



## Learn. Share. Engage.

This issue of the Public Transportation Agency Safety Plan (PTASP) Technical Assistance Center (TAC) Update focuses on recent questions to the TAC on the role of the Board of Directors or Equivalent Authority in reviewing and approving an agency’s ASP.

## Featured Resources

**New! [De-Escalation Training Resource Directory](#):** Presents ways the industry is implementing de-escalation training to meet the Bipartisan Infrastructure Law changes to the PTASP requirements.

**New! [Transit Customer Assault Prevention](#):** Provides more resources to help prevent and address crime on transit systems.

**PTASP ASP Review, Approval, and Certification Webinar:** Discusses the Board of Director’s approval requirement. (Note that this webinar does not address the Safety Committee approval requirement.)

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

**[Understanding the ASP Review, Approval, and Certification Process](#):** Provides information on each step of the ASP review and approval process, including Board approval, process and timeline, and more.

**[ASP Review Process](#):** Includes a sample annual review process and reviews when an agency may need to update their ASP.

**Carrying Out the Annual Agency Safety Plan Review:** Provides transit agencies and States with sample approaches to carrying out an annual Agency Safety Plan (ASP) review. Guest transit agency speakers from Milwaukee Streetcar (The Hop) and El Metro Transit share their experiences and answer questions from participants.

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

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

### Need Assistance?

Contact the PTASP TAC at



[PTASP-TAC@dot.gov](mailto:PTASP-TAC@dot.gov)



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



Contact the TAC for **one-on-one technical sessions** for Agency Safety Plan (ASP) development and implementation support and voluntary ASP reviews.

### New!

## Safety Management System in Practice Workshop: Advancing Safety Risk Management and Safety Assurance

April 17-18, 2024 – Denver, CO

May 15-16, 2024 – Atlanta, GA

June 5-6, 2024 – Virtual (Zoom)

This workshop is for transit agency safety department personnel, rail and bus transit operations and maintenance managers who oversee agency safety performance, and State Safety Oversight Agency managers and staff. All participants should regularly engage in PTASP activities prior to this workshop.

Register



## Q & A Highlights

### Question:

Should we conduct a presentation for our Board of Directors when seeking Board approval of an ASP update?

### FTA Response:

The PTASP regulation does not prescribe how a transit agency secures Board approval of an ASP update. However, FTA recommends that agencies document the name of the entity that approved the ASP, the date it was approved, and the location of the approval documentation.

Per [49 CFR 673.11\(a\)\(1\)](#), the ASP and subsequent updates must be signed by the agency's Accountable Executive and approved by its Board of Directors or Equivalent Authority.

For Urbanized Area Formula Funding (Section 5307) recipients serving an urbanized area with a population of 200,000 or more (large urbanized area), the agency's Safety Committee must approve the ASP before approval by the Board of Directors ([49 U.S.C. 5329\(d\)\(1\)\(A\)](#)).

### Question:

Does the ASP need to be approved each year by the Board of Directors?

### FTA Response:

If an agency makes any changes to its ASP during the annual review process, including to its Safety Performance Targets, the PTASP regulation requires that the ASP be signed by the Accountable Executive and approved by the agency's Board of Directors (or Equivalent Authority). As noted in the response above, Section 5307 recipients serving a large UZA must have their Safety Committee approve the ASP before the approval by the Board of Directors or Equivalent Authority.

Minor changes to the ASP may be documented as they occur and then formally incorporated into the ASP during the agency's scheduled ASP annual review and update process. If an agency makes no changes to the ASP, the ASP does not need to be approved by the Board of Directors again. The agency should record information about the annual review, noting that the ASP did not need any changes.

**Please note:** The Q&A Highlights below, as well as the [PTASP Frequently Asked Questions](#), pertain to the [PTASP Final Rule](#) in effect as of July 19, 2019, and the Bipartisan Infrastructure Law [statutory requirements in 49 U.S.C. 5329\(d\)](#). They do not pertain to the PTASP [Notice of Proposed Rulemaking](#) published April 26, 2023 in the *Federal Register*.

### ASP Directory

FTA recently updated the [ASP Directory](#) with seven new ASPs and six updated ASPs. This directory contains publicly available transit agency ASPs as a resource. FTA has not assessed whether any of the plans meet applicable statutory or regulatory requirements. This directory is provided for technical assistance only.