Guidance for State Safety Oversight Agencies (SSOAs) and Rail Transit Agencies (RTAs) on Designated Personnel Required to Comply with the Public Transportation Safety Certification Training Program (PTSCTP) Final Rule

SSOA Employees and Contractors

- Employees and contractors at all levels, including managers and supervisors, whose job function requires them to conduct safety *examinations and **audits of RTAs must comply with the rule.
- Directors or commissioners of state DOTs or similar state DOT personnel who are not involved in the day-to-day operations of an SSOA are not subject to the rule.

START

Do your job responsibilities include conducting safety *examinations and **audits of RTAs, or managing/supervising those who conduct safety examinations and audits of RTAs?

YES
You are designated personnel required to comply with the training requirements.

NO
You are not designated personnel required to comply with the training requirements.

*Examination means a process for gathering or analyzing facts or information related to the safety of a public transportation system.
**Audit means a review or analysis of safety records and related materials, including, but not limited to, those related to financial accounts.
RTA Employees and Contractors

- Employees and contractors who are directly responsible for safety oversight of RTAs must comply with the rule.

START

Do your job responsibilities include being directly responsible for safety oversight?

YES

You are designated personnel required to comply with the training requirements.

NO

You are not designated personnel required to comply with the training requirements.

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Do your primary job responsibilities include the development, implementation, and review of any of the following processes and procedures that are needed to comply with the SSOA program standard?

1. Program Management
2. Program Standard Development
3. Program Policy and Objectives
4. Oversight of the agency safety plans and internal reviews
5. Triennial SSOA audits of Rail Public Transportation Agency Safety Plans
6. Accident notification
7. Investigations
8. Corrective Action Plans

YES

You are designated personnel required to comply with the training requirements.

NO

You are not designated personnel required to comply with the training requirements.

Yes

Do your primary job responsibilities include the development, implementation, and monitoring of the RTA's System Safety Program Plan or the Public Transportation Agency Safety Plan?

YES

You are designated personnel required to comply with the training requirements.

NO

You are not designated personnel required to comply with the training requirements.