

# **Public Transportation Agency Safety Plan (PTASP)**

for

## **Henderson Area Rapid Transit (HART)**



401 N. Elm Street  
Henderson, KY 42420

December 2020

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## Section 1. Transit Agency Information

### General Information

Henderson Area Rapid Transit (HART)

401 N Elm St  
Henderson, KY 42420

Phone: (270) 831-1249

Fax: (270) 831-1253

TTY/TDD: (270) 831-1249

<https://www.cityofhendersonky.org/199/Mass-Transit>

**Accountable Executive:** Brenda Wethington

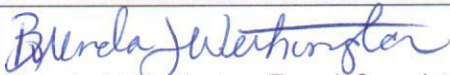
**Chief Safety Officer:** Sam Lingerfelt

**Modes of Service Directly Provided:** Fixed Route and ADA Complementary Paratransit

**FTA Funding Sources:** FTA Section 5307, Section 5339 and Section 5310

HART does not provide transit services on behalf of another transit agency or entity.

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

<b>Name of Entity That Drafted This Plan</b>	Henderson Area Rapid Transit (HART)		
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>		<b>Date of Signature</b>
	 Brenda J. Wethington, Transit Superintendent		12/16/2020
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>		<b>Date of Approval</b>
	City of Henderson Board of Commissioners		December 16, 2020
	<b>Relevant Documentation (title and location)</b>		
	City of Henderson Resolution No. 54-20		
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>		<b>Date of Certification</b>
	City of Henderson Board of Commissioners		December 16, 2020
	<b>Relevant Documentation (title and location)</b>		
	City of Henderson Resolution No. 54-20		
<b>Version Number and Updates</b> <i>Record the complete history of successive versions of this plan.</i>			
<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
<b>Annual Review and Update of the Public Transportation Agency Safety Plan</b> <i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>			
<p>Henderson Area Rapid Transit (HART) will review the Public Transportation Agency Safety Plan (PTASP) during the final quarter of each calendar year (October 1 – December 31). If an update is required, HART will complete the update and receive approval from the City of Henderson Board of Commissioners in the first quarter of the following calendar year (January 1 – March 31). In the event of major service changes or any other major changes to the transit system, HART may make updates and receive approval immediately following those changes.</p>			

## Section 3. Safety Performance Targets

Safety Performance Targets are determined by the past trends of Safety Performance Measures. The following targets are based on trends for fatalities, injuries, safety events, and major mechanical failures from 2015 through 2019. Details about each Safety Performance Measure follow the Targets.

Safety Performance Measures and Targets				
Mode of Transit Service	Performance Measures			
	Fatalities	Injuries	Safety Events	Distance Between Major Failures
	Annual Targets			
Fixed Route	0	0	0	50,000 miles
Demand Response (Paratransit)	0	0	0	50,000 miles

### Safety Performance Measures:

#### ♦ Fatalities

- Total number of fatalities, confirmed within 30 days of a safety event, that occurred at a transit revenue facility, at a transit maintenance facility during a transit-related maintenance activity or involving a transit revenue vehicle.

Safety Performance Measures (2015-2019): Fatalities							
Mode	Measure	2015	2016	2017	2018	2019	Average
Fixed Route	Fatalities	0	0	0	0	0	0
	Total Revenue Miles	155,157	156,834	154,076	152,047	153,470	154,317
	Rate per 10,000 Revenue Miles	0	0	0	0	0	0
Demand Response (Paratransit)	Fatalities	0	0	0	0	0	0
	Total Revenue Miles	46,312	53,178	63,578	53,110	58,464	54,928
	Rate per 10,000 Revenue Miles	0	0	0	0	0	0

◆ **Injuries**

- Any injury (other than a fatality) requiring immediate medical attention away from the scene for one or more person, that occurred at a transit revenue facility, at a transit maintenance facility during a transit-related maintenance activity or involving a transit revenue vehicle.

Safety Performance Measures (2015-2019): Injuries							
Mode	Measure	2015	2016	2017	2018	2019	Average
Fixed Route	Injuries	0	0	0	0	0	0
	Total Revenue Miles	155,157	156,834	154,076	152,047	153,470	154,317
	Rate per 10,000 Revenue Miles	0	0	0	0	0	0
Demand Response (Paratransit)	Injuries	0	0	0	0	0	0
	Total Revenue Miles	46,312	53,178	63,578	53,110	58,464	54,928
	Rate per 10,000 Revenue Miles	0	0	0	0	0	0

◆ **Safety Events**

- Any fatality, injury or other safety event, that occurred at a transit revenue facility, at a transit maintenance facility during a transit-related maintenance activity or involving a transit revenue vehicle.
- Other safety events include:
  - **Property damage** equal to or exceeding \$25,000,
  - **Collisions** involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle,
  - **Evacuations** for life safety reasons.
- Note: The one safety event in the last five years was a collision that total a bus in 2017.

Safety Performance Measures (2015-2019): Safety Events							
Mode	Measure	2015	2016	2017	2018	2019	Average
Fixed Route	Safety Events	0	0	1	0	0	0.20
	Total Revenue Miles	155,157	156,834	154,076	152,047	153,470	154,317
	Rate per 10,000 Revenue Miles	0	0	< 1	0	0	0
Demand Response (Paratransit)	Safety Events	0	0	0	0	0	0
	Total Revenue Miles	46,312	53,178	63,578	53,110	58,464	54,928
	Rate per 10,000 Revenue Miles	0	0	0	0	0	0



◆ **System Reliability (Major Failures)**

- System reliability is based on the number of major mechanical failures in a given year and the distance between major mechanical failures.
- Major mechanical failures are defined as failures that limit actual vehicle movement, require a tow, or create safety issues, including but not limited to: brakes, doors, engine cooling systems, steering, axles, suspension, etc.

<b>Safety Performance Measures (2015-2019): System Reliability (Major Failures)</b>							
<b>Mode</b>	<b>Measure</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Average</b>
<b>Fixed Route</b>	<b>Major Failures</b>	6	5	2	1	0	3
	<b>Total Revenue Miles</b>	155,157	156,834	154,076	152,047	153,470	154,317
	<b>Miles between Major Failures</b>	25,860	31,367	77,038	152,047	n/a	51,439
<b>Demand Response (Paratransit)</b>	<b>Major Failures</b>	0	0	1	0	0	0.20
	<b>Total Revenue Miles</b>	46,312	53,178	63,578	53,110	58,464	54,928
	<b>Miles between Major Failures</b>	n/a	n/a	63,578	n/a	n/a	n/a

- Asset management plays a vital role in ensuring system reliability and limiting the number and frequency of major mechanical failures. HART's Transit Asset Management (TAM) Plan includes both a TAM Policy and a State of Good Repair (SGR) Policy that may affect system reliability.
  - **TAM Policy:** It is the Policy of HART to:
    - assess the current condition of all capital assets;
    - determine the optimal condition of all assets;
    - identify any changes needed to continue to maintain the transit system in a State of Good Repair; and
    - decide how to best balance and prioritize anticipated funds from all sources to improve asset conditions and achieve the best possible level of performance within those means.
  - **SGR Policy:** HART identifies an asset as being in a State of Good Repair when:
    - the asset is in a condition sufficient to operate as intended without risking the safety of riders, staff, or the general public;
    - the condition of the asset does not limit or deny accessibility for any riders; and
    - the annual cost of maintaining the asset does not exceed the cost of acquiring and maintaining a replacement asset.

**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.*

HART will provide safety performance targets to the Evansville MPO at the end of each calendar year as part of our continued coordination of transit data. HART will also share current fleet information at the end of each calendar year to facilitate Transit Asset Management (TAM) Plan updates. HART will provide targets to the KYTC Office of Transportation Delivery (OTD) as requested.

<b>Targets Transmitted to the State</b>	<b>State Entity Name</b>	<b>Date Targets Transmitted</b>
	Kentucky Transportation Cabinet (KYTC) Office of Transportation Delivery (OTD)	December 18, 2020
<b>Targets Transmitted to the Metropolitan Planning Organization(s)</b>	<b>Metropolitan Planning Organization Name</b>	<b>Date Targets Transmitted</b>
	Evansville Metropolitan Planning Organization (EMPO)	December 18, 2020

## Section 4. Safety Management Policy

### Safety Management Policy Statement

Henderson Area Rapid Transit (HART) strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community. The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all HART system operations. By using the procedures contained in the PTASP, HART can continue to improve the safety and security of HART's operation and services.

This PTASP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel to provide a safe environment for HART employees, customers, and the general public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle accidents.

Each department has a responsibility under the PTASP. The Director and supervisors shall provide the continuing support necessary to achieve the PTASP objectives. A key to the success of this effort is for employees to be aware that they are accountable for safely performing the requirements of their position. The success of the program also depends on all employees actively identifying potential hazards and making a commitment to the safety of others.

HART must be aware that decisions and actions often affect the safety of those in other operations. By following the processes described in the PTASP, HART will continue to improve performance and the safety of the system while creating a culture of safety.

HART's commitment is to:

- **Support** the management of safety through the provision of appropriate resources that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of HART's safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities--including an employee safety reporting program as a fundamental source for safety concerns and hazard identification--to eliminate or mitigate the safety risks of the consequences of hazards resulting from HART operations or activities to a point which is consistent with an acceptable level of safety performance;
- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;

- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support operations are delivered, meeting established safety performance standards.

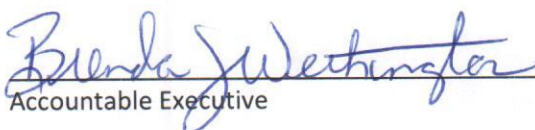
HART's Goals for Safety are established as follows:

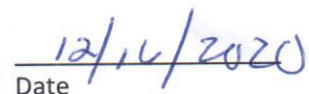
- Operate a fixed route transit and paratransit system that achieves an optimum level of safety, exceeding the safety performance of other transit systems of a similar size in the United States.
- Identify and evaluate, then eliminate or control hazards to employees, customers, and the public.
- Meet or exceed all government and industry occupational health and safety standards and practices.
- Maximize the safety of future operations by affecting the design and procurement processes.

The objectives of the PTASP are the means to achieving its goals. They also provide a method of evaluating the effectiveness of HART's safety efforts. The PTASP objectives are:

- Integrate safety management and hazard control practices within each HART department.
- Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.
- Verify compliance with HART safety policies, procedures, and requirements through performance evaluations, accident/incident trends, and internal audits.
- Investigate all accidents/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.
- Identify, analyze and resolve safety hazards in a timely manner.
- Minimize system modifications during the operational phase by establishing and utilizing safety controls at system design and procurement phases.
- Ensure that system modifications do not create new hazards.
- Train employees and supervisors on the safety components of their job functions.

HART takes these commitments seriously as the lives of HART riders, employees and the general public depend on HART's ability to operate in a culture of safety.

  
Accountable Executive

  
Date 12/16/2020

## Safety Management Policy Communication

HART realizes the importance of ensuring its employees and riders are aware of HART safety management policies and procedures to effectively manage the system's day to day operations. To do this, HART relies on several forms of effective communication.

Employees: HART is constantly evaluating existing policies and procedures to verify their effectiveness. To do this, HART seeks input from all staff, to determine if change is necessary based on trends, data analysis, operational changes or new assets. Several methods are used to communicate policy and/or procedure changes, including:

- ◆ Bulletin board notices
- ◆ Employee email notification
- ◆ Departmental meetings

HART includes a training element for safety management policies impacting safety or service delivery and is conducted before the policy effective date. New policies and procedures are incorporated into orientation training for new employees as well.

Depending on the importance of the policy or procedure change, an acknowledgement signature is required of each employee verifying their understanding of the change.

Riders: If a rider policy is changed or added, HART notifies riders through the following methods:

- ◆ Notice posted on vehicle and facilities including effective date and who to contact for more information
- ◆ Changes to digital rider guidance including schedules and ride guides as appropriate
- ◆ Public Meetings
- ◆ Social Media
- ◆ Any services impacted by policies changes will include outreach as required by Federal Guidance.

## Authorities, Accountabilities, and Responsibilities

As mentioned in the Safety Policy Statement, the ultimate authority for the success of this PTASP falls to the Accountable Executive (AE). The Chief Safety Officer (CSO), the administration and management team, as well as employees fulfilling their commitment to safety on a day-to-day basis support the AE.

**Accountable Executive (AE):** The Accountable Executive will determine, based on feedback from senior staff, the level of Safety Management System principals to maintain to ensure a safe work environment, rider experience and community safety. HART's AE is committed to providing employees with the tools and training needed to be successful and safe in their roles with HART. The AE will continually strive to create a culture of safety among the employees, and HART expects each employee to play a role in maintaining a safe workplace.

HART's AE will be responsible for developing an annual transportation budget to provide the necessary funding to support training for new hires and experienced staff while also maintaining assets in a State of Good Repair (SGR) and/or replacing it, if it is no longer able to function as originally intended.

The current Accountable Executive, Brenda Wethington is also the Transit Superintendent and is responsible for implementation and changes to this Plan.

**Chief Safety Officer (CSO):** HART has concluded one CSO will be sufficient to manage the day to day adherence to this Plan and, while in this role, report directly to the AE. As CSO, this individual will monitor safety and security throughout the organization including sub-contractors. All departments have been notified of the CSO's role and the established reporting requirements relating to safety-related matters.

HART's CSO will be responsible for the following:

- ◆ Developing and maintaining SMS documentation;
- ◆ Directing hazard identification and safety risk assessment;
- ◆ Monitoring safety risk mitigation activities;
- ◆ Providing periodic reports on safety performance;
- ◆ Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and
- ◆ Planning safety management training.

## **Roll of Staff to Develop and Manage Safety Management Systems (SMS)**

### **Accountable Executive**

The Accountable Executive (AE), who also serves as General Manager, will work with the Chief Safety Officer (CSO) and Administrative staff to adjust the PTASP as needed based on staff feedback, trends, and data analysis. The AE is vested with the primary responsibility for the activities of the transit system and overall safety performance. The AE fulfills these responsibilities by providing the resources necessary to achieve PTASP goals and objectives by exercising the approval authority for system modifications as warranted.

### **Chief Safety Officer (CSO)**

For purposes of managing the SMS and PTASP, the CSO will report directly to the AE to determine strategy, policy, and goals for maintaining safety and security for passengers, employees, and the general public. The CSO will monitor day to day operations and work with staff to identify and mitigate risk through evaluation, feedback, and data analysis.

### **Supervisors**

Supervisors are responsible for the safety performance of all personnel and equipment under their supervision. They are responsible for the initial investigation of all accidents and incidents, and for reporting these accidents and incidents to the Human Resources, Risk Management and Transportation Operations Department.

### **Employees**

All HART personnel are responsible for performing their work safely and for following established safety-related rules, procedures, and work practices. This includes reporting all accidents, incidents, and hazards to their supervisor per established requirements for the protection of themselves, co-workers, customers, facilities, and equipment.

## Key Staff

HART staff will be responsible for maintaining high standards of safety, customer service, and security. The Employee Safety Reporting Program (ESRP) will define the employees' role to identify and mitigate risk through open communication to superiors including the CSO and AE. Administrative staff will be instrumental in ensuring action is taken to reduce risk and the whole system is continuously monitored to ensure actions are effective and appropriate.

HART staff will be involved with updates, modifications and implementation of the PTASP. Each staff member brings a valued perspective to the development of policies and procedures he or she will be expected to implement. Every opportunity will be given for employees and riders to provide input to increasing safety at HART. Those opportunities include department meetings, customer surveys and an open-door policy for employees and riders with access to all management staff.

## Employee Safety Reporting Program (ESRP)

As stated in the **Safety Management Policy Statement**, HART is determined to provide a safe working environment for its employees, riders and the general public. To ensure success, HART has developed an ESRP to enable employees to report any risk or perceived risk to a supervisor, CSO, or member of administration.

The ESRP allows each employee to report detailed information and observations whether they are a driver in service, maintenance staff, or other on-duty employee. This program dovetails with other methods currently in place to proactively identify hazards or threats. Those methods include but are not limited to the following:

- ◆ Pre/Post Trip Inspections
- ◆ Preventive Maintenance Inspections
- ◆ Employee Evaluations
- ◆ Facility Maintenance Plan
- ◆ Service Evaluation and Planning Program
- ◆ Training Program
- ◆ Rider and Public Complaint/Compliment Process
- ◆ Safety and Employee Meetings
- ◆ Incident/Accident Policies
- ◆ Safety Committee

## Hazard Reporting Process

HART has developed a Hazard Report Form used to identify and provide information about hazards observed by HART employees while on-duty. The three-page form identifies vital information to assist employees in determining an action to mitigate the threat or hazard. This form is not meant to replace accident forms currently being used, but instead used in conjunction with the accident forms. It is a proactive reporting method to identify a perceived threat or hazard, potentially endangering employees, riders or the general public. The form serves a dual role as an incident, illness, and near miss report. The form is located in Appendix 1 of this Plan.



Effective January 1, 2021 all HART employees will receive training on the procedures associated with the Hazard Report Form. The training will cover the following areas:

- ◆ Locations of blank Hazard Report Form
- ◆ When to use a Hazard Report Form
- ◆ Capturing critical information on the form
- ◆ Notification process depending on the hazard
- ◆ Proper assessment of the reported hazard
- ◆ Supervisor and CSO role in completing the form
- ◆ Follow-up process to determine effectiveness of mitigation

The following process is used as part of the ESRP.

### **Immediate Action Required**

If you have identified a hazard which you perceive to be a risk to yourself, fellow employees, passengers, or the public you must report it immediately to the on-duty supervisor/dispatcher. Once reported you must determine if immediate action is necessary to prevent additional risk. If so, communicate to supervisor before taking action if time allows. Once action has been taken to mitigate the potential harm to yourself, others or property advise a supervisor of the results of your actions. Once you are able, complete the Loss Prevention Investigation Report with complete information and give to supervisor on-duty.

### **Delayed Action Required**

Once a hazard has been identified, the HART employee should assess if the hazard requires immediate action to reduce the risk or if delayed action can be taken. If the employee determines delayed action is appropriate a full report must be completed using the Loss Prevention Investigation Report and submitted to the on-duty supervisor.

### **Role of Supervisor**

The on-duty supervisor is responsible for advising the employee on immediate action or delayed action to mitigate a hazard. The supervisor must then review the Loss Prevention Investigation Report to ensure all information is included adding additional information from their perspective. Once the form is complete it must be reviewed by the CSO to determine action necessary, investigate root cause of hazard and follow-up.

The CSO is responsible for determining the status of each hazard reported. In some cases hazards may be identified and are not able to be resolved but actions are taken to reduce the risk of the hazard. It is HART's goal to eliminate all identified hazards if possible. Some hazards may require continuous monitoring to ensure the hazard does not elevate to an action level.

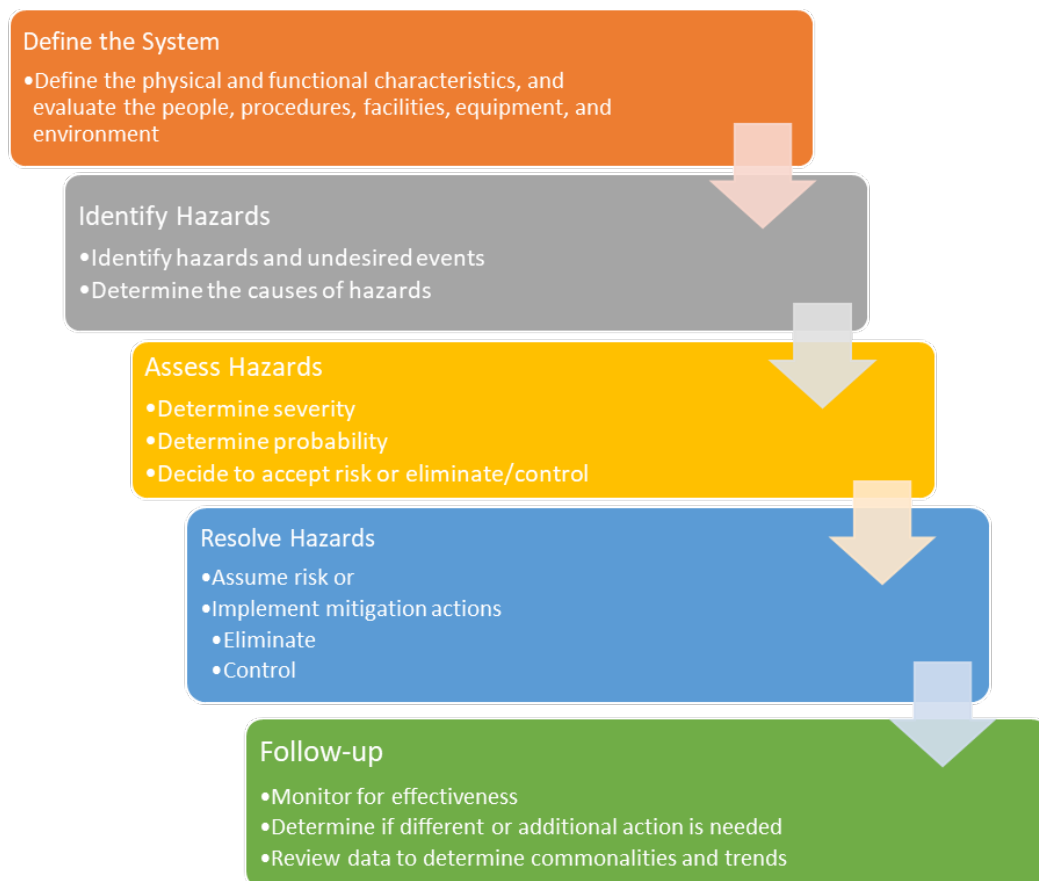
All hazard reports will be documented and integrated into current performance measures and data collection. The CSO will track each hazard to completion and recommend policy or procedural changes if needed as a result of the hazard mitigation.



## HART Responsibility

HART takes every hazard report seriously and investigates each one to determine if it's an isolated case, or emerging trend requiring evaluation of policies and procedures or service modifications. Employees reporting hazards will not face disciplinary action unless that employee contributed to the hazard. HART wants to encourage all employees to report any hazard or threat they observe and help make the HART system as safe as possible for its employees, riders, and the general public. Employees may report the hazard to their immediate supervisor or go directly to the CSO to submit and discuss their report.

The following process chart illustrates the steps taken as part of the hazard identification process through the ESRP.



## Section 5. Safety Risk Management

HART provides training to all personnel in the identification of hazards and security threats while also providing tools to enable personnel to report these risks. Once the risk has been identified HART conducts an assessment of the risk to determine the necessary response and response time. The response may include further investigation or monitoring, action(s) to mitigate the hazard or security threat and follow-up assessment to ensure action taken is appropriate and effective.

### Safety Hazard Identification

Hazard and security threats are identified through different methods of monitoring the system. This includes system, employee and asset assessments conducted daily and on incremental basis. HART conducts the following routine and random evaluations of the system in the following departments:

#### Personnel

Each HART employee is evaluated annually to ensure they are performing their job to the expectations of the Agency. As part of their orientation process the employee is provided training and tools to perform their job while not receiving permanent status until completing 180 days of employment. During the 180 - day period, the employee is evaluated to determine if they are properly prepared to perform their job.

Additional evaluations of the employee are conducted throughout the year through spot-checks of some aspect of their job function. If through spot-check or annual evaluation it is determined the employee's performance does not meet expectations or training standards, remedial training will be provided and additional evaluations will take place to ensure remedial training was effective.

#### Assets

Rolling stock, facilities and equipment are monitored through a vigorous preventive maintenance plan aimed at identifying hazards and deficiencies as part of daily and scheduled inspections. Operations and Maintenance Departments coordinate the preventive maintenance program including daily Vehicle Inspection Reports (VIR)s, incremental and annual inspections.

HART updates the FTA required Transit Asset Management (TAM) Plan annually with data relevant to each asset to include a condition assessment, miles (with rolling stock and non-revenue vehicles) and age as to whether the asset is in a State of Good Repair (SGR). The TAM Plan allows HART management to plan asset replacement or rehabilitation for future years.

#### System

As part of HART's safety management system monitoring, the agency uses service evaluations when planning, spot-checking or responding to an event like an accident or incident. New routes are strategically developed with safety being the first priority and passenger access second. HART route planners plan and test all routes before activating the route for revenue service. All routes are reviewed periodically to determine if environmental hazards may exist requiring modification to the route, schedule or vehicle.

All front-line staff have been trained to note any changes to service which may be considered a hazard or security threat and through the ESRP, notify their supervisors immediately or upon return to HART depending on the severity of the hazard.

## Hazard Identification Procedure

Any employee seeing something through inspection or observation they deem to be a hazard are instructed to immediately report that hazard to the immediate supervisor regardless of the perceived level of threat. Depending on the situation, either the immediate supervisor or the employee will complete a Hazard Report Form and submit it to the CSO.

If the hazard requires immediate mitigation, the employee will be instructed on steps to take to reduce the risk which may or may not alleviate the risk completely. Additional actions may be taken once the immediate risk mitigation has been taken. Some hazards may not pose an immediate risk but are still reported and the CSO will be responsible for risk assessment, investigation and mitigation strategy.

In some cases, a passenger or member of the general public may call HART with a complaint about a front-line employee which may rise to the level of hazardous behavior or actions. HART currently documents all customer complaints/compliments and takes appropriate action to investigate any complaints. Complaints deemed hazardous will trigger immediate action by on-duty supervisors.

Hazard Report Forms will be located on all vehicles along with standard safety kits for accident and incident reporting, with all Customer Service Representatives (CSR)'s, Dispatch, Operations, and Maintenance Departments. A copy of the form is located in Appendix 1.

The Hazard Report Form will require the employee to briefly describe the hazard noting date, time of day, location, and other pertinent information. The form includes a section for the CSO or immediate supervisor to document immediate action taken to reduce risk, a risk assessment chart prioritizing the risk, and a section for additional follow-up action. All forms will be processed by the CSO and summarized periodically for trend analysis and included in safety performance measures.

### 49 CFR part 673.5

*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.

## Safety Risk Assessment

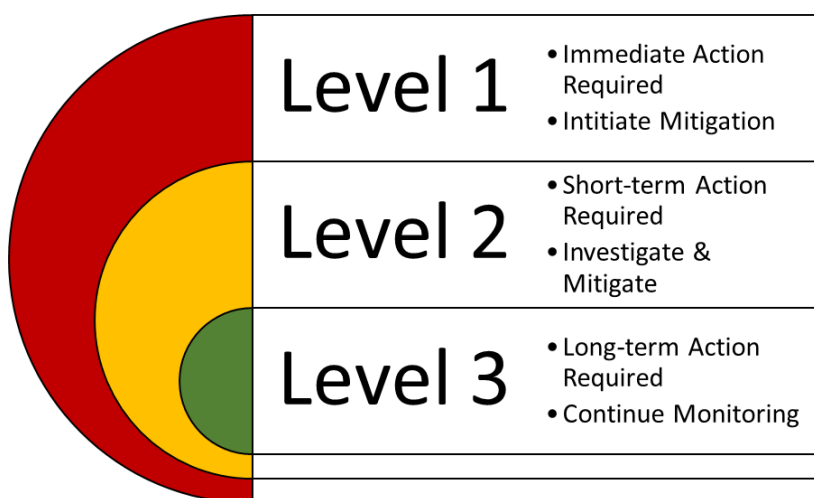
All HART staff have been provided with training appropriate for their positions within the organization. HART expects its employees to respond to hazards or threats with professional judgement as sometimes there might not be time to contact a supervisor to prevent an emergency event. In cases where the hazard can be reported without immediate risk, the employee will make an initial assessment of the risk as part of their report.

Once received by the CSO, the initial risk assessment may be amended requiring immediate, short, or long-term response.

**Level 1** - Immediate: A deficiency, threat or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.

**Level 2** - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat or hazard. The deficiency, threat or hazard does not pose immediate danger but if no action is taken could elevate to an Immediate level risk.

**Level 3** - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently but could at a later time. Continued monitoring and awareness are required.



The CSO in coordination with staff will investigate each identified hazard, assess the risk, and take appropriate action to mitigate the risk. Additional mitigation may be needed based on follow-up monitoring to the action taken.

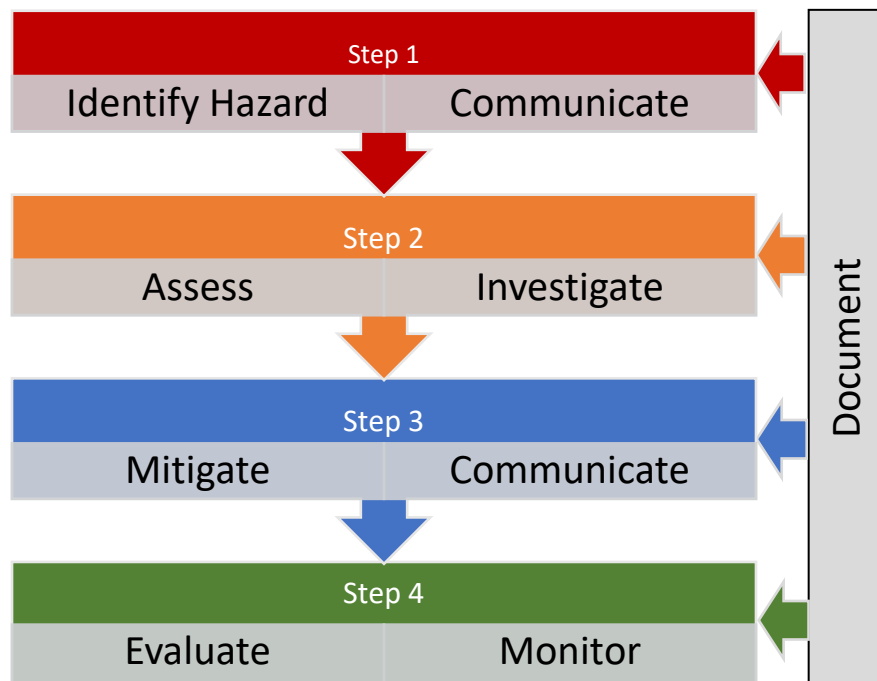
### Safety Risk Mitigation

In response to all identified and assessed hazards, HART will take steps to mitigate the hazard and reduce or eliminate the risk to employees, riders, and public. Mitigation strategies will be dependent on results of investigation into the elements contributing to the risks. The investigation may include more than one department and may include interviews outside of the transit system.

Actions to mitigate risk will include all employees, riders, and public who may be impacted by either the hazard or the actions to reduce or alleviate the risk. HART will communicate actions to appropriate staff through methods appropriate for risk assessment. In some cases, immediate communication through two-way communications (dispatch system, text burst, email, or web alert) may be necessary. In other cases, bulletin board notices or memorandum posting may be appropriate.

Once a risk mitigation strategy has been implemented HART will monitor the actions to determine if full mitigation is possible and if not, is additional action necessary to alleviate the risk or is stepped up monitoring necessary. Some risks may not be completely mitigated but awareness to the risk is a top priority.

All actions taken to mitigate risk will be documented and linked to the initial deficiency, threat, or hazard identification step.



## Section 6. Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involves the continual monitoring of the transit agency's activities to understand safety performance. Through these efforts, HART can determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which it is effectively implementing Safety Management Systems (SMS).

HART is constantly striving to maintain the highest level of safety through its monitoring methods to include adherence to policies and procedures, safety and maintenance plans, and system and employee evaluation processes. These methods allow HART to determine the need to make changes to improve policies, employee training and service delivery.

### Maintenance

**Maintenance Standards and Procedures.** Standards and procedures are included in the Henderson Area Rapid Transit (HART) Maintenance Plan. In general, maintenance procedures are designed to ensure that the maintenance recommendations of the manufacturer are met, maximum efficiency in performance and operation is obtained, and maximum bus life and condition are maintained. Daily bus inspections, an active Preventive Maintenance Program, contractor oversight, and careful monitoring are included in procedures to ensure the safety of buses and adequacy of the Fleet Maintenance Plan.

**Operator Inspections.** All operators are required to perform a pre-trip and post-trip inspection to ensure that the vehicle is safe and in good operating condition. If any defects are noted by the operator, a Defect Slip is completed and, depending on the severity and extent of the defect, the vehicle may be repaired or taken out of service until a repair can be made. In the case of a defect that develops or is noted once a vehicle is in service, the operator is required to communicate the problem to Operations, who will then notify Maintenance.

**Daily Servicing and Inspections.** The HART Maintenance Department inspects and services buses used in revenue service each day. The buses are fueled and washed, all fluids are checked, tires and lugs are checked, and the vehicle is inspected for any leaks or unusual noises. The Cleaners clean the bus interiors each day. When a defect is noted, it is reported to the Lead Mechanic or Supervisor on shift so that evaluation and, if necessary, a repair can be conducted.

**Mileage-Based Maintenance Inspections.** All buses receive preventive maintenance inspections (PMI) at designated mileage intervals. Mileages are determined by vehicle and subcomponent manufacturers and real-world experience. Oil sampling is performed periodically for both engines and transmissions. A description of the schedule and type of inspection and service performed for each bus series is included in the HART Maintenance Plan.

## Operations

### Facility Monitoring

Formal facility inspections of all HART facilities and grounds are conducted by HART Maintenance staff quarterly using a facility checklist. The purpose of the inspections is to identify any unsafe or unhealthy conditions which may exist, and that may require maintenance or modification. Each facility is also visually inspected for compliance with OSHA and local fire codes.

Any guests to HART's administration facility must check in through a secured process requiring check-in and validation of visit purpose. Employees are trained on procedures for visitors in the workplace and facility access is limited through security systems.

### Frequency

The Safety Committee conducts its safety inspections quarterly. Mechanics and Facilities Maintenance employees look for potential hazards with equipment whenever they are using that equipment. The vehicle hoists, chain pulls, and cranes in the vehicle maintenance shop are inspected annually by contractors. Preventive maintenance of equipment and facilities is performed in accordance with the manufacturer's recommended practice. Hazards are also identified by analyzing work accident trends, through Hazard Report Forms submitted by employees. Forms are used by employees to report safety concerns and to make safety recommendations.

### Reporting

When deficiencies are noted during quarterly inspections, they are documented and reported to the director of the department in which the safety hazard is located. When safety hazards are noted by non-scheduled observation, they must be reported by the observer to a supervisor or CSO. Hazard Report Forms are routed to the department, Chief Safety Officer or director best equipped to evaluate the concern and, when necessary, propose a resolution.

### Hazard Resolution

The primary purpose of facility inspections and hazard reporting is to identify conditions that could lead to accidents and losses. In view of this, it is crucial that all departments and employees be involved in the Facility Inspection and the Hazard Identification and Resolution processes. Hazard resolution is related to the severity of the hazard and the probability and severity of a negative consequence of the hazard.

### Follow-up

Corrective action for a confirmed hazard that has been identified by any established process is the responsibility of the director of the department area in which the hazard exists or the CSO. This includes arranging for the services of other HART departments or outside parties, as necessary, to eliminate or control the hazard.

### Documentation

Hazards that have been identified, proposed resolutions, and corrective actions are recorded in hard copy by the Safety Committee and maintained by CSO

All front-line personnel are responsible for monitoring safety and security as part of their respective positions. If a hazard is identified through observation or interaction with customers or the general public, it is reported to the immediate supervisor as well as following HART's hazard reporting process.

## Employee Hazard Reporting

### Loss Reports

Employees can fill out a Hazard Report Form which is turned into the affected department and the CSO, talk with a supervisor or the Operations Manager. Depending on the severity/risk of the hazard identified, immediate action may be taken, or the input will be brought to the Safety Committee for discussion. Feedback will be provided to the employee on what action, if any, will be taken. All employees follow the Employee Hazard Reporting Program Policy.

### Route/Operations Safety

Employees can fill out a Hazard Report Form or discuss suggestions for making the system/route safer. HART encourages employees to be advocates for safety while also suggesting methods of increasing performance. Management has an open-door policy and makes clear the importance of employee feedback; positive and negative.

## Safety Events

### Accident and Incident Reporting Process

All accidents and loss incidents are to be investigated. HART's safe driving standards require professional safe performance of all operators. To ensure better than average safety performance, HART employs the Smith System Defensive Driving, National Safety Council, INRTAP, and other guidelines to determine if a collision or onboard incident could have been prevented. All personnel operating any HART vehicle are held to this standard.

The Henderson Area Rapid Transit (HART) Operator's Manual includes procedures and responsibilities for accident/incident investigation. The combined manuals establish procedures for accident notification, response, and investigation.

Transit Operations coordinates with outside law enforcement agencies if they investigate an event. Administrative staff coordinates with outside insurance providers and provides support among HART departments and independent investigation to manage HART liability and claims.

Most accidents and incidents involving HART are relatively minor in severity and are investigated by Transit Superintendent and the Safety Coordinator. Since most accidents involve buses, this section focuses on bus accidents. However, all non-bus accidents and incidents are also investigated.

### Notification

Bus Operators are to notify the operations system supervisor anytime a HART vehicle might have been damaged, anytime a HART vehicle and another vehicle come into contact, or anytime an instance occurs in where a customer may have been injured. The Transit Superintendent and Safety Coordinator will be directed to the scene. Police and ambulance will be dispatched, if necessary.



## At-Scene Procedures

Bus Operators will adhere to the following procedures defined in the Henderson Area Rapid Transit (HART) Operator's Manual:

- ◆ Assist the injured.
- ◆ If blocking traffic, set out reflective triangles.
- ◆ Do not move the coach unless required to do so by an Operations Supervisor, fire or police order, or impending danger from traffic.
- ◆ Obtain names, addresses, and phone numbers of all witnesses.
- ◆ Have all customers sign the customer list.

The Transit Superintendent and Safety Coordinator are responsible for conducting on-scene investigations of accidents and incidents. Depending on the severity and the nature of the event, various mechanisms will be used for preserving transient evidence. These may include digital photography, bus video, field sketches, interviews, and observations.

## Investigation

An attempt is made to complete the investigation of most accidents within three days. The Transit Superintendent is required to complete an Accident/Incident Report. Operators are required to complete an Accident Information Report. The Supervisor is required to file both reports electronically as well as a hard copy and attach all relevant media for use by the City of Henderson.

A Report of Injury Form must be completed if an employee suffers an injury or illness as a result of an accident or incident.

## Accident Review Process

Accidents and Incidents are classified as Preventable or Non-Preventable.

Preventable accidents are defined as those accidents that could have been reasonably avoided if the operator had followed all defensive driving techniques as established by the National Safety Council Guidelines, the Five Keys of the Smith System, and/or Transit Operations Procedures and Policies.

The decision to classify an accident or incident as preventable or non-preventable is decided by the Safety Review Board (Safety Committee).

The Safety Review Board is comprised of members of every City department and consists of the Safety Coordinator, Human Resources Director, rank and file personnel from each City department.

The Committee follows all policies, procedures, and definitions as established in the City Safety Policy. Examples of investigations may include reviews of accident and injury reports, vehicle condition reports, witness statements, employee interviews, accident scene sketches, bus videos, physical evidence, brake test reports, training manuals, and accident site visits. Employees who are not in agreement with the Committee's determination can appeal directly to the Committee by providing additional evidence and testimony.

## Hazard Resolution

The primary purpose of the Accident Investigation process is to determine the cause(s) of accidents so that they may be prevented or mitigated in the future. To this end, it is crucial that all relevant departments be appropriately involved in the Process. A serious attempt is made to use lessons learned through the investigatory process to incorporate hazard resolutions into future procedures, designs, construction, modifications, training, and procurements.

## Follow-up

Follow-up in the form of corrective actions is the responsibility of the employee's director. The responsibility may be delegated to the employee's manager, supervisor or CSO.

Any disciplinary action will be assessed using the City of Henderson's employee manual.—Disciplinary consequences for accidents may include warnings, suspensions, and discharge.

Training will be provided, in most cases, for employees who have been involved in two preventable accidents within one year. Training and re-training are not disciplinary in nature.

## Internal Reporting

The Transit Superintendent is responsible for ensuring that all accident reports are completed and filed with Human Resources, Risk Management and CSO. Human Resources will advise on the history of the employee if a pattern of safety events is evident.

## Documentation

Transit Operations and Human Resources and CSO maintain the accident investigation documentation.

## Performance Measures

Through a series of performance measures relative to operations, maintenance, and safety, HART can monitor the system's safety by identifying trends and gaps in policies, procedures, training, and monitoring efforts. The following performance measures are on a daily, monthly, and quarterly basis.

### Maintenance

- ◆ **Preventive Maintenance On-time Inspection Percentage** – determines the effectiveness of the maintenance department to ensure all inspections are conducted per manufacturing and HART mileage intervals.
- ◆ **Vehicles Removed From Revenue Service** – tracks vehicles removed from service due to a mechanical defect developed while in service requiring immediate service either on-site of failure or once returned to the facility.
- ◆ **Annual Vehicle Condition Assessment** – through annual review of the fleet, determines the age and mileage of all vehicles and compares that to their useful life benchmark. This performance measure is also used in annual updates of METS' Transit Asset Management Plan.
- ◆ **Annual Facility and Equipment Condition Assessment** – through annual review of facilities and equipment, determines their condition based on the Transit Economic Requirement Model (TERM) scale. This performance measure is also used in annual updates of METS' Transit Asset Management Plan.

## Operations

- ◆ **Customer Complaints Per Month** – tracks all customer complaints to identify areas of deficiency with vehicle, driver or other HART areas. Safety-related complaints are immediately routed to a supervisor on-duty or the CSO for investigation mitigation and response. Complaints may be a result of phone calls, website or HART public forums.
- ◆ **On-time Performance** – serves as an indicator to issues with time management, environmental factors, scheduling, and vehicle and driver performance.
- ◆ **On-board Surveys** – conducted annually, allow HART to receive rider feedback about bus operator performance, customer service, and vehicle safety.

## Safety

- ◆ **Safety Performance Measure: Fatalities** (total number of reportable fatalities and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: Injuries** (total number of reportable injuries and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: Safety Events** (total number of reportable events and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: System Reliability** (mean distance between major mechanical failures by mode)

## 7. Safety Promotion

### Operator Selection

#### Hiring Practices

Selecting applicants best suited to excel at the Bus Operator job requirements is critical to safe transit operations. The transit Bus Operator is directly responsible for the safety of not only the passengers, but also the pedestrians, bicyclists, drivers, and all others who share the road with the transit vehicle.

HART's hiring process includes the following components:

#### *Applications*

Applicants are sought through postings in traditional and culturally diverse media, referrals from current employees, posted in City Hall, local newspaper, HART website and applications filed by prospective candidates when there are no positions available. The applications are screened by key personnel in Human Resources and Transit Operations.

#### *Interview*

After application reviews, applicants are then interviewed by Transit Superintendent, HR or other administrative staff person. The interview process is designed to evaluate a candidate's strengths in customer service, the ability to simultaneously perform tasks, conflict resolution, and the ability to perform well under temporal and interpersonal pressure.

#### *Driving Record*

To be eligible for hire, a candidate can have no DUI convictions within the last 5 years. This establishes 21 years as the de facto minimum age requirement for new hire Bus Operators.

#### *Licensing*

To be eligible for hire, a candidate must be able to earn a CDL with a Passenger Endorsement within 60 days.

#### *Criminal Background Check*

To be eligible for hire, a candidate must submit to a Criminal Background Check. The results must meet all statutory and HART standards for the Bus Operator position.

#### *Drug Testing*

To be eligible for hire, a candidate must produce a negative result for a pre-employment drug test.

### Training

There are formal training programs for Bus Operators, Maintenance employees and Operations employees. These include training classes, manuals, HART Standard Operating Procedures, and on-the-job training.

The safety component of training is designed to make employees aware of the hazards associated with their jobs and the appropriate methods for controlling these hazards. The training is intended to motivate employees to work safely. Trainings fall into three main categories: (1) Initial, (2) Periodic, and (3) Remedial or Refresher.

## Initial Bus Operator Training

New Bus Operators receive a training course that covers every aspect of their new job. Some components of the training are delivered in the classroom. The majority of learning occurs on the buses during off-route and on-route training. The training includes, but is not limited to, the following areas:

- PASS (Passenger Assistance Safety and Sensitivity) Driver training from CTAA
- Orientation with the City of Henderson at H.R. office
- Service Stops
- System Overview
- System Procedures
- Communication skills
- Customer Service
- Accessible Service
- Emergency Management
- Fleet Services
- Personal Safety
- Health/Injury Prevention
- Stress Management
- CDL Preparation
- On-route Training
- Vehicle Orientation of all Vehicles

On-route training provides real service experience with an Operator Instructor on the new operator's regularly scheduled work. The time the new employee operates the revenue route is increased daily. Each day the student receives a full review and debriefing from his or her instructor. Instructors communicate among one another regarding where additional training for new operators is required. Student rotation among the Operator Instructor group provides each student with experience across a variety of routes, vehicles, times of day, instructional styles, and driving conditions.

After the initial training, new Bus Operators receive additional support and training, including:

- Check-rides at the following intervals: and twelve months or as needed
- Fall Bad Weather: Driving and Defensive Driving Course (DDC)
- Refresher
- One-Year Follow-up: CFO refresher course from PASS training

## Annual Training for All Bus Operators

Each Bus Operator receives annual training. The training addresses, but is not limited to, the following topics:

- Fatigue Awareness
- Dealing With Difficult People
- Resolving Conflict
- Harassment
- Effectively Dealing With People of Differing Ages
- Proper Securement of Mobility Devices

- Defensive Driving Course
- Bloodborne Pathogens
- Safety/Security Update
- Injury Prevention
- Accessible Service Sensitivity
- PTASP

### **Injury and Illness Prevention Training**

Injury and Illness Prevention Training is directed toward achieving a safe working environment for all employees and reducing the chance of occupational-related injuries and illnesses. The majority of training, targets employees working in the Maintenance and Facilities Maintenance Departments because these employees have the greatest exposure to occupational hazards. The program is based on applicable Federal, State, and local safety codes and regulations. Some areas addressed in training include:

- Handling Hazardous Materials (Right to Know)
- Slips, Trips, and Falls
- Personal Protection Equipment
- Material Safety Data Sheets (MSDS) and Labels
- First Aid
- Bloodborne Pathogens
- Hazardous Materials Storage
- Strains and Sprains
- Fall Protection
- Crane Operation

### **Emergency Response Planning and Coordination**

Details are contained in the HART Emergency Action Plan and Evacuation Request Procedures.

## **System Modification Design Review and Approval**

### **General Process**

Any proposed modification is evaluated to ensure it is compatible with existing systems and does not introduce new hazards to the system or reduce the effectiveness of existing hazard controls.

Equipment modifications may be proposed by any employee of any department that uses the equipment. Changes may also occur from an analysis of reliability performance, historical data, and available improvements in equipment design and components.

### **Modification Design Review**

A review of any modification in equipment design shall be made by the director and managers of the department responsible for the equipment. It is an informal practice to include Human Resources and Operations in the review of any change that might affect safety. The impact on the safety of all designs and specifications should be identified and evaluated before the change is approved. Some of the areas to be considered include but are not limited to:

- Hazardous Materials (handling and use)
- Motor Vehicle Safety
- Human Factor
- Occupational Health and Safety
- Materials Compatibility
- Fire Protection
- Lighting
- Braking systems
- Mirrors
- Warning Devices

Modifications must not be made before it is determined how they might affect the safety of the system, or any other systems. Other departments may evaluate a proposed change to determine its compatibility with other systems (e.g., hoists, fueling systems, communications systems). The evaluation may also include a review of applicable regulations, such as the Federal Motor Vehicle Safety Standards and Regulations and the U.S. Department of Labor's Occupational Safety and Health Act.

Testing may also be performed to evaluate the safety of a proposed modification. The testing of small changes may be minimal. For substantial modifications, extensive field testing, mock-ups, and structural evaluations may be employed.

### **Modification Design Approval**

Final approval is generally made by the Director of Maintenance and Development. When modifications are made by a bus manufacturer, the Director of Maintenance works with the manufacturer, and contractual changes may be made. If changes are substantial, additional training will be provided for maintenance and operation staff.

### **Monitoring**

Once a modification is put in place, feedback from the operating department is solicited to evaluate the performance of the modification. Unsolicited input from the operating department and its employees (end users) is also encouraged. Depending on the nature of the modification, Human Resources, Planning and the Safety Committee may be involved for input.

### **Documentation**

The Maintenance Department is responsible for documenting any vehicle modifications. Facilities Services is responsible for documenting any modifications made to a facility. Documentation may involve changing diagrams, schematics, manuals, service bulletins, service intervals, standard operating procedures, and Material Safety Data Sheets. Maintenance Supervisors are responsible for updating Safety Data Sheets based on input from product manufacturers.

### **Routes**

Route modifications are designed by the transit superintendent which may use a current Bus Operator to test routing and bus stop placement. This experience-based, real-world process is designed to protect the safety of the transit bus, transit passengers, other vehicles, and pedestrians. The Transit Superintendent informs the City manager of any proposed route modifications.

Transit operations management may request a route modification it believes will improve operations. It may also choose to evaluate a modification that has been proposed by another department. Input from individual Bus Operators is encouraged through direct communication and periodic surveying of Operators.

Finally, the City Manager, commissioners and Mayor has the final decision in all municipal levels of government within which HART operates.

## Additional Information

This PTASP was developed from information in other HART documents, policies and procedures and manuals. Those documents are listed below:

- HART Employee Handbook
- Vehicle Maintenance Plan
- City Ordinances
- Facility Maintenance Plan
- Training Manual



## Appendix 1: Hazard Reporting Form

HAZARD REPORTING FORM			
Reporting Employee	<input style="width: 95%;" type="text"/>		
Date of Report	<input style="width: 95%;" type="text"/>		
Time of Hazard	<input style="width: 95%;" type="text"/>	Time Report Submitted	<input style="width: 95%;" type="text"/>
Location of Hazard	<input style="width: 95%;" type="text"/>	Route/Location	<input style="width: 95%;" type="text"/>
Supervisor Notified	<input style="width: 95%;" type="text"/>		
(Check all that apply)			
<b>Type of Hazard</b>			
Vehicle	<input style="width: 50px; height: 20px;" type="checkbox"/>	Weather Related	<input style="width: 50px; height: 20px;" type="checkbox"/>
Passenger	<input style="width: 50px; height: 20px;" type="checkbox"/>	Road Condition	<input style="width: 50px; height: 20px;" type="checkbox"/>
Facility	<input style="width: 50px; height: 20px;" type="checkbox"/>	Security	<input style="width: 50px; height: 20px;" type="checkbox"/>
Employee	<input style="width: 50px; height: 20px;" type="checkbox"/>	Near Miss	<input style="width: 50px; height: 20px;" type="checkbox"/>
<b>Description of Hazard</b>			
<b>Initial Action Taken to Mitigate Hazard</b>			
<b>Initial Assessment of Hazard</b>			
	Level 1 - Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.		
	Level 2 - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.		
	Level 3 - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.		
<div style="display: flex; justify-content: space-between;"> <span>Received by: <input style="width: 300px;" type="text"/></span> <span>Date/Time <input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/></span> </div>			
<div style="display: flex; justify-content: space-between;"> <span>Henderson Area Rapid Transit (HART)</span> <span>1</span> </div>			

### HAZARD MITIGATION

Investigating Supervisor \_\_\_\_\_

Title \_\_\_\_\_

Date of Investigation \_\_\_\_\_

Time \_\_\_\_\_

#### Additional Information

Assessment Classification (Circle)

Level 1

Level 2

Level 3

#### Mitigation Action(s) Taken

Action(s) Designed to:

Eliminate

Control

(Circle one)

#### Describe Communication of Action(s)

#### Follow-up

Date \_\_\_\_\_

Contact \_\_\_\_\_

Status of Action Taken

Is additional action needed?

YES

NO

#### Additional Action Taken

**Follow-up**

Date \_\_\_\_\_

Contact \_\_\_\_\_

Status of Action Taken

--

Is additional action needed?

YES

NO

**HAZARD CLASSIFICATION**

## Category of Hazard

**Vehicle**

Mechanical	
Performance	
Interior	
Exterior	
Towed	
Repaired on scene	
Safety equipment	
Lift/Ramp/Securemt	
See Pre-Trip	

**Passenger**

Behavior	
Weapon	
Suspended from svc.	
Medical Emergency	
Injury	
Death	
Mobility Devise	

**Facility**

Safety Equipment	
Security Systems	
Plumbing	
Electrical	
Foundation	
Parking	
Equipment	
HVAC/Heat	
Roof	
Storage	
Computer/Data	
Farebox/Vault	

**Facility**

Shelter	
Fueling	
Hazardous Materials	
Fencing/Gate	
Passenger Amenities	

**Employee**

Behavior	
Theft	
Endangering Others	
Property Abuse	
Illegal Activity	

Chief Safety Officer Initials

--

**RESOLUTION APPROVING AND ADOPTING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) FOR HENDERSON AREA RAPID TRANSIT (HART)**

WHEREAS the Henderson Area Rapid Transit (HART) strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community; and

WHEREAS, the Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all HART system operations, and by using the procedures contained in the PTASP, (attached hereto) HART can continue to improve the safety and security of HART's operation and services; and

WHEREAS, the City Manager recommends that the City approve the Public Transportation Agency Safety Plan (PTASP) (attached) for the Henderson Area Rapid Transit (HART).

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky, that the Public Transportation Agency Safety Plan (PTASP) is hereby approved and adopted.

On motion of Commissioner Austin Vowels, seconded by Commissioner Brad Staton, that the foregoing Resolution be adopted, the vote was called. On roll call the vote stood:

Commissioner Royster:	<u>Absent</u>	Commissioner Bugg:	<u>Absent</u>
Commissioner Staton:	<u>AYE</u>	Mayor Austin:	<u>AYE</u>
Commissioner Vowels:	<u>AYE</u>		

WHEREUPON, Mayor Austin declared the Resolution adopted, affixed his signature and the date thereto and ordered that the same be recorded.

ATTEST:

Karla Beckgerd

Karla Beckgerd, Acting  
City Clerk

Steve Austin

Steve Austin, Mayor

Date: December 16, 2020

**APPROVED AS TO FORM AND  
LEGALITY THIS 16 DAY OF  
DECEMBER, 2020.**

By: Dawn S. Kelsey  
Dawn S. Kelsey  
City Attorney

Steve Austin, Mayor

Commissioners:

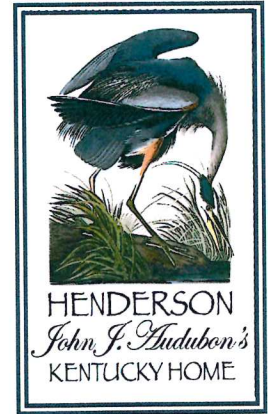
Patti Bugg  
X Robert Royster, III  
Bradley S. Staton  
Austin P. Vowels



## The City of Henderson

P.O. Box 716  
Henderson, Kentucky 42419-0716

William L. "Buzzy" Newman, Jr., City Manager  
Dawn S. Kelsey, City Attorney  
Maree Collins, City Clerk  
Donna Stinnett, Public Information Officer/Community Relations Manager



### CERTIFICATE OF CITY CLERK

I, Karla Beckgerd, hereby certify that I am duly qualified and Acting City Clerk of the City of Henderson, Kentucky, that the foregoing Resolution is a true copy of Resolution No. 54-20, introduced, read, enacted, and adopted at a properly convened meeting of said City on December 16, 2020, signed by the Mayor and attested by me as Acting City Clerk, as shown by the official records in my custody and under my control, and that said Resolution appears as a matter of public record in the official records of said City.

I further certify that said meeting was duly held in accordance with all applicable requirements of Kentucky law, including KRS 61.810, 61.815, 61.820, 61.823 and 61.840, and that a quorum was present at said meeting, that said Resolution has not been modified, amended, revoked, or repealed and that same is now in full force and effect.

IN WITNESS WHEREOF, I have hereto set my hand as City Clerk and the official seal of the City this 16<sup>th</sup> day of December 2020.

A handwritten signature in blue ink that reads "Karla Beckgerd".

Karla Beckgerd, Acting  
City Clerk