



## Public Transportation Agency Safety Plan

City of Arvin  
Transportation Department  
165 Plumtree Drive  
Arvin, CA 93203

Adopted by the Arvin City Council on  
May 10, 2022

Signature of Accountable Executive

5-3-22

Date



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## Section 1 | Transit Agency Information

The City of Arvin is located in Kern County, in California's Central Valley, approximately 100 miles north of Los Angeles and 20 miles southeast of Bakersfield. The city's population in 2019 stood at just over 21,000. Arvin Transit provides fixed-route and demand-response transit services. Fixed-route service includes a local (intracity) route, a route connecting Arvin with neighboring Lamont, a route linking Arvin with the Tejon Ranch/IKEA Industrial Complex, and a route connecting Arvin with Bakersfield. Service is operated Monday through Friday from 7:00 a.m. to 4:30 p.m. (the Tejon Ranch route includes one early-morning trip at 4:10 a.m.). Dial-A-Ride service is provided within Arvin city limits.

The City of Arvin operates Arvin Transit through its Transportation Department. All of the City's transit services are provided in-house (i.e., not contracted). The City is a recipient/sub-recipient of FTA Section 5311, Section 5339, and state Transportation Development Act funds. The City of Arvin does not provide transportation services on behalf of any other entity.

### 1.1 Accountable Executive

The City of Arvin's Accountable Executive is City Manager Jeff Jones. The Accountable Executive is the single, identifiable person who has ultimate responsibility for carrying out this Agency Safety Plan as well as the City's Transit Asset Management (TAM) Plan. The Accountable Executive provides control or direction over the human and capital resources needed to develop and maintain both this Plan and the TAM Plan.

The Accountable Executive is accountable for ensuring that the Agency's Safety Management Systems (SMS) is effectively implemented throughout the Agency's public transportation program. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address any sub-standard performance in the Agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the Transit Agency's safety performance cannot be delegated and always rests with the Accountable Executive.

### 1.2 Chief Safety Officer

The Accountable Executive has designated the Transit Manager, Hesham Elshazly, as the City's Chief Safety Officer who has the authority and responsibility for day-to-day implementation and operation of the Agency's SMS. The Chief Safety Officer holds a direct line of reporting to the Accountable Executive and has a strong working relationship with the operations and asset management functions for Arvin Transit.

### 1.3 Agency Leadership and Executive Management

Agency Leadership/Executive Management is comprised of the City Manager (Accountable Executive) and the Transit Manager (Chief Safety Officer).

### 1.4 Key Staff

City of Arvin key staff may include managers, supervisors, specialists, analysts, and other key employees who are performing highly technical work and overseeing employees performing critical tasks and



providing support in the implementation of this Agency Safety Plan and SMS principles in various departments throughout the agency.





## Section 2 | Plan Development, Approval, and Updates

The City of Arvin developed the contents of this Agency Safety Plan to meet requirements specified in 49 CFR Part 673. This Plan is based on the four (4) principles or pillars of the Safety Management Systems (SMS). SMS is defined as the formal, top-down, organization-wide, data-driven approach to managing safety risk and assuring the effectiveness of safety mitigations. It includes systematic policies, procedures, and practices for the management of safety risk. The four principles or pillars of SMS are: (1) Safety Management Policy; (2) Safety Risk Management; (3) Safety Assurance; and (4) Safety Promotion.

### 2.1 Drafting the Plan

The City of Arvin prepared this Plan with the assistance of a consultant, thereby meeting the requirements of 49 CFR Part 673. The FTA and Caltrans will oversee compliance with the requirements of Part 673 through the existing Triennial Review processes.

### 2.2 Signature by the Accountable Executive and Approval by the City Council

Pursuant to 49 CFR Part 673.11 (a)(1), this Agency Safety Plan and subsequent updates must be signed by the Accountable Executive and approved by the Arvin City Council. Documentation of Council approval is found in Section 10.

### 2.3 Certification of Compliance

Pursuant to 49 CFR Parts 673.13(a) and 673.13(b), the City of Arvin certifies it has established this Agency Safety Plan, meeting the requirements of 49 CFR Part 673, and will certify its compliance with 49 CFR Part 673. As an FTA Section 5311 funding recipient, the City was not required to certify its initial plan by December 31, 2020.

After initial certification, and on an annual basis, the City of Arvin must update this Agency Safety Plan by July 20 in perpetuity. All Agency Safety Plan updates shall be signed by the Accountable Executive and approved by the City Council.

The FTA does not require this plan to be submitted to the FTA. Instead, the City will certify that it has established this Safety Plan, which fulfills the requirements under Part 673. The FTA annually amends and issues the list of Certifications and Assurances. The City will review such guidance for incorporation into the safety program as necessary.

### 2.4 Plan Review and Updates

The City of Arvin updates this Safety Plan when information, processes or activities change within the Agency and/or when 49 CFR Part 673 undergoes significant changes, or annually, whichever comes sooner. As the City collects data through its Safety Risk Management and Safety Assurance processes, shared with Caltrans and the local Metropolitan Planning Organization (MPO) as described in subsection 3.1 below, the MPO and Caltrans will evaluate the City's safety performance targets (SPTs) to determine whether they need to be changed, as well.

The City of Arvin will measure Safety Management System performance by annually analyzing key safety performance indicators; reviewing inspections, investigations and corrective action reports; and auditing



the processes that support the Safety Management System each February. These activities will become the basis for revising or developing safety objectives, safety performance targets, and plans with the goal of continuous safety improvement.

This Plan may need to be reviewed and updated more frequently based on the following:

- The approach to mitigating safety deficiencies is deemed to be ineffective;
- Significant changes to service delivery have been made;
- New processes or procedures that may impact safety have been introduced;
- Resources available to support SMS have changed or been re-prioritized; and/or
- There has been a significant change to the City's organizational structure.



## Section 3 | Safety Performance Targets (SPTs)

### 3.1 Target Development

The City of Arvin includes Safety Performance Targets (SPTs) in this Safety Plan. These targets are specific numerical targets set by the City and based on the safety Performance Measures established by the FTA in the National Public Transportation Safety Plan. In the most recent version (2017), the FTA adopted four initial safety Performance Measures: (1) Fatalities, (2) Injuries, (3) Safety Events, and (4) System Reliability.

The City developed safety performance targets for Arvin Transit that it will review and update annually. The specific safety performance targets are based on the safety performance measures established under the National Public Transportation Safety Plan and the safety performance goals set by the City based on the past three (3) Calendar years of data. The Safety Performance Targets for Arvin Transit are expected to stay remain consistent with the previous three years data pertaining to fatalities, injuries, safety events, and system reliability.

The FTA requires the City to coordinate with the Metropolitan Planning Organization (i.e., the Kern Council of Governments) and the state (Caltrans) to the maximum extent practicable. Pursuant to 49 CFR Part 673.15(a), the City will make safety performance targets available to the Kern Council of Governments (Kern COG) to aid in the planning process upon certification of this plan. Additionally, the City will transmit performance data against the safety performance targets to Caltrans and Kern COG on an annual basis.

Mode of Transit Service	Fatalities (total)	Fatalities (per 100k VRM)	Injuries (total)	Injuries (per 100k VRM)	Safety Events (total)	Safety Events (per 100k VRM)	System Reliability (VRM / failures)
Fixed-route	0	0	0	0	0	0	0
Demand-response	0	0	0	0	0	0	0

<b>Targets Transmitted to the State</b>	<b>State Entity Name</b>	<b>Date Targets Transmitted</b>
	Caltrans Department of Transportation	May 20, 2022
<b>Targets Transmitted to the Metropolitan Planning Organization (MPO)</b>	<b>Metropolitan Planning Organization Name</b>	<b>Date Targets Transmitted</b>
	Kern Council of Governments	May 20, 2022



## Section 4 | Overview of the Agency's Safety Management Systems (SMS)

Safety Management Systems (SMS) is a comprehensive, collaborative approach that brings management and labor together to build on the transit industry's existing safety foundation to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more carefully. The City of Arvin's SMS focuses on applying resources to risk and is based on ensuring Arvin Transit has the organizational infrastructure to support decision-making at all levels regarding the assignment of resources. Some key parts of the City's SMS include:

- Defined roles and responsibilities;
- Strong executive safety leadership;
- Formal safety accountabilities and communication;
- Effective policies and procedures; and
- Active employee involvement

Furthermore, the City's SMS have four distinct components, which are discussed in subsequent sections of this Safety Plan:

- Safety Policy,
- Safety Risk Management,
- Safety Assurance, and
- Safety Promotion.



## Section 5 Safety Management Policy

The first component of the City of Arvin's SMS is the Safety Management Policy, which serves as the foundation of Arvin Transit's Safety Management System. It clearly states the organization's safety objectives and sets forth the policies, procedures, and organizational structures necessary to accomplish the safety objectives. The Safety Management Policy clearly defines management and employee responsibilities for safety throughout the organization. It also ensures that management is actively engaged in the oversight of the system's safety performance by requiring regular review of the Safety Management Policy, budget and program by the designated Accountable Executive.

### 5.1 Safety Management Policy Statement

Safety is the City of Arvin's first priority. Arvin Transit is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all of its activities uphold the highest level of safety performance and meet required safety standards.

- We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.
- We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.
- For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We also will work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.
- We have established safety performance targets to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

Key objectives of the City's Safety Management Policy are:

1. To ensure employee and passenger safety.
2. To support a robust safety culture.
3. To minimize safety risks and hazards through effective reporting and mitigation.

### 5.2 Safety Management Policy Communication

This Safety Management Policy will be distributed to each transit employee at the time of their hiring and reviewed annually during employee safety meetings.



### 5.3 Employee Safety Reporting Program

The City of Arvin commits to providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team. The City of Arvin will ensure that no action will be taken against employees who disclose safety concerns through the reporting system, unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.

### 5.4 SMS Authorities, Accountabilities, and Responsibilities

All levels of management and employees are accountable for the delivery of the highest level of safety performance, starting with the Accountable Executive. The City of Arvin will integrate the management of safety among the primary responsibilities of all managers and employees, as defined in Arvin Transit job descriptions.

Managers must take an active role in the Safety Risk Management process and ensure that Safety Assurance functions are adequately supported. Managers are responsible for ensuring that Safety Risk Management is being performed in their operational areas of control so that safety risk associated with safety hazards is assessed and mitigated.

All employees will support safety management by ensuring safety concerns are identified and reported.



## Section 6 | Safety Risk Management (SRM)

The second component of the City of Arvin's SMS is Safety Risk Management, which includes processes and procedures to provide an understanding of the Agency's operations and vehicle maintenance to allow individuals to identify hazards associated with those activities.

The City has implemented a Safety Risk Management process for all elements of its transportation system. The Safety Risk Management process includes the following activities: safety hazard identification, safety risk assessment, and safety risk mitigation.

### 6.1 Safety Hazard Identification

Hazard identification is the first step in the Safety Risk Management process and a key component. It involves these fundamental safety-related activities: Identifying safety hazards and their consequences; assessing the risks associated with the consequences of the hazards; and developing mitigations to reduce the potential consequences of the identified hazards.

The following is Arvin Transit's methods and processes to identify hazards. The Agency considers, as a source for hazard identification, data and information provided by an oversight authority and the FTA. Hazards are identified through a variety of sources, including:

- Employee safety reporting;
- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets;
- Observations from supervisors;
- Maintenance reports;
- Comments from customers, passengers, and third parties;
- Monthly safety meetings;
- Inspections of vehicles and facilities;
- Results of training assessments;
- Investigations into safety events, incidents and occurrences; and
- Information from FTA and oversight authorities.

When a hazard has been identified, whatever the source, it is reported to Arvin Transit's Chief Safety Officer Hesham Elshazly, who enters it into the Hazard Log. The Chief Safety Officer also may enter hazards into this log based on reviews of operations and maintenance activities and procedures.

The Chief Safety Officer will investigate hazards to collect information and determine if hazards need to be entered into the safety risk assessment process. In following up on identified hazards, the Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard,



- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary,
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard,
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.),
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard,
- Review any past reported hazards of a similar nature, and
- Evaluate tasks and/or processes associated with the reported hazard.

Any identified hazard that poses an immediate risk to transit operations, the health and safety of employees or the public, or equipment must immediately be brought to the attention of the Accountable Executive and placed through the Safety Risk Management process for safety risk assessment and mitigation. Otherwise, hazards will be prioritized for further Safety Risk Management activity.

## 6.2 Safety Risk Assessment

Safety risk assessment defines the level or degree of the safety risk by assessing the likelihood and severity of the consequences of hazards and prioritizes hazards based on the safety risk. Chief Safety Officer Hesham Elshazly, with assistance from key staff, is responsible for assessing identified hazards and ratings using the safety risk matrix below. Prioritizing safety risk provides the Accountable Executive with the information needed to make decisions about resource application.

The following matrix, adapted from the FTA’s *Sample Safety Risk Assessment Matrices for Bus Transit Agencies*, facilitates the ranking of hazards based on their probability of occurrence and severity of their outcome. The measuring goes from Level A to Level C, with Level A being frequent or likely to occur and Level C being remote or unlikely to occur.

Exhibit 6.2.1 Safety Risk Likelihood Matrix

Likelihood Levels			
Description	Level	Individual Item	System or Vehicle Fleet
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced. Potential consequence may occur more than once in 500 operating hours.
Occasional	B	Will occur several items in the life of an item.	Will occur several times. Potential consequence may be experienced one in 500 to 60,000 operating hours.
Remote	C	Unlikely to occur in the life of an item.	Unlikely but possible. Potential consequence may be experienced once in 60,000 to 1,800,000 operating hours.





The Safety Risk Severity Table presents a typical safety risk. It includes three categories to denote the level of severity of the occurrence of a consequence, the meaning of each category, and the assignment of a value to each category using numbers. In this table, Category 1 is considered catastrophic meaning possible deaths and equipment destroyed and Category 3 is considered marginal or of little consequence, with one level (serious) in between.

Exhibit 6.2.2 Safety Risk Severity Matrix

Severity Categories		
Description	Category	Criteria
Catastrophic	1	Could result in death, permanent total disability, loss exceeding \$250,000, system shutdown lasting 4 or more hours, or irreversible severe environmental damage that violates law or regulation.
Serious	2	Could result in permanent partial disability, injury or occupational illness that may result in hospitalization of at least one person, property damage exceeding \$25,000 but less than \$250,000, system shutdown lasting between 10 minutes and 4 hours, or reversible environmental damage causing a violation of law or regulation.
Marginal	3	Could result in injury or occupational illness resulting in one or more lost workday(s), property damage up to \$25,000, system shutdown of less than 10 minutes, or mitigatable environmental damage without violation of law or regulation.

Safety Risk Probability and Safety Risk Severity are combined into the Safety Risk Assessment Matrix to help prioritize safety risks according to the table below.

The matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- **High** ratings will be considered unacceptable and require action from City’s Accountable Executive and Chief Safety Officer to mitigate or eliminate the safety risk.
- **Medium** hazard ratings will be considered undesirable and will require review by the Accountable Executive and Chief Safety Officer to determine whether to accept the safety risk with monitoring or require additional action.
- **Low** hazard ratings indicate the safety risk is acceptable with review by the Chief Safety Officer.

Exhibit 6.2.3 Safety Risk Assessment Matrix

Risk Assessment Matrix			
Likelihood/Severity	Catastrophic (1)	Serious (2)	Marginal (3)
Frequent (A)	High (1A)	High (2A)	Medium (3A)
Occasional (B)	High (1B)	Medium (2B)	Low (3B)
Remote (C)	High (1C)	Medium (2C)	Low (3C)

The Chief Safety Officer documents recommendations regarding hazard rating and mitigation options and reports this information to the Accountable Executive.



### 6.3 Safety Risk Mitigation

Accountable Executive Jeff Jones and Chief Safety Officer Hesham Elshazly, assisted by Key Staff subject matter experts, reviews current safety risk mitigations and establish procedures to 1) eliminate; 2) mitigate; 3) accept specific risks. Prioritization of safety remediation measures is based on risk analysis and a course of action acceptable to City of Arvin management as well as recommendations from the Chief Safety Officer.

The safety risk must be mitigated if ranked as Unacceptable (High/Red). Those safety risks that have been mitigated, even those mitigated risks shown as Acceptable (Low/Green), undergo regular and consistent monitoring to ensure the mitigation strategy is effective.

Key strategies to minimize the types of risks that potentially exist include:

- Development and deployment of policies and procedures that address known hazards and risks,
- Discussion of other actions, strategies and procedures that might help safeguard against unknown/unforeseen risks,
- Training of drivers and other agency staff on all safety policies and procedures,
- Training of drivers and other agency staff on methodologies for handling emergencies, and
- Training of drivers and staff on proper and effective use of emergency equipment and communication technologies and protocol.

The City's Chief Safety Officer tracks and updates safety risk mitigations information in the Arvin Transit Hazard Log and makes the log available to City of Arvin and Arvin Transit staff upon request.

In the Hazard Log, the City's Chief Safety Office will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.



## Section 7 | Safety Assurance

The third component of the Agency's SMS is Safety Assurance, which ensures the performance and effectiveness of safety risk controls established under safety risk management. Safety assurance also helps ensure that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of data regarding the organization's performance. Through our Safety Assurance process, the City of Arvin can:

- Evaluate the operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control and prevent risk;
- Assess the effectiveness of safety risk mitigations to make sure mitigations are appropriate and are implemented as intended;
- Investigate safety events to identify casual factors; and
- Analyze information from safety reporting, including data about safety failures, defects, or conditions.

Incidents that occur from any of the procedures listed are compared against recent performance trends quarterly and annually by Chief Safety Officer Hesham Elshazly to determine what actions need to be taken. Information is then thoroughly gathered from all parties and carefully analyzed to determine a justifiable outcome and preventative solution. Next, the Chief Safety Officer shares any identified non-compliant or ineffective activities, including mitigations with Human Resources. With monthly safety meetings, information is provided and recorded to be used as minutes given to all city departments and officials. Furthermore, the City of Arvin's Human Resource Department investigates safety events and any reports of non-compliance with applicable regulations, standards, and legal authority.

Some of the key elements of the City's Safety Performance Monitoring and Measurement are shown below in Subsection 7.1.

### 7.1 Safety Performance Monitoring and Measurement

To ensure the Arvin Transit system remains compliant, monitoring is performed by the City of Arvin through internal safety reporting programs, including the employee safety reporting program and monthly safety meetings.

Other processes set in place to monitor its entire transit system for compliance with operations and maintenance procedures include;

- Informal inspections,
  - Regular review of on-board camera footage to assess drivers and specific incidents,
  - Safety surveys,
  - Employee safety reporting program,
  - Investigation of safety occurrences,
  - Safety review prior to the launch or modification of any facet of service,
  - Daily data gathering and monitoring of data relating to the delivery of service,
  - Regular vehicle inspections and preventative maintenance, and
  - Continuous feedback loop between leadership and all levels of the agency.
-



Results from the above processes are compared against recent performance trends quarterly and annually by the City's Chief Safety Officer to determine what actions need to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SMS process for reevaluation.

Chief Safety Officer Hesham Elshazly reviews the performance of individual safety risk mitigations based on the reporting schedule determined for each mitigation, and determines if a specific safety risk mitigation is not implemented or performing as needed. If the mitigation is not implemented or performing as intended, the Chief Safety Officer will propose a course of action to modify the mitigation or take other action to manage the safety risk and oversee its execution.

The City's Chief Safety Officer will monitor Arvin Transit's operations to identify mitigations that may be ineffective, inappropriate, or were not implemented as intended through:

- Reviewing results from accident, incident, and occurrence investigations,
- Monitoring employee safety reporting,
- Reviewing results of internal safety audits and inspections, and
- Analyzing operational and safety data to identify emerging safety concerns.

The City's Chief Safety Officer works with the Accountable Executive to carry out and document all monitoring activities.

The City of Arvin conducts investigations of safety events to identify causal and contributing factors and monitors information reported through all internal safety reporting programs. The Chief Safety Officer routinely reviews safety data captured in employee safety reports, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer ensures that the issues and concerns are investigated or analyzed through the safety risk assessment process.

The internal investigation process determines whether:

- The accident was preventable or non-preventable,
- Personnel require discipline or retraining,
- The casual factor(s) indicate(s) that a safety hazard contributed to or was present during the event, and
- The accident appears to involve underlying organization casual factors beyond just individual employee behavior.

Chief Safety Officer Hesham Elshazly also reviews the results of internal and external reviews with findings affecting safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and executive management and documents the results of these reviews in the Hazard Log.

In the event of a fatality, the City of Arvin will comply with all FTA drug and alcohol requirements.



In California, every driver involved in an accident that results in death, injury, or property damage over \$1,000, effective January 1, 2017, must report the accident on a Report of Traffic Accident Occurring in California (SR 1) form to the state Department of Motor Vehicles. Also, under California Vehicle Code §16002(b) the driver of a vehicle that is owned or operated by a publicly owned or operated transit system, or that is operated under contract with a publicly owned or operated transit system, and that is used to provide regularly scheduled transportation to the general public or for other official business of the system shall, within 10 days of the occurrence of the accident, report to the transit system any accident of a type otherwise required to be reported pursuant to subdivision (a) of Section 16000. Arvin Transit requires transit driver notification to the City immediately and maintains records of any report filed pursuant to this paragraph.



## Section 8 | Safety Promotion

The fourth component of the Agency's SMS is Safety Promotion, which includes a combination of training and communication of safety information to employees to enhance the Agency's safety performance. Safety Promotion sets the tone for the SMS and helps the City of Arvin to establish and maintain a robust safety culture. Safety Promotion has two-components: (1) Safety Communication; and (2) Competencies and Training.

### 8.1 Safety Communication

The City of Arvin communicates safety and safety performance information throughout the organization that, at a minimum, conveys information on hazards and safety risks relevant to employee's roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

The City of Arvin's focus is to ensure all Safety communication remains precise and efficient in all areas of the organization. The City communicates safety and safety performance information during its monthly safety meetings and annually as part of the Agency Safety Plan recertification. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact transit service or safety performance, and updates regarding SMS implementation.

Tools to support safety communication include:

- Safety bulletins
- Safety notices
- Posters
- CDs or Thumb drives or online safety video access
- New employee training and refresher training

### Subsection 8.2 Competencies and Training

The City of Arvin's comprehensive safety training program applies to all Arvin Transit key staff directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and Supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer, and
- Accountable Executive.

The City of Arvin dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher



training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Operations safety-related skill training provided by the City of Arvin includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for supervisors and managers, and
- Accident investigation training for supervisors and managers.

Vehicle maintenance safety-related skill training provided by the City includes the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.



## Section 9 | Definitions

**Accident** means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons.

**Accountable Executive** means the single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of the Agency; responsibility for carrying out the Agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the Agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the Agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.

**Agency or Transit Agency** means the City of Arvin, which operates Arvin Transit.

**Arvin City Council** means the governing body for the City of Arvin.

**Arvin Transit** is the transit program operated by the City of Arvin through its Transportation Department.

**Caltrans** is the California Department of Transportation.

**Chief Safety Officer** means the adequately trained individual who has responsibility for safety and reports directly to the Transit Agency's chief executive officer.

**CFR** means Code of Federal Regulations.

**Fatality** (performance measure) means a death or suicide confirmed within 30 days of a reported Safety Event. It does not include deaths in or on transit property that are the result of illness or other natural causes.

**FTA** is the Federal Transit Administration, an operating administration within the United States Department of Transportation.

**Hazard** means 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 the system, or damage to the environment.

**Incident** means an Event that involves any of the following: a personal injury that is not a serious injury, one or more injuries requiring medical transport, or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the Transit Agency.

**Injury** (performance measure) is any damage or 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 an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

**National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.





**Occurrence** is an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of the Transit Agency.

**Part 673** is 49 CFR (Code of Federal Regulations) Part 673.

**Performance Measure** means 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.

**Performance Target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

**Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk mitigation** is a method or methods to eliminate or reduce the effects of hazards.

**Safety Assurance** means processes within the Transit Agency's Safety Management Systems 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 Event** means any Accident, Incident, or Occurrence. This can include a collision, fire, hazardous material spill, act of nature, evacuation, or other Safety Occurrence (generally resulting in property damage equal to or exceeding \$25,000) occurring on a transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle.

**Safety Management Policy** means the Transit Agency's documented commitment to safety, which defines the Transit Agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

**Safety Management Systems (SMS)** is the formal, top-down, 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 risks and hazards.

**Safety Performance Target (SPT)** means a Performance Target related to safety management activities.

**Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the Transit Agency's public transportation system.

**Safety Risk Assessment (SRA)** means the formal activity whereby the Transit Agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

**Safety Risk Management (SRM)** is a process within the Transit Agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

**Serious injury** means any injury which: (1) requires hospitalization for more than 48 hours, commencing within seven days from the date 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 five percent of the body surface.

**State of Good Repair (SGR)** means the condition in which a capital asset is able to operate at a full level of performance.

**Transit Asset Management Plan** means 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.

**U.S.C.** is the United States Code.



## Section 10 | Documentation

Pursuant to 49 CFR Part 673.31, the City of Arvin maintains records related to this Safety Plan and SMS implementation for a minimum of three years. These documents include but are not limited to the results from SMS processes and activities. The City will make these documents available to the Federal Transit Administration Region 9, Caltrans, and other Federal and state agencies upon request.



**RESOLUTION NO. 2022-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN  
APPROVING THE PUBLIC TRANSPORTATION AGENCY SAFETY  
PLAN (PTASP); AND AUTHORIZING RELATED ACTIONS**

**WHEREAS**, the Federal Transportation Administration (FTA) adopted principles of the Safety Management System for enhancing safety within public transportation in the form of the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673; and

**WHEREAS**, FTA requires that all public agencies receiving Section 5339 Federal Funds must establish and implement a PTASP that meets the requirements of 49 CFR Part 673; and

**WHEREAS**, the PTASP must document the processes and activities related to the Agency's Safety Management System and include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan that are shared with the regional Metropolitan Planning Organizations; and

**WHEREAS**, the PTASP and ongoing updates must be signed by the Accountable Executive and approved by the City Council of the City of Arvin; and

**WHEREAS**, The City of Arvin Transit Department has established a written PTASP that complies with all parts of 49 CFR Part 673 and is dedicated to the ongoing support of safety performance through established practices and procedures to identify, mitigate and monitor safety risks; and

**NOW, THEREFORE, BE IT RESOLVED THAT:** The City Council of the City of Arvin does hereby;

**Section 1:** Approve and Adopt the Arvin Transit Public Transportation Agency Safety Plan.

**Section 2:** Authorize the City Manager, or his designee to certify the Arvin Transit Public Transportation Agency Safety Plan and execute all related documents, subject to approval as to legal form by the City Attorney.

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I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Arvin at a regular meeting thereof held on the 10<sup>th</sup> day of May 2022 by the following vote:

AYES: CM Reyes, CM Horton, MPT Borrelli

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: CM Franetovich, Mayor Trujillo

ATTEST

  
\_\_\_\_\_  
CECILIA VELA, City Clerk

CITY OF ARVIN

By:   
~~OLIVIA TRUJILLO, Mayor~~  
Daniel Borrelli, Mayor Pro Tem

APPROVED AS TO FORM:

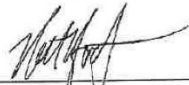
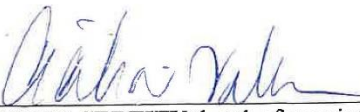
By:   
NATHAN HODGES, City Attorney  
Hodges Law Group

Exhibit: Public Transportation Agency Safety Plan-City of Arvin

I, , City Clerk of the City of Arvin, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the City Council of the City of Arvin on the date and by the vote indicated herein.