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This issue of the Public Transportation Agency Safety Plan (PTASP) Technical Assistance Center (TAC) Update focuses on recently-asked questions from transit agencies.

Featured Resources

New! [Transit Bus Operator Temporary Barrier to Reduce COVID-19 Exposure Report](#): Presents the results of a study that tested the use of temporary physical barriers between the front and rear passenger compartments of a transit bus to reduce COVID-19 exposure risk for operators and passengers.

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

[First-Time Bus Applicants of Section 5307 Funding Fact Sheet](#): Reviews resources to help new Section 5307 applicants start developing an ASP.

[Guide to "Opting Out" of an ASP Developed by State Department of Transportation](#): Offers considerations for when a small transit agency chooses to opt-out of a State-prepared ASP and prepare its own ASP.

[Chief Safety Officer \(CSO\) Safety Management Systems \(SMS\) Executive Fact Sheet](#): Describes the roles of an agency's CSO and SMS Executive.

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

Q & A Highlights

Question 1:

Our agency's Accountable Executive will be different than the one that signed our current ASP. What is the proper way to document this?

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

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

Have questions about the Bipartisan Infrastructure Law?

Email FTA-IIJA@dot.gov

ASP Directory

FTA 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.



FTA Response:

A change in personnel, even a change in Accountable Executive, does not automatically require an update of the ASP outside of the annual review and update process established in the agency's ASP (unless the ASP specifies this update must be made when the change occurs).

Between annual review and update activities, the [49 CFR § 673.31](#) documentation requirement allows an agency to manage personnel and organizational changes through, for example, an addendum or letter that states the agency has a new Accountable Executive who will carry out the authorities, accountabilities, and responsibilities specified in the ASP. During the annual ASP review and update, an agency can then make any necessary changes.

If the ASP is updated during the annual review process, the new Accountable Executive will review, approve, and sign the updated ASP.

Question 2:

Our agency is a small public transportation provider, and we are working to become a new direct recipient of Section 5307 funds. A few years ago, the State asked small transit providers if they would like the State to develop their ASP. Is the State still responsible for developing ASPs for new recipients that are small public transportation providers?

FTA Response:

Yes. The State must draft an ASP on behalf of a newly applicable small public transportation provider unless the small provider opts to develop its own plan ([§ 673.11\(d\)](#)). After the initial ASP has been developed, the small provider (not the State) must carry out the ASP, review it annually, and update it as necessary.

Question 3:

Can our CSO/SMS Executive report to our Chief Executive Officer/Accountable Executive through a solid or dotted line, while also reporting to our Vice President? We do not operate rail service of any kind.

FTA Response:

Yes. A transit agency may place its CSO position under a manager other than the Accountable Executive if it ensures that its organizational placement of the CSO position does not interrupt direct reporting and communication of safety issues between the CSO and the Accountable Executive. For additional information, see also the [December 21, 2020](#), PTASP TAC Biweekly Message.

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.