

**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL TRANSIT ADMINISTRATION**  
**CHARTER FOR THE**  
**TRANSIT ADVISORY COMMITTEE FOR SAFETY**

- 1. ADVISORY COMMITTEE'S OFFICIAL DESIGNATION:** The Committee is known as the Transit Advisory Committee for Safety (TRACS).
- 2. AUTHORITY:** This discretionary committee was established under the authority of the U.S. Department of Transportation (DOT) and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. ch. 10. The operation of TRACS is in the public interest and supports the Federal Transit Administration (FTA) in performing its duties and responsibilities under 49 U.S.C. § 5329.
- 3. OBJECTIVE AND SCOPE OF ACTIVITIES:** The DOT and its FTA are committed to ensuring the safety of the Nation's public transportation systems and reducing the safety risk to both riders and transit workers. The U.S. Secretary of Transportation (Secretary), FTA Administrator (Administrator), and/or their designees, will task TRACS with matters relating to the safety of U.S. public transportation systems and, in the exercise of their discretion, may withdraw a task being considered by TRACS at any time. TRACS will provide the Administrator and the Secretary with information, advice, and recommendations related to the tasked matters. TRACS does not exercise program management responsibilities and makes no decisions directly affecting the programs on which it provides advice. The Secretary or the Administrator may accept or reject a recommendation made by TRACS and is not bound to pursue any recommendation from TRACS.

For the duration of this charter, TRACS is tasked to provide advice and recommendations on improvements and innovations in transit safety. TRACS will review current challenges and innovations in public transportation and provide recommendations that FTA can implement in support of safety in the public transportation sector.

- 4. DESCRIPTION OF DUTIES:** At the discretion of the Secretary, Administrator, or their designees, TRACS will:
  - a. Undertake such information-gathering activities as necessary to carry out tasks, to define issues for consideration by the Committee, to develop positions on those issues, and to present the Committee's position to the Administrator;
  - b. Provide information, advice, and recommendations related to taskings from the Administrator; and
  - c. Evaluate economic, technological, and institutional developments relating to transit safety and submit recommendations to the Administrator on innovative ideas and approaches for Federal policies and programs.

5. **AGENCY OR FEDERAL OFFICER RECEIVING THE ADVISORY COMMITTEE'S ADVICE/RECOMMENDATIONS:** The Committee will report to the Secretary through the Administrator.
6. **SUPPORT:** FTA will provide administrative and staff support to the Committee.
7. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS:** It is estimated that the annual operating cost is approximately \$361,540, including one full-time equivalent staff member to support the Committee.

Members of TRACS who are not full-time employees of the U.S. Government serve without compensation. At the discretion of the Administrator, FTA may reimburse members for travel and/or lodging costs for meetings approved by the Secretary to be held in-person. Members of TRACS who are full-time employees of the U.S. Government serve without additional compensation but may be allowed transportation and per diem in lieu of subsistence and other expenses in accordance with relevant Federal and DOT travel regulations.

8. **DESIGNATED FEDERAL OFFICER (DFO):** The Administrator, on behalf of the Secretary, will designate an agency representative to serve as the committee manager for TRACS; such individual will also serve as the DFO of the Committee.

The DFO will do the following:

- a. Ensure Committee activities comply with FACA, the FACA Final Rule, agency administrative procedures, and any other applicable laws and regulations;
- b. Approve or call all meetings of the Committee, and subcommittee(s) after consultation with the chairperson and determine where meetings are to be held;
- c. Formulate and approve an agenda, in consultation with the chairperson, for each meeting;
- d. Notify all Committee members of the time, place, and agenda for any meeting;
- e. Provide administrative support for all meetings of the Committee and subcommittees, and ensure that at least one agency representative and/or agency legal counsel is present for each Committee and subcommittee meeting;
- f. Attend all Committee and subcommittee meetings for their duration;
- g. Fulfill the requirements under § 10(b) of FACA (codified at 5 U.S.C. 1009(b));

- h. Maintain information on advisory committee activities and provide such information to the public, as applicable;;
- i. Adjourn any meeting when the DFO determines it to be in the public interest; and
- j. Chair any meeting when directed to do so by the Administrator; and
- k. Ensure advisory committee members and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview, ethics training) for efficient operation and compliance with FACA and the FACA Final Rule.

**9. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS:** The Committee will meet at least once a year. The following procedures will govern the conduct of TRACS meetings:

- a. Unless otherwise required by law or approved by the Secretary, all meetings will be held virtually (or in a hybrid forum that does not require additional use of Federal funds).
- b. Notice of the meeting shall be published in the Federal Register at least 15 calendar days prior to the date of the meeting. Notice will include the agenda, date, time, location or virtual platform, and purpose of the meeting.
- c. Each meeting of TRACS will be open to the public, except as provided under 5 U.S.C. § 1009(d), as implemented by 41 CFR § 102-3.155 and the Government in the Sunshine Act (5 U.S.C. § 522b(c)). Persons who wish to appear before TRACS must notify the chairperson or vice chairperson at the beginning of the meeting. Written materials may be submitted to TRACS at any time by notifying the DFO.
- d. Each meeting will be held at a reasonable time, in a place or on a virtual platform reasonably accessible to the public, and in a room or on a virtual platform large enough to accommodate TRACS members, staff, and interested members of the public.

**10. DURATION:** Continuing, subject to renewal every two years.

**11. TERMINATION:** This charter will terminate two years after its effective date unless renewed in accordance with FACA and other applicable requirements.

**12. MEMBERSHIP AND DESIGNATION:** The Committee comprises up to 25 voting members deemed to reflect various perspectives on transit safety. The Administrator will ensure the membership is fairly balanced in terms of points of view of the affected interests.

The Secretary will appoint all members for a two-year term. Members appointed solely for their expertise serve as Special Government Employees, and those serving on behalf of special interests will serve as Representatives. Any person appointed to fill a vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed will be appointed for the remainder of such term. Members may continue to serve until their replacement has been appointed. Members serve at the pleasure of the Secretary.

A chairperson and vice chairperson may be appointed by the Administrator or their designee. Meetings will not be conducted in the absence of the chairperson or vice chairperson. Meetings will not be held in the absence of the DFO or their designated representative.

- 13. SUBCOMMITTEES:** The Administrator may create subcommittees. Subcommittees will not work independently of the chartered TRACS and will report all their recommendations and advice to the full TRACS for deliberation and discussion. The meetings will be adequately staffed, and minutes shall be kept according to the procedures set out in the FACA regulations.
- 14. RECORDKEEPING:** The records of the Committee, subcommittees, and other subgroups of the Committee shall be handled in accordance with General Records Schedule 6.2, and other approved agency records disposition schedules. The records shall be available for public inspection and copying, subject to the Freedom of Information Act, as amended, 5 U.S.C. § 552, as well as 5 U.S.C. § 1009(b). The records, reports, transcripts, minutes, and other documents made available to, or are prepared for or by, TRACS will be available to the public via FTA's website at <http://www.transit.dot.gov>.
- 15. FILING DATE:** The filing date of this charter is February 2, 2024. This charter will expire two years from that date, on February 2, 2026. This amended charter is effective on June 9, 2025.

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

<b>(1) FEDERAL ADVISORY COMMITTEE NAME</b> <i>State the legal name of the FAC</i>
Transit Advisory Committee for Safety (TRACS)
<b>(2) AUTHORITY</b> <i>Identify the authority for establishing the FAC</i>
Established under agency authority and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., ch. 10
<b>(3) MISSION/FUNCTION</b> <i>Describe the mission/function of the FAC</i>
The U.S. Department of Transportation (DOT) and the Federal Transit Administration (FTA) are committed to ensuring the safety of the Nation's public transportation systems and reducing the safety risk to both riders and transit workers. The committee provides information, advice, and recommendations to the Secretary of Transportation and the Administrator on matters relating to the safety of U.S. public transportation systems.
<b>(4) POINTS OF VIEW</b> <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g., individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>

- (a) The committee is authorized up to 25 voting members who reflect various perspectives on transit safety and innovation. The primary areas of the transit industry represented by TRACS include: 1) regional representation of transit systems across the Nation, 2) large/small bus and rail systems, 3) State Safety Oversight Agencies that are regulated by FTA, 4) labor groups, 4) public transit industry consultants, 5) university and transportation safety centers, and 6) other groups the Administrator deems appropriate.
- (b) To ensure that the committee is balanced, the selection panel will have criteria to evaluate applicant qualifications and select qualified individuals that represent a variety of professionals and organizations.
- (c) Members appointed solely for their expertise will serve as Special Government Employees, and those serving on behalf of special interests will serve as Representatives.

#### **(5) OTHER BALANCE FACTORS**

*List any other factors your agency identifies as important in achieving a balanced FAC*

#### **(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

- (a) When a vacancy occurs, membership applications will be solicited through a variety of mediums, including a notice published in the Federal Register and a posting on the TRACS website. Membership applications are to include the applicant's experience in the bus/rail transit industry, leadership skills, region of the country represented, and industry sector.

- (b) Selection panel candidates will be selected from across FTA offices to assist in the application review process. Initial screening criteria will be applied to reduce the number of applications to the most qualified. Subsequently, criteria will be applied to identify 25 primary member recommendations and up to ten alternate member recommendations, consistent with the criteria. The criteria will ensure a fair and balanced process and that committee members can provide perspectives from various viewpoints. The FTA Chief Counsel's office will review the recommended members (primary and alternate) for determination of legitimacy and for compliance with Federal regulations and DOT policy. The membership recommendations will be presented to the Administrator for approval, and the Administrator will present FTA's TRACS nominees to the Secretary for selection and approval.
- (c) In the event of vacancies, each applicant's information will be retained. FTA may pursue a membership replacement, depending on the timing of the vacancy and replacement interest. In the past, FTA has invited public participants to contribute subject matter expertise. Public participants do not have voting rights and are not compensated for their work or time. During this charter, any individual filling a vacancy may be required to undergo a similar review process to that described above in section (6)(b).
- (d) Each committee membership term is for a period of two years. Members may serve until replacements have been appointed.

#### **(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*  
*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The Administrator may create subcommittees from existing membership. Once subcommittees have been established, the subcommittee may include public participants to engage in subcommittee activities. No public participant may cast a vote towards the committee's/subcommittee's final recommendations.

#### **(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

N/A

**(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

PREPARED: AUGUST 18, 2021

UPDATED: June 9, 2025