



SunLine Transit Agency
December 3, 2025
11:20 a.m. – 11:35 a.m.

AGENDA

BOARD OPERATIONS COMMITTEE/ COMMITTEE OF THE WHOLE

Wellness Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

NOTICE TO THE PUBLIC

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Meeting Note: This Committee meeting may be attended by Members of the Board of Directors who do not serve on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. A vote of the Committee of the Whole does not constitute final Board action. All Committee actions must be ratified by the full Board of Directors. All items appearing on the agenda are subject to action by the Committee.

ITEM

RECOMMENDATION

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL

ITEM

RECOMMENDATION

4. FINALIZATION OF AGENDA

5. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

6. PRESENTATIONS

7. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

**8. [APPROVE REVISED AGENCY SAFETY PLAN](#)
(Staff: Bryan Valenzuela, Chief Safety Officer)**

**APPROVE
(PAGE 3-121)**

9. ADJOURN

SunLine Transit Agency

DATE:	December 3, 2025	ACTION
TO:	Board Operations Committee/Committee of the Whole Board of Directors	
FROM:	Bryan Valenzuela, Chief Safety Officer	
RE:	Approve Revised Agency Safety Plan	

Recommendation

Recommend that the Board of Directors approve the updated Agency Safety Plan (ASP), which reflects the latest Federal Transit Administration (FTA) requirements, including enhancing safety measures, ensuring the protection of passengers, employees, and the public.

Background

The FTA first adopted its ASP regulations in 2018, establishing a framework for safety oversight among public transportation providers. These regulations, codified under 49 CFR Part 673, require transit agencies receiving federal funding through 49 CFR Section 5307 to develop and implement a comprehensive ASP. The ASP must be built on the principles of a Safety Management System, a structured approach to managing safety risks through defined policies, proactive risk management, continuous safety assurance, and a strong safety promotion culture.

Staff proposes to update SunLine Transit Agency's (SunLine) existing ASP to align with the latest FTA guidelines. The updated plan includes:

1. Safety Performance Targets:

- New targets established to meet FTA guidelines.
- Regular tracking and reporting of safety metrics.

2. Risk Management:

- Enhanced procedures for risk assessment, including expanding the involvement of the Safety Committee.
- Development of strategies to mitigate identified risks, including increased reporting requirements related to mitigation strategies.

3. Safety Assurance:

- Continuous monitoring and auditing of safety practices.
- Regular reviews and updates to the safety plan.

4. Employee Training:

- Comprehensive training on updated safety protocols.

- Ongoing education on drills to ensure readiness.
- 5. De-escalation Training:**
 - Implementation of de-escalation training programs to equip employees with skills to handle conflicts and reduce the risk of assaults.
- 6. Measures to Reduce Transit Worker Assaults:**
 - Introduction of measures aimed at reducing transit worker assaults.
 - Enhanced security protocols and support systems for employees.
- 7. Infectious Disease Preparedness:**
 - Protocols for managing public health risks.

SunLine's Safety department has been working closely with SunLine's frontline employee representatives on a bi-weekly basis to revise and develop the required sections of the ASP. The Safety Committee has approved the updated SunLine ASP.

Financial Impact

There is no financial impact.

Strategic Priority

Safety & Security: Our commitment to safety and security focuses on protecting staff and riders within the SunLine system, creating a culture of safety that protects our communities, while minimizing risk and ensuring accountability to safety and security exists at all levels.

In Collaboration with:

Mark Perry, Chief Maintenance Officer
Isabel Vizcarra, Chief Transportation Officer

Approved/Reviewed by:

Mona Babauta, CEO/General Manager
Catherine J. Groves, General Counsel

Attachments:

- [Item 8a](#) – Redlined Copy of Agency Safety Plan
- [Item 8b](#)– Agency Safety Plan (Redlined Changes Accepted)



SunLine Transit Agency – Public Transportation Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	SunLine Transit Agency		
Transit Agency Address	32-505 Harry Oliver Trail, Thousand Palms, CA 92276		
Name and Title of Accountable Executive	Mona Babauta , CEO/General Manager		
Name of Chief Safety Officer or SMS Executive	Bryan Valenzuela, Chief Safety Officer		
<u>Agency Size</u>	<u>SunLine Transit Agency is a large urbanized area (UZA) provider serving the Indio—Palm Desert—Palm Springs, CA Urbanized Area (UZA 41347), as defined by the U.S. Census Bureau on 2020 Census data.</u>		
Mode(s) of Service Covered by This Plan	Fixed Route Paratransit Microtransit	List All FTA Funding Types (e.g., 5307, 5337, 5339)	5307, 5310, 5311, 5309, 5313, 5339, CMAQ
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus; Paratransit; Microtransit		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes Yes ☐	No ☒	Description of Arrangement(s) N/A
Name and Address of Transit Agency(ies) or	N/A		

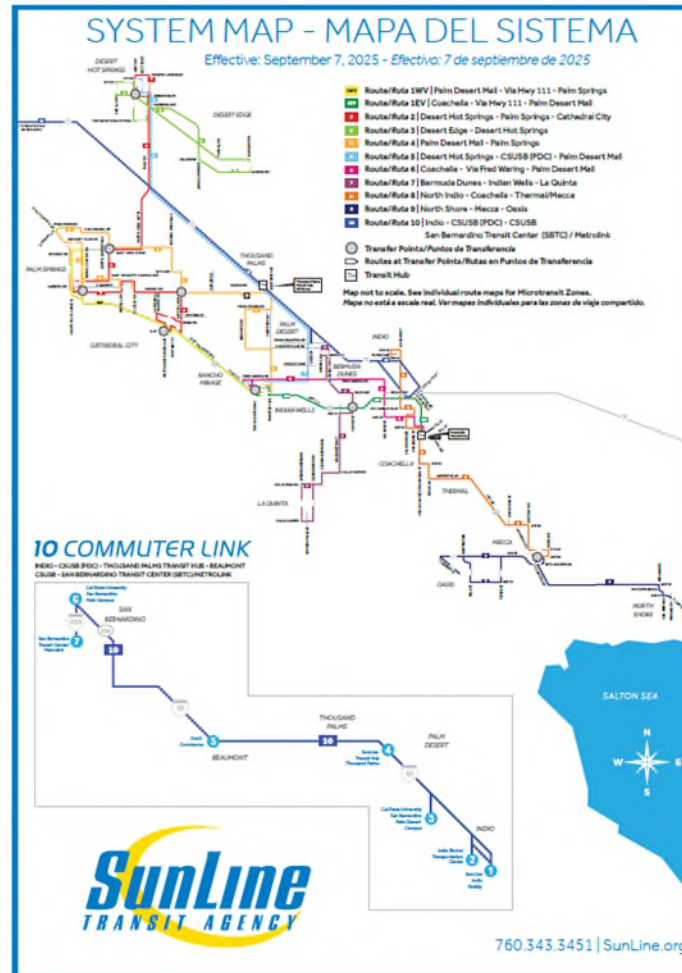


~~SunLine Transit Agency – Public~~ ~~Transportation~~ Agency Safety Plan

Entity(ies) for Which Service Is Provided	
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SunLine Transit Agency – Public Transportation Agency Safety Plan



Version 3, Published 12/04/2024

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SunLine Transit Agency – Public Transportation Agency Safety Plan

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Bryan Valenzuela, Chief Safety Officer, SunLine Transit Agency	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Mona Babauta, CEO/GM	
Approval by the Safety Committee	Signature of Safety Committee Chair	Date of Approval
	Richard Powers, Chair	
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	SunLine Board of Directors:	
	Lynn Mallotto, Chair Nancy Ross, Chair	
	Relevant Documentation (Title and Location)	
	Title 1, Division 7, Chapter 5 of the California Government Code Section 6500 et seq.	



SunLine Transit Agency – Public Transportation Agency Safety Plan

Version Number and Updates

Record the complete history of successive versions of this plan.

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.0	All Pages	Original	9/30/2020
1.1	All Pages	Agency changes	12/07/2022
1.2	Pages 1-3, 24	Change in Accountable Executive, change in Board of Directors Chair, and revision to 49 U.S.C. § 5329 (d)	09/27/2023
1.3	All Pages	New Federal Requirements	12/04/2024
<u>1.4</u>	<u>Many Pages</u> All Pages	<u>Annual Compliance Update</u>	

Annual Review and Update of the Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the ASP.

SunLine's Agency Safety Plan is reviewed annually, or at more frequent intervals as appropriate, incorporating any findings from **SOP# Safety 0027 – Safety Review Process**

- The update process begins at the weekly Chief's meeting as directed by the Accountable Executive.
- The Chief Safety Officer initiates the process of update.



SunLine Transit Agency – Public Transportation Agency Safety Plan

- The Safety Plan update includes a review of any safety concerns raised by staff, observed by staff, or otherwise brought to the attention of the Chiefs and the Safety Committee throughout the year; and the results of the Safety Review Process.
- Each Chief with a potential safety issues is responsible for investigating the issue and recommending changes.
- Any recommended changes to policies/procedures are incorporated into the Safety Plan by the Chief Safety Officer and presented at the Chiefs Meetings for review and first level approval.
- The updated plan is submitted to Chiefs for review and approval.
- After the updated plan has been approved by the Chiefs, the Chief Safety Officer presents the Safety Plan to the Accountable Executive for approval.
- After the Accountable Executive approves the Safety Plan, it is presented to the Safety Committee for approval. The process and timeline for this review are detailed in Section 6 of this plan (Safety Committee Procedures).
- After the Safety Committee approves the Safety Plan, it is presented to the Board of Directors for final approval.

3. Safety Performance Targets

Safety Performance Targets Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.		
Event Type	Mode of Transit Service	
	Fixed Route	Paratransit
Fatalities (Total)	1	0
Fatalities (Per 100K VRM)	0.01	0
Injuries (Total)	28	6
Injuries (Per 100K VRM)	0.32	0.25
Major Events (Total)	20	3



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Major Events Rate (Per 100K VRM)	0.23	0.13
Vehicle v. Vehicle Collisions Total	20	3
Collision Rate (Per 100K VRM)	0.23	0.13
System Reliability (Failures per 100K VRM)	14.20	7.39
Transit Worker Assaults (Total)	N/A	N/A
Transit Worker Assaults (Per 100K VRM)	N/A	N/A
Transit Worker Fatality Rate (Per 100K VRM)	0.00	0.00
Transit Worker Injury Rate (Per 100K VRM)	0.00	0.00
Vehicle v. Pedestrian (Total)	0	0
Vehicle v. Pedestrian (Per 100K VRM)	0.00	0.00

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

SunLine Transit Agency coordinates with the California Department of Transportation (Caltrans) and the Southern California Associated Governments (SCAG) MPO in the selection of safety performance targets to the maximum extent practicable. SunLine makes its agency-specific safety performance targets available to the State and MPO annually to aid in their respective planning processes. Safety Performance Targets submitted to Southern California Associated Governments (SCAG) for consultation and recommendations.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	California Department of Transportation	
Targets Transmitted to the	Metropolitan Planning Organization Name	Date Targets Transmitted



SunLine Transit Agency – Public Transportation Agency Safety Plan

Metropolitan Planning Organization(s)	Southern California Associated Governments	4/9/2020
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1 Safety Management Policy

Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives.

At SunLine Transit Agency, safety is defined as ~~a system-wide coordination of all departments to apply operating practices, technical management techniques, and guiding principles to preserve, life, property, and the environment~~ the state in which the risk of safety events is reduced to an acceptable level through a continuous process of hazard identification, risk assessment, and mitigation—supported by system-wide coordination of all departments to preserve life, property, and the environment. -

At the core of our commitment to safety is our drive to:

- Provide a safe working environment for our employees
- Incorporate safety into our resource management decisions
- Keep our passengers safe
- Be good stewards of the environment

SunLine Transit Agency has established and implemented a Safety Management System (SMS) in accordance with 49 CFR Part 673. This SMS is scaled to the size, scope, and complexity of the agency and includes the four key components: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

This policy is implemented through the agency's SMS and supported by all agency levels, from the Accountable Executive to frontline transit workers, and includes the formal involvement of the joint labor-management Safety Committee.

The **Safety Management Policy** is included as **Appendix A**.



SunLine Transit Agency – Public Transportation Agency Safety Plan

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.

Upon completion of the review process and securing final Board Approval, the Chief Safety Officer distributes the updated Safety Plan, which includes the Safety Management Policy, to each Department Chief for dissemination to staff.

Authorities, Accountabilities, and Responsibilities

Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

Accountable Executive

The CEO/General Manager serves as SunLine's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:

- Provide oversight of all Safety Plan policies, recommendations, actions, and modifications.
- Delegation of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.
- Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.
- Provisions of leadership and directions in the administration of safety activities by showing support for safety rules and objectives.
- Implement safety risk mitigations for the safety risk reduction program.
- Consider all other safety risk mitigations recommended by the Safety Committee.
- Ensure that the SMS is effectively implemented throughout the agency and that action is taken, as necessary, to address substandard performance in the SMS.
- Maintain ultimate responsibility for carrying out this ASP and the agency's Transit Asset Management (TAM) Plan, and control over the human and capital resources needed to develop and maintain both plans. This ultimate accountability cannot be delegated.



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Chief Safety Officer or SMS Executive

The Chief Safety Officer (CSO) or SMS Executive, designated by the Accountable Executive, is an adequately trained individual who has the authority and responsibility for the day-to-day implementation and operation of the agency's SMS. The CSO reports directly to the Accountable Executive (see below organizational chart excerpt), and has the following authorities, accountabilities, and responsibilities under this plan:

- Informs all employees of new safety issues and regulations to ensure compliance.
- Report to the nearest California Occupations Safety and Health Administration (CAL-OSHA) office of any fatal safety events, or which result in hospitalization of three or more employees.
- Prioritize the safety hazards and post in all areas used for employee communication, a list of hazards in descending order, starting with the most severe hazards first.
- Coordinate with the Chief Maintenance Officer in Hazard Identification and Resolution.
- Inspect all SunLine facilities on a monthly basis.
- Manage the Hazardous Materials Business Plan with the Chief of Maintenance.
- Coordinate contractor safety programs with the Chief of Performance.
- Ensure that hazardous materials and waste are dealt with properly.
- Ensure employees are warned of potential risks and dangers of hazardous materials in accordance with **SOP #Safety 0028 – Hazardous Materials Communication.**
- Investigate every industrial injury for cause, preventability and any necessary post-safety event training.
- Track, monitor and manage the modified duty program for employees returning to work with restrictions.
- Establish and manage the SunLine Safety Incentive Program for all agency employees.
- Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.



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	• Track safety Key Performance Indicators (KPI) for all agency employees and departments. • Reports directly to the Accountable Executive of any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment. • Establish and update operating procedures and communicate them to supervisors so they may follow safety requirements. • Organize, plan and present the agency's employee safety meetings to all active employees. • Organize and schedule Safety Committee meetings in accordance with SOP #Safety 0018 – Safety Committee • Ensure the Safety Committee meeting minutes are posted for all employees to see. • Investigate all SunLine Transit Agency collisions and injuries for preventability. • Conduct post-collision, injury and safety event retraining of SunLine employees. • Submit monthly safety and security data to the National Transit Database. • Conduct monthly facility checks at all SunLine properties using SOP #Safety 0029 – Daily Safety Walkthrough Assessment Process.
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SunLine Transit Agency – Public Transportation Agency Safety Plan

	• Chief Financial Officer • <u>Chief Maintenance Officer</u> • <u>Director of Board and External Affairs</u> • Deputy Chief Facilities Officer • Deputy Chief of Human Relations • Deputy Chief Maintenance Officer • Deputy Chief of Transit Operation • Operations Managers and Supervisors • Safety, Risk, and Training Managers SunLine Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities: • Participate as members of SunLine's Safety Committee (operations manager and supervisors will be rotated through the Safety Committee on a one-year term and other positions are permanent members). • Complete training on SMS and SunLine's Agency Safety Plan (ASP) elements. • Oversee day-to-day operations of the SMS in their departments. • Modify policies in their departments consistent with implementation of the SMS, as necessary. • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including Safety Risk Management (SRM) activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.
Agency Leadership and Executive Management	Chief of Human Relations • Maintain the CAL-OSHA Log 300. Post the CAL-OSHA Log 300 (the previous years recorded safety events) in the month of February. • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.



SunLine Transit Agency – Public Transportation Agency Safety Plan

	• Ensure all employees go through hazardous materials training annually. • Ensure a new employee receives hazardous materials training within six months from the date of hire. • Securely store all health and safety records, files, etc. pertaining to each employee including items such as training signoffs and copies of medical exams & records. • Ensure all Human Resources Department employees attend designated mandatory safety meetings. • Attend safety meetings and support the safety message being presented by the Safety Department. Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture. • Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. Chief Transportation Officer The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area. These responsibilities include: • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Prepare and implement safe operating policies, plans, rules and procedures. • Develop required policies, plans, rules, procedures and contingency plans for safe operation reviewed by the Safety Department and approved by the Accountable Executive. Revise when needed to reflect current operating conditions. • Provide ongoing training and testing of personnel in the proper performance of safe-related operating policies, plans, rules, and procedures.
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SunLine Transit Agency – Public Transportation Agency Safety Plan

	• Overview training, testing and certification in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Provide employees with copies of safety and emergency rules, procedures, and policies that affect them. • Monitor adherence to safety-related operating policies, plans, rules and procedures. Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Chief Safety Officer. • Correct conditions which have caused or have the potential to cause injury to persons or damage to property/equipment. • Ensure all Maintenance employees attend on-going tailgate training sessions. • Ensure all Dispatchers, Supervisors, and any other safety-sensitive personnel attend safety meetings as prescribed. • Attend employee safety meetings and support the safety message being presented by the Operations Department and all other department with a safety message. Present operations-specific information as needed to reinforce the goals of SunLine Transit Agency safety culture. • Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. • Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning. Deputy Chief of Facilities The Maintenance Department is assigned the responsibility of maintaining all vehicles in a safe condition. These responsibilities include: • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
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SunLine Transit Agency – Public Transportation Agency Safety Plan

	• Preparation and implementation of safe maintenance policies, plans, rules and procedures. • Required policies, plans, rules and procedures for safe operation and maintenance are developed by the Maintenance Department and are approved by the Safety Department. They are revised when needed to reflect current operating conditions. • Personnel are systematically trained, tested and certified in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Employees are provided with copies of safety and emergency rules, procedures, and policies that affect them. • There is ongoing testing of personnel in the proper performance of safety-related operating and maintenance policies, plans, rules, and procedures. The Department also monitors adherence to safety-related operating and maintenance policies, plans, rules and procedures. • Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Safety Department. Conditions are corrected which have caused or have the potential to cause injury to persons or damage to property/equipment. In addition to the responsibilities listed, specific actions include: • Act as an interface between SunLine and manufacturers, to correct any severe safety hazards related to equipment and materials. • Ensures Safety Data Sheets (SDS's) meet the requirements of SOP #Safety 0028 – Hazardous Materials Communication and that on-line subscription programs are available to all employees. • Maintain a chemical inventory that is update monthly. • Coordinate with the Chief Safety Officer to create and implement SunLine's Hazardous Materials Business Plan. • Ensure that hazardous materials and waste are dealt with properly. Monitor the areas where hazardous wastes are handled and ensure that employees actions when entering, while within and when exiting are appropriate for existing conditions.
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SunLine Transit Agency – Public Transportation Agency Safety Plan

	• Ensure all Maintenance Department employees attend designated mandatory safety meetings. • Ensure all Maintenance Department employees attend weekly tailgate safety meetings. • Conduct bus stop safety inspections as part of weekly cleaning and maintenance. • Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present maintenance specific information as needed to reinforce the goals of SunLine Transit Agency safety culture. • Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. Chief Financial Officer • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Ensure all purchases comply with applicable FTA and DOT safety requirements. • Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment. • Work closely with the Chief Maintenance Officer to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment. • Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present finance specific information as needed to reinforce the goals of SunLine safety culture. • Ensure all Finance Department employees attend designated mandatory employee safety meetings. • Participate in emergency disaster planning for the recovery of the financial disaster situation.
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SunLine Transit Agency – Public Transportation Agency Safety Plan

	- Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends. - Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. Chief Planning Officer - Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. - Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations. - Attend employee safety meeting and ensure departmental staff attends meetings. - Support and enforce all safety and security policies and procedures established by the agency. - Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends. - Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. Chief Administrative Officer Director of Board and External Affairs - Represent SunLine to external audiences and stakeholders, including interactions and cooperative agreements with other local governmental agencies and regional entities regarding transportation programs and services. - Primary liaison between the Accountable Executive and all SunLine staff, constituents and the Board of Directors. - Work closely with the Executive Team as part of a strong leadership team working on behalf of the Accountable Executive. - Oversee strategic consultation to the Accountable Executive on major issues affecting the agency. Provide day-to-day oversight, policy direction and high-performance development for all key departments to enhance the overall customer experience of SunLine riders.
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	Chief Maintenance Officer • Authorizes the purchase of parts, equipment tools, and supplies. • Ensures compliance with local, state and federal requirements regarding maintenance-related projects. • Coordinates activities within maintenance operations to assure peak performance and productivity, as well as conformance with established or mandated external regulations and policies affecting SunLine operations; measures performance levels and goal achievement. • Facilitates and leads the department in developing and administering operating plans, policies, procedures and labor contracts. • Monitors maintenance expenditures; administers the maintenance budget; coordinates special projects. • Contributes to the Executive Team in the areas of strategic planning, setting priorities, budgeting, safety, service quality and labor relations.
Key Staff	Safety Committee Members • Make certain that employees have and use safe tools and equipment (including personal protective equipment) and that equipment is maintained properly. • Report any safety hazard to the Safety Department immediately. • Act as an interface between the employees and the Safety Department. • Ensure employees follow the safety rules and report any employee who violates the safety rules. • Give leadership and direction in administration of safety activities by showing support for safety rules and objectives. • Have the necessary job knowledge relating to all machines and processes in their area of responsibility. • Conduct quarterly site inspections and post results in operations and maintenance lounge. • Set annual safety performance targets for Safety Risk Reduction Program.



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- Identify and recommend mitigations for any potential consequences identified through risk assessments, including where we did not meet targets in the safety risk reduction program.
- Identify ineffective/inappropriate or poorly implemented mitigations, including where we did not meet targets in the safety risk reduction program.
- Identify safety deficiencies for purposes of continuous improvements (SA), including where we did not meet targets in the safety risk reduction program.

All employees at SunLine Transit have a role in safety. In an effort to ensure that safety responsibilities are understood, the following chart describes the safety roles for each job classification.

SunLine Transit Agency		
Job Classification	Job Description/Responsibility	Applicable Codes
Clerical	Administrative Assistant, Accounting Tech, Marketing Rep., Receptionist, Customer Service: Tasks include computer operations, telephone, fax, filing, appointments, check processing and xeroxing. Equipment: Computer equipment, copier, telephone, file cabinets, postage meter, radios 10-key.	1,2,5
Operations Dispatcher	Dispatches motor coach operators, provides route and schedule information. Equipment: Radios, computer equipment, copier, telephone, typewriter and file cabinets.	1,2



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	Operations Operators	Operates and drives a motor coach along prescribed routes. Equipment: Motor coach, radios, winches, ramps and wheelchair lifts.	1,5
	Operations Supervisor	Supervises motor coach operators to ensure schedule adherence and safe operation. Equipment: Company vehicles, radios, computer equipment, cellphone, copier, tablets (ipad) and telephone.	1,2,5
	Maintenance/Utilities	Maintains and cleans vehicles and facilities. Equipment: Vacuums, bus wash, paint, solvents, ladders, scaffolding and hoses.	1,3,4,5
	Maintenance/Property Maintainers & Supervisors	Maintains, cleans and installs bus stops. Removes graffiti, steam cleans and empties trash. Equipment: Stam cleaners, sand blasters, standard tools, ladders, solvents, paints, nails and drills.	1,3,4,5
	Maintenance/Mechanics & Supervisors	Performs vehicle repair work and diagnostic analysis. Equipment: Mechanics tools, diagnostic equipment, paint, oil and transmission fluids, welding equipment.	1,2,3,4,5
	Maintenance/Facilities	Maintains and cleans exteriors of buildings.	1,3,4,5

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		Equipment: Lawn and garden equipment, paints, hammers.	
	Maintenance/Body Technician	Performs vehicle inspections and repairs as directed. Equipment: Welding equipment, lifts, paint spray, mechanic tools, air hose, diagnostic equipment, oils and fluids.	1,3,4,5
	Maintenance/Training Supervisor & Director of Maintenance	Supervises, trains, and directs the work of mechanics and utility personnel. Equipment: Gas engines, mechanic tools, transmissions, batteries, electrical wiring, CNG, paints and welding materials.	1,2,3,4,5

Applicable Codes

SOP #Safety 0025 – Codes of Safe Practice describes safety requirements for work conditions, safe work practices, and personal protective equipment. These may be used to train new employees and employees who are changing their job assignment.

NOTE: Codes are numbered and correspond with “Safe Practice” description.

Codes of Safe Practices		
Code #	Category	Employees
1	General Safety	All employees
2	Administrative	Clerical/Management
3	Material Handling	Operations/Maintenance



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	4	Maintenance	Operations/Maintenance
	5	Company Vehicles	Operations Operators/Maintenance
	6	Confined Space Activities	Maintenance

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

~~Reporting unsafe conditions or practices is protected by law. SunLine's Safety Department will investigate any report or question regarding existing or potential hazards as required by the Injury and Illness Prevention Programs Standard (Title 8 California Code of Regulations §3203) and advise the employee who reported the information and the workers in the area it affects, of the results. Additionally, as noted in the Title 8 California Code, this is done in a manner that provides the employee a way to report without fear of reprisal.~~

Reporting unsafe conditions or practices is protected by law. SunLine encourages all employees to report any existing or potential hazards, unsafe acts, or safety concerns—including near-misses and assaults on transit workers—without fear of retaliation.

In accordance with Title 8 California Code of Regulations §3203 and 49 CFR Part 673, SunLine's Safety Department will investigate all reported safety concerns and advise the reporting employee, as well as affected workers, of the results and any corrective action taken.

Disciplinary actions at SunLine are based on infractions of SunLine's Rules and Regulations that are necessary for safe and efficient operations. ~~Reporting of safety hazards does not warrant disciplinary action.~~ Behaviors that may result in disciplinary action, and are therefore excluded from protection, include knowingly submitting false or fraudulent reports or failing to report a safety event or hazard in accordance with established procedures.

SOP #Safety 0038 – Employee Safety Suggestion Program provides employees with written forms to inform management of ~~potential-potential~~ hazards, ~~or~~ unsafe conditions, near misses, assaults on transit workers, collisions, or other safety events, and has established a suggestion box for input by employees. Below is a representation of the form.



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This form is for employees who wish to provide suggestions or report an unsafe workplace condition or practice.

Description of unsafe condition or practice:

Cause of other contributing practices:

Employee suggestion for improving safety:

Has this been reported to a supervisor? ☐ Yes ☐ No

Employee Name: (Optional)

Department:

Optional reporting at SunLine's online reporting portal: <https://app.industrySAFE.com/SUNLINETRA/hazards/>   QR Code

Use of this form and other reports about unsafe conditions or practices are protected by law: It is illegal for an employer to act against employees for exercising their right to communicate safety problems.

The employer will investigate any reports or questions as required by the injury and illness Prevention Program Standard (8 CCR 3203) and advise the employee who provided the information, or the workers in the area it effects or results.

SOP #Safety 0036 – Safety Events Reporting & Responsibilities describes the notification procedures for reporting and disseminating information to the appropriate personnel for action; and the responsibilities for handling the situation. Generally, the procedures are as follows:

- **Driver shall:**
 - o Notify Dispatch by radio immediately.
 - o Be prepared to report the circumstances of the injury and/or collision and request the type of help needed, i.e., supervisor needed, police, paramedics, etc.
 - o Follow any instructions given by Dispatch.
 - o Maintain control of the situation until first responders or management arrives.
 - o Complete **SOP #Safety 0014V10 – Operators Occurrence Report** at the scene if possible, so as to gather all of the information concerning the safety event necessary for the Safety Department to complete an investigation and analysis of the situation.



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- **Supervisor shall:**
 - o Be notified by the Dispatcher immediately and sent to the scene.
 - o Be in charge of the injury/collision scene to be certain all SunLine procedures are followed.
 - o Remain in contact with Dispatch to:
 - Ensure that emergency services/police are summoned, depending on the circumstances
 - Keep Dispatch informed of the circumstances as they occur at the scene so the necessary employees and equipment can be made available.
- **Dispatcher shall:**
 - o Immediately handle the scene, by radio or phone, to ensure complete medical attention or other emergency services are contacted, and that this information is relayed to the Supervisor/Driver at the scene.
 - o Notify the Deputy Chief Operations Officer – Transportation
 - o Follow the instructions of any or all Department Chiefs related to all collisions, injuries, and equipment damage.
- **Deputy Chief Transportation Officer shall:**
 - o Assess the circumstances of the safety event and make the determination of notifying the Chief Operations Officer or other SunLine staff as is warranted under the circumstances.
- **Chief Transportation Officer shall:**
 - o Assume responsibility of notifying the Chief Safety Officer and Accountable Executive or other SunLine staff as is warranted under the circumstances.

SOP #Safety 0037 – Safety event Alert Process describes the process for determining who to notify based upon the situation; and how the notification is to be made.

Events are categorized by type and severity level then reported to the appropriate SunLine employee.

Event Category			
Event Type	Level A	Level B	Level C
Employee Injury	Fatality or critical injury	Multiple lost time Injuries requiring transport & admission	Individual injury requiring first aid



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	Collision	Fatality Thermal event	Major vehicle damage (total loss) Rollover/Tip over Pedestrian contact	All types of collisions Vehicle evacuation
	Passenger/3rd Party Injury	Fatality or critical injury	Injury requiring transport/admission	Injury requiring treatment/release
	Assault	Fatality or critical injury Major violence on company vehicle or terminal	Injury requiring transport/treatment	Injury requiring first aid
	Passengers w/ Disabilities	Fatality or critical injury	Injury requiring transport/treatment	Injury requiring first aid
	Security	Bomb detonation Hijack/terrorism Bomb threat Bomb device found Weapon discharge	Theft, robbery Security event	Employee misconduct Passenger misconduct
	Facility/Property Damage	Catastrophic Requiring evacuation Damage to 3 rd party facility Major system disruption	Major Minor system disruption	Minor Damage
	Sleeping Children	Unresponsive	Passenger/child left unattended Missing child >2 hours	Wrong stop w/missing child <2 hours
	Media Note: All media events notify FGA Communications	National media Regional media Local media		



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Other Events	Labor strike (sudden walk out) Other critical event	Environmental emergency response Regulatory investigation Police investigation (criminal or arrest) Other serious event	Other minor event
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Safety Event Alert Distribution List		
Level A	Level B	Level C
All Parties in Level B and C Chief Executive Officer/General Manager <u>Director of Board and External Affairs</u> <u>Chief of Strategic Alignment</u> General Counsel Chief Safety Officer <u>Chief of Staff</u> Chief Transportation Officer Chief Financial Officer <u>Chief of Capital Projects</u> <u>Chief Performance Officer</u> Chief of Human Relations <u>Chief of Compliance/Labor Relations</u> Chief Maintenance Officer <u>Chief of Public Affairs</u>	All Parties in Level C Deputy Chief Safety Officer Deputy Chief Transportation Officer <u>Deputy Chief of Transit System and Technology</u> Deputy Chief <u>Operations Officer - Maintenance</u> <u>Controller/Assistant CFO</u> <u>Deputy Chief of Fueling and Infrastructure</u> <u>Deputy Chief of General Services</u> Deputy Chief Performance Officer Deputy Chief Facilities <u>Utilities</u> Deputy Chief of Human Relations	<u>Superintendent of Safety and Training</u> Superintendent of Transportation Superintendent of Fleet Maintenance <u>Superintendent of Facilities Maintenance</u> <u>Alternative Fuels Manager (if safety event involves fueling station)</u> Superintendent of Zero Emissions Technology



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2 Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

Safety Hazard Identification

The objective of SunLine's hazard identification activities is to define those conditions and faults, which have the potential for causing ~~ana~~ safety event or safety event; and the consequences of those hazards.

Information gathered from the following sources is reviewed regularly by the ~~Deputy~~ Chief Safety Officer to identify potential safety hazards.

- Safety events that occur in the daily operations of the service
- Feedback from employees and customers regarding unsafe practices and/or conditions
- Alerts/notifications from the FTA regarding industry hazards
- Data and information provided by an oversight authority, including the FTA, State, or State Safety Oversight Agency having jurisdiction
- Data and information regarding exposure to infectious disease provided by the CDC or State health authority
- Safety concerns identified through Safety Assurance activities



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- Feedback and/or reports from the oversight authorities regarding unsafe practices and/or conditions observed and safety alerts they may receive
- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions
- Monthly facility inspections: Quarterly by Safety Committee members
- Worker safety suggestions or complaints
- Reporting of hazards by employees
- Safety event and near-miss investigations
- Review post-safety event analysis conducted by the Safety Department

To ensure that hazard identification is routinely conducted, the following Inspection Schedule has been implemented.

Area/Item	Frequency
Chemical Storage Areas	Weekly
Facility – Thousand Palms	Monthly
Facility – Indio	Monthly
Facility – Coachella	Monthly
Storage Tanks	Monthly
Maintenance Area	Monthly
Waste Storage Area	Monthly
Waste Treatment Areas	Monthly
Bus Stops/Route	As Needed

Area/Item	Frequency
<u>Chemical Storage Areas</u>	<u>Weekly</u>
<u>Facility – Thousand Palms</u>	<u>Monthly</u>
<u>Facility – Indio</u>	<u>Monthly</u>
<u>Facility – Coachella</u>	<u>Monthly</u>
<u>Storage Tanks</u>	<u>Monthly</u>



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<u>Maintenance Area</u>	<u>Monthly</u>
<u>Waste Treatment Areas</u>	<u>Monthly</u>
<u>Waste Storage Areas</u>	<u>Monthly</u>
<u>Bus Stops/Route</u>	<u>As Needed</u>

In addition, the following SOPs have been developed and implemented to help employees identify areas and items in the workplace that may be hazardous.

- **SOP #Safety 0026 – Facility Hazard Recognition Manual**
- **SOP #Safety 0029 – Daily Safety Walkthrough Assessment**
- **SOP #Safety 0039 – Hazardous Tools and Shop Equipment Safe Work Procedures**

SOP #Safety 0040 – Safety Data Acquisition & Reporting describes how to define a safety event, the importance of data collection, how to collect the data, and the roles and responsibilities of SunLine employees in a safety event. The information obtained is used in determining causal factors and developing mitigation strategies to prevent the safety event from reoccurring or occurring.

Assessment of Safety Risk and Associated Consequences

A safety risk assessment includes an assessment of the likelihood and severity of the potential consequences of the identified hazards, taking into account existing safety risk mitigations, to determine if safety risk mitigation is necessary and to inform prioritization of safety risk mitigations.

Hazard Likelihood

Determining the likelihood that a hazard could occur is instrumental in keeping SunLine employees and customers safe, equipment and facilities in safe working order. Additionally, resources can be assigned in a more strategic manner to reduce the likelihood of hazards leading to safety events of injury, destruction of property and equipment, and safety events that could lead to fatalities.



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Data used to determine the likelihood of a hazard occurring is derived from research, analysis, evaluation of safety data from the operating experience of SunLine, and/or historical safety data from similar systems.

Hazard Severity

Determining the severity of a hazard, coupled with the likelihood of the hazard occurring, provides SunLine with the data necessary to effectively manage the many potential hazards that are faced during the operation of a transit system. Which hazards to address first, how best to allocate resources, and developing an appropriate timeline to manage the identified hazards are all based on this analysis of hazard likelihood and severity.

There are four categories of hazard severity:

Category I – Catastrophic

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause death or major system loss**, thereby requiring:

- Immediate cessation of the unsafe activity or operation
- Immediate evaluation of the contributing factors
- Corrective action implemented
 - o Activity/operation does not restart until corrective actions has been implemented

Category II – Critical

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause severe injury or illness or major system damage** thereby requiring:

- Immediate cessation of the unsafe activity or operation
- Immediate evaluation of the contributing factors
- Corrective action implemented
 - o Activity/operation does not restart until corrective actions has been implemented

Category III – Marginal

Operating conditions **may cause minor injury or illness or minor system damages** such that human error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **can be counteracted or controlled without serious injury, illness or major system damage** with counseling or retraining.



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Category IV – Negligible

Operating conditions are such that personnel error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **may result in no, or less than minor, illness, injury or system damage.** Counseling may be required to correct situation.

Safety Committee – Safety Risk Reduction Program

Please reference Safety Risk Mitigation Register *Risk Assessment – SC CY2025* for mitigation related to assaults on Transit Workers as well as vehicular and pedestrian safety events involving buses. This register is incorporated by reference into this ASP.

Safety Risk Mitigation

Mitigation of Safety Risk

SOP #Safety 0041 – Mitigation of Safety Risk describes the procedures for the mitigation of potential hazards. Generally, upon report of a potential hazard to an immediate supervisor, that supervisor shall report the hazard to the **Superintendent Deputy Chief** of Facility Maintenance and the Chief Safety Officer.

The agency identifies safety risk mitigations or strategies necessary as a result of the safety risk assessment to reduce the likelihood and severity of potential consequences. This process is led by the Chief Safety Officer in coordination with relevant departments and the Safety Committee, which identifies and recommends mitigations as part of its responsibilities (detailed in Section 6) and for the Safety Risk Reduction Program (SRRP).

In identifying mitigations, the agency considers:

- Guidance provided by an oversight authority, if applicable, and the FTA (e.g., industry best practices from APTA, TRCP).
- Guidelines to prevent or control exposure to infectious diseases provided by the CDC or a State health authority.

As part of the SRRP, when identifying mitigations related to vehicular and pedestrian safety events (including to address a missed performance target), the agency and Safety Committee consider mitigations to reduce visibility impairments for transit vehicle operators, including retrofits to vehicles and specifications for future procurements.



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As part of the SRRP, when identifying mitigations related to assaults on transit workers (including to address a missed performance target), the agency and Safety Committee consider the deployment of assault mitigation infrastructure and technology, including operator compartment barriers.

If the hazard has been determined by the Superintendent-Deputy Chief of Facility Maintenance and the Chief Safety Officer to fall within the Unacceptable or Undesirable category, they will notify the Accountable Executive of the risk and their plan for mitigation. After the risk of injury has been eliminated, the Chief Safety Officer will notify the Accountable Executive of the outcome. If the Safety Committee recommends a safety risk mitigation unrelated to the SRRP and the Accountable Executive decides not to implement it, the Accountable Executive will prepare a written statement explaining the decision and present it to the Safety Committee and the Board of Directors.

Based on the Risk Likelihood and Severity Assessment, Hazard Resolution priority is based on the following criterion:

Unacceptable/Undesirable:

There hazards are considered Category 1 – Catastrophic or Category 2 – Critical in severity

- An Unacceptable risk will be corrected immediately after discovery
- An Undesirable risk is corrected within 24 hours after discovery

As soon as an unacceptable or undesirable risk has been discovered,

- All individuals are removed from the immediate area
- Bus is immediately evacuated
- Affected work area is immediately cordoned off
- Any on/off switches are set to off
- Appropriate authorities are notified
- Appropriate measures are taken to mitigate the hazard

If the hazard is determined to be in a product pending delivery, all hazards are mitigated by the manufacturer prior to deliver to SunLine.

Acceptable With Review

An Acceptable with Review risk is considered Category 3 – Marginal severity and reviewed within 24 hours after discovery. A complete report is prepared by the Superintendent of the operations are affected for the Accountable Executive and the Chief Safety Officer.

The Chief Safety Officer shall determine resolution, if appropriate.



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Acceptable Without Review

An Acceptable Without Review risk is considered a Category 4 – Negligible severity and reviewed within 24 hours after discovery. A complete report is prepared by the Chief Safety Officer for the Accountable Executive.

The condition is monitored at least once weekly and any changes are reported to the Chief Safety Officer for further review to determine if any mitigation strategies are necessary.

Risk Assessment Matrix

After a risk has been identified, the Chief Safety Officer and the Superintendent of the area of operations affected by the hazard use the Risk Assessment Matrix to evaluate the likelihood of the hazard reoccurring if an safety event relating to the hazard has occurred, or the likelihood of the hazard occurring if it has been identified before an safety event has occurred.

Using this table also requires a consideration of the:

- Consequences of the risk
- Root cause
- Affected employees
- Mitigation strategy
- Resources required for mitigation
- Cost of mitigation
- Timeline for implementing the mitigation strategy

The goal of using this evaluating table is to ensure that the hazard has been evaluated completely, and resources dedicated appropriately to reduce or eliminate the likelihood of the hazard reoccurring or causing injury or destruction of property.

Risk Assessment Matrix		SEVERITY			
		1. Catastrophic	2. Critical	3. Marginal	4. Negligible
PR	a. Frequent	High (1a)	High (2a)	Serious (3a)	Medium (4a)



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	b. Probable	High (1b)	High (2b)	Serious (3b)	Medium (4b)
	c. Occasional	High (1c)	Serious (2c)	Medium (3c)	Low (4c)
	d. Remote	Serious (1d)	Medium (2d)	Medium (3d)	Low (4d)
	e. Improbable	Medium (1e)	Medium (2e)	Medium (3e)	Low (4e)
	f. Eliminated	Eliminated			
Resolution Requirements					
High		Unacceptable	correction required		
Serious		Undesirable	correction may be required, decision by management		
Medium		Acceptable w/ review	with review and documentation by management		
Low		Acceptable	without review		
Eliminated		Acceptable	no action needed		
Probability Level		Likelihood of event in specific item	STA*in Operating Hours	Safety Event in time	Safety Event Description
a	Frequent	Will occur frequently	< 1,000 oh	1 per month	Continuously Experienced
b	Probable	Will occur several times	1,000 – 100,000 oh	1 per year	Will -likely occur
c	Occasional	Likely to occur sometimes	100,000 – 1,000,000 oh	1 per 2 years	Will occur several times
d	Remote	Unlikely but possible to occur	1,000,000 - 100,000,000	1 per 5 years	Unlikely, but can be expected to occur
e	Improbable	So unlikely, occur may not be experienced.	> 100,000,000 oh	1 per 10 years	Unlikely to occur, but possible



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f	Eliminate	Risk removed / eliminated	Never	N/A	Will not occur
Severity	1. Catastrophic	2. Critical	3. Marginal	4. Negligible	
System Disruption	> 24 hrs	12 - 24 hrs	4 – 12 hrs	< 4 hrs	
Service/ Operation	Substantial or total loss of operation	Partial shutdown of operation	Brief disruption to operation	No disruption	
People					
Financial	> \$ 1,000,000	< \$ 1,000,000	< \$ 250,000	< \$ 100,000	
Legal and Regulatory	Significant breach of the law. Individual or company law suits.	Breach of law; report /investigation by authority. Attracts compensation/ penalties/ enforcement action	Breach of regulatory requirements; report /involvement of authority. Attracts administrative fine	Technical non-compliance. No warning received; no regulatory reporting required	
Environment	Permanent impact; affects a whole region; highly sensitive environment	Lasting months; impact on an extended area, area with some environmental sensitivity	Lasting weeks; reduced area, no environmentally sensitive surroundings	Lasting days or less; limited to small area, low significance/ sensitivity	
Social	Major widespread social impacts	Significant , ongoing social issues	Some impacts on local population, mostly repairable	Minor disturbance of culture/social structures	
Reputation	Noticeable reputational damage; national /international public attention and repercussions	Suspected reputational damage; local/regional public concern and reactions	Limited, local impact; concern/complaints from certain groups/organizations	Minor impact, awareness/concern from specific individuals	
Injury	Death (not include suicides or by natural causes)	Fracture, Severe Bleeding, Brain injury, Dismemberment	Bruising, Abrasions, Bleeding	Bruising, Abrasions, Sprains (No Ambulance transport)	

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			(Ambulance transport)	
Health	Exposure with irreversible impacts with loss of quality of life of a numerous group/ population or multiple fatalities	Exposure with irreversible impact on health with loss of quality of life or single fatality	Exposure with reversible impact on health or permanent change with no disability or loss of quality of life	Exposure to health hazard resulting in symptoms requiring medical intervention, with full recovery
Safety	Severe safety event with major service disruption or loss of life, Potential Federal agency involvement, damages over \$250,000	Safety event with serious injuries, damages exceed \$100,000	Reportable safety event with over \$25,000 in damages	Safety event with minor damage
Technology	STA Technology infrastructure, Applications that are categorized in the BCP Critical infrastructure and system(s):			
	cannot be accessed via Primary or remote infrastructure which includes data and major fiscal loss.	has an outage, but STA can restore services at the primary or remote datacenter site in an allotted SLA timeframe. Causing Operations and fiscal loss.	has an outage, but STA can restore services at the primary or remote datacenter site in an allotted STA timeframe. Causing No Operations nor fiscal loss.	or not on list, has a brief outage that is not noticed by the users, nor affects any Operation, nor causes fiscal loss.
Information Security	A breach of patron, STA employee information, network infrastructure, security systems:			Malware or other type of Virus is identified on a PC, Server, or another network node, but does not affect any process
	where PII/PCI data is exposed/ accessed by malware, virus or	where no PII/PCI data is exposed/accessed by malware, virus or	where No PII/PCI data is exposed/accessed by malware, virus or	

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		ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data causing data loss	ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data. Data is recoverable by backup.	ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data information, but quickly fail-over to backup site.	nor accesses data, and is quickly eliminated.	
	Security / Police	Criminal or terrorism attack of system resulting in death or serious bodily harm to customers. Violent attack/terrorism at STA business unit or administrative facility with grave loss of life or significant bodily harm to multiple employees.	Non-life-threatening workplace violence safety event or significant targeted criminal damage to business unit facilities, vehicles, or STA critical infrastructure.	Suspicious package resulting in minor system delays; or trespasser (suicide) on the alignment (classified as security event).	Assault of employee or customer; minor criminal activity on system or at business unit/ administrative facility.	

3 Safety Assurance

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.



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Safety Design Review

Safety reviews are held with participation of all Department Head to ensure that proposed designs comply with safety requirements. Consideration is given to such areas as:

- System interactions
- Human factors
- Environmental parameters
- Isolation of energy sources
- Materials compatibility
- Use of long-term storage of critical materials
- Emergency responses, egress and rescue paths
- Fire sources and protection
- Equipment layout
- Lighting requirement
- Operational requirements
- Maintenance requirements
- Document control
- Data entry
- Security requirements

Any system modifications and designs are first approved by Department Heads at weekly Chiefs Meetings where critical safety issues are addressed. The Accountable Executive and Chief Safety Officer provide final approval of any design modification before it can be implemented.

The Chief Safety Officer is responsible for distributing all modifications to the systems and programs and ensuring their compliance with the changes.

SOP #Safety 0027 – Safety Review Process describes the process used at SunLine to review operating conditions and practices for compliance with policies and risk reduction; daily, annually, and as situations occur.

A Safety Review is triggered as hazards and risks are identified by conducting **SOP #Safety 0029 – Daily Safety Walkthrough Assessment**, employee occurrence report, policies/procedures and training techniques change; and



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safety event date **generated from SOP #Safety 0036 – Safety events Reporting & Responsibilities** is reviewed and reveals trends that may indicate unsafe practices.

Additionally, prior to the beginning of each fiscal year, SunLine Transit's Safety Plan is reviewed by Executive management, including Operations, Maintenance, and Administration, and revised based on the safety data collected and analyzed, concerns and complaint received from employees and passengers, and changes to policies and procedures made throughout the year.

SunLine Transit is also subject to various certifications/audits from outside agencies. They include:

California Highway Patrol (CHP)

Annual terminal inspections consisting of maintenance records, random inspections of vehicles, driver's records, training records, work schedules, and Pull Notice Program.

Inspection of Controlled Substance and Alcohol Testing (CSAT) Program

Annual inspection of all results and other records pertaining to controlled substance and alcohol use and testing.

Department of Motor Vehicles (DMV)

All operators are required to possess a VTT. Training supervisors documents all hours of training (classroom, behind the wheel, in-service). Each operator must have no less than eight (8) hours annually.

The Chief Safety Officer evaluates these certifications/audits as they happen to determine if any actions need to be taken. The information from the certifications/audits is also included part of annual Internal Safety Assessment.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

Internal Safety Assessment

In addition to the activities described in Safety Design Review section of this plan, **SOP #Safety 0042 – Internal Safety Assessment** is completed on an annual basis to ensure that all organizational elements, equipment, procedures and functions are performing as intended from a system safety perspective.

The Chief Safety Officer has access to all records and reports.

The Assessment includes:

- An examination of all documentation, including trend analysis prepared since the last Assessment.
- Safety data and information is reviewed and compared to prior year data.
- Equipment, facilities, checklists and other forms are reviewed.
- Interviews are held with relevant safety personnel.



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- Recommendations for corrective actions may be made as a result of the Assessment.

Assessment Responsibility

The Chief Safety Officer is responsible for all internal safety assessments, to be completed no less frequently than annually.

Assessment Reporting

The Chief Safety Officer provides copies of the assessment reports to all Directors at the weekly Director Meeting. The assessment reports include assessment of equipment, procedures, reports and data.

Assessment Objectives and Techniques

- Verify safety program development/implementation in accordance with the program.
- Assess the effectiveness of the safety programs.
- Identify program deficiencies.
- Identify potential hazards and weaknesses in the safety programs
- Verify prior corrective actions for closure.
- Recommend improvements to the SSPP.
- Provide management with assessment of status and adequacy of the SSPP.
- Assure continuing evaluation of safety-related programs, issues, awareness and reporting.

Assessment Areas

- Staff responsibilities
- Planning
- Scheduling of inspections
- Completions of checklists
- Performance of all functions
- Notifications per the SSPP
- Reporting per the SSPP
- Corrective action plans
- Closeout of findings

Evaluation of Documentation



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Agency Documentation	Departmental Documentation	Inter-Agency Documentation	Historical Documentation
• System Safety Program Plan • Emergency Procedures • Configuration Management Plan • Hazardous Materials Management Plan • Injury & Illness Prevention Program • Fire Codes • Drug and Alcohol Abuse Program • Hazard Identification Procedures • Safety event Procedures • Training Programs • Safety Committee Minutes • Safety Concern Logs and Reports • Industrial Injury Policy and Procedures • Modified Duty Policy and Procedures	• Maintenance Procedures • Training Manuals • Checklist Completion	• Emergency Preparedness Plan • Facility Safety Inspection Reports • Emergency Evacuation Drill Reports	• Safety event Investigations • Collision/Injury Logs • Collision and Injury Analysis Reports • Audit Reports • APTA Audit Corrective Action Matrix • Checklist Completion • Maintenance Inspections/Repairs • Chemical Inventories
Safety Committee			



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SOP #Safety 0018 – Safety Committee describes the responsibilities of the Safety Committee. The Safety Committee is involved in the planning, revision, and implementation of **SunLine Transit Agency’s Injury and Illness Prevention Program**.

The committee meets minimally quarterly and its primary responsibilities include:

1. Review and discuss
 - a. All safety events, occupational safety events, and causes of safety events resulting in occupational injury
 - b. Occupational illness
 - c. Exposure to hazardous substances
2. Review investigations of alleged hazardous conditions brought to the attention of any committee member.
3. Review and discuss the company’s safety record and make necessary corrections or recommendations.
4. Prepare minutes for each safety meeting, post a copy of meeting minutes on the bulletin board.
5. Conduct safety inspections to discover unsafe conditions and practices and make recommendations for their correction.
6. Conduct “good housekeeping” inspections, follow-up on recommended corrective procedures, and post results in operations and maintenance lounge.
7. Make certain that employees have and use safe tools and equipment, including personal protective equipment, and that equipment is maintained properly.
8. Report any safety hazard to the Safety Department immediately.
9. Act as an interface between the employees and the Safety Department.
10. Ensure employees follow the safety rules and report any employee who violates the safety rules.
11. Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.
12. Have the necessary job knowledge relating to all machines and processes in their area of responsibility.
13. Participate in safety promotional activities to arouse and maintain interest in employees and management.
14. Prepare and make available to the affected employees, written records of the safety and health issues discussed at the committee.
15. Identifying, recommending, and analyzing (i) the effectiveness of risk-based mitigations or strategies to reduce consequences identified in the agencies’ safety risk management process; (ii) safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended; and (iii) safety deficiencies for the purposes of continuous improvement.



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16. Review and approves the Agency Safety Plan and any required updates.
17. Set annual safety performance targets for the safety risk reduction program.

The Safety Committee is convened by a joint labor-management process and consists of an equal number of frontline employee representatives and management representatives. The frontline transit worker representatives on the Safety Committee are selected by the labor organization that represents the plurality of the agency's frontline transit workers.

- Chief Safety Officer – Vice Chair
- Superintendent of Safety and Training
- Senior Training Supervisor
- Risk Manager
- Safety Manager – Chair
- Deputy Chief of Transit Operations
- Maintenance Supervisor (Frontline Employee)
- Maintenance Mechanic (Frontline Employee)
- Fixed Route Operator (Frontline Employee)
- Field Supervisor (Frontline Employee)
- Paratransit Operator (Frontline Employee)
- Secretary of the Safety Committee (non-voting member)

Safety Committee Procedures

Procedure #1.

The Safety Committee (SC) shall have an organizational structure that is clearly defined, including the size and composition, and will be chaired by the Safety Manager. The SC will periodically review and discuss its size and scope to determine the appropriateness of adding additional members. The SC must consist of an equal number of frontline employee representatives and management representatives. In the absence of the Safety Manager, a designated vice-chair will serve in their place.

Procedure #2.



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Meeting agendas, notices, and minutes will be developed and maintained by the SC Secretary, who will ensure all relevant topics are included in the agenda. Meeting notices will be shared with all members at least one (1) week in advance. Meeting minutes will be recorded during the meeting and reviewed by the Chair before being distributed to all members. As indicated above, meeting minutes will be posted on bulletin boards.

Procedure #3.

SC members will receive training related to the agency's Public Transportation Agency Safety Plan (PTASP) and the Safety Management System (SMS). Members must complete training on general competencies and standard company policies. This training will include online courses such as TSI's SMS Awareness, FEMA's IS-317 Introduction to Community Emergency Response Team (CERT), and NTI's Assault Awareness and Prevention.

Procedure #4.

The agency's compensation policy for SC members participating in meetings will include regular pay for attendance or recognition of participation as part of their regular duties, depending on the role and responsibilities of the members.

Procedure #5.

The SC will have access to necessary technical experts, agency information, ~~and~~ resources, and tools to support informed decision-making. The SC Chair will facilitate the engagement of non-SC members (including other transit workers) as advisors on an as-needed basis. The SC will ~~have access to necessary data, tools, and also be provided access to~~ submissions from the transit worker safety reporting program, with appropriate confidentiality, to support its deliberations.

Procedure #6.

The SC will follow a structured decision-making process to ensure effective and transparent outcomes. A majority of SC members must be present to constitute a quorum. Decisions will be made by a simple majority vote.

Procedure #7.

The SC will coordinate and communicate effectively with the Board of Directors and the Accountable Executive (AE). The SC may provide reports to the AE and the Board as necessary to promote two-way communication. Material updates and feedback between the SC, AE, and Board will be facilitated through scheduled briefings or written reports.



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Procedure #8.

The SC will have a clear process for managing disputes to ensure smooth operations. Disputes will first be mediated by the Chair. If unresolved, disputes will be escalated to the executive team (all department Chiefs) for a final decision. The AE will not be involved in resolving SC disputes to maintain the committee's independence.

Procedure #9.

The timeline for the PTASP review, signature, and approval is as follows ~~and is subject to change-~~

1. May – SC notice of any updates since last review/approval & comment period
2. June – Draft changes/updates based on comments received
3. July – SC review/approval of draft changes
4. August – TAC or General Counsel ASP review for further development
5. September - Refine ASP based on TAC/General Counsel notes
6. October - AE signature before PTASP is approved by the Board
7. November - SC final review & formal approval
8. December - Board approval: present summary of review process and key changes

Safety Risk Reduction Program (SRRP)

The SRRP aims to improve safety performance by reducing the number and rates of safety events, injuries, and assaults on transit workers. The program will be documented in the ASP and reviewed annually. The SRRP will be integrated into the Safety Risk Management process to ensure continuous identification, assessment, mitigation, and reduction of safety events and assaults on transit workers. Hazards will be regularly identified through safety event reports, employee feedback, and safety audits. Hazards will be assessed to determine potential consequences and likelihood, and risks will be prioritized based on severity and likelihood. Mitigations will be developed and implemented, such as measures to reduce visibility impairments for bus operators and installing safety features on buses. The effectiveness of mitigations will be continuously monitored and adjustments made as necessary.

~~The SRRP will also be integrated into the Safety Assurance component to ensure continuous improvement in safety performance. Safety performance metrics, including safety event rates, injuries, and assaults on transit workers, will be tracked. Regular audits and evaluations of the SRRP will be conducted to ensure compliance and effectiveness. Corrective actions will be implemented based on audit findings and performance data.~~

The SRRP will be integrated into the Safety Risk Management process to ensure continuous identification, assessment, mitigation, and reduction of safety events and assaults on transit workers. This specifically includes addressing:



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- The reduction and mitigation of vehicular and pedestrian safety events involving transit vehicles.
- The reduction and mitigation of assaults on transit workers.

Please refer to Section 5 Safety Risk Management for how the Safety Committee has assessed and mitigated the hazards related to assaults on transit workers as well as vehicular and pedestrian safety events involving transit vehicles. Hazards and mitigations for these two areas are tracked in the Safety Risk Mitigation Register, which is incorporated by reference into this plan.

Safety Performance Targets (SPTs) and Specific Mitigation Measures

As part of the SRRP, specific Safety Performance Targets (SPTs) will be established by the SC to address key safety concerns, including assaults on transit workers and pedestrian/bus collisions. These SPTs will be reviewed and updated annually to reflect the latest data and trends (please refer to section 3 for Safety Performance Targets set by SC in SRRP). The SC will set SPTs based on a three-year rolling average of data submitted by SunLine to the National Transit Database for all modes of public transportation. The SC is not required to set an SPT if SunLine has not reported three years of data to the NTD. SunLine will monitor safety performance against annual SPTs set by the SC.

Facilities Inspections

Facilities inspections occur no less than monthly by the Safety Department and include all operating, maintenance and administrative structures. **SOP #Safety 0026 v11 – Facilities Inspection** describes the process used to conduct a safety inspection of the facilities and equipment used in the facility.

Separate inspections of all passenger facilities such as bus stops and shelters are conducted by the Stops and Zones personnel in accordance with **SOP #Safety 0022 – Bus Stop Safety Evaluation**. Any unsafe conditions are reported to their supervisors upon discovery.

Safety inspections documents are maintained, filed and tracked in the Safety Department. Safety inspection reports are available to the Accountable Executive and Department Heads.

Maintenance

Maintenance operating policies, plans, and procedures are routinely monitored by supervisors to assure employees are performing their maintenance functions in a safe manner. **SOP #Safety 0029 – Daily Safety Walkthrough** is a key tool used for this monitoring. Violations of practices and conditions which may cause harm to employees, property, or equipment is corrected and reported to the Safety Department.

Additionally, specific actions are taken to ensure implementation of all safety policies including, but not limited to:



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The Deputy Chief Maintenance Officer – Maintenance or designee checks tool calibrations on an annual basis and repairs or replaces the tool as appropriate and maintains documentation to support such checks. The Chief Safety Officer is notified of the results of such checks.

All safety related records of the Maintenance Department are maintained with copies provided to the Chief Safety Officer.

The Chief Safety Officer maintains the database of facility safety issues and evaluates that list on an annual basis to determine safety trends. Such evaluation is reported to the ~~Superintendent~~ Deputy Chief of Facility Maintenance and the Chief Operations Officer – Maintenance for further action as necessary.

The Deputy Chief Maintenance Officer – Maintenance maintains all safety-related records of the Maintenance Department and will provide copies of those reports to the Chief Safety Officer.

The Maintenance Department has developed a preventative maintenance schedule for vehicles, which is designed to maintain overall system safety at a maximum interval of 6,000 miles between preventive maintenance evaluations. Reported deficiencies and defects in equipment or facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of defects is placed into service.

Describe activities to conduct investigations of safety events, including the identification of causal factors.

~~The activities described in the previous section of this plan include investigations and identifying the causal factors of safety events.~~

SunLine investigates all safety events to identify causal and contributing factors. As described in Section 4, the Chief Safety Officer is responsible for investigating all collisions and injuries for preventability (SOP #Safety 0036, SOP #Safety 0014V10). This includes identifying causal factors to develop mitigation strategies and prevent recurrence.

Describe activities to monitor information reported through internal safety reporting programs.

SunLine actively monitors information reported through the Employee Safety Reporting Program (SOP #Safety 0038) and other internal reporting channels to identify safety concerns and trends.

SOP #Safety 0000 – Rules/Procedures Review is a methodology conducted by the ~~Deputy~~ Chief Safety Officer and ~~Deputy~~ Chiefs of the operating divisions and is used to ensure uniform, coordinated development and implementation of operating, maintenance and facility procedures.

Several of the tools described earlier in this plan are incorporated into ~~to~~ this process to ensure that data collected throughout SunLine is considered during this review process. Those tools include but are not limited to:



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- Weekly Chiefs Meetings
- Internal Assessment
- Daily Safety Walkthrough
- Drivers Report
- Safety Committee Reports
- Employee Safety Suggestion Program

This data is analyzed then compared to current practices and procedures to ensure that safety concerns have been addressed and procedures are being followed. Where discrepancies are identified, the Deputy Chief of the operating division in question works with supervision and employees to correct the situation.

Should changes to the current practices be required as a result of this review the following steps are taken:

- The concerns and supporting data are brought to the Chief Safety Officer for review.
- The Chief Safety Officer works with the review team to develop a solution.
- The proposed solution is then presented to the affected Department Head for review and approval.
- After Department Head approval, the Chief Safety Officer presents the solution to the Accountable Executive for review and approval.
- After Accountable Executive approval, the Chief Safety Officer ensures that the solution is returned to the Department Head for implementation.

This review is scheduled to be conducted annually. Throughout the year, the practices are routinely monitored. Should additional discrepancies be found between the SOP and actual practices, the Rules/Procedures is repeated when needed to correct the situation.

When necessary, SunLine hires consultants with specific areas of expertise in safety, hazardous materials handling and hazardous conditions mitigation to assist.

SunLine also stays abreast of industry safety issues and mitigations through membership in several organizations including:

- The American Public Transportation Association (APTA)
- Cal ACT
- California Transit Association
- National Safety Council
- CAL/OSHA Compliance Advisor



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- Safety Compliance Alerts
- Injury Prevention Alerts
- Facility Manager Alerts
- Other specific trade organizations

In addition to their responsibilities described throughout this safety plan, SunLine's management team monitors data for trends and shares their findings throughout the organization.

Accountable Executive

- Provides oversight of all ~~SSPP-ASP~~ policies, recommendations, actions, and modifications.
- Delegations of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.
- Allocations/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.
- Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.

Chief Safety Officer

- Prioritization of ~~the~~ safety hazards and communication to management.
- Coordinate with the ~~Superintendent-Deputy Chief~~ of Facility Maintenance in Hazard Identification and Resolution.
- Manage the Hazardous Materials Business Plan with the ~~Superintendent-Deputy Chief~~ of Facility Maintenance.
- Track, monitor, and manage the modified duty program for employees returning to work with restrictions.
- Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.
- Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).
- Track safety KPI's for all agency employees and departments.
- Reports directly to the Accountable Executive any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment.
- Investigate all SunLine Transit Agency ~~collision~~ collisions and injuries for preventability.
- Submit monthly safety and security data to the National Transit Database.



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Chief of Human Relations

- Maintain the CAL-OSHA Log 300
- Post the CAL-OSHA Log 300 (the previous year's recorded safety events) in the month of February.
- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Ensure all Human Resources Department employees attend designated mandatory safety meetings.
- Attend safety meetings and support the safety message being presented by the Safety Department.
- Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture.
- Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.

Chief Transportation Officer

The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Monitor adherence to safety-related operating policies, plans, rules, and procedures.
 - o Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
 - o Safety violations are reported to the Chief Safety Officer.
- Ensure all Dispatchers, Supervisors, and any other safety sensitive personnel attend safety meetings as prescribed.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Review reported safety concerns from employees/passengers on bus routes/stop in conjunction with the Director of Planning.

Chief Maintenance Officer

The Maintenance Department has developed a preventive maintenance schedule for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected



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and monitored to ensure safe operations. Only equipment known to be free of safety defects is placed into service. The Maintenance Department is assigned the responsibility for ~~the~~ maintaining all vehicles in a safe condition.

These responsibilities include:

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Monitor adherence to safety-related operating and maintenance policies, plans, rules and procedures.
 - Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
- Ensure all Maintenance Department employees attend designated mandatory safety meetings.
- Ensure all Maintenance Department Employees attend weekly tailgate safety meetings.
- Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.

Chief Financial Officer

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.
- Work closely with the ~~Superintendent~~ Deputy Chief of Facility Maintenance to ensure all purchases are closely inspected to ensure acceptance and safe materials and equipment.
- Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends.

Planning Manager

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.



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Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

SunLine implements a Management of Change process to ensure that all operational, organizational, technological, or procedural modifications are evaluated for potential safety impacts.

- **Identification:** Department leadership identifies Any proposed changes that may impact safety performance is identified by department leadership.
- **Assessment:** The proposed change is evaluated through the agency's Safety Risk Management (SRM) process (detailed in Section 5). This assessment identifies new hazards or impacts on existing safety risk mitigations.
- **Mitigation:** If new hazards are identified, safety risk mitigations are developed and implemented prior to the change.
- **Approval:** The Changes are approved by the Accountable Executive and other relevant leadership following the SRM assessment must approve changes.

Continuous Improvement

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

SunLine is committed to the continuous improvement of its safety performance. This process includes:



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- **Annual Performance Assessment:** The agency conducts a process to assess its safety performance annually. This process includes:
 - o Identifying deficiencies in the SMS and the agency's performance against its (general) safety performance targets.
 - o Identifying deficiencies in the agency's performance against annual safety performance targets set by the Safety Committee for the safety risk reduction program.
 - o Reviewing findings from the Safety Committee (Section 6) regarding safety deficiencies.
- **Monitoring SRRP Targets:** The agency actively monitors safety performance against the annual SRRP targets set by the Safety Committee.
- **Response to Missed SRRP Targets:** If the agency does not meet an established annual SRRP target, SunLine will:
 - o Assess the associated safety risk through the SRM process (Section 5).
 - o Mitigate the associated safety risk based on the results of the SRM process.
 - o Include these new mitigations in this ASP (or incorporate them by reference via the Safety Risk Register).
 - o Allocate its safety set-aside funds in the following fiscal year to safety-related projects that are reasonably likely to help meet the missed target(s).
- **Corrective Action Plans:** Under the direction of the Accountable Executive, the agency develops and carries out plans to address any deficiencies identified through the safety performance assessment process, including any mitigations developed in response to a missed SRRP target.

4 Safety Promotion

Competencies and Training



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Describe the safety training program for all agency employees and contractors directly responsible for safety.

Safety Training

All training in the Training Department is performed by Transportation Safety Institute (TSI) certified instructors.

All new operators training consists of no less than forty (40) hours of classroom. Classroom consists of TSI courses:

- Bus Maneuvering and Defensive Driving
- Emergency and Safety event Handling Procedures
- Passenger Relations

These are supplemented with other courses that have been incorporated into the training as contained in the Instructors Manual.

Completion of a written examination for all course subjects is required of each student.

New operator training also consists of no less than forty (40) hours of Behind-the-Wheel training before being tested.

- All new operators are trained on all SunLine vehicles which they will be expected to operate
- An authorized examiner of SunLine administers the road test, following Department of Motor Vehicle guidelines and is recorded on the Certificate of Driving Skill (DL170).
- All training records are kept on file in the Superintendent of Safety and Training files.

After successful completion of the classroom and Behind-the-Wheel segments of the training program, the operators begin cross training, on route, with line operators, who grade their performance on the **Training Progress Report**, which are reviewed by the Training Department.

The total time from classroom to line operator is approximately 6-8 weeks. All hours are documented on **Verification of Transit Training Form** (DL260).

The Safety Department coordinates with training and maintenance training instructors in formulating and refining training programs. Training curriculums are reevaluated for improvements after each training class has been completed. New hire operators are provided course critique sheets to evaluate the driver training course.

Continues safety training to instruct employees on methods to prevent traffic, passengers, and employee safety events is accomplished with:

- Safety meetings
- Tailgate meetings



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- Special presentations or classes
- Publications
- Newsletters
- Coaching at work locations

All training on new Agency vehicles is documented and retained by the Training Department.

Dispatch received a list of those operators qualified to operate new equipment.

Initial Training and Re-training is provided as described in the following chart.

Type of Training	Frequency	Comments
Safety Training	Upon Hire	Re-training Monthly
OSHA Training	Quarterly	
Bloodborne Pathogens	Upon Hire	Re-training Annually
Right-to-Know	Upon Hire	Re-training Annually
Equipment Training	Receipt of new equipment	
Emergency Drills	Quarterly	
Fatigue Awareness	Upon Hire	
Alternative Fuel	Upon Hire	As appropriate
General/Specific Safety	Monthly (Main./Ops.)	As appropriate
Hazardous Materials	Upon Hire	As appropriate
CNG Fueling	Upon Hire	As appropriate
Disaster Preparedness	Upon Hire	
Forklift	Upon Hire	Re-training Annually



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In relation to the training in the table above, safety training for all operations transit workers and transit workers directly responsible for safety, including maintenance transit workers, includes:

- De-escalation
- Safety concern identification and reporting
- Refresher training (as needed)

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

Communication Tools

SunLine uses various tools to communicate safety activities, concerns, and notices to employees. SunLine will communicate the results of cooperation with frontline transit worker representatives or the Safety Committee activities throughout SunLine's organization.

The communication tools that SunLine may use include, but are not limited to:

- Communicating on safety actions taken in response to reports submitted through the employee safety reporting program.
- Employee Safety Meetings
 - o Attended by employees from Operations, Maintenance, Human Resource, Planning and Administrative Staff
- Tailgate meetings
- Newsletters
- Publications
- Posting of Safety Committee minutes throughout the organization
- Use of color codes, posters, labels or signs to warn employees of potential hazards

Safety Incentive Awards

Safety awards are used to encourage individual participation in the SSPP.



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Presently the Safety Department administers Safe Driving Awards, which recognizes individual yearly miles driven safety event free by transit operators.

Our other safety incentive program is our Quarterly Safety Incentive Program that recognizes the safety achievement of employees with a prize.

5 Certification of Compliance

SunLine Transit Agency certifies compliance with 49 CFR Part 673 through the FTA's Transit Award Management System (TrAMS).

Name of Individual That Certifies Compliance: [Name]

Date of Certification: [Date]

6 Recordkeeping

SunLine maintains documents that set forth this ASP, including those related to the implementation of SMS and the results from SMS processes and activities. These documents are maintained, in whole or by reference, and describe the programs, policies, and procedures that the agency uses to carry out its ASP.

These documents will be made available upon request by the FTA, another or other Federal entity, or a State. All recordkeeping documents will be maintained/retained for a minimum of three years after creation/they are created, in accordance with the agency's record retention policy.

Definitions of Special Terms Used in the ASP

SunLine Transit Agency incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Term	Definition
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to



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	develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
Assault on a transit worker	A circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker, as defined in 49 U.S.C. 5302.
Competent Person	Someone who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.
Emergency	A natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170), as defined under 49 U.S.C. 5324.
Equivalent entity	An entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Injury	Any harm to persons as a result of an event that requires immediate medical attention away from the scene.
Investigation	Means the process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.
Joint labor-management process	A formal approach to discuss topics affecting transit workers and the public transportation system.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.



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Near-miss	A narrowly avoided safety event.
Operator	A provider of public transportation.
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Potential Consequence	The effect of a hazard.
Agency Safety Plan	The documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
Safety Assurance	Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Committee	The formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and 49 C.F.R. part 673.
Safety event	An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.
Safety Management System	The formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risks.
Safety Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety risk	The composite of predicted severity and likelihood of a potential consequence of a hazard.



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Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.
Safety Risk Management	A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.
Safety risk mitigation	A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard. as low as reasonably practicable.
Safety set-aside	T he allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.
Serious Injury	Any injury in which: (1) any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
Transit Agency	An operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost- effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.
Transit worker	Any employee, contractor, or volunteer working on behalf of the transit agency.

List of Acronyms Used in the ASP

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CDC	Centers for Disease Control and Prevention of the United States Department of Health and Human Services
CFR	Code of Federal Regulations



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ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
NTD	National Transit Database
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SC	Safety Committee
SMS	Safety Management System
U.S.C.	United States Code
VRM	Vehicle Revenue Miles
FGA	Federal Government Agencies



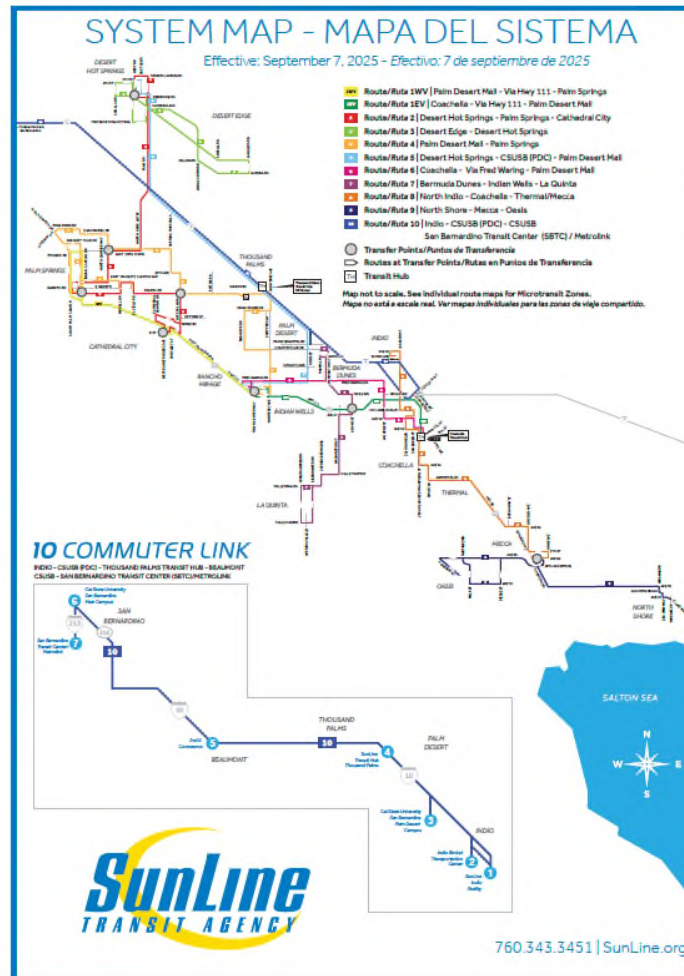
Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	SunLine Transit Agency		
Transit Agency Address	32-505 Harry Oliver Trail, Thousand Palms, CA 92276		
Name and Title of Accountable Executive	Mona Babauta , CEO/General Manager		
Name of Chief Safety Officer or SMS Executive	Bryan Valenzuela, Chief Safety Officer		
Agency Size	SunLine Transit Agency is a large urbanized area (UZA) provider serving the Indio—Palm Desert—Palm Springs, CA Urbanized Area (UZA 41347), as defined by the U.S. Census Bureau on 2020 Census data.		
Mode(s) of Service Covered by This Plan	Fixed Route Paratransit Microtransit	List All FTA Funding Types (e.g., 5307, 5337, 5339)	5307, 5310, 5311, 5309, 5313, 5339, CMAQ
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus; Paratransit; Microtransit		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☐	No ☒	Description of Arrangement(s) N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A		



Agency Safety Plan



2. Plan Development, Approval, and Updates

Version 3, Published 12/04/2024

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.



Agency Safety Plan

Name of Entity That Drafted This Plan	SunLine Transit Agency	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Mona Babauta, CEO/GM	
Approval by the Safety Committee	Signature of Safety Committee Chair	Date of Approval
	Richard Powers, Chair	
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	SunLine Board of Directors:	
	Lynn Mallotto, Chair	
	Relevant Documentation (Title and Location)	
Title 1, Division 7, Chapter 5 of the California Government Code Section 6500 et seq.		

Version Number and Updates

Record the complete history of successive versions of this plan.



Agency Safety Plan

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.0	All Pages	Original	9/30/2020
1.1	All Pages	Agency changes	12/07/2022
1.2	Pages 1-3, 24	Change in Accountable Executive, change in Board of Directors Chair, and revision to 49 U.S.C. § 5329 (d)	09/27/2023
1.3	All Pages	New Federal Requirements	12/04/2024
1.4	All Pages	Annual Compliance Update	

Annual Review and Update of the Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the ASP.

SunLine's Agency Safety Plan is reviewed annually, or at more frequent intervals as appropriate, incorporating any findings from **SOP# Safety 0027 – Safety Review Process**

- The update process begins at the weekly Chief's meeting as directed by the Accountable Executive.
- The Chief Safety Officer initiates the process of update.
- The Safety Plan update includes a review of any safety concerns raised by staff, observed by staff, or otherwise brought to the attention of the Chiefs and the Safety Committee throughout the year; and the results of the Safety Review Process.
- Each Chief with a potential safety issues is responsible for investigating the issue and recommending changes.
- Any recommended changes to policies/procedures are incorporated into the Safety Plan by the Chief Safety Officer and presented at the Chiefs Meetings for review and first level approval.
- The updated plan is submitted to Chiefs for review and approval.



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- After the updated plan has been approved by the Chiefs, the Chief Safety Officer presents the Safety Plan to the Accountable Executive for approval.
- After the Accountable Executive approves the Safety Plan, it is presented to the Safety Committee for approval. The process and timeline for this review are detailed in Section 6 of this plan (Safety Committee Procedures).
- After the Safety Committee approves the Safety Plan, it is presented to the Board of Directors for final approval.

3. Safety Performance Targets

Safety Performance Targets Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.		
Event Type	Mode of Transit Service	
	Fixed Route	Paratransit
Fatalities (Total)	1	0
Fatalities (Per 100K VRM)	0.01	0
Injuries (Total)	28	6
Injuries (Per 100K VRM)	0.32	0.25
Major Events (Total)	20	3
Major Events Rate (Per 100K VRM)	0.23	0.13
Vehicle v. Vehicle Collisions Total	20	3
Collision Rate (Per 100K VRM)	0.23	0.13
System Reliability (Failures per 100K VRM)	14.20	7.39
Transit Worker Assaults (Total)	N/A	N/A
Transit Worker Assaults (Per 100K VRM)	N/A	N/A
Transit Worker Fatality Rate (Per 100K VRM)	0.00	0.00
Transit Worker Injury Rate (Per 100K VRM)	0.00	0.00



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Vehicle v. Pedestrian (Total)	0	0
Vehicle v. Pedestrian (Per 100K VRM)	0.00	0.00

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

SunLine Transit Agency coordinates with the California Department of Transportation (Caltrans) and the Southern California Associated Governments (SCAG) MPO in the selection of safety performance targets to the maximum extent practicable. SunLine makes its agency-specific safety performance targets available to the State and MPO annually to aid in their respective planning processes.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	California Department of Transportation	
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Southern California Associated Governments	

1 Safety Management Policy

Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives.

At SunLine Transit Agency, safety is defined as the state in which the risk of safety events is reduced to an acceptable level through a continuous process of hazard identification, risk assessment, and mitigation—supported by system-wide coordination of all departments to preserve life, property, and the environment.

At the core of our commitment to safety is our drive to:



Agency Safety Plan

- Provide a safe working environment for our employees
- Incorporate safety into our resource management decisions
- Keep our passengers safe
- Be good stewards of the environment

SunLine Transit Agency has established and implemented a Safety Management System (SMS) in accordance with 49 CFR Part 673. This SMS is scaled to the size, scope, and complexity of the agency and includes the four key components: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

This policy is implemented through the agency's SMS and supported by all agency levels, from the Accountable Executive to frontline transit workers, and includes the formal involvement of the joint labor-management Safety Committee.

The **Safety Management Policy** is included as **Appendix A**.

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.

Upon completion of the review process and securing final Board Approval, the Chief Safety Officer distributes the updated Safety Plan, which includes the Safety Management Policy, to each Department Chief for dissemination to staff.

Authorities, Accountabilities, and Responsibilities

Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

Accountable Executive

The CEO/General Manager serves as SunLine's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:

- Provide oversight of all Safety Plan policies, recommendations, actions, and modifications.
- Delegation of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.
- Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.



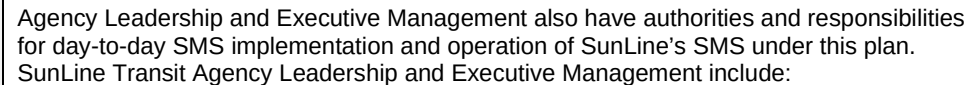
Agency Safety Plan

	• Provisions of leadership and directions in the administration of safety activities by showing support for safety rules and objectives. • Implement safety risk mitigations for the safety risk reduction program. • Consider all other safety risk mitigations recommended by the Safety Committee. • Ensure that the SMS is effectively implemented throughout the agency and that action is taken, as necessary, to address substandard performance in the SMS. • Maintain ultimate responsibility for carrying out this ASP and the agency's Transit Asset Management (TAM) Plan, and control over the human and capital resources needed to develop and maintain both plans. This ultimate accountability cannot be delegated.
Chief Safety Officer or SMS Executive	The Chief Safety Officer (CSO) or SMS Executive, designated by the Accountable Executive, is an adequately trained individual who has the authority and responsibility for the day-to-day implementation and operation of the agency's SMS. The CSO reports directly to the Accountable Executive (see below organizational chart excerpt), and has the following authorities, accountabilities, and responsibilities under this plan: • Informs all employees of new safety issues and regulations to ensure compliance. • Report to the nearest California Occupations Safety and Health Administration (CAL-OSHA) office of any fatal safety events, or which result in hospitalization of three or more employees. • Prioritize the safety hazards and post in all areas used for employee communication, a list of hazards in descending order, starting with the most severe hazards first. • Coordinate with the Chief Maintenance Officer in Hazard Identification and Resolution. • Inspect all SunLine facilities on a monthly basis. • Manage the Hazardous Materials Business Plan with the Chief of Maintenance. • Coordinate contractor safety programs with the Chief of Performance. • Ensure that hazardous materials and waste are dealt with properly. • Ensure employees are warned of potential risks and dangers of hazardous materials in accordance with SOP #Safety 0028 – Hazardous Materials Communication.



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	• Investigate every industrial injury for cause, preventability and any necessary post-safety event training. • Track, monitor and manage the modified duty program for employees returning to work with restrictions. • Establish and manage the SunLine Safety Incentive Program for all agency employees. • Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions. • Track safety Key Performance Indicators (KPI) for all agency employees and departments. • Reports directly to the Accountable Executive of any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment. • Establish and update operating procedures and communicate them to supervisors so they may follow safety requirements. • Organize, plan and present the agency's employee safety meetings to all active employees. • Organize and schedule Safety Committee meetings in accordance with SOP #Safety 0018 – Safety Committee • Ensure the Safety Committee meeting minutes are posted for all employees to see. • Investigate all SunLine Transit Agency collisions and injuries for preventability. • Conduct post-collision, injury and safety event retraining of SunLine employees. • Submit monthly safety and security data to the National Transit Database. • Conduct monthly facility checks at all SunLine properties using SOP #Safety 0029 – Daily Safety Walkthrough Assessment Process.
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- Chief Transportation Officer
- Chief of Human Relations
- Chief Planning Officer
- Chief of Capital Projects
- Chief Financial Officer
- Chief Maintenance Officer
- Director of Board and External Affairs



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	• Deputy Chief Facilities Officer • Deputy Chief of Human Relations • Deputy Chief Maintenance Officer • Deputy Chief of Transit Operation • Operations Managers and Supervisors • Safety, Risk, and Training Managers SunLine Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities: • Participate as members of SunLine's Safety Committee (operations manager and supervisors will be rotated through the Safety Committee on a one-year term and other positions are permanent members). • Complete training on SMS and SunLine's Agency Safety Plan (ASP) elements. • Oversee day-to-day operations of the SMS in their departments. • Modify policies in their departments consistent with implementation of the SMS, as necessary. • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including Safety Risk Management (SRM) activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.
Agency Leadership and Executive Management	Chief of Human Relations • Maintain the CAL-OSHA Log 300. Post the CAL-OSHA Log 300 (the previous years recorded safety events) in the month of February. • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Ensure all employees go through hazardous materials training annually. • Ensure a new employee receives hazardous materials training within six months from the date of hire. • Securely store all health and safety records, files, etc. pertaining to each employee including items such as training signoffs and copies of medical exams & records.



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	• Ensure all Human Resources Department employees attend designated mandatory safety meetings. • Attend safety meetings and support the safety message being presented by the Safety Department. Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture. • Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. Chief Transportation Officer The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area. These responsibilities include: • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Prepare and implement safe operating policies, plans, rules and procedures. • Develop required policies, plans, rules, procedures and contingency plans for safe operation reviewed by the Safety Department and approved by the Accountable Executive. Revise when needed to reflect current operating conditions. • Provide ongoing training and testing of personnel in the proper performance of safe-related operating policies, plans, rules, and procedures. • Overview training, testing and certification in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Provide employees with copies of safety and emergency rules, procedures, and policies that affect them. • Monitor adherence to safety-related operating policies, plans, rules and procedures. Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Chief Safety Officer.
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	• Correct conditions which have caused or have the potential to cause injury to persons or damage to property/equipment. • Ensure all Maintenance employees attend on-going tailgate training sessions. • Ensure all Dispatchers, Supervisors, and any other safety-sensitive personnel attend safety meetings as prescribed. • Attend employee safety meetings and support the safety message being presented by the Operations Department and all other department with a safety message. Present operations-specific information as needed to reinforce the goals of SunLine Transit Agency safety culture. • Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. • Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning. Deputy Chief of Facilities The Maintenance Department is assigned the responsibility of maintaining all vehicles in a safe condition. These responsibilities include: • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Preparation and implementation of safe maintenance policies, plans, rules and procedures. • Required policies, plans, rules and procedures for safe operation and maintenance are developed by the Maintenance Department and are approved by the Safety Department. They are revised when needed to reflect current operating conditions. • Personnel are systematically trained, tested and certified in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Employees are provided with copies of safety and emergency rules, procedures, and policies that affect them. • There is ongoing testing of personnel in the proper performance of safety-related operating and maintenance policies, plans, rules, and procedures. The
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	Department also monitors adherence to safety-related operating and maintenance policies, plans, rules and procedures. • Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Safety Department. Conditions are corrected which have caused or have the potential to cause injury to persons or damage to property/equipment. In addition to the responsibilities listed, specific actions include: • Act as an interface between SunLine and manufacturers, to correct any severe safety hazards related to equipment and materials. • Ensures Safety Data Sheets (SDS's) meet the requirements of SOP #Safety 0028 – Hazardous Materials Communication and that on-line subscription programs are available to all employees. • Maintain a chemical inventory that is update monthly. • Coordinate with the Chief Safety Officer to create and implement SunLine's Hazardous Materials Business Plan. • Ensure that hazardous materials and waste are dealt with properly. Monitor the areas where hazardous wastes are handled and ensure that employees actions when entering, while within and when exiting are appropriate for existing conditions. • Ensure all Maintenance Department employees attend designated mandatory safety meetings. • Ensure all Maintenance Department employees attend weekly tailgate safety meetings. • Conduct bus stop safety inspections as part of weekly cleaning and maintenance. • Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present maintenance specific information as needed to reinforce the goals of SunLine Transit Agency safety culture. • Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.
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	- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. Chief Financial Officer - Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. - Ensure all purchases comply with applicable FTA and DOT safety requirements. - Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment. - Work closely with the Chief Maintenance Officer to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment. - Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present finance specific information as needed to reinforce the goals of SunLine safety culture. - Ensure all Finance Department employees attend designated mandatory employee safety meetings. - Participate in emergency disaster planning for the recovery of the financial disaster situation. - Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends. - Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. Chief Planning Officer - Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. - Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations. - Attend employee safety meeting and ensure departmental staff attends meetings. - Support and enforce all safety and security policies and procedures established by the agency.
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	• Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. Director of Board and External Affairs • Represent SunLine to external audiences and stakeholders, including interactions and cooperative agreements with other local governmental agencies and regional entities regarding transportation programs and services. • Primary liaison between the Accountable Executive and all SunLine staff, constituents and the Board of Directors. • Work closely with the Executive Team as part of a strong leadership team working on behalf of the Accountable Executive. • Oversee strategic consultation to the Accountable Executive on major issues affecting the agency. Provide day-to-day oversight, policy direction and high-performance development for all key departments to enhance the overall customer experience of SunLine riders. Chief Maintenance Officer • Authorizes the purchase of parts, equipment tools, and supplies. • Ensures compliance with local, state and federal requirements regarding maintenance-related projects. • Coordinates activities within maintenance operations to assure peak performance and productivity, as well as conformance with established or mandated external regulations and policies affecting SunLine operations; measures performance levels and goal achievement. • Facilitates and leads the department in developing and administering operating plans, policies, procedures and labor contracts. • Monitors maintenance expenditures; administers the maintenance budget; coordinates special projects. • Contributes to the Executive Team in the areas of strategic planning, setting priorities, budgeting, safety, service quality and labor relations.
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Key Staff

Safety Committee Members

- Make certain that employees have and use safe tools and equipment (including personal protective equipment) and that equipment is maintained properly.
- Report any safety hazard to the Safety Department immediately.
- Act as an interface between the employees and the Safety Department.
- Ensure employees follow the safety rules and report any employee who violates the safety rules.
- Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.
- Have the necessary job knowledge relating to all machines and processes in their area of responsibility.
- Conduct quarterly site inspections and post results in operations and maintenance lounge.
- Set annual safety performance targets for Safety Risk Reduction Program.
- Identify and recommend mitigations for any potential consequences identified through risk assessments, including where we did not meet targets in the safety risk reduction program.
- Identify ineffective/inappropriate or poorly implemented mitigations, including where we did not meet targets in the safety risk reduction program.
- Identify safety deficiencies for purposes of continuous improvements (SA), including where we did not meet targets in the safety risk reduction program.

All employees at SunLine Transit have a role in safety. In an effort to ensure that safety responsibilities are understood, the following chart describes the safety roles for each job classification.

SunLine Transit Agency		
Job Classification	Job Description/Responsibility	Applicable Codes
Clerical	Administrative Assistant, Accounting Tech, Marketing Rep., Receptionist, Customer Service:	1,2,5



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		Tasks include computer operations, telephone, fax, filing, appointments, check processing and xeroxing. Equipment: Computer equipment, copier, telephone, file cabinets, postage meter, radios 10-key.	
	Operations Dispatcher	Dispatches motor coach operators, provides route and schedule information. Equipment: Radios, computer equipment, copier, telephone, typewriter and file cabinets.	1,2
	Operations Operators	Operates and drives a motor coach along prescribed routes. Equipment: Motor coach, radios, winches, ramps and wheelchair lifts.	1,5
	Operations Supervisor	Supervises motor coach operators to ensure schedule adherence and safe operation. Equipment: Company vehicles, radios, computer equipment, cellphone, copier, tablets (ipad) and telephone.	1,2,5
	Maintenance/Utilities	Maintains and cleans vehicles and facilities. Equipment: Vacuums, bus wash, paint, solvents, ladders, scaffolding and hoses.	1,3,4,5
	Maintenance/Property Maintainers & Supervisors	Maintains, cleans and installs bus stops. Removes graffiti, steam cleans and empties trash.	1,3,4,5



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		Equipment: Stam cleaners, sand blasters, standard tools, ladders, solvents, paints, nails and drills.	
	Maintenance/Mechanics & Supervisors	Performs vehicle repair work and diagnostic analysis. Equipment: Mechanics tools, diagnostic equipment, paint, oil and transmission fluids, welding equipment.	1,2,3,4,5
	Maintenance/Facilities	Maintains and cleans exteriors of buildings. Equipment: Lawn and garden equipment, paints, hammers.	1,3,4,5
	Maintenance/Body Technician	Performs vehicle inspections and repairs as directed. Equipment: Welding equipment, lifts, paint spray, mechanic tools, air hose, diagnostic equipment, oils and fluids.	1,3,4,5
	Maintenance/Training Supervisor & Director of Maintenance	Supervises, trains, and directs the work of mechanics and utility personnel. Equipment: Gas engines, mechanic tools, transmissions, batteries, electrical wiring, CNG, paints and welding materials.	1,2,3,4,5
Applicable Codes			
SOP #Safety 0025 – Codes of Safe Practice describes safety requirements for work conditions, safe work practices, and personal protective equipment. These may be used to train new employees and employees who are changing their job assignment.			



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	NOTE: Codes are numbered and correspond with "Safe Practice" description.		
	Codes of Safe Practices		
	Code #	Category	Employees
	1	General Safety	All employees
	2	Administrative	Clerical/Management
	3	Material Handling	Operations/Maintenance
	4	Maintenance	Operations/Maintenance
	5	Company Vehicles	Operations Operators/Maintenance
6	Confined Space Activities	Maintenance	

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

Reporting unsafe conditions or practices is protected by law. SunLine encourages all employees to report any existing or potential hazards, unsafe acts, or safety concerns—including near-misses and assaults on transit workers—without fear of retaliation.

In accordance with Title 8 California Code of Regulations §3203 and 49 CFR Part 673, SunLine's Safety Department will investigate all reported safety concerns and advise the reporting employee, as well as affected workers, of the results and any corrective action taken.

Disciplinary actions at SunLine are based on infractions of SunLine's Rules and Regulations that are necessary for safe and efficient operations. Behaviors that may result in disciplinary action, and are therefore excluded from protection, include knowingly submitting false or fraudulent reports or failing to report a safety event or hazard in accordance with established procedures.

SOP #Safety 0038 – Employee Safety Suggestion Program provides employees with written forms to inform management of potential hazards, unsafe conditions, near misses, assaults on transit workers, collisions, or other safety events, and has established a suggestion box for input by employees. Below is a representation of the form.



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This form is for employees who wish to provide suggestions or report an unsafe workplace condition or practice.

Description of unsafe condition or practice:

Cause of other contributing practices:

Employee suggestion for improving safety:

Has this been reported to a supervisor? ☐ Yes ☐ No

Employee Name: (Optional)

Department:

Optional reporting at SunLine's online reporting portal: <https://app.industrySAFE.com/SUNLINETRA/hazards/>  QR Code

Use of this form and other reports about unsafe conditions or practices are protected by law: It is illegal for an employer to act against employees for exercising their right to communicate safety problems.

The employer will investigate any reports or questions as required by the injury and illness Prevention Program Standard (8 CCR 3203) and advise the employee who provided the information, or the workers in the area it affects or results.

SOP #Safety 0036 – Safety Events Reporting & Responsibilities describes the notification procedures for reporting and disseminating information to the appropriate personnel for action; and the responsibilities for handling the situation. Generally, the procedures are as follows:

- **Driver** shall:
 - o Notify Dispatch by radio immediately.
 - o Be prepared to report the circumstances of the injury and/or collision and request the type of help needed, i.e., supervisor needed, police, paramedics, etc.
 - o Follow any instructions given by Dispatch.
 - o Maintain control of the situation until first responders or management arrives.
 - o Complete **SOP #Safety 0014V10 – Operators Occurrence Report** at the scene if possible, so as to gather all of the information concerning the safety event necessary for the Safety Department to complete an investigation and analysis of the situation.
- **Supervisor** shall:
 - o Be notified by the Dispatcher immediately and sent to the scene.
 - o Be in charge of the injury/collision scene to be certain all SunLine procedures are followed.



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- o Remain in contact with Dispatch to:
 - Ensure that emergency services/police are summoned, depending on the circumstances
 - Keep Dispatch informed of the circumstances as they occur at the scene so the necessary employees and equipment can be made available.
- **Dispatcher shall:**
 - o Immediately handle the scene, by radio or phone, to ensure complete medical attention or other emergency services are contacted, and that this information is relayed to the Supervisor/Driver at the scene.
 - o Notify the Deputy Chief Operations Officer – Transportation
 - o Follow the instructions of any or all Department Chiefs related to all collisions, injuries, and equipment damage.
- **Deputy Chief Transportation Officer shall:**
 - o Assess the circumstances of the safety event and make the determination of notifying the Chief Operations Officer or other SunLine staff as is warranted under the circumstances.
- **Chief Transportation Officer shall:**
 - o Assume responsibility of notifying the Chief Safety Officer and Accountable Executive or other SunLine staff as is warranted under the circumstances.

SOP #Safety 0037 – Safety event Alert Process describes the process for determining who to notify based upon the situation; and how the notification is to be made.

Events are categorized by type and severity level then reported to the appropriate SunLine employee.

Event Category			
Event Type	Level A	Level B	Level C
Employee Injury	Fatality or critical injury	Multiple lost time Injuries requiring transport & admission	Individual injury requiring first aid
Collision	Fatality Thermal event	Major vehicle damage (total loss) Rollover/Tip over Pedestrian contact	All types of collisions Vehicle evacuation
Passenger/3 rd Party Injury	Fatality or critical injury	Injury requiring transport/admission	Injury requiring treatment/release



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	Assault	Fatality or critical injury Major violence on company vehicle or terminal	Injury requiring transport/treatment	Injury requiring first aid	
	Passengers w/ Disabilities	Fatality or critical injury	Injury requiring transport/treatment	Injury requiring first aid	
	Security	Bomb detonation Hijack/terrorism Bomb threat Bomb device found Weapon discharge	Theft, robbery Security event	Employee misconduct Passenger misconduct	
	Facility/Property Damage	Catastrophic Requiring evacuation Damage to 3 rd party facility Major system disruption	Major Minor system disruption	Minor Damage	
	Sleeping Children	Unresponsive	Passenger/child left unattended Missing child >2 hours	Wrong stop w/missing child <2 hours	
	Media Note: All media events notify FGA Communications	National media Regional media Local media			
	Other Events	Labor strike (sudden walk out) Other critical event	Environmental emergency response Regulatory investigation Police investigation (criminal or arrest) Other serious event	Other minor event	



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Safety Event Alert Distribution List			
Level A	Level B	Level C	
All Parties in Level B and C Chief Executive Officer/General Manager Director of Board and External Affairs Chief of Strategic Alignment General Counsel Chief Safety Officer Chief Transportation Officer Chief Financial Officer Chief of Capital Projects Chief of Human Relations Chief Maintenance Officer	All Parties in Level C Deputy Chief Transportation Officer Deputy Chief of Transit System and Technology Deputy Chief Operations Officer - Maintenance Deputy Chief of Fueling and Infrastructure Deputy Chief of General Services Deputy Chief Facilities	Superintendent of Transportation Superintendent of Fleet Maintenance Superintendent of Zero Emissions Technology	

2 Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*



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- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

Safety Hazard Identification

The objective of SunLine's hazard identification activities is to define those conditions and faults, which have the potential for causing a safety event or safety event; and the consequences of those hazards.

Information gathered from the following sources is reviewed regularly by the Chief Safety Officer to identify potential safety hazards.

- Safety events that occur in the daily operations of the service
- Feedback from employees and customers regarding unsafe practices and/or conditions
- Alerts/notifications from the FTA regarding industry hazards
- Data and information provided by an oversight authority, including the FTA, State, or State Safety Oversight Agency having jurisdiction
- Data and information regarding exposure to infectious disease provided by the CDC or State health authority
- Safety concerns identified through Safety Assurance activities
- Feedback and/or reports from the oversight authorities regarding unsafe practices and/or conditions observed and safety alerts they may receive
- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions
- Monthly facility inspections: Quarterly by Safety Committee members
- Worker safety suggestions or complaints
- Reporting of hazards by employees
- Safety event and near-miss investigations
- Review post-safety event analysis conducted by the Safety Department

To ensure that hazard identification is routinely conducted, the following Inspection Schedule has been implemented.



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Area/Item	Frequency
Chemical Storage Areas	Weekly
Facility – Thousand Palms	Monthly
Facility – Indio	Monthly
Facility – Coachella	Monthly
Storage Tanks	Monthly
Maintenance Area	Monthly
Waste Treatment Areas	Monthly
Waste Storage Areas	Monthly
Bus Stops/Route	As Needed

In addition, the following SOPs have been developed and implemented to help employees identify areas and items in the workplace that may be hazardous.

- **SOP #Safety 0026 – Facility Hazard Recognition Manual**
- **SOP #Safety 0029 – Daily Safety Walkthrough Assessment**
- **SOP #Safety 0039 – Hazardous Tools and Shop Equipment Safe Work Procedures**

SOP #Safety 0040 – Safety Data Acquisition & Reporting describes how to define a safety event, the importance of data collection, how to collect the data, and the roles and responsibilities of SunLine employees in a safety event. The information obtained is used in determining causal factors and developing mitigation strategies to prevent the safety event from reoccurring or occurring.

Assessment of Safety Risk and Associated Consequences

A safety risk assessment includes an assessment of the likelihood and severity of the potential consequences of the identified hazards, taking into account existing safety risk mitigations, to determine if safety risk mitigation is necessary and to inform prioritization of safety risk mitigations.

Hazard Likelihood

Determining the likelihood that a hazard could occur is instrumental in keeping SunLine employees and customers safe, equipment and facilities in safe working order. Additionally, resources can be assigned in a more strategic



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manner to reduce the likelihood of hazards leading to safety events of injury, destruction of property and equipment, and safety events that could lead to fatalities.

Data used to determine the likelihood of a hazard occurring is derived from research, analysis, evaluation of safety data from the operating experience of SunLine, and/or historical safety data from similar systems.

Hazard Severity

Determining the severity of a hazard, coupled with the likelihood of the hazard occurring, provides SunLine with the data necessary to effectively manage the many potential hazards that are faced during the operation of a transit system. Which hazards to address first, how best to allocate resources, and developing an appropriate timeline to manage the identified hazards are all based on this analysis of hazard likelihood and severity.

There are four categories of hazard severity:

Category I – Catastrophic

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause death or major system loss**, thereby requiring:

- Immediate cessation of the unsafe activity or operation
- Immediate evaluation of the contributing factors
- Corrective action implemented
 - o Activity/operation does not restart until corrective actions has been implemented

Category II – Critical

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause severe injury or illness or major system damage** thereby requiring:

- Immediate cessation of the unsafe activity or operation
- Immediate evaluation of the contributing factors
- Corrective action implemented
 - o Activity/operation does not restart until corrective actions has been implemented

Category III – Marginal

Operating conditions **may cause minor injury or illness or minor system damages** such that human error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **can be counteracted or controlled without serious injury, illness or major system damage** with counseling or retraining.



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Category IV – Negligible

Operating conditions are such that personnel error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **may result in no, or less than minor, illness, injury or system damage.** Counseling may be required to correct situation.

Safety Committee – Safety Risk Reduction Program

Please reference Safety Risk Mitigation Register *Risk Assessment – SC CY2025* for mitigation related to assaults on Transit Workers as well as vehicular and pedestrian safety events involving buses. This register is incorporated by reference into this ASP.

Safety Risk Mitigation

Mitigation of Safety Risk

SOP #Safety 0041 – Mitigation of Safety Risk describes the procedures for the mitigation of potential hazards. Generally, upon report of a potential hazard to an immediate supervisor, that supervisor shall report the hazard to the Deputy Chief of Facility Maintenance and the Chief Safety Officer.

The agency identifies safety risk mitigations or strategies necessary as a result of the safety risk assessment to reduce the likelihood and severity of potential consequences. This process is led by the Chief Safety Officer in coordination with relevant departments and the Safety Committee, which identifies and recommends mitigations as part of its responsibilities (detailed in Section 6) and for the Safety Risk Reduction Program (SRRP).

In identifying mitigations, the agency considers:

- Guidance provided by an oversight authority, if applicable, and the FTA (e.g., industry best practices from APTA, TRCP).
- Guidelines to prevent or control exposure to infectious diseases provided by the CDC or a State health authority.

As part of the SRRP, when identifying mitigations related to vehicular and pedestrian safety events (including to address a missed performance target), the agency and Safety Committee consider mitigations to reduce visibility impairments for transit vehicle operators, including retrofits to vehicles and specifications for future procurements.



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As part of the SRRP, when identifying mitigations related to assaults on transit workers (including to address a missed performance target), the agency and Safety Committee consider the deployment of assault mitigation infrastructure and technology, including operator compartment barriers.

If the hazard has been determined by the Deputy Chief of Facility Maintenance and the Chief Safety Officer to fall within the Unacceptable or Undesirable category, they will notify the Accountable Executive of the risk and their plan for mitigation. After the risk of injury has been eliminated, the Chief Safety Officer will notify the Accountable Executive of the outcome. If the Safety Committee recommends a safety risk mitigation unrelated to the SRRP and the Accountable Executive decides not to implement it, the Accountable Executive will prepare a written statement explaining the decision and present it to the Safety Committee and the Board of Directors.

Based on the Risk Likelihood and Severity Assessment, Hazard Resolution priority is based on the following criterion:

Unacceptable/Undesirable:

There hazards are considered Category 1 – Catastrophic or Category 2 – Critical in severity

- An Unacceptable risk will be corrected immediately after discovery
- An Undesirable risk is corrected within 24 hours after discovery

As soon as an unacceptable or undesirable risk has been discovered,

- All individuals are removed from the immediate area
- Bus is immediately evacuated
- Affected work area is immediately cordoned off
- Any on/off switches are set to off
- Appropriate authorities are notified
- Appropriate measures are taken to mitigate the hazard

If the hazard is determined to be in a product pending delivery, all hazards are mitigated by the manufacturer prior to deliver to SunLine.

Acceptable With Review

An Acceptable with Review risk is considered Category 3 – Marginal severity and reviewed within 24 hours after discovery. A complete report is prepared by the Superintendent of the operations are affected for the Accountable Executive and the Chief Safety Officer.

The Chief Safety Officer shall determine resolution, if appropriate.

Acceptable Without Review



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An Acceptable Without Review risk is considered a Category 4 – Negligible severity and reviewed within 24 hours after discovery. A complete report is prepared by the Chief Safety Officer for the Accountable Executive.

The condition is monitored at least once weekly and any changes are reported to the Chief Safety Officer for further review to determine if any mitigation strategies are necessary.

Risk Assessment Matrix

After a risk has been identified, the Chief Safety Officer and the Superintendent of the area of operations affected by the hazard use the Risk Assessment Matrix to evaluate the likelihood of the hazard reoccurring if an safety event relating to the hazard has occurred, or the likelihood of the hazard occurring if it has been identified before an safety event has occurred.

Using this table also requires a consideration of the:

- Consequences of the risk
- Root cause
- Affected employees
- Mitigation strategy
- Resources required for mitigation
- Cost of mitigation
- Timeline for implementing the mitigation strategy

The goal of using this evaluating table is to ensure that the hazard has been evaluated completely, and resources dedicated appropriately to reduce or eliminate the likelihood of the hazard reoccurring or causing injury or destruction of property.

Risk Assessment Matrix		SEVERITY			
		1. Catastrophic	2. Critical	3. Marginal	4. Negligible
PROBABILITY	a. Frequent	High (1a)	High (2a)	Serious (3a)	Medium (4a)
	b. Probable	High (1b)	High (2b)	Serious (3b)	Medium (4b)
	c. Occasional	High (1c)	Serious (2c)	Medium (3c)	Low (4c)



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	d. Remote	Serious (1d)	Medium (2d)	Medium (3d)	Low (4d)
	e. Improbable	Medium (1e)	Medium (2e)	Medium (3e)	Low (4e)
	f. Eliminated	Eliminated			
Resolution Requirements					
High		Unacceptable	correction required		
Serious		Undesirable	correction may be required, decision by management		
Medium		Acceptable w/ review	with review and documentation by management		
Low		Acceptable	without review		
Eliminated		Acceptable	no action needed		
Probability Level		Likelihood of event in specific item	STA*in Operating Hours	Safety Event in time	Safety Event Description
a	Frequent	Will occur frequently	< 1,000 oh	1 per month	Continuously Experienced
b	Probable	Will occur several times	1,000 – 100,000 oh	1 per year	Will likely occur
c	Occasional	Likely to occur sometimes	100,000 – 1,000,000 oh	1 per 2 years	Will occur several times
d	Remote	Unlikely but possible to occur	1,000,000 - 100,000,000	1 per 5 years	Unlikely, but can be expected to occur
e	Improbable	So unlikely, occur may not be experienced.	> 100,000,000 oh	1 per 10 years	Unlikely to occur, but possible
f	Eliminate	Risk removed / eliminated	Never	N/A	Will not occur
Severity		1. Catastrophic	2. Critical	3. Marginal	4. Negligible
System Disruption		> 24 hrs	12 - 24 hrs	4 – 12 hrs	< 4 hrs
Service/ Operation		Substantial or total loss of operation	Partial shutdown of operation	Brief disruption to operation	No disruption



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People				
Financial	> \$ 1,000,000	< \$ 1,000,000	< \$ 250,000	< \$ 100,000
Legal and Regulatory	Significant breach of the law. Individual or company law suits.	Breach of law; report /investigation by authority. Attracts compensation/ penalties/ enforcement action	Breach of regulatory requirements; report /involvement of authority. Attracts administrative fine	Technical non-compliance. No warning received; no regulatory reporting required
Environment	Permanent impact; affects a whole region; highly sensitive environment	Lasting months; impact on an extended area, area with some environmental sensitivity	Lasting weeks; reduced area, no environmentally sensitive surroundings	Lasting days or less; limited to small area, low significance/ sensitivity
Social	Major widespread social impacts	Significant , ongoing social issues	Some impacts on local population, mostly repairable	Minor disturbance of culture/social structures
Reputation	Noticeable reputational damage; national /international public attention and repercussions	Suspected reputational damage; local/regional public concern and reactions	Limited, local impact; concern/complaints from certain groups/organizations	Minor impact, awareness/concern from specific individuals
Injury	Death (not include suicides or by natural causes)	Fracture, Severe Bleeding, Brain injury, Dismemberment	Bruising, Abrasions, Bleeding (Ambulance transport)	Bruising, Abrasions, Sprains (No Ambulance transport)
Health	Exposure with irreversible impacts with loss of quality of life of a numerous group/ population or multiple fatalities	Exposure with irreversible impact on health with loss of quality of life or single fatality	Exposure with reversible impact on health or permanent change with no disability or loss of quality of life	Exposure to health hazard resulting in symptoms requiring medical intervention, with full recovery



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	Safety	Severe safety event with major service disruption or loss of life, Potential Federal agency involvement, damages over \$250,000	Safety event with serious injuries, damages exceed \$100,000	Reportable safety event with over \$25,000 in damages	Safety event with minor damage
	Technology	STA Technology infrastructure, Applications that are categorized in the BCP Critical infrastructure and system(s):			
		cannot be accessed via Primary or remote infrastructure which includes data and major fiscal loss.	has an outage, but STA can restore services at the primary or remote datacenter site in an allotted SLA timeframe. Causing Operations and fiscal loss.	has an outage, but STA can restore services at the primary or remote datacenter site in an allotted STA timeframe. Causing No Operations nor fiscal loss.	or not on list, has a brief outage that is not noticed by the users, nor affects any Operation, nor causes fiscal loss.
	Information Security	A breach of patron, STA employee information, network infrastructure, security systems:			Malware or other type of Virus is identified on a PC, Server, or another network node, but does not affect any process nor accesses data, and is quickly eliminated.
		where PII/PCI data is exposed/ accessed by malware, virus or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data causing data loss	where no PII/PCI data is exposed/accessed by malware, virus or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data. Data is recoverable by backup.	where No PII/PCI data is exposed/accessed by malware, virus or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data information, but quickly fail-over to backup site.	



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	Security / Police	Criminal or terrorism attack of system resulting in death or serious bodily harm to customers. Violent attack/terrorism at STA business unit or administrative facility with grave loss of life or significant bodily harm to multiple employees.	Non-life-threatening workplace violence safety event or significant targeted criminal damage to business unit facilities, vehicles, or STA critical infrastructure.	Suspicious package resulting in minor system delays; or trespasser (suicide) on the alignment (classified as security event).	Assault of employee or customer; minor criminal activity on system or at business unit/ administrative facility.	
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3 Safety Assurance

Safety Performance Monitoring and Measurement
<i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i>
Safety Design Review Safety reviews are held with participation of all Department Head to ensure that proposed designs comply with safety requirements. Consideration is given to such areas as: • System interactions • Human factors • Environmental parameters • Isolation of energy sources • Materials compatibility • Use of long-term storage of critical materials • Emergency responses, egress and rescue paths



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- Fire sources and protection
- Equipment layout
- Lighting requirement
- Operational requirements
- Maintenance requirements
- Document control
- Data entry
- Security requirements

Any system modifications and designs are first approved by Department Heads at weekly Chiefs Meetings where critical safety issues are addressed. The Accountable Executive and Chief Safety Officer provide final approval of any design modification before it can be implemented.

The Chief Safety Officer is responsible for distributing all modifications to the systems and programs and ensuring their compliance with the changes.

SOP #Safety 0027 – Safety Review Process describes the process used at SunLine to review operating conditions and practices for compliance with policies and risk reduction; daily, annually, and as situations occur.

A Safety Review is triggered as hazards and risks are identified by conducting **SOP #Safety 0029 – Daily Safety Walkthrough Assessment**, employee occurrence report, policies/procedures and training techniques change; and safety event date **generated from SOP #Safety 0036 – Safety events Reporting & Responsibilities** is reviewed and reveals trends that may indicate unsafe practices.

Additionally, prior to the beginning of each fiscal year, SunLine Transit's Safety Plan is reviewed by Executive management, including Operations, Maintenance, and Administration, and revised based on the safety data collected and analyzed, concerns and complaint received from employees and passengers, and changes to policies and procedures made throughout the year.

SunLine Transit is also subject to various certifications/audits from outside agencies. They include:

California Highway Patrol (CHP)

Annual terminal inspections consisting of maintenance records, random inspections of vehicles, driver's records, training records, work schedules, and Pull Notice Program.

Inspection of Controlled Substance and Alcohol Testing (CSAT) Program

Annual inspection of all results and other records pertaining to controlled substance and alcohol use and testing.

Department of Motor Vehicles (DMV)

All operators are required to possess a VTT. Training supervisors documents all hours of training (classroom, behind the wheel, in-service). Each operator must have no less than eight (8) hours annually.



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The Chief Safety Officer evaluates these certifications/audits as they happen to determine if any actions need to be taken. The information from the certifications/audits is also included part of annual Internal Safety Assessment.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

Internal Safety Assessment

In addition to the activities described in Safety Design Review section of this plan, **SOP #Safety 0042 – Internal Safety Assessment** is completed on an annual basis to ensure that all organizational elements, equipment, procedures and functions are performing as intended from a system safety perspective.

The Chief Safety Officer has access to all records and reports.

The Assessment includes:

- An examination of all documentation, including trend analysis prepared since the last Assessment.
- Safety data and information is reviewed and compared to prior year data.
- Equipment, facilities, checklists and other forms are reviewed.
- Interviews are held with relevant safety personnel.
- Recommendations for corrective actions may be made as a result of the Assessment.

Assessment Responsibility

The Chief Safety Officer is responsible for all internal safety assessments, to be completed no less frequently than annually.

Assessment Reporting

The Chief Safety Officer provides copies of the assessment reports to all Directors at the weekly Director Meeting. The assessment reports include assessment of equipment, procedures, reports and data.

Assessment Objectives and Techniques

- Verify safety program development/implementation in accordance with the program.
- Assess the effectiveness of the safety programs.
- Identify program deficiencies.
- Identify potential hazards and weaknesses in the safety programs
- Verify prior corrective actions for closure.
- Recommend improvements to the SSPP.
- Provide management with assessment of status and adequacy of the SSPP.
- Assure continuing evaluation of safety-related programs, issues, awareness and reporting.



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Assessment Areas

- Staff responsibilities
- Planning
- Scheduling of inspections
- Completions of checklists
- Performance of all functions
- Notifications per the SSPP
- Reporting per the SSPP
- Corrective action plans
- Closeout of findings

Evaluation of Documentation

Agency Documentation	Departmental Documentation	Inter-Agency Documentation	Historical Documentation
• System Safety Program Plan • Emergency Procedures • Configuration Management Plan • Hazardous Materials Management Plan • Injury & Illness Prevention Program • Fire Codes • Drug and Alcohol Abuse Program • Hazard Identification Procedures • Safety event Procedures • Training Programs • Safety Committee Minutes	• Maintenance Procedures • Training Manuals • Checklist Completion	• Emergency Preparedness Plan • Facility Safety Inspection Reports • Emergency Evacuation Drill Reports	• Safety event Investigations • Collision/Injury Logs • Collision and Injury Analysis Reports • Audit Reports • APTA Audit Corrective Action Matrix • Checklist Completion • Maintenance Inspections/Repairs • Chemical Inventories



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- | | | | |
|---|--|--|--|
| <ul style="list-style-type: none">• Safety Concern Logs and Reports• Industrial Injury Policy and Procedures• Modified Duty Policy and Procedures | | | |
|---|--|--|--|

Safety Committee

SOP #Safety 0018 – Safety Committee describes the responsibilities of the Safety Committee. The Safety Committee is involved in the planning, revision, and implementation of **SunLine Transit Agency's Injury and Illness Prevention Program**.

The committee meets minimally quarterly and its primary responsibilities include:

1. Review and discuss
 - a. All safety events, occupational safety events, and causes of safety events resulting in occupational injury
 - b. Occupational illness
 - c. Exposure to hazardous substances
2. Review investigations of alleged hazardous conditions brought to the attention of any committee member.
3. Review and discuss the company's safety record and make necessary corrections or recommendations.
4. Prepare minutes for each safety meeting, post a copy of meeting minutes on the bulletin board.
5. Conduct safety inspections to discover unsafe conditions and practices and make recommendations for their correction.
6. Conduct "good housekeeping" inspections, follow-up on recommended corrective procedures, and post results in operations and maintenance lounge.
7. Make certain that employees have and use safe tools and equipment, including personal protective equipment, and that equipment is maintained properly.
8. Report any safety hazard to the Safety Department immediately.
9. Act as an interface between the employees and the Safety Department.
10. Ensure employees follow the safety rules and report any employee who violates the safety rules.
11. Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.



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12. Have the necessary job knowledge relating to all machines and processes in their area of responsibility.
13. Participate in safety promotional activities to arouse and maintain interest in employees and management.
14. Prepare and make available to the affected employees, written records of the safety and health issues discussed at the committee.
15. Identifying, recommending, and analyzing (i) the effectiveness of risk-based mitigations or strategies to reduce consequences identified in the agencies' safety risk management process; (ii) safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended; and (iii) safety deficiencies for the purposes of continuous improvement.
16. Review and approves the Agency Safety Plan and any required updates.
17. Set annual safety performance targets for the safety risk reduction program.

The Safety Committee is convened by a joint labor-management process and consists of an equal number of frontline employee representatives and management representatives. The frontline transit worker representatives on the Safety Committee are selected by the labor organization that represents the plurality of the agency's frontline transit workers.

- Chief Safety Officer – Vice Chair
- Senior Training Supervisor
- Risk Manager
- Safety Manager – Chair
- Deputy Chief of Transit Operations
- Maintenance Supervisor (Frontline Employee)
- Maintenance Mechanic (Frontline Employee)
- Fixed Route Operator (Frontline Employee)
- Field Supervisor (Frontline Employee)
- Paratransit Operator (Frontline Employee)
- Secretary of the Safety Committee (non-voting member)

Safety Committee Procedures

Procedure #1.

The Safety Committee (SC) shall have an organizational structure that is clearly defined, including the size and composition, and will be chaired by the Safety Manager. The SC will periodically review and discuss its size and scope to determine the appropriateness of adding additional members. The SC must consist of an equal number of frontline



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employee representatives and management representatives. In the absence of the Safety Manager, a designated vice-chair will serve in their place.

Procedure #2.

Meeting agendas, notices, and minutes will be developed and maintained by the SC Secretary, who will ensure all relevant topics are included in the agenda. Meeting notices will be shared with all members at least one (1) week in advance. Meeting minutes will be recorded during the meeting and reviewed by the Chair before being distributed to all members. As indicated above, meeting minutes will be posted on bulletin boards.

Procedure #3.

SC members will receive training related to the agency's Public Transportation Agency Safety Plan (PTASP) and the Safety Management System (SMS). Members must complete training on general competencies and standard company policies. This training will include online courses such as TSI's SMS Awareness, FEMA's IS-317 Introduction to Community Emergency Response Team (CERT), and NTI's Assault Awareness and Prevention.

Procedure #4.

The agency's compensation policy for SC members participating in meetings will include regular pay for attendance or recognition of participation as part of their regular duties, depending on the role and responsibilities of the members.

Procedure #5.

The SC will have access to necessary technical experts, agency information, resources, and tools to support informed decision-making. The SC Chair will facilitate the engagement of non-SC members (including other transit workers) as advisors on an as-needed basis. The SC will also be provided access to submissions from the transit worker safety reporting program, with appropriate confidentiality, to support its deliberations.

Procedure #6.

The SC will follow a structured decision-making process to ensure effective and transparent outcomes. A majority of SC members must be present to constitute a quorum. Decisions will be made by a simple majority vote.

Procedure #7.

The SC will coordinate and communicate effectively with the Board of Directors and the Accountable Executive (AE). The SC may provide reports to the AE and the Board as necessary to promote two-way communication. Material updates and feedback between the SC, AE, and Board will be facilitated through scheduled briefings or written reports.



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Procedure #8.

The SC will have a clear process for managing disputes to ensure smooth operations. Disputes will first be mediated by the Chair. If unresolved, disputes will be escalated to the executive team (all department Chiefs) for a final decision. The AE will not be involved in resolving SC disputes to maintain the committee's independence.

Procedure #9.

The timeline for the PTASP review, signature, and approval is as follows and is subject to change

1. May – SC notice of any updates since last review/approval & comment period
2. June – Draft changes/updates based on comments received
3. July – SC review/approval of draft changes
4. August – TAC or General Counsel ASP review for further development
5. September - Refine ASP based on TAC/General Counsel notes
6. October - AE signature before PTASP is approved by the Board
7. November - SC final review & formal approval
8. December - Board approval: present summary of review process and key changes

Safety Risk Reduction Program (SRRP)

The SRRP aims to improve safety performance by reducing the number and rates of safety events, injuries, and assaults on transit workers. The program will be documented in the ASP and reviewed annually. The SRRP will be integrated into the Safety Risk Management process to ensure continuous identification, assessment, mitigation, and reduction of safety events and assaults on transit workers. Hazards will be regularly identified through safety event reports, employee feedback, and safety audits. Hazards will be assessed to determine potential consequences and likelihood, and risks will be prioritized based on severity and likelihood. Mitigations will be developed and implemented, such as measures to reduce visibility impairments for bus operators and installing safety features on buses. The effectiveness of mitigations will be continuously monitored and adjustments made as necessary.

The SRRP will be integrated into the Safety Risk Management process to ensure continuous identification, assessment, mitigation, and reduction of safety events and assaults on transit workers. This specifically includes addressing:

- The reduction and mitigation of vehicular and pedestrian safety events involving transit vehicles.
- The reduction and mitigation of assaults on transit workers.

Hazards and mitigations for these two areas are tracked in the Safety Risk Mitigation Register, which is incorporated by reference into this plan.



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Safety Performance Targets (SPTs) and Specific Mitigation Measures

As part of the SRRP, specific Safety Performance Targets (SPTs) will be established by the SC to address key safety concerns, including assaults on transit workers and pedestrian/bus collisions. These SPTs will be reviewed and updated annually to reflect the latest data and trends (please refer to section 3 for Safety Performance Targets set by SC in SRRP). The SC will set SPTs based on a three-year rolling average of data submitted by SunLine to the National Transit Database for all modes of public transportation. The SC is not required to set an SPT if SunLine has not reported three years of data to the NTD. SunLine will monitor safety performance against annual SPTs set by the SC.

Facilities Inspections

Facilities inspections occur no less than monthly by the Safety Department and include all operating, maintenance and administrative structures. **SOP #Safety 0026 v11 – Facilities Inspection** describes the process used to conduct a safety inspection of the facilities and equipment used in the facility.

Separate inspections of all passenger facilities such as bus stops and shelters are conducted by the Stops and Zones personnel in accordance with **SOP #Safety 0022 – Bus Stop Safety Evaluation**. Any unsafe conditions are reported to their supervisors upon discovery.

Safety inspections documents are maintained, filed and tracked in the Safety Department. Safety inspection reports are available to the Accountable Executive and Department Heads.

Maintenance

Maintenance operating policies, plans, and procedures are routinely monitored by supervisors to assure employees are performing their maintenance functions in a safe manner. **SOP #Safety 0029 – Daily Safety Walkthrough** is a key tool used for this monitoring. Violations of practices and conditions which may cause harm to employees, property, or equipment is corrected and reported to the Safety Department.

Additionally, specific actions are taken to ensure implementation of all safety policies including, but not limited to:

The Deputy Chief Maintenance Officer – Maintenance or designee checks tool calibrations on an annual basis and repairs or replaces the tool as appropriate and maintains documentation to support such checks. The Chief Safety Officer is notified of the results of such checks.

All safety related records of the Maintenance Department are maintained with copies provided to the Chief Safety Officer.

The Chief Safety Officer maintains the database of facility safety issues and evaluates that list on an annual basis to determine safety trends. Such evaluation is reported to the Deputy Chief of Facility Maintenance and the Chief Operations Officer – Maintenance for further action as necessary.

The Deputy Chief Maintenance Officer – Maintenance maintains all safety-related records of the Maintenance Department and will provide copies of those reports to the Chief Safety Officer.



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The Maintenance Department has developed a preventative maintenance schedule for vehicles, which is designed to maintain overall system safety at a maximum interval of 6,000 miles between preventive maintenance evaluations. Reported deficiencies and defects in equipment or facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of defects is placed into service.

Describe activities to conduct investigations of safety events, including the identification of causal factors.

SunLine investigates all safety events to identify causal and contributing factors. As described in Section 4, the Chief Safety Officer is responsible for investigating all collisions and injuries for preventability (SOP #Safety 0036, SOP #Safety 0014V10). This includes identifying causal factors to develop mitigation strategies and prevent recurrence.

Describe activities to monitor information reported through internal safety reporting programs.

SunLine actively monitors information reported through the Employee Safety Reporting Program (SOP #Safety 0038) and other internal reporting channels to identify safety concerns and trends.

SOP #Safety 0000 – Rules/Procedures Review is a methodology conducted by the Chief Safety Officer and Chiefs of the operating divisions and is used to ensure uniform, coordinated development and implementation of operating, maintenance and facility procedures.

Several of the tools described earlier in this plan are incorporated into this process to ensure that data collected throughout SunLine is considered during this review process. Those tools include but are not limited to:

- Weekly Chiefs Meetings
- Internal Assessment
- Daily Safety Walkthrough
- Drivers Report
- Safety Committee Reports
- Employee Safety Suggestion Program

This data is analyzed then compared to current practices and procedures to ensure that safety concerns have been addressed and procedures are being followed. Where discrepancies are identified, the Deputy Chief of the operating division in question works with supervision and employees to correct the situation.

Should changes to the current practices be required as a result of this review the following steps are taken:

- The concerns and supporting data are brought to the Chief Safety Officer for review.
- The Chief Safety Officer works with the review team to develop a solution.



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- The proposed solution is then presented to the affected Department Head for review and approval.
- After Department Head approval, the Chief Safety Officer presents the solution to the Accountable Executive for review and approval.
- After Accountable Executive approval, the Chief Safety Officer ensures that the solution is returned to the Department Head for implementation.

This review is scheduled to be conducted annually. Throughout the year, the practices are routinely monitored. Should additional discrepancies be found between the SOP and actual practices, the Rules/Procedures is repeated when needed to correct the situation.

When necessary, SunLine hires consultants with specific areas of expertise in safety, hazardous materials handling and hazardous conditions mitigation to assist.

SunLine also stays abreast of industry safety issues and mitigations through membership in several organizations including:

- The American Public Transportation Association (APTA)
- Cal ACT
- California Transit Association
- National Safety Council
- CAL/OSHA Compliance Advisor
- Safety Compliance Alerts
- Injury Prevention Alerts
- Facility Manager Alerts
- Other specific trade organizations

In addition to their responsibilities described throughout this safety plan, SunLine's management team monitors data for trends and shares their findings throughout the organization.

Accountable Executive

- Provides oversight of all ASP policies, recommendations, actions, and modifications.
- Delegations of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.
- Allocations/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.
- Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.

Chief Safety Officer



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- Prioritization of safety hazards and communication to management.
- Coordinate with the Deputy Chief of Facility Maintenance in Hazard Identification and Resolution.
- Manage the Hazardous Materials Business Plan with the Deputy Chief of Facility Maintenance.
- Track, monitor, and manage the modified duty program for employees returning to work with restrictions.
- Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.
- Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).
- Track safety KPI's for all agency employees and departments.
- Reports directly to the Accountable Executive any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment.
- Investigate all SunLine Transit Agency collisions and injuries for preventability.
- Submit monthly safety and security data to the National Transit Database.

Chief of Human Relations

- Maintain the CAL-OSHA Log 300
- Post the CAL-OSHA Log 300 (the previous year's recorded safety events) in the month of February.
- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Ensure all Human Resources Department employees attend designated mandatory safety meetings.
- Attend safety meetings and support the safety message being presented by the Safety Department.
- Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture.
- Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.

Chief Transportation Officer

The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Monitor adherence to safety-related operating policies, plans, rules, and procedures.



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- o Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
 - o Safety violations are reported to the Chief Safety Officer.
- Ensure all Dispatchers, Supervisors, and any other safety sensitive personnel attend safety meetings as prescribed.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Review reported safety concerns from employees/passengers on bus routes/stop in conjunction with the Director of Planning.

Chief Maintenance Officer

The Maintenance Department has developed a preventive maintenance schedule for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected and monitored to ensure safe operations. Only equipment known to be free of safety defects is placed into service. The Maintenance Department is assigned the responsibility for maintaining all vehicles in a safe condition.

These responsibilities include:

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Monitor adherence to safety-related operating and maintenance policies, plans, rules and procedures.
 - o Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
- Ensure all Maintenance Department employees attend designated mandatory safety meetings.
- Ensure all Maintenance Department Employees attend weekly tailgate safety meetings.
- Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.

Chief Financial Officer

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.



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- Work closely with the Deputy Chief of Facility Maintenance to ensure all purchases are closely inspected to ensure acceptance and safe materials and equipment.
- Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends.

Planning Manager

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.

Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

SunLine implements a Management of Change process to ensure that all operational, organizational, technological, or procedural modifications are evaluated for potential safety impacts.

- **Identification:** Department leadership identifies any proposed changes that may impact safety performance is identified by department leadership.
- **Assessment:** The proposed change is evaluated through the agency's Safety Risk Management (SRM) process (detailed in Section 5). This assessment identifies new hazards or impacts on existing safety risk mitigations.
- **Mitigation:** If new hazards are identified, safety risk mitigations are developed and implemented prior to the change.

Approval: The Accountable Executive and other relevant leadership following the SRM assessment must approve changes.

Continuous Improvement

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

SunLine is committed to the continuous improvement of its safety performance. This process includes:



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- **Annual Performance Assessment:** The agency conducts a process to assess its safety performance annually. This process includes:
 - o Identifying deficiencies in the SMS and the agency's performance against its (general) safety performance targets.
 - o Identifying deficiencies in the agency's performance against annual safety performance targets set by the Safety Committee for the safety risk reduction program.
 - o Reviewing findings from the Safety Committee (Section 6) regarding safety deficiencies.
- **Monitoring SRRP Targets:** The agency actively monitors safety performance against the annual SRRP targets set by the Safety Committee.
- **Response to Missed SRRP Targets:** If the agency does not meet an established annual SRRP target, SunLine will:
 - o Assess the associated safety risk through the SRM process (Section 5).
 - o Mitigate the associated safety risk based on the results of the SRM process.
 - o Include these new mitigations in this ASP (or incorporate them by reference via the Safety Risk Register).
 - o Allocate its safety set-aside funds in the following fiscal year to safety-related projects that are reasonably likely to help meet the missed target(s).
- **Corrective Action Plans:** Under the direction of the Accountable Executive, the agency develops and carries out plans to address any deficiencies identified through the safety performance assessment process, including any mitigations developed in response to a missed SRRP target.

4 Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

Safety Training

All training in the Training Department is performed by Transportation Safety Institute (TSI) certified instructors. All new operators training consists of no less than forty (40) hours of classroom. Classroom consists of TSI courses:

- Bus Maneuvering and Defensive Driving



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- Emergency and Safety event Handling Procedures
- Passenger Relations

These are supplemented with other courses that have been incorporated into the training as contained in the Instructors Manual.

Completion of a written examination for all course subjects is required of each student.

New operator training also consists of no less than forty (40) hours of Behind-the-Wheel training before being tested.

- All new operators are trained on all SunLine vehicles which they will be expected to operate
- An authorized examiner of SunLine administers the road test, following Department of Motor Vehicle guidelines and is recorded on the Certificate of Driving Skill (DL170).
- All training records are kept on file in the Superintendent of Safety and Training files.

After successful completion of the classroom and Behind-the-Wheel segments of the training program, the operators begin cross training, on route, with line operators, who grade their performance on the **Training Progress Report**, which are reviewed by the Training Department.

The total time from classroom to line operator is approximately 6-8 weeks. All hours are documented on **Verification of Transit Training Form** (DL260).

The Safety Department coordinates with training and maintenance training instructors in formulating and refining training programs. Training curriculums are reevaluated for improvements after each training class has been completed. New hire operators are provided course critique sheets to evaluate the driver training course.

Continues safety training to instruct employees on methods to prevent traffic, passengers, and employee safety events is accomplished with:

- Safety meetings
- Tailgate meetings
- Special presentations or classes
- Publications
- Newsletters
- Coaching at work locations

All training on new Agency vehicles is documented and retained by the Training Department.

Dispatch received a list of those operators qualified to operate new equipment.

Initial Training and Re-training is provided as described in the following chart.



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Type of Training	Frequency	Comments
Safety Training	Upon Hire	Re-training Monthly
OSHA Training	Quarterly	
Bloodborne Pathogens	Upon Hire	Re-training Annually
Right-to-Know	Upon Hire	Re-training Annually
Equipment Training	Receipt of new equipment	
Emergency Drills	Quarterly	
Fatigue Awareness	Upon Hire	
Alternative Fuel	Upon Hire	As appropriate
General/Specific Safety	Monthly (Main./Ops.)	As appropriate
Hazardous Materials	Upon Hire	As appropriate
CNG Fueling	Upon Hire	As appropriate
Disaster Preparedness	Upon Hire	
Forklift	Upon Hire	Re-training Annually
In relation to the training in the table above, safety training for all operations transit workers and transit workers directly responsible for safety, including maintenance transit workers, includes: • De-escalation • Safety concern identification and reporting • Refresher training (as needed)		
Safety Communication <i>Describe processes and activities to communicate safety and safety performance information throughout the organization.</i>		



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Communication Tools

SunLine uses various tools to communicate safety activities, concerns, and notices to employees. SunLine will communicate the results of cooperation with frontline transit worker representatives or the Safety Committee activities throughout SunLine's organization.

The communication tools that SunLine may use include, but are not limited to:

- Communicating safety actions taken in response to reports submitted through the employee safety reporting program.
- Employee Safety Meetings
 - Attended by employees from Operations, Maintenance, Human Resource, Planning and Administrative Staff
- Tailgate meetings
- Newsletters
- Publications
- Posting of Safety Committee minutes throughout the organization
- Use of color codes, posters, labels or signs to warn employees of potential hazards

Safety Incentive Awards

Safety awards are used to encourage individual participation in the SSPP.

Presently the Safety Department administers Safe Driving Awards, which recognizes individual yearly miles driven safety event free by transit operators.

Our other safety incentive program is our Quarterly Safety Incentive Program that recognizes the safety achievement of employees with a prize.

5 Certification of Compliance

SunLine Transit Agency certifies compliance with 49 CFR Part 673 through the FTA's Transit Award Management System (TrAMS).

Name of Individual That Certifies Compliance: [Name]

Date of Certification: [Date]



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6 Recordkeeping

SunLine maintains documents that set forth this ASP, including those related to the implementation of SMS and the results from SMS processes and activities. These documents are maintained, in whole or by reference, and describe the programs, policies, and procedures that the agency uses to carry out its ASP.

These documents will be made available upon request by the FTA, another Federal entity, or a State. All recordkeeping documents will be retained for a minimum of three years after creation, in accordance with the agency's record retention policy.

Definitions of Special Terms Used in the ASP

SunLine Transit Agency incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Term	Definition
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
Assault on a transit worker	A circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker, as defined in 49 U.S.C. 5302.
Competent Person	Someone who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.
Emergency	A natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170), as defined under 49 U.S.C. 5324.



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Equivalent entity	An entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Injury	Any harm to persons as a result of an event that requires immediate medical attention away from the scene.
Investigation	Means the process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.
Joint labor-management process	A formal approach to discuss topics affecting transit workers and the public transportation system.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
Near-miss	A narrowly avoided safety event.
Operator	A provider of public transportation.
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Potential Consequence	The effect of a hazard.
Agency Safety Plan	The documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
Safety Assurance	Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Committee	The formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and 49 C.F.R. part 673.
Safety event	An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.



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Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.
Safety Management System	The formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risks.
Safety Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety risk	The composite of predicted severity and likelihood of a potential consequence of a hazard.
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.
Safety Risk Management	A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.
Safety risk mitigation	A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.
Safety set-aside	The allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.
Serious Injury	Any injury in which: (1) any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
Transit Agency	An operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost- effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.
Transit worker	Any employee, contractor, or volunteer working on behalf of the transit agency.



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List of Acronyms Used in the ASP

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CDC	Centers for Disease Control and Prevention of the United States Department of Health and Human Services
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
NTD	National Transit Database
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SC	Safety Committee
SMS	Safety Management System
U.S.C.	United States Code
VRM	Vehicle Revenue Miles
FGA	Federal Government Agencies