



2026 FTA STATE SAFETY OVERSIGHT AND RAIL TRANSIT AGENCY SAFETY WORKSHOP

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Session #4

Know Your RTA: Technical Training Plan

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Session Goals

1. Provide SSOAs with the information needed to craft a TTP that enables personnel to gain necessary knowledge of the systems they oversee.
2. Break down regulatory requirements that comprise the TTP.
3. Provide examples and tools to help SSOAs craft an effective TTP.
4. Promote safety for those performing day-to-day oversight functions.



Agenda

- PTSCTP vs. TTP
- Designated Personnel
- Oversight Tasks
- Competency Areas
- TTP Cycle
- Lessons Learned
- SSOA Example
- Activity

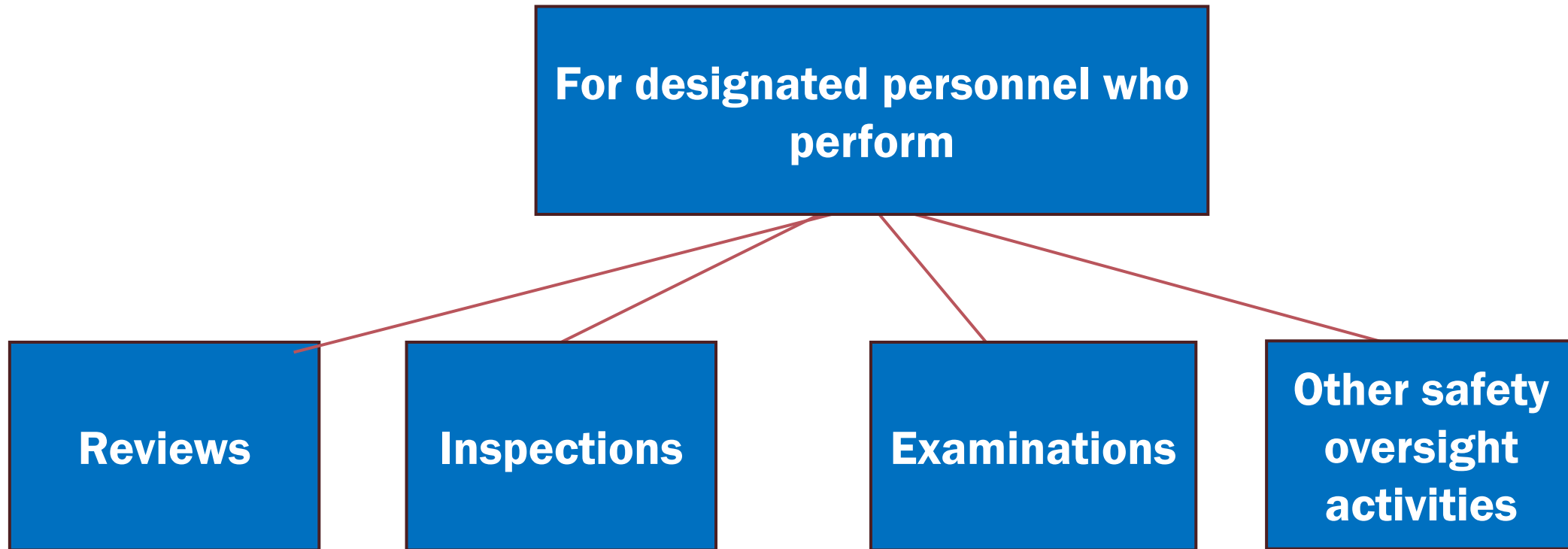


Difference between PTSCTP and TTP

PTSCTP	Technical Training Plan
672.3 Scope and Applicability	672.3 Scope and Applicability
General	Agency Specific
Courses chosen by FTA	Courses chosen by the SSOA
What is an Agency Safety Plan?	What is in the Agency Safety Plan?
How to perform safety oversight generally with a few examples that may not relate to a given RTA	How to perform safety oversight on specific RTA's systems

TTP Focus - Designated Personnel

Each SSOA develops and maintains a technical training plan



49 CFR 672.21(e)(2)

Steps for Designated Personnel

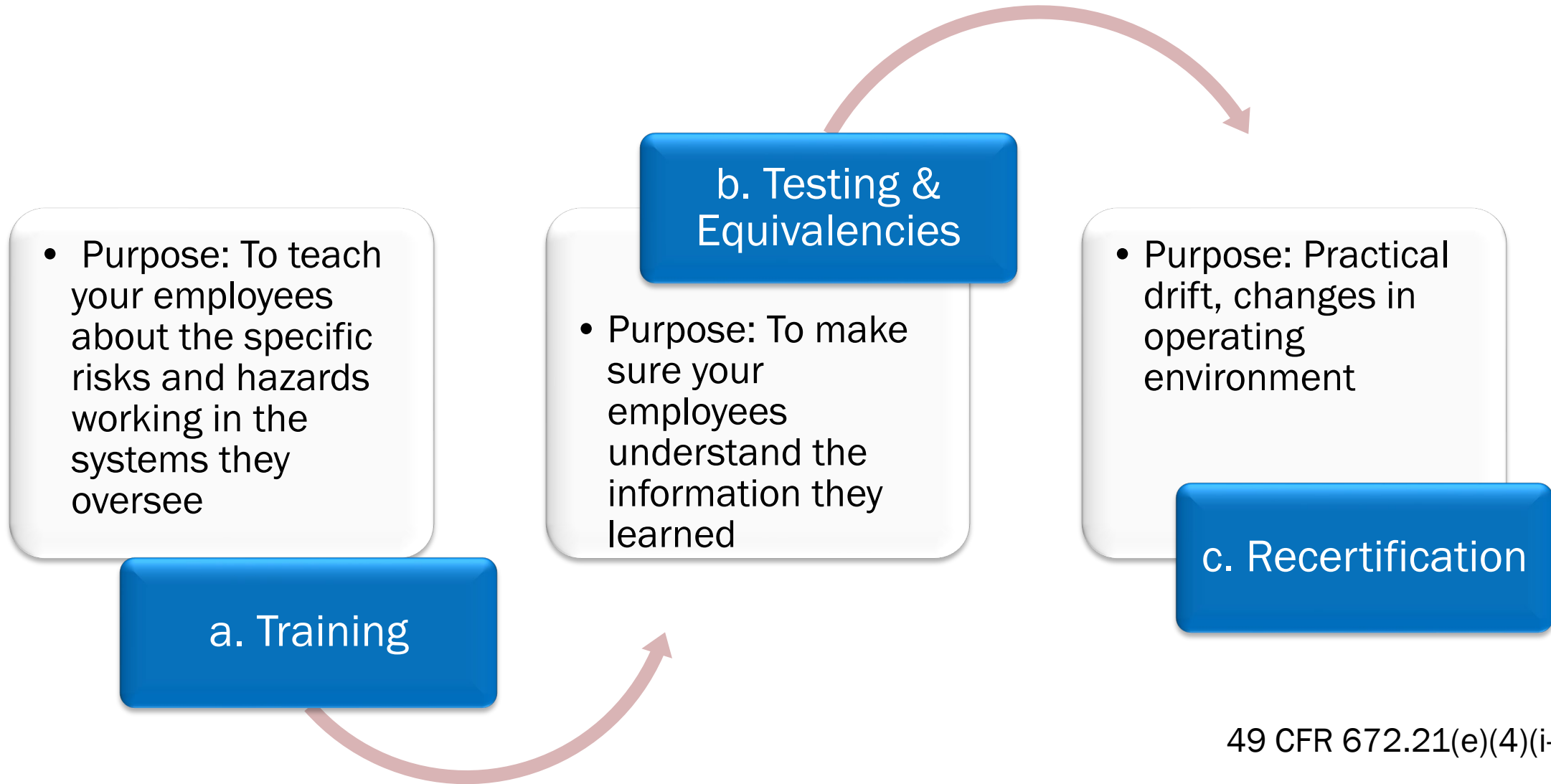
Complete training that covers the skills and knowledge needed to effectively perform the tasks.

Pass a written and/or oral examination covering the skills and knowledge required for the designated personnel to effectively

Demonstrate hands-on capability to perform their tasks to the satisfaction of the appropriate SSOA supervisor or designated.

49 CFR 672.21(e)(4)(i)

Key TTP Requirements – TTP Cycle



49 CFR 672.21(e)(4)(i-iii)

Tasks, Skills/Knowledge, and Competency Areas



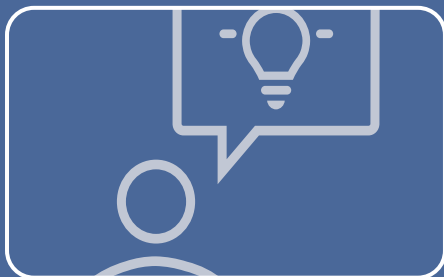
Task

- Those related to reviews, inspections, examinations, and other safety activities.
- Tasks performed by the SSOA to carry out safety oversight requirements.



Skills & Knowledge

- What designated personnel need to know to perform each oversight task at the system(s) they oversee.



Competency Areas

- TTP will describe the process for receiving technical training in at least 16 areas .
- Specific to the RTA for which reviews and inspections will be conducted.

Using Prior Training

SSOAs may use demonstrations, previous training and education, and written and oral examinations to determine if contractors possess the skill and qualification required to perform their tasks.



However, the TTP should clearly demonstrate that the individual has the qualifications and knowledge needed applicable to the system(s) they help oversee.

49 CFR 672.21(e)(4)(v)
49 CFR 672.21(e)(3)

Training Records



Training records be maintained to demonstrate the current qualification status of designated personnel assigned to carry out the oversight program.

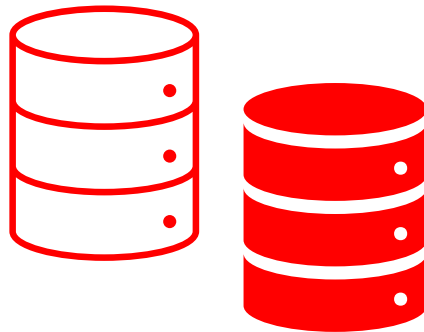


Records may be maintained either electronically or in writing and must be provided to FTA upon request.



Records must include specific information concerning each designated personnel.

49 CFR 672.21(e)(4)(iv)



Areas Needing Clarification

a. Gaps in training in Competency Areas

b. Not all designated staff are trained on the actual systems they oversee

c. Establishing equivalencies as a training method, rather than a testing method

Areas Needing Clarification

d. Omission of test scores

e. Omission of recertification dates

f. Using PTSCTP courses to satisfy a TTP competency area



**Department of
Transportation**

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**EXPERIENCE WITH THE TECHNICAL
TRAINING PLAN (TTP)**

**KEVIN CHANDLER, SENIOR TRANSPORTATION
SYSTEMS ENGINEER**

BACKGROUND

- The ODOT SSO Program has two Rail Transit Agencies (RTAs)
 - **Greater Cleveland Regional Transit Authority (GCRTA)** – currently heavy and light rail vehicles, new vehicles will be light rail only (in a few years) – 37 double-track route miles, ~70 rail vehicles, new light rail vehicles ~60 rail vehicles
 - **Cincinnati Streetcar** – 3.6-mile figure eight loops, 5 streetcar rail vehicles, started service in September 2016
- Vital Assurance has been the contractor since 2015, and a few staff since 2007



ODOT SSO Staff Training Plan

John Q. Smith, VA

Contact Information	Phone:	555-123--4567	Email:	[REDACTED]	Date Started:	1/1/2019
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Use the table below to document competencies that the SSOA Staff Member has already achieved or plans to achieve through training, education, experience, etc.

RTA Training	Competency Area(s)	Course #	Type	Date Scheduled	Date Completed	Source	Verification Method	Test results, if applicable	Refresher Required?
RTA Training									
RTA Roadway Worker Protection	11		Classroom	9/4/2026	8/26/2025	RTA Trainer	Card	Passed	8/26/2026
RTA Introduction to Rail	All		Classroom and field		Equivalent	RTA Departments	Training Record	Passed	
SSOA Training									
1. RTA organizational structure	1, 15 min		Meeting	7/29/2024	7/29/2024	SSO Program	Training Record	Passed	7/29/2026
2. RTA ASP	2, 30 min		Meeting	7/29/2024	7/29/2024	SSO Program	Training Record	Passed	7/29/2026
3. RTA MSS	3, 30 min		Meeting	8/9/2024	8/8/2024	SSO Program	Training Record	Passed	8/8/2026
4. Emergency Response, Operations, Security Plans	4, 15 min		Meeting	8/9/2024	8/8/2024	SSO Program	Training Record	Passed	8/8/2026
5. Territory and revenue service schedules	5, 15 min		Meeting	7/29/2024	7/29/2024	SSO Program	Training Record	Passed	7/29/2026
6. RTA Facilities and Infrastructure	6, 15 min		Meeting	8/9/2024	8/8/2024	SSO Program	Training Record	Passed	8/8/2026
7. Current bulletins, general orders, and other associated	7, 15 min/Q		Meeting	8/9/2024	8/8/2024	SSO Program	Training Record	Passed	8/8/2026
8. Operations and maintenance rule books	8, 15 min		Meeting	12/31/2024	12/13/2024	SSO Program	Training Record	Passed	12/13/2026
9. Safety rules	9, 15 min		Meeting	12/31/2024	12/13/2024	SSO Program	Training Record	Passed	12/13/2026
10. SOPs	10, 15 min		Meeting	12/31/2024	12/13/2024	SSO Program	Training Record	Passed	12/13/2026
11. RWP	11, 15 min		Meeting	12/31/2024	12/13/2024	SSO Program	Training Record	Passed	12/13/2026
12. Employee HOS FM	12, 15 min		Meeting	8/16/2024	8/15/2024	SSO Program	Training Record	Passed	8/15/2026
13. Rules Compliance	13, 15 min		Meeting	8/16/2024	8/15/2024	SSO Program	Training Record	Passed	8/15/2026
14. Employee Training and Certification Requirements	14, 15 min		Meeting	8/16/2024	8/15/2024	SSO Program	Training Record	Passed	8/15/2026
15. Rail Equipment	15, 15 min		Meeting	12/31/2024	12/20/2024	SSO Program	Training Record	Passed	12/20/2026
16. Track	16, 15 min		Meeting	12/31/2024	12/20/2024	SSO Program	Training Record	Passed	12/20/2026
17. Structures	17, 15 min		Meeting	12/31/2024	12/20/2024	SSO Program	Training Record	Passed	12/20/2026
18. Traction Power	18, 15 min		Meeting	12/31/2024	12/20/2024	SSO Program	Training Record	Passed	12/20/2026
19. Signals and Train Control	19, 15 min		Meeting	12/31/2024	1/10/2025	SSO Program	Training Record	Passed	1/10/2027
20. Command and Control Approach and Implementation	20, 15 min		Meeting	12/31/2024	1/10/2025	SSO Program	Training Record	Passed	1/10/2027
21. TAM and Management of Change	21, 30 min		Meeting	12/31/2024	1/10/2025	SSO Program	Training Record	Passed	1/10/2027
22. Capital Projects Status Tracking and Safety Oversight	22, 15 min/Q		Meeting	8/16/2024	8/15/2024	SSO Program	Training Record	Passed	8/15/2026
Equivalencies									
More than 2 years of experience	All		Experience	9/30/2024				Passed	

SSOA Program Staff Training Records

Designated Personnel: List all, indicate if staff have been designated, staff or contractor.

- Designated Staff, SSO Agency – completed
- Designated Staff, SSO Support Contractor – completed
- Designated Staff, SSO Support Contractor – completed
- Designated Staff, SSO Support Contractor – completed
- Designated Staff, SSO Support Contractor – completed
- Voluntary

Technical Training Plan (TTP) Category: **Competency 15** – Vehicles Inspection and Maintenance Programs, Schedules, and Records

Working knowledge of RTA vehicle inventory, inspection and maintenance, schedules, and records. This should also include shops and yards where the vehicles are stored and maintained.

Review of current RTA ASP document, specifically for vehicle inspection and maintenance requirements. Scope should include fleets of rail vehicles, work rail vehicles, shops, yards, and approach to managing maintenance of all rail vehicles. This scope should also include pre-trip inspections, inspections, trouble calls, preventive and corrective maintenance, and plans for replacements. Additions of new rail vehicles, when that occurs. (Duration: 15 minutes)

Training Activity Title: Review of RTA-1 and RTA-2 Vehicle Inventory, I&M, and Shops.



Description of Training Activity: the content of each training course successfully completed.

- Review RTA-1 Heavy and Light Rail vehicles inspection and maintenance requirements
- Review RTA-2 vehicles inspection and maintenance requirements
- Review work equipment and inspection and maintenance requirements, and operations

Documentation Covered: ASP sections, rule books and I&M manuals

- RTA-1 Inspection SOPs for Rail Equipment Training
- Review RTA-1 Bulletins, Orders, General Notices for FY 2024 and 2025 so far

Date Completed: Completed, Friday, December 20, 2024.

Equivalency: Discussion with each trainee to assure knowledge of category training.

Hands On: a description of the designated personnel's hands-on performance applying skills and knowledge required to perform the tasks that the employee will be responsible for performing and the evidence supporting the determination.

- Familiarization of activities in the rail equipment shop, observation of inspection and maintenance, and records.

Tasks Qualified: the tasks the designated personnel are deemed qualified to perform.

- Planning onsite activities at the RTAs.
- Review of I&M and Operations data and analysis.

Expiration Date: The date the designated personnel's status as qualified to perform the tasks expires, and the due date for completion of the biennial refresher training.

- Two years from completion.

SSO Program Witness/Supervisor: SSOA/Support Contractor Program Manager



Activity

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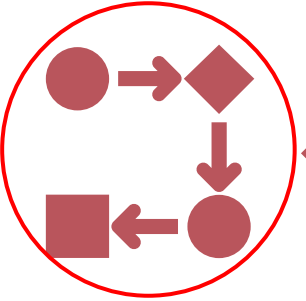
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New Technical Training Plan Checklist



The **New TTP Checklist** is not a requirement. It is intended to help with compiling an effective and compliant TTP.



The TTP **Checklist can** be used to meet needs, or SSOAs can use another method.



The **Checklist is** focused on building a TTP that supports SSOAs to ensure designated personnel have the qualifications needed to perform their functions and stay safe.