or procedures.

There are many ways employees can report safety conditions:
- Report conditions directly to the dispatcher, who will add them to the daily Operations Log.
- Report conditions anonymously through the third-party contractor 800 number
- Report conditions directly to any supervisor, manager, or director.

5. Safety Risk Management

Safety Risk Management Process

PART uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to PART's leadership. PART's SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary.

PART's Operations Manager leads PART's SRM process, working with PART's Safety Committee to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of PART's SRM process are documented in our Safety Risk Register and Assessment Log and referenced materials.

Safety Hazard Identification
Establishing effective hazard identification programs is fundamental to safety management at PART. Hazard identification can be reactive or proactive in nature. Occurrence reporting, incident investigation and trend analysis are essentially reactive. Other hazard identification methods actively seek feedback by observing and analyzing day-to-day operations. Common hazard identification activities include:

- Safety audits and inspections of vehicles and facilities;;
- Safety event and incident investigation and reporting;
- Review of vehicle camera footage;
- Results of training assessments;
- Review of performance data and safety performance targets;
- Observations from supervisors;
- Maintenance reports;
- PART ESRP
- Safety Committee, Drivers' and other staff meetings
- Evaluating safety related comments from customers, passengers and third parties;
- Federal Transit Administration (FTA) oversight

The practice of reporting and learning from accident precursors (drive-cam) is a valuable complement to other hazard identification practices. To be successful, hazard identification must take place within a just safety culture. Accident precursors are not only an opportunity to identify potential hazards, but also for supervisors to coach operators through various safety situations.

When a safety concern is observed by PART personnel and/or third-party contractor it is reported to PART's Operations Manager—these reports are made in accordance with PART's employee reporting policy. PART's Operations Manager also receives customer comments related to safety, and the dispatch daily Operations Log. PART's Operations Manager reviews these sources for hazards and documents them in PART's Safety Risk Register.

PART's Operations Manager also may enter hazards into the Safety Risk Register based on their review of PART's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

PART's Operations Manager may conduct further analyses of hazards and consequences entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment.

PART's Operations Manager will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Chief Safety Officer and Operations Manager will evaluate recommendations from the Safety Committee and any identified hazard that poses a real and immediate threat to life, property, or the environment will be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or any state environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

Safety Risk Assessment
Once hazards have been identified, PART will conduct an assessment to determine the potential consequences. Factors to be considered are the likelihood of occurrence, the severity of the consequences, and the level of exposure to the hazard. The Operations Manager and Safety Committee assess prioritized hazards using a Risk Assessment Matrix (RAM). Results of the risk assessment process will help determine whether the risk is being effectively managed by prioritizing combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require action from PART to mitigate the safety risk
- "Medium" hazard ratings will be considered undesirable and require PART's Safety Committee to make a decision regarding their acceptability
- "Low" hazard ratings may be accepted by the Chief Safety Officer without additional review.

The Operations Manager schedules safety risk assessment activities on the Safety Committee agenda. During the meeting, the Operations Manager reviews the hazard and its consequence(s) and reviews available information on

severity and likelihood. The Chief Safety Officer and/or Operations Manager may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Operations Manager will facilitate completion of relevant sections of the Safety Risk Register, using the PART Safety Risk Assessment Matrix, with the Safety Committee. The Operations Manager will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Operations Manager will maintain on file Safety Committee agendas, additional information collected, and the Safety Risk Register and Assessment Tool entries for a period of three years from the date of generation.

Safety Risk Mitigation
PART's Operations Manager and the Safety Committee also review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards. If the risks are unacceptable, PART will take steps to lower the risk to an acceptable or tolerable level, or to remove or avoid the hazard. The level of risk can be lowered by:

- Reducing the severity of the potential consequences;
- Reducing the likelihood of occurrence and/or;
- Reducing the exposure to that risk; or
- Some combination of 1, 2 or 3 above.

In general, PART will take the following safety actions to mitigate risk. These actions can be grouped into three broad categories, including:

- **Physical Defenses**: These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of events (e.g. traffic control devices, fences, safety restraining systems, etc.).
- **Administrative Defenses**: These include procedures and practices that mitigate the likelihood of accident/incident (e.g. safety regulations, standard operating procedures, personnel proficiency, supervision inspection, training, etc.).
- **Behavioral Defenses**: These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior.

PART's Operations Manager tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee and to other PART staff upon request.

6.   Safety Assurance

Safety Assurance provides the necessary feedback to ensure that the SMS is functioning effectively and that PART is meeting or exceeding its safety objectives. Safety assurance requires a clear understanding of how safety performance will be evaluated, or in other words, what metrics will be used to assess system safety and determine if the safety management system is working properly. Having decided on the metrics by which success will be measured, safety management requires using these metrics within the organization for ongoing performance improvement.

Through our Safety Assurance process, PART:
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;
- Investigates safety events to identify causal factors; and
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

One purpose of the PART SMS is to ensure that PART is tracking and addressing safety concerns of all types that arise within PART services and facilities. PART has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures including:

Monitoring Activities:

- Facility Inspections
- Safety Meetings
- Training Activities
- Accident Investigation Reports
- Injury Reports
- Bus Inspections
- Preventative Maintenance of Vehicles
- Comprehensive Vehicle Maintenance Review
- Ride-along Evaluations (Driver and Route)
- Security Officers
- Security Cameras

The safety data collected from the above sources will be analyzed by PART and third-party contractor for potential safety impacts. Data are compared against performance trends by the Operations Manager to determine where action needs to be taken.

PART is committed to using the data collected and information learned from mitigation efforts to inform decision making and instill positive change. The main objective of all safety mitigations is the improvement of transit system safety. The mechanism for monitoring safety risk mitigations varies depending on the mitigation. PART's Operations Manager and PART's Safety Committee monitor operations to identify mitigations that may be ineffective, inappropriate, or not implemented as intended.

When performance goals are not met, PART will work with the third-party contractor through our operations briefings to identify why such goals were not met and what actions can be taken to minimize the gap in achieving defined goals.

- Identify why the mitigations were unsuccessful
    - Identify unrealistic expectations that may have been hampering process
    - GAP analysis
- Create new mitigation strategies
- Help make informed resource allocation decisions
- Identify improvements
- Reassessment

PART's third-party contractor maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA). Accident management includes following defined accident scene and record keeping procedures.

Conducting safety event investigations includes:

- Complete accident/incident investigation report
- Take photographs if needed
- Review available video/audio of event
- Collect police reports if available (determining factors may be identified by police report)
- Report claims to insurance (determining factors may be identified by insurance investigation professionals)
- Coach/council or discipline of personnel if needed

The Safety Manager and other staff will be able to use data collected through the investigation process to compile a list of potential determining factors for analysis and to assign mitigation measures as needed.

Internally reported safety concerns can be recorded through an incident report (the form is available to all third-party contractor personnel) or through the ESRP. These safety concerns are either handled immediately by the Safety/Training Manager and/or brought to the attention of PART Safety Manager and the Safety Committee as needed. All concerns are filed for data/record keeping purposes.

7.   Safety Promotion

Competencies and Training

PART's Accountable Executive or designated staff will participate in FTA PTASP and SMS training opportunities.

PART's third-party contractor safety training program applies to all employees directly responsible for safety, including:

•   Bus vehicle operators,
•   Dispatchers,
•   Maintenance technicians,
•   Managers and supervisors, and
•   Safety/Training Manager

Basic training requirements for PART's third-party contractor employees, including frequencies and refresher training, are documented by the contractor.

Operations safety-related skill training includes the following:

•   New-hire bus vehicle operator classroom and hands-on skill training,
•   Bus vehicle operator refresher training,
•   Bus vehicle operator retraining (recertification or return to work),
•   Classroom and on-the-job training for dispatchers,
•   Classroom and on-the-job training for operations supervisors and managers,
•   Accident investigation training for operations supervisors and managers.
•   Driver Evaluations,
•   Personal Protective Equipment,
•   Lockout/Tagout training, and
•   Bloodborne Pathogens.

Vehicle maintenance safety-related skill training includes the following:

•   Ongoing vehicle maintenance technician skill training,
•   Ongoing skill training for vehicle maintenance supervisors,
•   Personal Protective Equipment,
•   Bloodborne Pathogens,
•   Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
•   Lockout/Tagout training

Safety Communication

PART believes safety promotion is critical to the success of an SMS and aids in ensuring that the organization understands safety policies, procedures, and structure. Further, safety promotion involves establishing an organizational and workplace culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

PART's safety communication activities focus on requirements established in 49 CFR Part 673 (Part 673): That a transit agency must communicate safety and safety performance information throughout its organization which

conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the employee safety reporting program.

PART's third-party contractor maintains safety communication through:

- Employee trainings,
- Safety Communication Board,
- Daily Safety Announcements/Messages,
- Monthly Safety Meetings for Drivers and Maintenance Techs,
- Driver Award Programs, and
- Safety section of employee handbook.

Positive safety culture must be generated from the top-down. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee with the ultimate responsibility for safety resting with the Executive Director of PART. Employees must trust that they will have management support for decisions made in the interest of safety while recognizing that intentional breaches of safety will not be tolerated.

The primary goal of safety promotion at PART is to develop a positive safety culture that allows SMS to succeed. A positive safety culture at PART is defined as one which is:

A.   *An Informed/Learning Culture*
- Employees understand the hazards and risks involved in their areas of operation;
- Employees are provided with the necessary knowledge, training and resources; and
- Employees work continuously to identify and overcome threats to safety.

B.   *A Just Culture*
- Employees know and agree on what is acceptable and unacceptable behavior per policies outlined in their respective employee handbooks; and
- Human errors must be understood but negligence and willful violations cannot be tolerated.

C.   *A Reporting Culture*
- Employees are encouraged to voice safety concerns and to share critical safety information without the threat of punitive action; and
- When safety concerns are reported they are analyzed and appropriate action is taken.
- Employees are updated on safety issues by management and safety reports are fed back to staff so that everyone learns the pertinent lessons.

Additional Information

Supporting Documentation
PART will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

Definitions of Special Terms Used in the Safety Plan

Term	Definition
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

Accident	An event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; or an evacuation for life safety reasons, at any location, at any time, whatever the cause.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to PART; or damage to the environment.
Risk	Composite of predicted severity and likelihood of the potential effect of a hazard.
Risk Mitigation	Method(s) to eliminate or reduce the effects of hazards.
Safety Assurance	Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Event	Is any accident, safety incident or safety occurrence (defined below).
Safety Incident	An event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts transit operations.
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
Safety Management System	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
Safety Occurrence	An event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt transit operations.
Safety Performance Target	A performance target related to safety management activities.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
Safety Risk Management	A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
Serious Injury	Any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second-or third-degree burns, or any burns affecting more than 5 percent of the body surface.

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
ASP	Agency Safety Plan
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program

FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
SMS	Safety Management System
SRM	Safety Risk Management
VRM	Vehicle Revenue Miles