

# Safety Plan

for

## Marty

### Martin County's Public Transit Service



For

Federal Transit Administration

Martin County Board of County Commissioners

Version 4

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## 1. Transit Agency Information

<b>Transit Agency Name</b>	Martin County Board of County Commissioners		
<b>Transit Agency Address</b>	2401 SE Monterey Road, Stuart, FL 34996		
<b>Name and Title of Accountable Executive</b>	James Gorton, Public Works Director		
<b>Name of Chief Safety Officer or SMS Executive</b>	Ashman Beecher, Transit Administrator		
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Bus; Commuter Bus; Paratransit	<b>List All FTA Funding Types (e.g., 5307, 5337, 5339)</b>	5307 5339 5311
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Fixed Route Bus; Commuter Bus; Paratransit This is a contracted service.		
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b> N/A
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	N/A		

## 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Ashman Beecher, Transit Administrator	
<b>Approval by the Joint Safety Committee</b>	<b>Date of Approval</b>	
	10/15/2024	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
	James Gorton, Public Works Director	 10.24.2024

<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Martin County Board of County Commissioners</b>	<b>Date of Approval</b>
	Approved BOCC meeting agenda item	
	<b>Relevant Documentation (Title and Location)</b>	
	Copy of meeting agenda and action summary approving the Agency Safety Plan (ASP), is maintained on file by the Chief Safety Officer, in the Martin County Public Works Department.	

**Version Number and Updates**

*Record the complete history of successive versions of this plan.*

<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
1		New Document	06/02/2020
2	Pages 1-16	Annual Update	11/18/2022
3	Pages 1-19	Annual Update	10/09/2023
4	Pages 1 - 21	Annual Update	

<b>Annual Review and Update of the Agency Safety Plan</b>
This plan will be reviewed by a Joint labor-management Safety Committee (JSC) and updated by the Chief Safety Officer on an annual basis. The Accountable Executive will review and approve any changes, signing the ASP. The updated ASP will then go to the Board of County Commissioner for final approval by December 31.

### 3. Safety Performance Targets

#### Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. Safety performance targets will be evaluated over a fiscal year period with baseline year Fiscal Year 2025 (October 1, 2024 – September 30, 2025).

Mode of Transit Service	Fatality (Total)	Fatality (Rate per Total VRM)	Injury (Total)	Injury (Rate per Total VRM)	Major Safety Event (Total)	Major Safety Event (Rate per Total VRM)	System Reliability (VRM / failures)
Fixed Route Bus	0	0	0	0	0	0	41,220
Commuter Bus	0	0	0	0	0	0	14,340
ADA Paratransit	0	0	0	0	0	0	2,506

#### Safety Performance Targets (Transit Worker)

Mode of Transit Service	Transit Worker Fatality (Total)	Transit Worker Fatality (Rate per Total VRM)	Transit Worker Injury (Total)	Transit Worker Injury (Rate per Total VRM)	Assault on Transit Worker (Total VRM)	Assault on Transit Worker (Rate per VRM)
Fixed Route Bus	0	0	0	0	0	0
Commuter Bus	0	0	0	0	0	0
ADA Paratransit	0	0	0	0	0	0

#### Safety Performance Targets (Collisions)

Mode of Transit Service	Total Collisions	Collision (Rate per Total VRM)	Total Pedestrian Collision	Pedestrian Collision (Rate per Total)	Vehicular Collision (Rate per Total VRM)
Fixed Route Bus	0	0	0	0	0
Commuter Bus	0	0	0	0	0
ADA Paratransit	0	0	0	0	0

**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.*

The Chief Safety Officer shares the ASP, including safety performance targets, with the Martin Metropolitan Planning Organization (MPO) each year after its formal adoption by the Martin County Board of County Commissioners. (MCBOCC) The Chief Safety Officer also provides a copy of our formally adopted plan to the Florida Department of Transportation (FDOT). Transit personnel are available to coordinate with FDOT and the MPO in the selection of FDOT and MPO safety performance targets upon request.

<b>Targets Transmitted to the State</b>	<b>State Entity Name</b>	<b>Date Targets Transmitted</b>
	Florida Department of Transportation	
<b>Targets Transmitted to the Metropolitan Planning Organization(s)</b>	<b>Metropolitan Planning Organization Name</b>	<b>Date Targets Transmitted</b>
	Martin Metropolitan Planning Organization	

**4. Safety Management Policy**

**Safety Management Policy Statement**

*including safety objectives.*

Martin County's Public Transit service, MARTY is committed to providing safe, secure, clean, reliable, and efficient transportation services to its patrons. This policy statement serves to express management's commitment to and involvement in providing and maintaining a safe and secure transit system.

In the interest of safety and security, MARTY has developed and adopted this Safety Management System (SMS) that complies with 49 CFR PART 673 and is dedicated to the following safety objectives:

- Communicating the purpose and benefits of the SMS to all staff, managers, supervisors, and employees.
- Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through MARTY's Employee Safety Reporting Program (ESRP), unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Providing appropriate management involvement and the necessary resources that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to management.
- Identifying hazardous and unsafe work conditions and investigating any reported safety concerns by employees.

- Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

MARTY and its On-Road Contractor are authorized and responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. Management commits to maintain and implement the ASP and comply with the policies, procedures, and standards included in this document. All MARTY and its On-Road Operator staff is charged with the responsibility of adhering to this ASP. Any violation of safety and security practices is subject to disciplinary actions. Management is ultimately responsible for enforcing the ASP and maintaining a safe and secure system.

**Safety Management Policy Communication**

The Transit Administrator, who leads SMS activities, communicates SMS updates to transit staff annually or as needed via written communication or in-person meetings. The MARTY Safety Management Policy Statement is distributed to each employee and the On-Road Contractor. All parties receiving a copy of the statement and subsequent updates are required to sign for its receipt and acknowledge their responsibility in implementation. Distribution of the Safety Management Policy Statement has also been incorporated into the new-hire training and annual refresher training.

**Authorities, Accountabilities, and Responsibilities**

<p><b>Accountable Executive</b></p>	<p>The Public Works Director serves as MARTY’s Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> <li>• Accountable for ensuring that the agency’s SMS is effectively implemented.</li> <li>• Ensures action is taken, as necessary, to address substandard performance in the agency’s SMS.</li> <li>• Assumes ultimate responsibility for carrying out MARTY’s ASP, and SMS.</li> <li>• Designates an adequately trained Chief Safety Officer who is a direct report.</li> <li>• Controls and directs human and capital resources needed to develop and maintain the ASP and SMS.</li> <li>• Maintains responsibility for carrying out the agency’s Transit Asset Management Plan.</li> </ul>
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<p><b>Chief Safety Officer or SMS Executive</b></p>	<p>The Accountable Executive designates the Transit Administrator as MARTY’s Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> <li>• Holds a direct line of reporting to the Accountable Executive.</li> <li>• Has the authority and responsibility for day-to-day implementation and operation of the agency’s SMS.</li> <li>• Manages MARTY’s ESRP</li> <li>• Develops MARTY’s ASP and SMS policies and procedures.</li> <li>• Advises the Accountable Executive on SMS progress and status.</li> </ul>
<p><b>Agency Leadership and Executive Management</b></p>	<p>MARTY’s Transit Specialist has been identified to have the following authorities and responsibilities for day-to-day SMS implementation and operation of the SMS under this plan.:</p> <ul style="list-style-type: none"> <li>• Complete training on SMS and ASP elements</li> <li>• Oversee day-to-day operations of the SMS</li> </ul>
<p><b>Key Staff</b></p>	<p>The Contracted On-Road Operations and Safety Manager are responsible for Driver training.</p> <ul style="list-style-type: none"> <li>• Drivers’ Meetings: A permanent agenda item in all monthly Drivers’ Meetings is dedicated to safety. Safety issues are discussed and documented.</li> <li>• Safety Event Investigations</li> <li>• Re-Training</li> </ul>
<p><b>Joint Safety Committee</b></p>	<p>Pursuant to the requirements of the Bipartisan Infrastructure Law 49 U.S.C § 5329(d)(5) a Joint labor-management Safety Committee (JSC) has been established. The MARTY/MTM, Transit JSC meets quarterly to address safety-related matters, including the annual update of the. PTASP..</p>

**Employee Safety Reporting Program**

Martin County’s Employee Safety Reporting Program (ESRP) encourages employees or contracted employees to report safety conditions to senior management. Employees may report safety concerns in good faith without fear of retribution in the following ways:

- Report conditions directly to Chief Safety Officer, or Transit Systems Coordinator
- Report conditions anonymously via a locked comment box in the County General Services Yard.
- Comments via a sealed envelope can be dropped off at the County Administration Office at the security desk. Must have the words “For MARTY Chief Safety Officer” on the front of the envelope to ensure proper delivery.
- Report conditions at the monthly staff/contractor or driver safety meetings.



- Report conditions electronically in “Workday” Electronic application.

The comment box is checked weekly with any safety comments given directly to the Chief Safety Officer. Any safety conditions identified will be logged into a Safety Risk Register and reviewed by the Chief Safety Officer and addressed through the Safety Risk Management (SRM) process, including documentation by the Joint Safety Committee.

MARTY encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, disciplinary action may be required if the report involves any of the following:

- Willful participation in illegal activity, such as assault or theft.
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

## 5. 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.*

MARTY uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to leadership. The SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary.

### Safety Hazard Identification

The safety hazard identification process offers MARTY the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- ESRP
- Review of vehicle camera footage.
- Review of monthly performance data and safety performance targets.

- Observations by Transit staff.
- Maintenance reports.
- Comments from passengers
- Daily Vehicle Inspection forms
- Annual Bus Safety Inspections report
- Investigations into safety events, incidents, and occurrences.
- Federal Transit Administration (FTA) and other oversight authorities.

When a safety concern is identified, whatever the source, it is reported to the Chief Safety Officer. Procedures for reporting hazards to the Chief Safety Officer are reviewed during Staff Meetings.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or Florida State environmental protection standards.

### Safety Risk Assessment

The Chief Safety Officer prioritizes safety hazards using MARTY’s Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as “1A” or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

This 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” hazard ratings will be considered unacceptable and require action to mitigate the safety risk.
- “Medium” hazard ratings will be considered undesirable and require the Chief Safety Officer to make a decision regarding their acceptability, and
- “Low” hazard ratings may be accepted by the Chief Safety Officer without additional review.

Safety Risk Matrix		1	2	3	4
		Catastrophic	Critical	Marginal	Negligible
A	Frequent	High	High	High	Low
B	Probable	High	High	Medium	Low
C	Occasional	High	Medium	Medium	Low
D	Remote	Medium	Medium	Low	Low
E	Improbable	Low	Low	Low	Low

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk

Once the Chief Safety Officer has assessed the safety risk, they will document the safety risk assessment, including the hazard rating and mitigation options for each identified safety hazard. The Chief Safety Officer will maintain a file for each identified safety risk for a period of three years from the date of generation.

### Safety Risk Mitigation

The Chief Safety Officer will review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards. MCPT can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of the safety risk assessments. The Chief Safety Officer tracks and updates safety risk mitigation information in the identified safety risk file.

The Chief Safety Officer will also document any specific measures or activities, such as review, observation, or audits that will be conducted to monitor the effectiveness of mitigation once implemented in a Safety Risk Register.

## 6. Safety Assurance

Through our Safety Assurance process, MARTY:

- Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk;
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended.
- Investigates safety events to identify causal factors; and
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

### Safety Performance Monitoring and Measurement

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

MARTY has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Internal Safety audits
- Compliance with System Safety Program Plan

- Random inspections for safety compliance
- Facility inspections
- Daily Safety/Security data acquisition and analysis
- Daily Vehicle Inspections
- Regular review of onboard camera footage to assess drivers and specific incidents,
- Annual safety inspections
- Investigations of safety complaints
- Event investigations
- External safety audits
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, and puts them back through the Safety Risk Management Process.

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

MARTY monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate staff. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing MARTY processes and activities before assigning new information collections activities.

MARTY Chief Safety Officer will review the performance of individual risk mitigations based on the reporting schedule determined for each mitigation and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Chief Safety Officer will modify the mitigation or take other action to manage the safety risk.

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

MARTY conducts safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event.

In the case of any of these events, drivers are required to contact dispatch immediately. Dispatch calls 911 should emergency services be needed. The Operations & Safety Manager will be immediately notified and will be sent to the scene. Each investigation will be documented in a final report that includes a description of the investigation's activities, identified causal factors and any identified corrective action plan. For Specific procedures for conducting safety investigations see Transit's Contractor Corporate Policy Statement for Injury Investigation and Accident/Incident Reporting.

The Final Report and all documentation of the investigation, will be given to the Chief Safety Officer, for determination whether:

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

All records will be maintained by the Chief Safety Officer for a minimum of five years from the date of completion of the investigation.

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

The Chief Safety Officer will routinely review safety data captured in the ERSP, the monthly safety performance data, customer complaints and other safety communication channels. Any safety conditions identified will be logged into a Safety Risk Register and addressed through the Safety Risk Management (SRM) process.

## 7. Safety Promotion

### Competencies and Training

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

MARTY 's comprehensive safety training program applies to all agency employees and contractors directly responsible for safety in the agency's public transportation system including:

- Bus Vehicle Operators
- Dispatchers
- Maintenance Technicians
- Managers and Supervisors
- Agency Leadership and Executive Management
- Chief Safety Officer
- Accountable Executive

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 MARTY SMS. Safety training is conducted/coordinated by the Operations and Safety Manager, Training Coordinator, and Chief Safety Officer. Basic training requirements, including frequencies and refresher training are documented in the following:

- MARTY SSPP, Section 7
- Contractor Safety Management System (SMS) Plan
- MARTY Vehicle Maintenance Plan, Pg 9, (Maintenance Technicians)
- Martin County Safety Manual
- County personnel safety training is conducted using a software system called NEO GOV there are a minimum of 6 online courses that are required annually, these would include the Accountable Executive and Executive Management.

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training
- Bus vehicle operator refresher training
- Bus vehicle operator retraining (recertification or return to work)
- Classroom and on-the-job training for dispatchers
- Classroom and on-the-job training for operations supervisors and managers
- Accident investigation training for operations supervisors and managers

Vehicle maintenance safety-related skill training includes the following:

- Ongoing Vehicle Maintenance Technician skill training
- Ongoing skill training for Vehicle Maintenance Supervisors
- Ongoing Event Investigation training for Vehicle Maintenance Supervisors via contractor web-based platform “Knowledge College”..
- Ongoing hazardous material training for Vehicle Maintenance Technicians and Supervisors

MARTY’s Accountable Executive, Chief Safety Officer or SMS Executive, Agency Leadership and Executive Management may take online FTA safety classes through the FTA-sponsored USDOT Transportation Safety Institute (TSI).

MARTY requires the On-road and Support Services Contractor to have a comprehensive Transit Operator Development Course in place that promotes safety for transit workers and riders. The topics covered in this course includes:

- Protecting Transit Workers from Assaults
- Protecting pedestrians from collisions
- Preventing rear-end collisions
- Preventing intersection accidents
- Preventing backing accidents
- De-escalation techniques

### **Safety Communication**

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

The Joint Safety Committee, Chief Safety Officer, and Training Manager coordinate MARTY’s safety communication activities for the SMS.

Safety and safety performance information is communicated to the contractor and County staff during the monthly Staff/Contractor meetings and to the Drivers at the monthly Drivers’ Safety Meeting. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact safety, and information on hazards and safety risks relevant to employees’ roles and responsibilities.

During these meetings the employees are informed of any action taken in response to reports submitted through the ESRP and gives staff and driver’s an opportunity to report any new safety conditions.

## Additional Information

### Supporting Documentation

*Include or reference documentation used to implement and carry out the ASP that are not included elsewhere in this Plan.*

MARTY aims to reduce safety risks with the use of Performance Measures, Safety Committee recommendations, safety risk mitigations, and de-escalation training.

MARTY will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for a minimum of three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

Documents used to develop the ASP:

- Martin County Emergency Action Plan
- Martin County BOCC Security Policy
- MARTY SSPP
- MARTY SPP
- MARTY Hurricane Plan
- MARTY Bomb Threat Procedures
- MARTY Vehicle Maintenance Plan
- MARTY Event Investigation Procedure
- Contractor SMS Plan
- Contractor Operator Development Course



## Definitions of Special Terms Used in the ASP

**MARTY incorporates all of FTA's definitions that are in §673.5 of the Public Transportation Agency Safety Plan regulation.**

- **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; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Assault on a Transit Worker** means, as defined under U.S.C. 5302, 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.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Agency Safety Plan (ASP) of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management (TAM) Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's ASP
- **Chief Safety Officer** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.
- **Collison** means A vehicle/vessel accident in which there is an impact of a transit vehicle/vessel with:
  - Another transit vehicle
  - A non-transit vehicle
  - A fixed object
  - A person(s) (suicide/attempted suicide included)
  - An animal
  - A rail vehicle
  - A vessel
  - A dock
- **Equivalent Authority** means 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.
- **Event** means any Accident, Incident, or Occurrence.
- **FTA** means 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 a public transportation 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 a transit agency.
- **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.
- **Injury** means Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene.
- **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.
- **Non-major Summary Incident/Event** - means less severe incidents or events that do not meet the requirements of Reportable Events:
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator of a public transportation system** means a provider of public transportation as defined under 49 U.S.C. 5302(14).
- **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).
- **Public Transportation Agency Safety Plan** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.
- **Rail fixed guideway public transportation system** means any fixed guideway system that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration, or any such system in engineering or construction. Rail fixed guideway public transportation systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.
- **Rail transit agency** means any entity that provides services on a rail fixed guideway public transportation system.
- **Reportable Event** - A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility or rail yard, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:
  - A fatality confirmed within 30 days of the event.

- An injury requiring immediate medical attention away from the scene for one or more person.
- Property damage equal to or exceeding \$25,000.
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation.
- **Safety Committee** means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329.
- **Safety Management Policy** means a 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 System (SMS)** means 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 Management System (SMS) Executive** means a Chief Safety Officer or an equivalent.
- **Safety performance target** 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** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which:
  - Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received.
  - Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
  - Causes severe hemorrhages, nerve, muscle, or tendon damage.
  - Involves any internal organ; or
  - Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **Small public transportation provider** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or

fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.



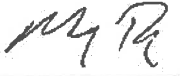
- **State** means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.
- **State of good repair** means the condition in which a capital asset is able to operate at a full level of performance.
- **State Safety Oversight Agency** means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.
- **Transit agency** means an operator of a public transportation system.
- **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.

## List of Acronyms Used in the ASP

<b>Acronym</b>	<b>Word or Phrase</b>
ADA	Americans with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as PTASP in Part 673)
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FDOT	Florida Department of Transportation
FTA	Federal Transit Administration
JSC	Joint Safety Committee
MCBOCC	Martin County Board of County Commissioners
MCPT	Martin County Public Transit (aka MARTY)
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (public Transportation Agency Safety Plan)
SMS	Safety Management System
SPT	Safety Performance Targets
SRM	Safety Risk Management Process
SSPP	System Safety Program Plan
TSI	Transportation Safety Institute
U.S.C.	United States Code
VRM	Vehicle Revenue Miles



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Committee Member Name (Print)	Role	Signature	Date
Anes Jean-Baptiste	Member		10/15/24
Joey Acevedo	Member		10/15/24
Mike Riley	CHAIR		10/15/24

By signing above, I agree to the adoption and implementation of this plan /policy as a minimum requirement