



Agency Safety Plan Review: What to Expect

FTA launched its Public Transportation Agency Safety Plan (PTASP) Technical Assistance Center (TAC) in October 2019 to provide comprehensive technical assistance to help the transit industry meet PTASP regulation requirements at 49 CFR Part 673 by the July 20, 2020, compliance deadline.

FTA offers voluntary reviews of draft Agency Safety Plans (ASPs), a form of direct, one-on-one assistance that you can request through the PTASP TAC.

Whether you are a bus or rail transportation provider drafting your own ASP, or a State Department of Transportation responsible for developing plans on behalf of small public transportation providers in your State, the PTASP TAC's team of specialists is here to support you in developing an ASP that meets applicable Part 673 requirements.

How It Works

If you are interested in submitting a draft ASP for a voluntary review, contact the PTASP TAC, and the support team will be happy to assist you. We will work with your agency, one-on-one, to:

- Promptly schedule the review,
- Obtain the draft document(s), and
- Facilitate the review activities.

These activities may include conference calls and/or virtual meetings, as necessary. We will coordinate with your FTA Regional Office and, for rail transit providers, your State Safety Oversight Agency (SSOA) to support awareness and engagement in the process, as appropriate. Don't delay! We recommend that you contact us as soon as you determine that you would like the team to review your plan.

Need Assistance?

Contact the PTASP Technical Assistance Center



PTASP-TAC@dot.gov



1-877-PTASP AID



Criteria for the Review

The PTASP technical assistance team of specialists uses FTA's **PTASP Checklist for Bus Transit** and **PTASP Review Checklist for Rail Transit Agencies and State Safety Oversight Agencies** to conduct the reviews. Both documents are available on the PTASP TAC website.

The review checklists are reformatted slightly to include columns for the page number, notes, and citations for Part 673 requirements (see example below).

Agency Safety Plan Review Checklists

[View Bus Transit checklist](#)

[View RTA & SSOA checklist](#)

	Checklist Item	ASP Page #	Comments
X	The Accountable Executive's signature on the Agency Safety Plan and date of signature (§ 673.11(a)(1)).	2	

What We Will Provide


At the conclusion of an ASP review, the team will provide a completed checklist. We will also schedule a conference call or virtual meeting to discuss the results. If the requesting agency offers additional information for the review team's consideration, we will update the checklist accordingly.

Completed checklists are intended solely as tools to help the participating agency further develop their ASP to meet the PTASP regulation requirements at Part 673. Neither the completed checklist items (i.e., items marked with an "X") nor any comments provided by the reviewer(s) constitute a verification of compliance with Part 673 or implementation of the plan.

For rail transit providers, the team's review will focus on Part 673 elements and will not extend to other requirements established by the SSOA in its Program Standard. Also, the review does not override an SSOA's review, nor does it replace an SSOA review.

Participation of a transit agency or State DOT in the review of a draft ASP (or related document) is strictly voluntary. The team's review and any associated materials are provided for technical assistance only.

The full text of Part 673 is available at www.transit.dot.gov/PTASP.



PTASP Technical Assistance Available Now

- Access one-on-one Agency Safety Plan support
- Learn and share through the PTASP Community of Practice
- Explore the PTASP Resource Library

<https://www.transit.dot.gov/PTASP-TAC>