

FTA-24-3-002 Action Plan and Implementation Schedule Evaluation Matrix
Special Directive 24-3: Bus and Rail Transit Safety Issues Contributing to Safety Events

Action Plan and Implementation Schedule Evaluation Matrix: Special Directive 24-3: Bus and Rail Transit Safety Issues Contributing to Safety Events					
<p>Finding 2: Ratio of Supervisors to Operators Creates Challenges in Overseeing Safety-Sensitive Functions in Passenger Service</p> <p>Required Action FTA-24-3-002: Within 90 days of issuance of this report, SEPTA must assess the current ratio of supervisors to transit operators in its fixed route bus, trolley, and heavy rail operations and submit the assessment to FTA for review and approval. Within 30 days of FTA approval of the assessment, SEPTA must develop an action plan to ensure adequate oversight for those transit operators performing safety-sensitive functions. SEPTA must submit the action plan and implementation schedule to FTA for review, approval, and implementation monitoring.</p>					
FTA's Action Item Tracking No.	SEPTA Action Item	SEPTA Owner	SEPTA Deliverable	SEPTA Due Date	FTA Response
FTA-24-3-002-01	Prepare a list of current mitigations that SEPTA has implemented to address potential safety risk associated with under-supervised Transit Operators while longer-term corrective actions are still in progress	System Safety Division	List of Mitigations	2 months after FTA approval of the Action Plan	<p>Action Items Approved</p> <p>To verify implementation, FTA may, at a minimum:</p> <ul style="list-style-type: none"> • Meet with System Safety Division to review mitigations • Observe implementation of mitigations during onsite visits
FTA-24-3-002-02	Prepare a Scope of Work and Procure a Consultant	System Safety Division	Scope of Work and Consultant Procurement Documentation	3 months after FTA approval of the Action Plan	<p>Action Items Approved</p> <p>To verify implementation, FTA may, at a minimum:</p> <ul style="list-style-type: none"> • Review scope of work • Review consultant procurement documentation
FTA-24-3-002-03	Supervisory Workforce Assessment Phase 1 Program Review -- A comprehensive inventory of existing supervisory programs at SEPTA, including any applicable Federal, State, or local requirements.	System Safety Division & Operations	Supervisory Programs Review Report	7 months after FTA approval of the Action Plan	<p>Action Items Approved</p> <p>To verify implementation, FTA may, at a minimum:</p> <ul style="list-style-type: none"> • Review Supervisory Programs Review Report • Discuss any findings with SEPTA and consultant • Observe implementation of supervisory programs discussed in report

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FTA-24-3-002-04	Supervisory Workforce Assessment Phase 2 Workload Study -- Establish, through qualitative and quantitative means, the actual hourly breakdown of supervisory tasks across job functions, with special attention to safety-critical functions.	System Safety & Operations	Supervisory Workload Report	13 months after FTA approval of the Action Plan	<p>Action Items Approved</p> <p>To verify implementation, FTA may, at a minimum:</p> <ul style="list-style-type: none"> Review Supervisory Workload Report Observe performance of supervisory tasks and activities discussed in report Spot check hourly breakdowns assigned to particular safety-critical tasks
FTA-24-3-002-05	Supervisory Workforce Assessment Phase 3 Workforce Recommendations -- Identify recommendations for the distribution of safety-critical supervisory work activities across the Authority, including performance evaluation activities .	System Safety & Operations	Supervisory Workforce Recommendations Report	16 months after FTA approval of the Action Plan	<p>Action Items Approved</p> <p>To verify implementation, FTA may, at a minimum:</p> <ul style="list-style-type: none"> Review Supervisory Workforce Recommendations Report Discuss analysis and recommendations with SEPTA Observe performance of supervisory tasks and activities discussed in report
FTA-24-3-002-06	Supervisory Workforce Assessment Phase 4 Corrective Action Planning -- Based on the recommendations in Phase 3, develop an	System Safety & Operations	Corrective Action Plan (CAP)	18 months after FTA approval of the Action Plan	<p>Action Items Approved</p> <p>To verify implementation, FTA may, at a minimum:</p> <ul style="list-style-type: none"> Review and accept Action Plan

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	action plan and implementation schedule..				<ul style="list-style-type: none"> Discuss Action Plan implementation progress with SEPTA in regular updates Observe Action Plan implementation