NOTICE OF MEETING OF THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)

Day: Wednesday
Date: December 9, 2020
Time: Beginning at 4:30 pm
Location: Community Center, **Bob Boldrick Theater**, 851 East William Street, Carson City, Nevada

AGENDA

NOTICE TO PUBLIC: The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor's Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of Carson City will NOT have a physical location open to the public until such time this Directive is removed.

Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the CAMPO meeting at:
https://www.carson.org/transparency/meeting-agendas-minutes-and-recordings

The public may provide public comment in advance of a meeting by written submission to the following email address: Comments@CarsonAreaMPO.com. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda, via telephonic appearance by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.
To join by telephone, you must dial the following number: +1-408-418-9388 (Meeting ID: 146 792 8960).

To videoconference, you must have access to an Internet connection and a computer equipped with a camera and microphone with which you can join a meeting at the following link:
https://carsoncity.webex.com/carsoncity/onstage/g.php?MTID=e0ed1d5e60c861c64384c73c874497359

AGENDA NOTES: The Carson Area Metropolitan Planning Organization (CAMPO) is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting via video conference or telephonic appearance, or who wish to make written submissions to CAMPO. If special arrangements for the meeting are necessary, please notify CAMPO staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or Comments@CarsonAreaMPO.com, or call Lucia Maloney at (775) 887-2355 at least 24 hours in advance of the meeting.

For more information or for copies of the supporting material regarding any of the items listed on the agenda, please contact Lucia Maloney, Transportation Manager, at (775) 887-2355. Additionally, the agenda with all supporting material is posted on the CAMPO website at www.carson.org/agendas, or is available upon request at 3505 Butti Way, Carson City, Nevada, 89701.

1. **ROLL CALL AND DETERMINATION OF A QUORUM**

2. **AGENDA MANAGEMENT NOTICE:** The Chair may take items on the agenda out of order; combine two or more agenda items for consideration; and/or remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

3. **DISCLOSURES:** Any member of the CAMPO Board may inform the Chair of his or her intent to make a disclosure of a conflict of interest on any item appearing on the agenda or on any matter relating to the CAMPO's official business. Such disclosures must also be made at such time the specific agenda item is introduced.

4. **PUBLIC COMMENT**:** The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future CAMPO meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

5. **APPROVAL OF MINUTES:**

   5-A For Possible Action – Discussion and possible approval of the November 18, 2020 draft minutes.

6. **PUBLIC MEETING ITEM(S):**

   6-A For Information Only – Presentation and discussion on the 2020 Transportation Network Monitoring Report.

   Staff Summary: The 2020 Transportation Network Monitoring Report is federally funded through CAMPO's Unified Planning Work Program and presents transportation network information derived from transportation data collected within the CAMPO Metropolitan Planning Area.

   6-B For Possible Action – Discussion and possible action regarding a Public Transportation Agency Safety Plan (PTASP) and Federal Fiscal Year (FFY) 2021 Performance Targets for Jump Around Carson (JAC) transit.

   Staff Summary: All operators of public transportation systems that are recipients of Section 5307 Federal Transit Administration grant funds are required to comply with the PTASP Final Rule (49 CFR Part 673) in order to remain eligible to receive Federal transit funds. CAMPO, as a direct recipient of these funds for JAC transit, is required to certify that an Agency Safety Plan is in place, as well as to provide the State Department of Transportation and its Metropolitan Planning organization with safety performance targets to be integrated into the long-range planning process, by December 31, 2020.

7. BOARD COMMENTS: For Information Only – Status reports and comments from the members of the CAMPO Board.

8. The Next Meeting is Tentatively Scheduled – 4:30 p.m., Wednesday, January 13, 2021, at the **Sierra Room** – Carson City Community Center, 851 East William Street.

9. PUBLIC COMMENT:** The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future CAMPO meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

10. ADJOURNMENT: For Possible Action

****PUBLIC COMMENT LIMITATIONS - Although CAMPO often provides an opportunity for additional public comment during each specific item designated for possible action on the agenda, public comment will be temporarily limited to the beginning of the agenda before any action is taken and again at the end before adjournment. This policy will remain effective during the period of time the State of Nevada is under a State of Emergency as declared by the Governor due to the COVID-19 pandemic, and is intended to achieve the efficient conduct of meetings while facilitating public participation via videoconference and telephonic means.**

NOTICE TO PUBLIC: In accordance with the Governor's Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites:

This notice has been posted at the following locations:

www.carson.org/agendas
http://notice.nv.gov

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A regular meeting of the Carson Area Metropolitan Planning Organization (CAMPO) was scheduled for 4:30 p.m. on Wednesday, November 18, 2020 in the Community Center, Bob Boldrick Theater, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Mark Kimbrough
Vice Chairperson Greg Stedfield
Member Lori Bagwell
Member Brad Bonkowski
Member Chas Macquarie (via WebEx)
Ex-Officio Member Sondra Rosenberg (via WebEx)

STAFF: Lucia Maloney, Transportation Manager
Todd Reese, Deputy District Attorney (via WebEx)
Dirk Goering, Senior Transportation Planner (Via WebEx)
Chris Martinovich, Transportation/Traffic Engineer (Via WebEx)
Kelly Norman, Transportation Planner/Analyst (Via WebEx)
Tamar Warren, Senior Public Meetings Clerk

NOTE: A recording of these proceedings, the CAMPO's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1. ROLL CALL AND DETERMINATION OF A QUORUM

(4:34:05) – Chairperson Kimbrough called the meeting to order at 4:34 p.m. Roll was called, and a quorum was present.

2. AGENDA MANAGEMENT NOTICE

(4:34:45) – Ms. Maloney noted that there were no changes to the agenda.

3. DISCLOSURES

(4:34:55) – There were no disclosures from the members.

4. PUBLIC COMMENT

(4:35:02) – Chairperson Kimbrough read into the record the *Notice to the Public* incorporated into the agenda, outlining the temporary public comment guidelines established during the Governor's COVID-19 Emergency Directive, incorporated into the agenda. He also entertained public comments; however, none were forthcoming.

5. APPROVAL OF MINUTES

5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE APPROVAL OF THE OCTOBER 14, 2020 DRAFT MINUTES.

(4:37:08) – Chairperson Kimbrough introduced the item and entertained corrections, comments, or a motion.

(4:37:14) – Member Bonkowski moved to approve the minutes of the CAMPO October 14, 2020 meeting as presented. The motion was seconded by Vice Chair Stedfield and carried 5-0-0.

6. PUBLIC MEETING ITEM(S):

6-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE DISTRIBUTION AND SCHEDULE OF THE SURFACE TRANSPORTATION PROGRAM BLOCK GRANT (STBG) FUNDS BETWEEN CARSON CITY, DOUGLAS COUNTY, AND LYON COUNTY, THE THREE MEMBER AGENCIES OF THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO).

(4:37:47) – Chairperson Kimbrough introduced the item. Ms. Maloney presented the Staff Report and attachments, incorporated into the record. She also responded to clarifying questions. Member Bonkowski recommended taking action, even though representatives of Douglas and Lyon Counties were not present at this meeting, as they had no objections to the Staff recommendation to put out a call for projects. He believed "that will give us a little more time to evaluate what projects may be out there and give the other counties time to get their project in, or at least come up with a project."

(4:43:13) – Member Bagwell agreed with Member Bonkowski's suggestion, noting "we are not precluding Lyon County or Douglas County from submitting a project," calling it "the most appropriate method at this time." Ms. Maloney recommended providing 45-60 days for the call for projects to give Staff adequate time to prepare and to allow for the Regional Transportation Commission (RTC) approval.

(4:44:54) – Chairperson Kimbrough was informed that Staff had been working on the item for three-to-four months and noted that she had had discussions with Lyon and Douglas Counties regarding possible future projects.

(4:48:58) – Member Macquarie was informed that the agreement will be reviewed after the new census is reported. Member Rosenberg recommended "getting things in order to officially spend that money," given the current budgetary uncertainty. She also called the fund source "flexible," which would accommodate add-ons to current projects. Chairperson Kimbrough entertained a motion.

(4:52:07) – Member Bonkowski moved to approve proposed distribution method for Federal Fiscal Years 2021 and 2022 as presented. The motion was seconded by Member Bagwell and carried 5-0-0.

7. BOARD COMMENTS: FOR INFORMATION ONLY

(4:52:45) – Chairperson Kimbrough entertained member comments; however, none were forthcoming.

8. THE NEXT MEETING IS TENTATIVELY SCHEDULED – 4:30 P.M., WEDNESDAY, DECEMBER 9, 2020, AT THE BOB BOLDRICK THEATER – CARSON CITY COMMUNITY CENTER, 851 EAST WILLIAM STREET.

N/A

9. PUBLIC COMMENT

(4:53:18) – Chairperson Kimbrough entertained public comments. Nevada Department of Transportation (NDOT) Assistant Chief, Traffic Operations, Rodney Schilling introduced himself and invited Project Manager Samuel Ahiamadi to present the changes in the Advance Signal Warning System in the Carson City and Douglas County areas. Mr. Ahiamadi reviewed a PowerPoint presentation, introduced as late material and incorporated into the record. Chairperson Kimbrough reminded the Board that per the Open Meeting Law, the members could hear the public comment but would not respond or discuss the presentation. He also thanked Mr. Ahiamadi for the presentation.

10. ADJOURNMENT: FOR POSSIBLE ACTION

(4:58:35) – Chairperson Kimbrough adjourned the meeting at 4:58 p.m.

The Minutes of the November 18, 2020 Carson Area Metropolitan Planning Organization meeting are so approved this 9th day of December 2020.

Attachment: Public Comment Presentation

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: December 9, 2020

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: For Information Only – Presentation and discussion on the 2020 Transportation Network Monitoring Report.

Staff Summary: The 2020 Transportation Network Monitoring Report is federally funded through CAMPO's Unified Planning Work Program and presents transportation network information derived from transportation data collected within the CAMPO Metropolitan Planning Area.

Agenda Action: Other/Presentation **Time Requested:** 20 minutes

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Proposed Motion
N/A

Background/Issues & Analysis
The Transportation Network Monitoring Report is federally funded through CAMPO's Unified Planning Work Program. The report presents transportation network information derived from transportation data collected within the Carson Area Metropolitan Planning Area. The information is presented to show regional trends and changes that influence the transportation system. This document presents information on who uses the transportation system (socio-demographic data), where they travel (trip origins, destinations), and how they travel (transit, walk, bike, drive). The data collected for this report is processed, organized, and analyzed to understand overall performance of the transportation system. This information is used to track progress toward achieving the goals and objectives established in CAMPO's Regional Transportation Plan (RTP).

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? ☐ Yes ☒ No

If yes, Fund Name, Account Name / Account Number: N/A

Is it currently budgeted? ☐ Yes ☐ No

Explanation of Fiscal Impact:

Supporting Material
-Exhibit-1: 2020 Transportation Network Monitoring Report
-Exhibit-2: Draft Presentation on the 2020 Transportation Network Monitoring Report

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Carson Area Metropolitan Planning Organization
CAMPO

2020 Transportation Network Monitoring Report

December 2020

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the Carson Area Metropolitan Planning Organization expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

DOUGLAS COUNTY
GREAT PEOPLE GREAT PLACES

CARSON CITY, NEVADA
FOUNDED 1858 CC

1861
LYON COUNTY

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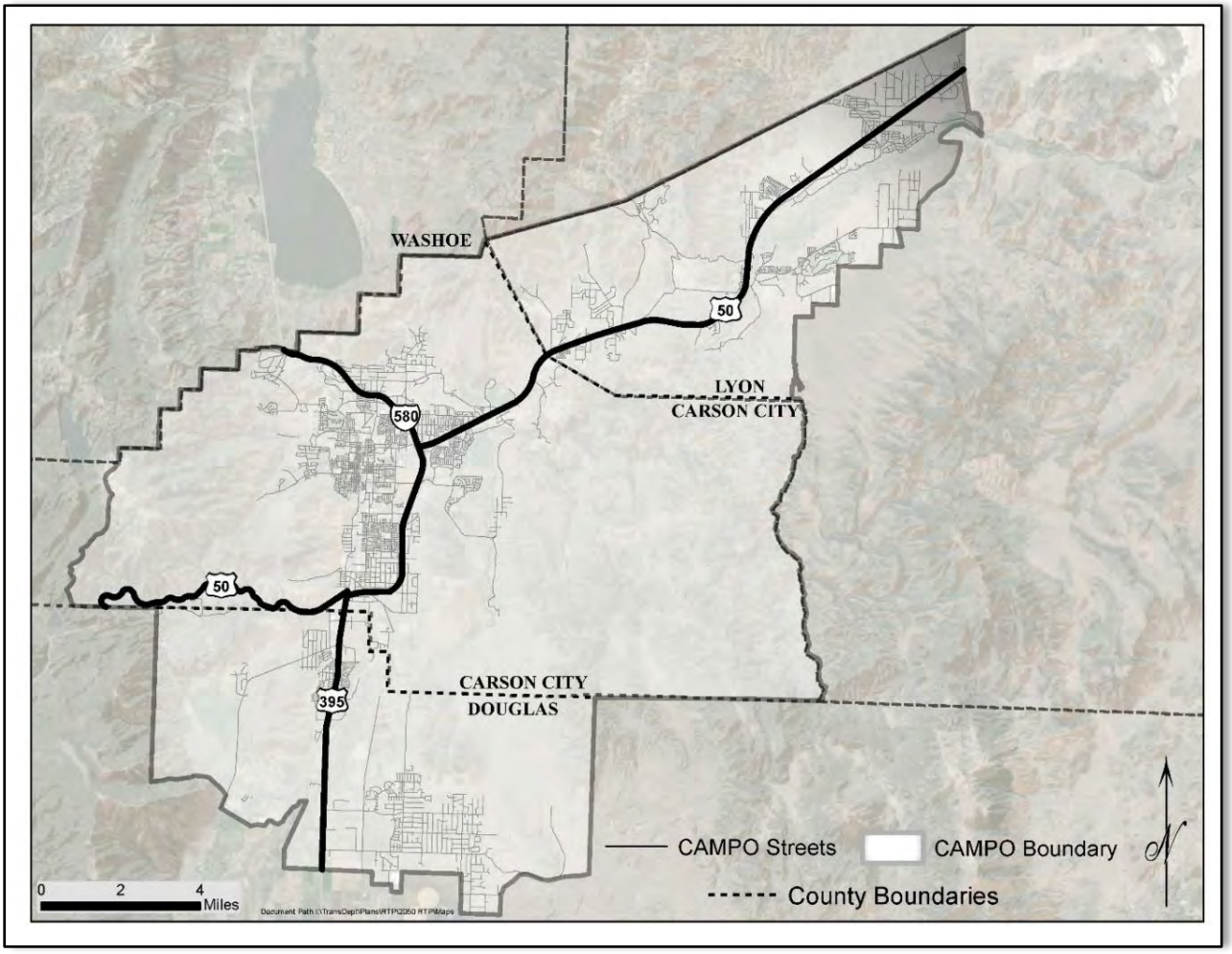
CHAPTER 1 – INTRODUCTION

The Carson Area Metropolitan Planning Organization (CAMPO) is a federally recognized metropolitan planning organization (MPO), formed on February 26, 2003. Creation of CAMPO was required once the Carson City urbanized area exceeded a population of 50,000. CAMPO is responsible for carrying out the metropolitan transportation planning process for the Carson City Metropolitan Area, also referred to as the Metropolitan Planning Area (MPA). The Metropolitan Planning Area encompasses nearly all of Carson City (with the exception of the area within the Lake Tahoe Basin) and portions of northern Douglas County and western Lyon County, including the Dayton Valley and Johnson Lane urbanized areas. The geographic scope of this report is depicted in Figure 1.1. Additional information about CAMPO is available at: www.CarsonAreaMPO.com.

Figure 1.1: CAMPO Metropolitan Planning Area (MPA) Boundary



Performance-Based Planning

Performance-based planning and programming applies performance management principles to transportation system policy and investment decisions. Performance-based planning and programming is a system-level, data-driven process to identify strategies and investments. Performance-based planning helps to define key goals and objectives, and to analyze and evaluate strategies for meeting goals. The process connects performance measures to goals and objectives through target setting.

With the passage of federal transportation legislation the Moving Ahead for Progress in the 21st Century (MAP-21) Act and continued with the Fixing America's Surface Transportation (FAST) Act, MPOs are required to track certain performance measures, establish performance targets, and utilize performance measures to inform decision-making for investment into the multi-modal transportation system.

This 2020 Transportation Network Monitoring Report is federally funded through CAMPO's Unified Planning Work Program. The report presents transportation network information derived from transportation data collected within the CAMPO Metropolitan Planning Area. The information is presented to show regional trends and changes that influence the transportation system. This document presents information on who uses the transportation system (socio-demographic data), where they travel (trip origins, destinations), and how they travel (transit, walk, bike, drive). The data collected for this report is processed, organized, and analyzed to present information about the overall performance of the transportation system. This information is used to track progress toward achieving the goals and objectives established in CAMPO's Regional Transportation Plan[1]. The strategies and projects within CAMPO's Regional Transportation Plan support the following five goals:

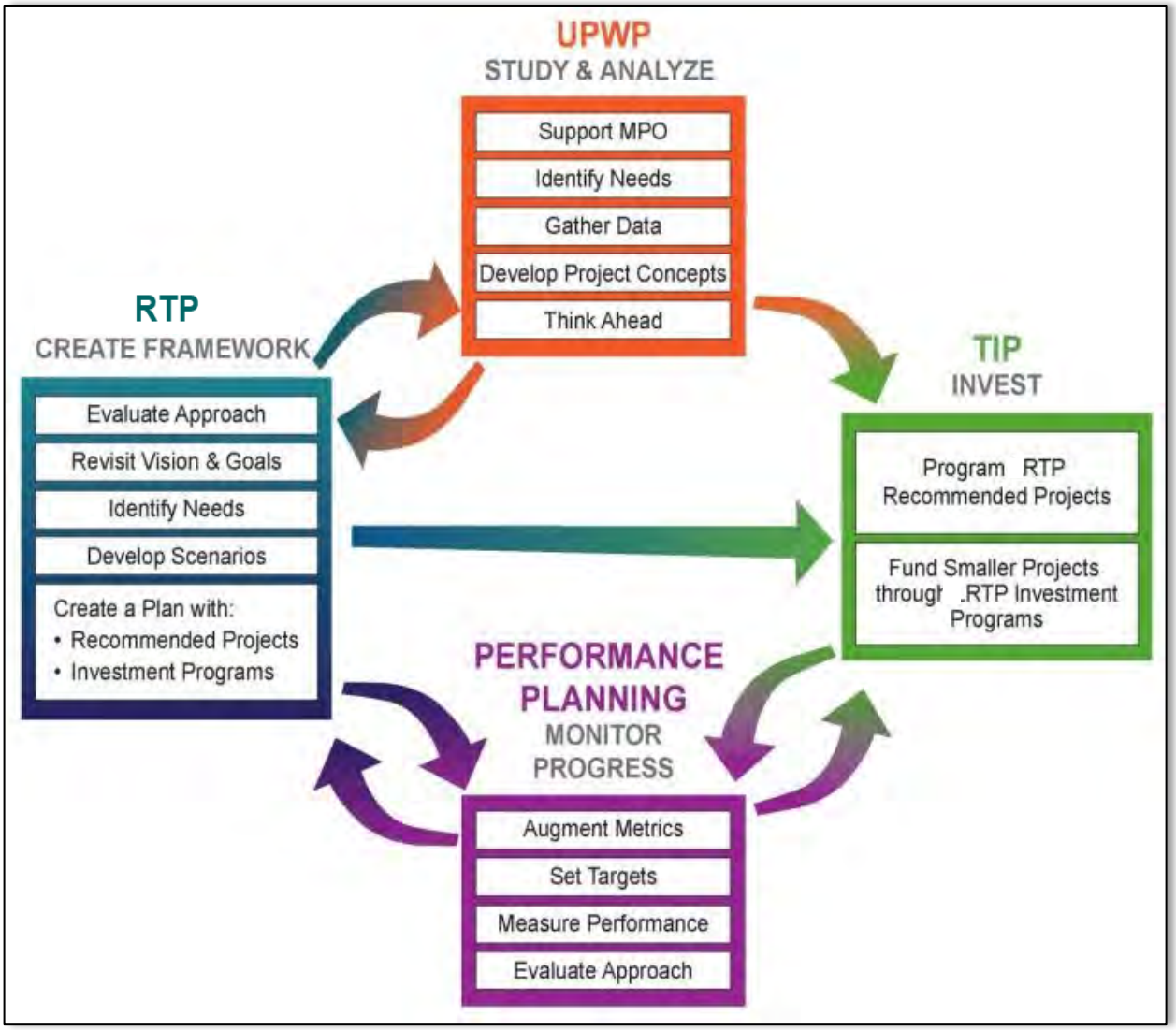
- Increase the safety of the transportation system for all users
- Maintain a sustainable regional transportation system
- Increase the mobility and reliability of the transportation system for all users
- Maintain and develop a multi-modal transportation system that supports economic vitality
- Provide an integrated transportation system

Alongside these five goals, the 2050 Regional Transportation Plan contains objectives and performance measures to track progress toward meeting these goals. The objectives and performance measures have been carefully developed through coordination with federal, state, and regional planning partners that utilize consistent and readily available data. This approach allows for statewide consistency and comparison. Together, the established goals, objectives, and performance measures form the basis of CAMPO's performance-based planning framework that informs ongoing policymaking and investment decisions.

[1] www.carsonareampo.com/

This framework provides the basis for project prioritization (capital improvements and maintenance) for projects contained within CAMPO's Transportation Improvement Program (TIP)[2]. The relationship between CAMPO's planning documents and performance-based planning framework is displayed graphically in Figure 1.2.

Figure 1.2: CAMPO's Primary Responsibilities



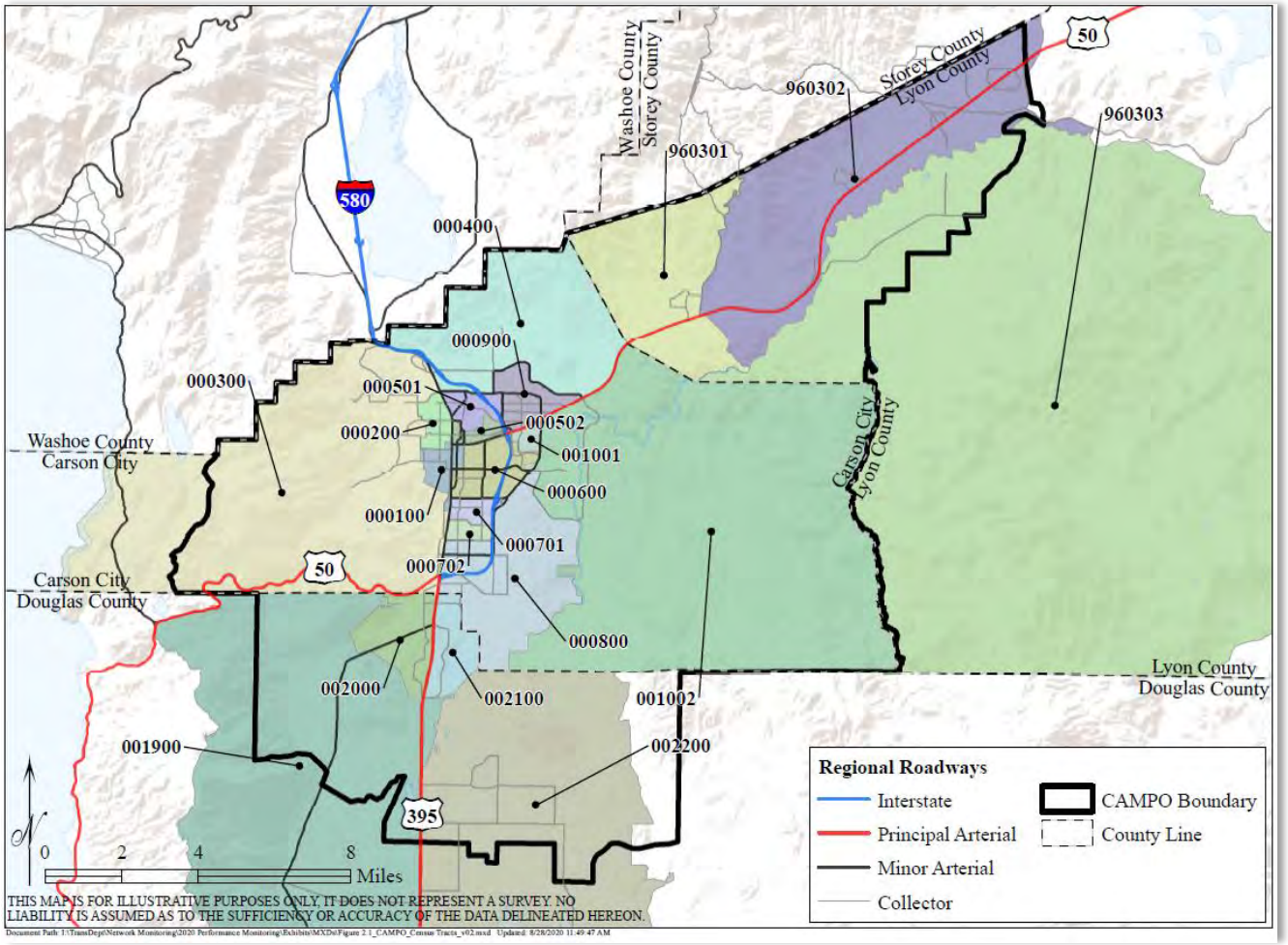
[2] https://estip.nevadadot.com/

CHAPTER 2 – SOCIO-DEMOGRAPHICS

Transportation is innately personal – each of us experiences the transportation network through our own unique lens of our daily activities. Each of us has social activities, medical appointments and day-to-day errands that require travel. Young adults may have college, jobs, and flexibility after-hours for time spent with friends. Families may take children to school and after-school activities. Older residents may decide to forego driving personal automobiles and begin using the bus.

The reality is that the socio-demographic composition of neighborhoods and regions influences travel behavior: the where, when, why, and how each of us travels to where we want and need to go. By monitoring regional socio-demographic data, CAMPO is better informed and equipped to plan for and manage the region's use of regional transportation infrastructure for those that rely upon it. For the purposes of this report, all socio-demographic data comes from the American Community Survey (ACS)[3]. Figure 2.1 displays the 20 census tracts within the CAMPO Metropolitan Planning Area. The following socio-demographic data was compiled using all 20 tracts. This data was also used to create the Transportation Analysis Zones (TAZs) discussed in Chapter 3 – Land Uses.

Figure 2.1: Census Tracts within the CAMPO Boundary

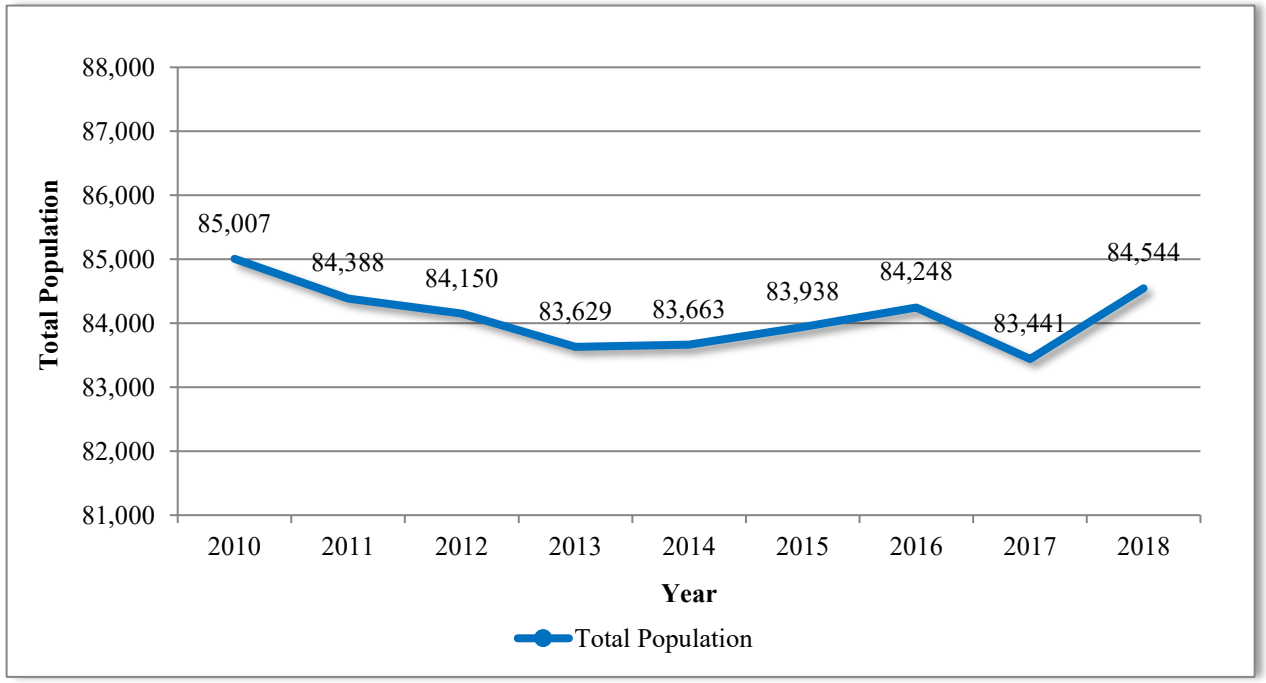


[3] www.census.gov

Population

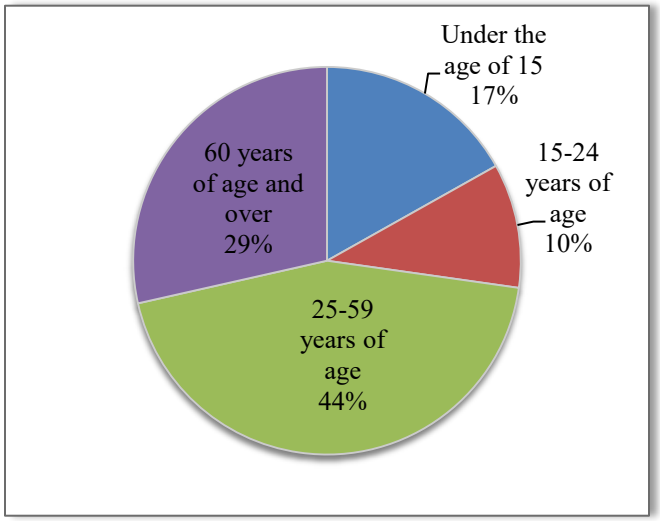
Over the next 30 years, demand on the transportation system will grow and evolve. The Carson Area is forecasted to have a low annual growth. Figure 2.2 displays population information for the CAMPO Metropolitan Planning Area from 2010 to 2018. Population has remained roughly stable, decreasing by half a percent over the eight-year reporting period. Figure 2.3 displays the percentage of the population by age group. Notably, more than a quarter of the population is 60 years of age or older.

Figure 2.2: Population (2010-2018)



Source: ACS Demographic and Housing Estimates, Table DP05. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

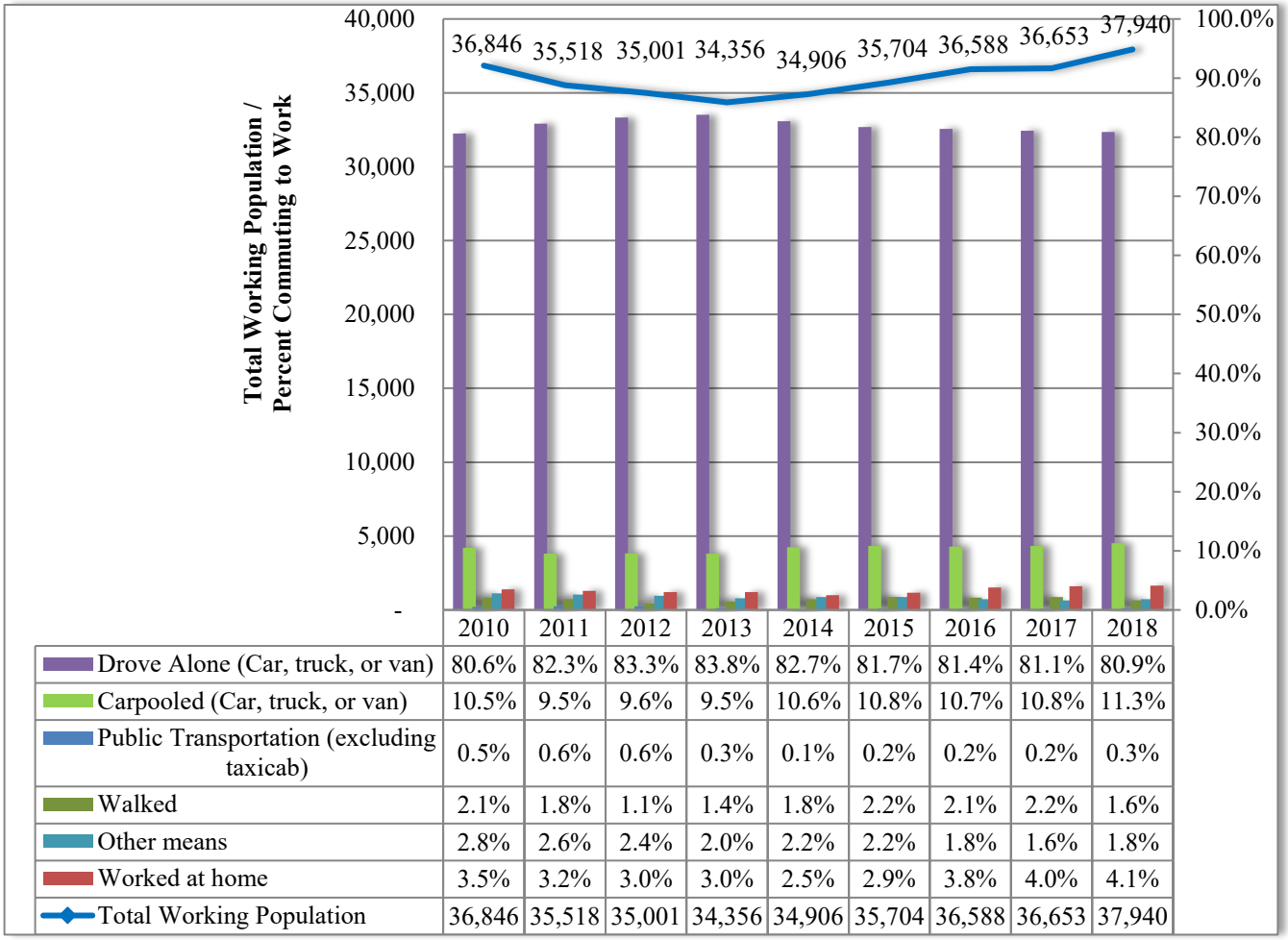
Figure 2.3: Percentage of Population by Age Group (2018)



Source: ACS Demographic and Housing Estimates, Table DP05. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.4 displays travel mode to work for workers aged 16 years and over within the CAMPO planning area from 2010 to 2018. Overwhelmingly, CAMPO residents drive alone to work. The most significant shift in travel mode to work over the reporting period has been the percentage of workers that report Carpool, which has increased from 10.5% in 2010 to 11.3% in 2018.

Figure 2.4: Mode to Work (2010-2018)

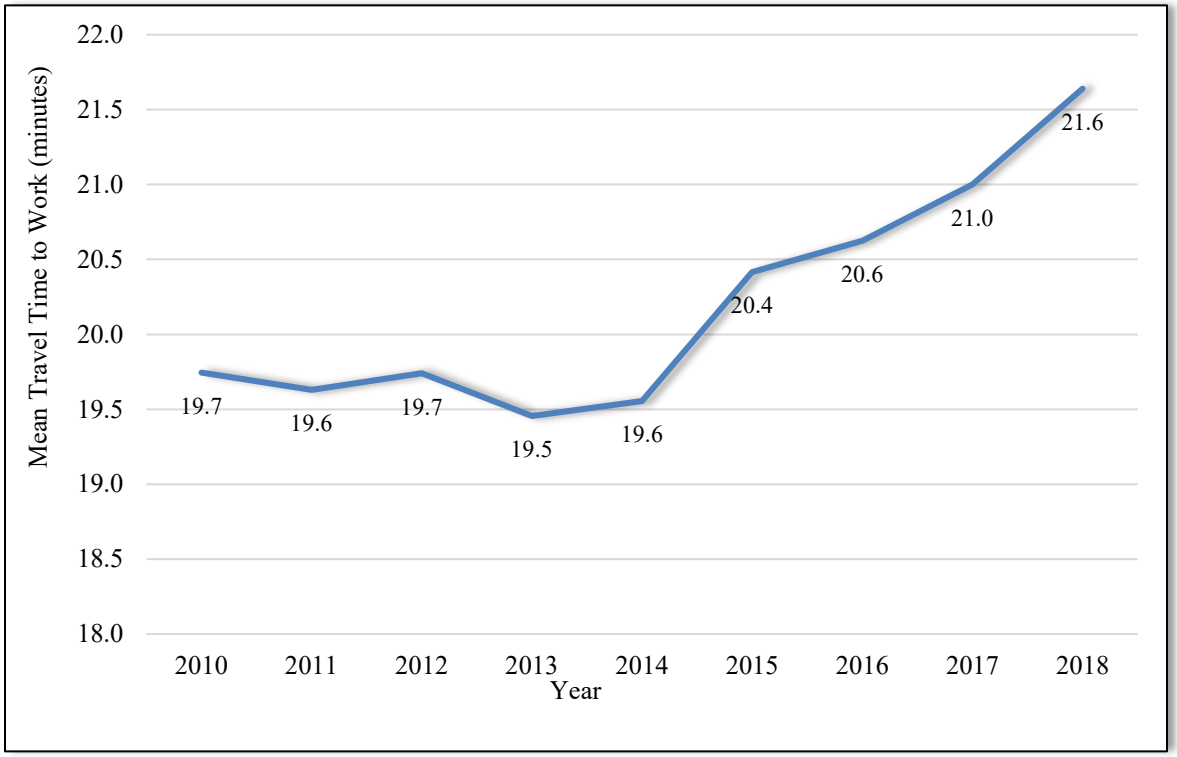


	2010	2011	2012	2013	2014	2015	2016	2017	2018
Drove Alone (Car, truck, or van)	80.6%	82.3%	83.3%	83.8%	82.7%	81.7%	81.4%	81.1%	80.9%
Carpooled (Car, truck, or van)	10.5%	9.5%	9.6%	9.5%	10.6%	10.8%	10.7%	10.8%	11.3%
Public Transportation (excluding taxicab)	0.5%	0.6%	0.6%	0.3%	0.1%	0.2%	0.2%	0.2%	0.3%
Walked	2.1%	1.8%	1.1%	1.4%	1.8%	2.2%	2.1%	2.2%	1.6%
Other means	2.8%	2.6%	2.4%	2.0%	2.2%	2.2%	1.8%	1.6%	1.8%
Worked at home	3.5%	3.2%	3.0%	3.0%	2.5%	2.9%	3.8%	4.0%	4.1%
Total Working Population	36,846	35,518	35,001	34,356	34,906	35,704	36,588	36,653	37,940

Source: ACS Selected Economic Characteristics, Table DP03. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.5 displays mean travel time to work. Between 2010 and 2018 travel time to work increased by 10 percent, from 19.7 to 21.6 minutes.

Figure 2.5: Mean Travel Time to Work (2010-2018)



Source: ACS Selected Economic Characteristics, Table DP03. Annual estimates from American Community Survey (ACS) 5-year Estimates.

In total, between the years 2020 and 2050, CAMPO's population is anticipated to grow by approximately 24%, to approximately 105,000 people. Population estimates for 2020 through 2038 (Table 2.1) from the Nevada Department of Taxation anticipate a growing senior population (shown in yellow) that will necessitate investment in safety enhancements to address seniors with changing needs, related to diminishing eyesight, hearing, and slower reaction times and decision making. Investment in public transportation, pedestrian, and bicycle facilities will be important for providing an aging population with mobility options and independence, along with improved integration and mobility for all system users.

As depicted in Table 2.1, growth in young, family-age cohorts, including adults between 35-49 and children between the ages of 1 and 9 (shown in green), are also anticipated. Like seniors, young children have challenges with eyesight, reactions times, and decision making, that pose potential safety risks when interacting with the transportation network. At younger ages, children are developing their vision and depth perception and lack the ability to make good judgement when interacting with roadways and pedestrian walkways. Older children are challenged with having a sense of invulnerability and making poor judgement calls. Given these similar characteristics, CAMPO's 2050 RTP identifies the need to prioritize projects that benefit the most vulnerable users: children and seniors.

Table 2.1: 2020-2038 Population Projections by CAMPO Partner Agency

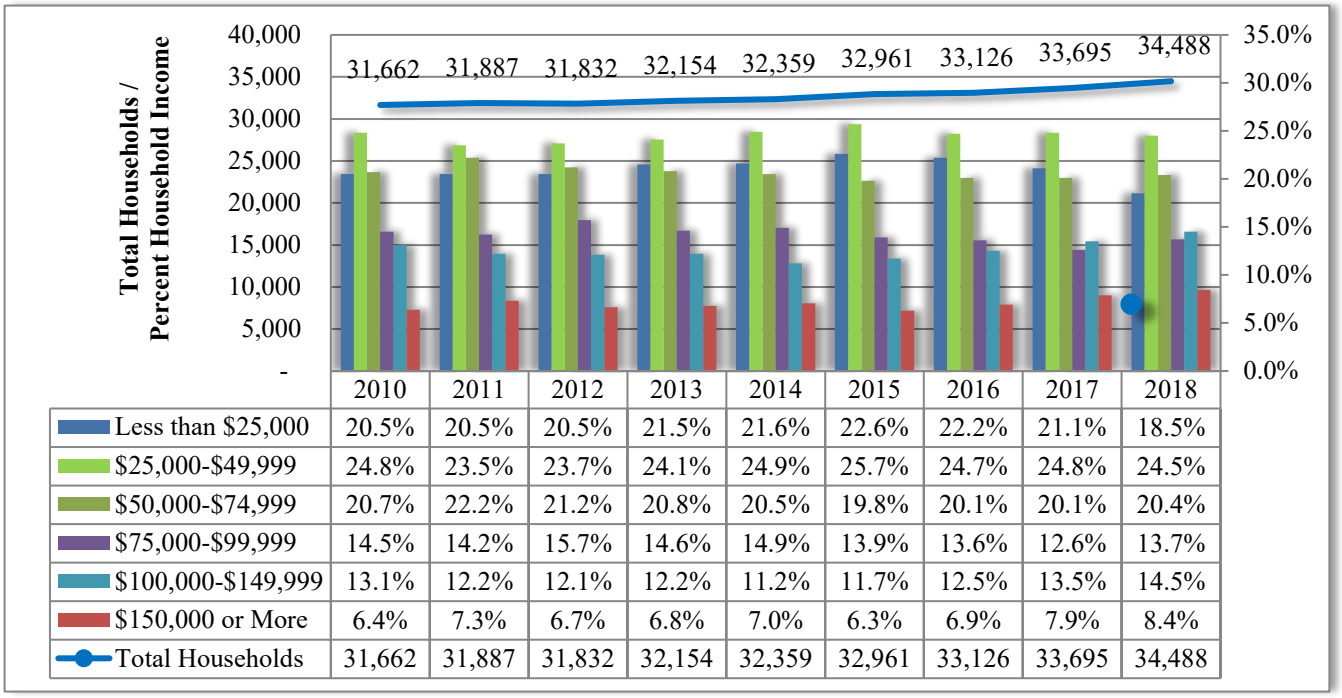
Five-Year Cohorts	Carson City			Douglas County			Lyon County		
	Year 2020	Year 2038	Percent Change 2020-2038	Year 2020	Year 2038	Percent Change 2020-2038	Year 2020	Year 2038	Percent Change 2020-2038
0-4	2,809	3,314	18%	2,051	2,008	-2%	3,138	3,748	19%
5-9	2,718	3,241	19%	2,358	2,442	4%	3,326	3,869	16%
10-14	3,450	2,993	-13%	2,608	2,676	3%	3,426	3,903	14%
15-19	3,496	3,010	-14%	2,245	2,401	7%	3,744	4,080	9%
20-24	2,842	2,995	5%	2,134	1,745	-18%	3,404	3,835	13%
25-29	3,643	2,463	-32%	2,606	2,035	-22%	4,432	3,665	-17%
30-34	4,514	3,978	-12%	2,919	2,099	-28%	3,360	3,746	11%
35-39	2,213	3,778	71%	2,369	2,462	4%	2,430	4,087	68%
40-44	2,829	3,235	14%	2,504	3,376	35%	3,615	4,708	30%
45-49	3,995	4,406	10%	2,530	3,438	36%	3,480	6,104	75%
50-54	4,557	3,694	-19%	3,263	3,231	-1%	4,107	2,787	-32%
55-59	3,171	1,947	-39%	3,705	2,873	-22%	3,729	3,581	-4%
60-64	3,442	3,518	2%	4,448	3,510	-21%	3,881	4,332	12%
65-69	4,751	4,365	-8%	4,405	3,528	-20%	3,873	4,190	8%
70-74	2,880	4,320	50%	3,535	3,722	5%	3,136	3,939	26%
75-79	2,250	1,666	-26%	2,769	3,316	20%	2,240	3,013	35%
80-84	1,301	2,296	76%	1,732	2,655	53%	1,658	2,310	39%
85 over	1,685	2,256	34%	1,516	2,615	72%	1,008	2,031	101%
Total	**56,546**	**57,475**	**2%**	**49,697**	**50,132**	**1%**	**57,987**	**67,928**	**17%**

*Highlighted areas note age cohorts with growth rates above 14% and that are concentrated around seniors and young families
** Source: Nevada Department of Taxation:
https://tax.nv.gov/uploadedFiles/taxnvgov/Content/TaxLibrary/2019%20ASRHO%20Estimates%20and%20Projections%20Final.pdf

Households

Figure 2.6 displays reported household income from 2010 to 2018. The number of households has increased by 8.9% from 2010 to 2018. The percentage of total households earning less than $25,000 has decreased by two percentage points over the reporting period, while the percentage of total households earning $150,000 or more has increase by two percentage points over the reporting period.

Figure 2.6: Household Income (2010-2018)

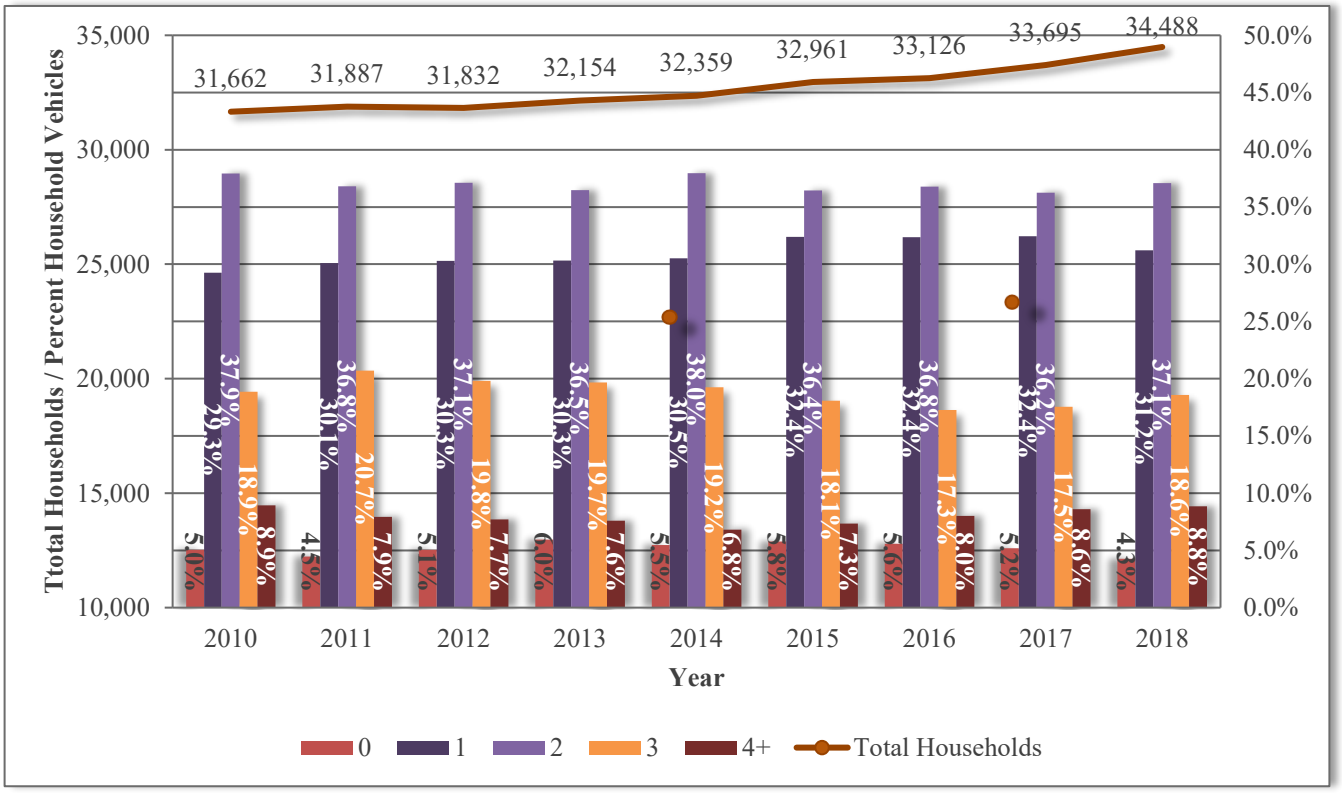


	2010	2011	2012	2013	2014	2015	2016	2017	2018
Less than $25,000	20.5%	20.5%	20.5%	21.5%	21.6%	22.6%	22.2%	21.1%	18.5%
$25,000-$49,999	24.8%	23.5%	23.7%	24.1%	24.9%	25.7%	24.7%	24.8%	24.5%
$50,000-$74,999	20.7%	22.2%	21.2%	20.8%	20.5%	19.8%	20.1%	20.1%	20.4%
$75,000-$99,999	14.5%	14.2%	15.7%	14.6%	14.9%	13.9%	13.6%	12.6%	13.7%
$100,000-$149,999	13.1%	12.2%	12.1%	12.2%	11.2%	11.7%	12.5%	13.5%	14.5%
$150,000 or More	6.4%	7.3%	6.7%	6.8%	7.0%	6.3%	6.9%	7.9%	8.4%
Total Households	31,662	31,887	31,832	32,154	32,359	32,961	33,126	33,695	34,488

Source: ACS Selected Economic Characteristics, Table DP03. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.7 displays information on the number of vehicles per household. The amount and availability of vehicles in a household can be an indicator of reliance on public transit or non-motorized modes, as well as an indicator of an individual household's ability to make discretionary trips. In the CAMPO Area, the distribution of household vehicle ownership has remained roughly steady from 2010 to 2018. While zero-vehicle households represented five percent of households in 2010, they represent just 4.3 percent of households in 2018. There has been an increase in single vehicle households from 29.3 percent in 2010 to 31.2 percent in 2018, indicating some zero-vehicle households may have acquired a vehicle while some 2-vehicle households may have downsized their vehicle fleets.

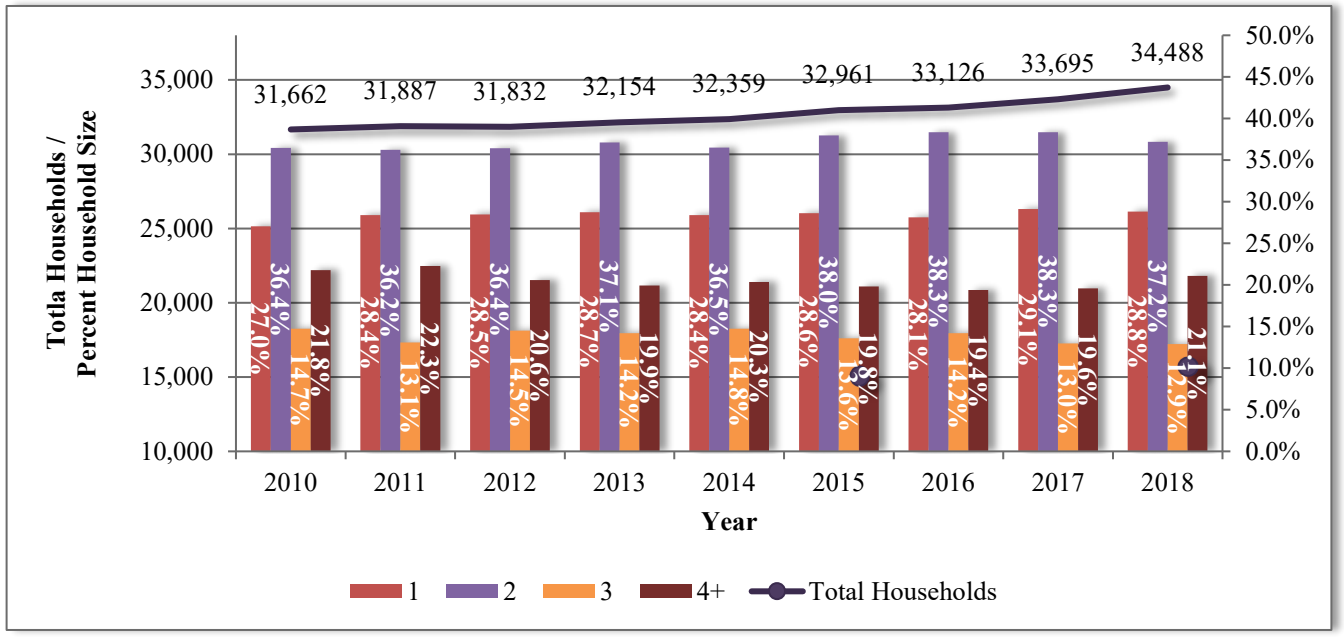
Figure 2.7: Household Vehicles (2010-2018)



Source: ACS Household Size by Vehicles Available, Table B08201. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

A community's distribution of household size has implications on the number and types of daily trips. Larger households tend to be comprised of families with children, which may generate travel for school and after-school activities, while smaller households may generate fewer trips overall, but may have more flexibility in their schedules to generate longer, inter-regional or interstate trips. Figure 2.8 displays the distribution of household size from 2010 to 2018. Over the eight-year reporting period, households in the CAMPO area are becoming smaller. The percentage of large households (4+ person) has decreased by 0.7 percentage points, while the proportion of 1- or 2- person households has increased by 2.5 percentage points. This trend is anticipated to continue as a greater percentage of the population ages.

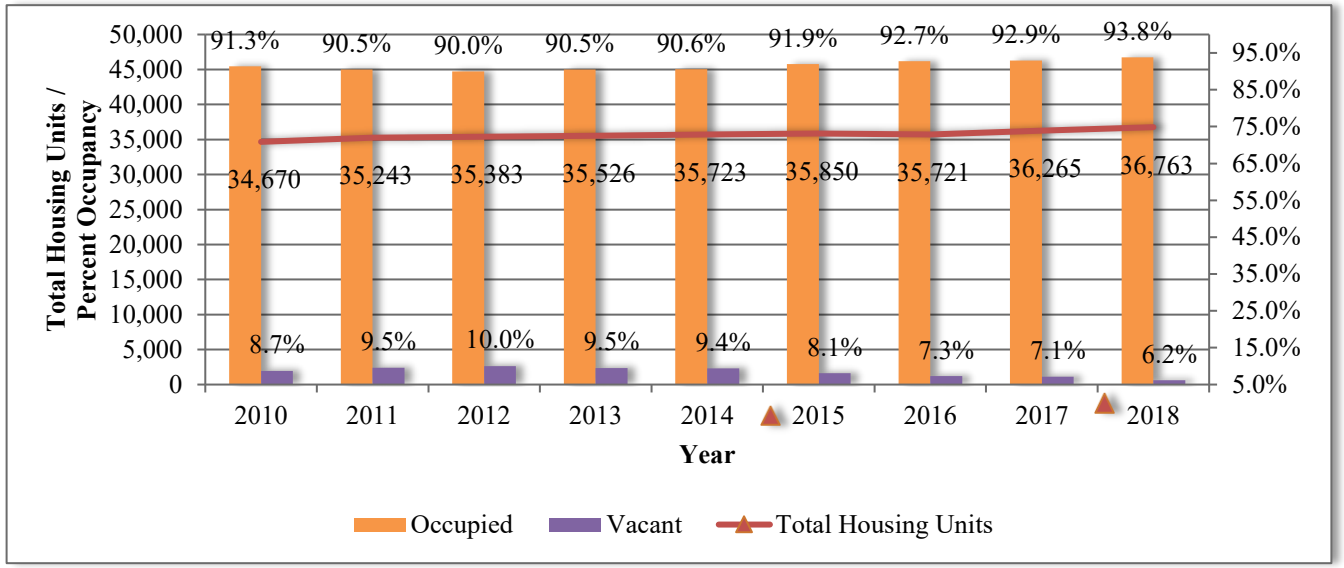
Figure 2.8: Household Size (2010-2018)



Source: ACS Household Size by Vehicles Available, Table B08201. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Housing unit occupancy is an indicator of population growth and economic activity, which results in an additional demand on the transportation system. Long-term increases in housing unit occupancy can result in local zoning ordinance policy changes to encourage higher densities, which over time, can lead to shorter trips with a higher percentage of those trips being non-automobile trips. Figure 2.9 displays vacancy/occupancy status of housing units between 2010 to 2018. Over the eight-year reporting period the vacancy rate has decreased from 8.7 percent to 6.2 percent.

Figure 2.9: Housing Unit Occupancy Status (2010-2018)



Source: ACS Occupancy Status, Table B25002. All Annual Estimates Represent American Community Survey (ACS) 5-year Estimates.

CHAPTER 3 – LAND USES

Where people travel is determined by a complex interrelationship of land uses. The location of residences, jobs, industrial complexes, and schools, all influence routine daily trip-making from home, to school, and to work. The location of post offices, grocery stores, restaurants, recreational facilities, entertainment centers, shopping malls, and other destinations, all influence additional, discretionary trip-making. On a bigger scale, a community's proximity to regional destinations (Lake Tahoe, for example) influences weekend interregional travel or seasonal influx of visitor travel.

The proximity or distance between differing land uses also influences travel. The distance between home and work, or the convenience of destinations ("trip generators"), determines the occurrence, length, and mode of trips, or in some cases, can make the difference between whether a trip is made or not. For example, someone with a 30-minute lunch break during the workday will be unable to travel 20 minutes each direction to purchase their lunch from a favorite local business.

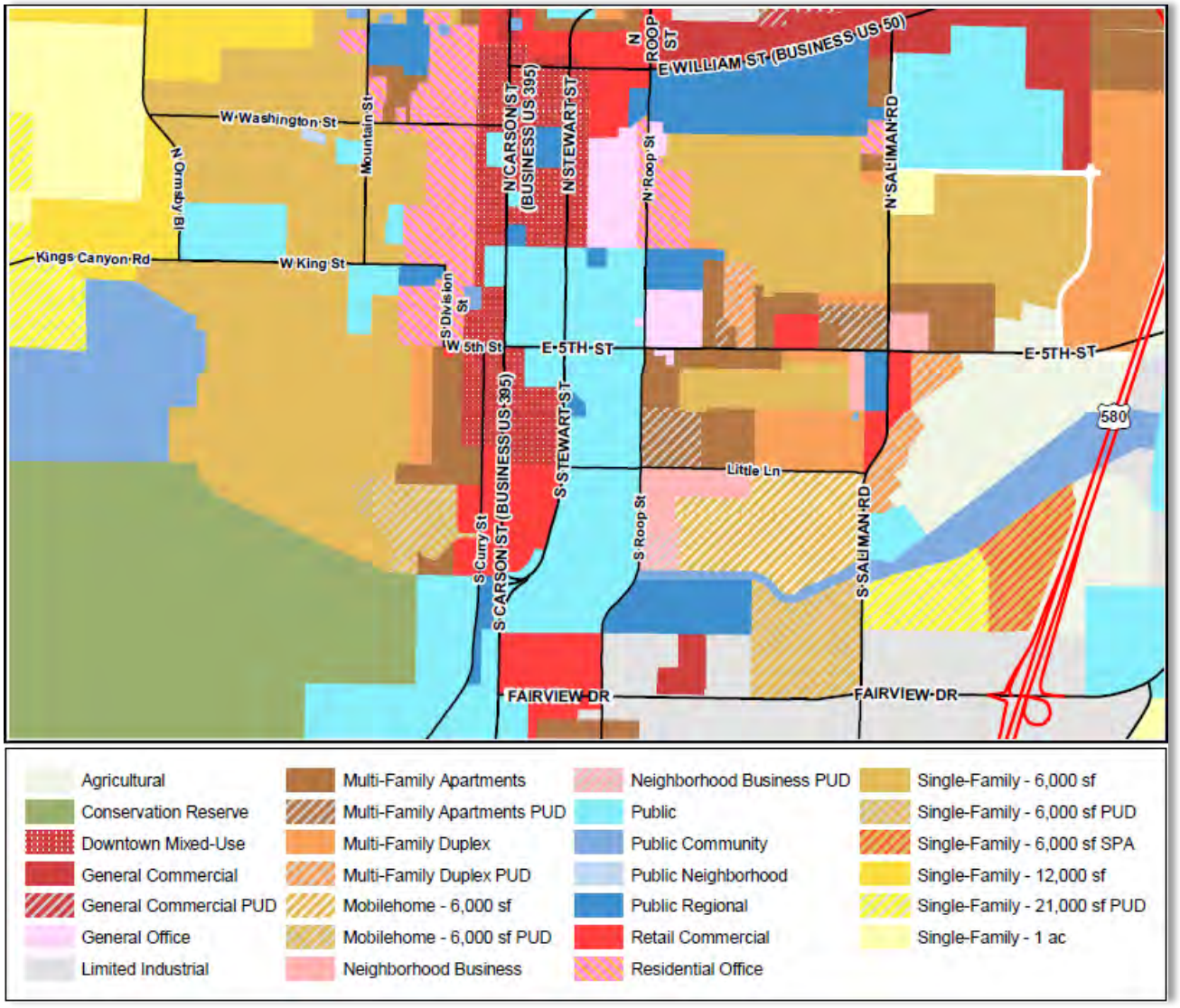
In addition, the type of residential and commercial land uses in a community influences trip-making. A 1-bedroom apartment that houses one or two adults typically generates fewer and a different mix of daily trips than a single-family home with a 4+ person household. Likewise, an administrative office complex will generate fewer and a different mix of daily trips than a high-turnover restaurant or a manufacturing/shipping facility.

By monitoring land uses, CAMPO is better informed and equipped to plan for and manage the region's use of, and demand for, regional transportation infrastructure that connects these land uses.

CAMPO's Travel Demand Model (TDM) is the primary tool used to help understand and forecast usage of the transportation network. A critical input to the travel demand model is current and future land use information. CAMPO's travel demand model is regularly updated with known changes to land uses and approved projects that can influence travel behavior in the area. Figure 3.1 provides an example of zoning districts within a CAMPO sub-area (central Carson City). The land use information is grouped into geospatial areas called Transportation Analysis Zones (TAZ's). The size and spatial extent of a TAZ varies, but they typically range from very large in rural areas to very small in urban areas and business districts.

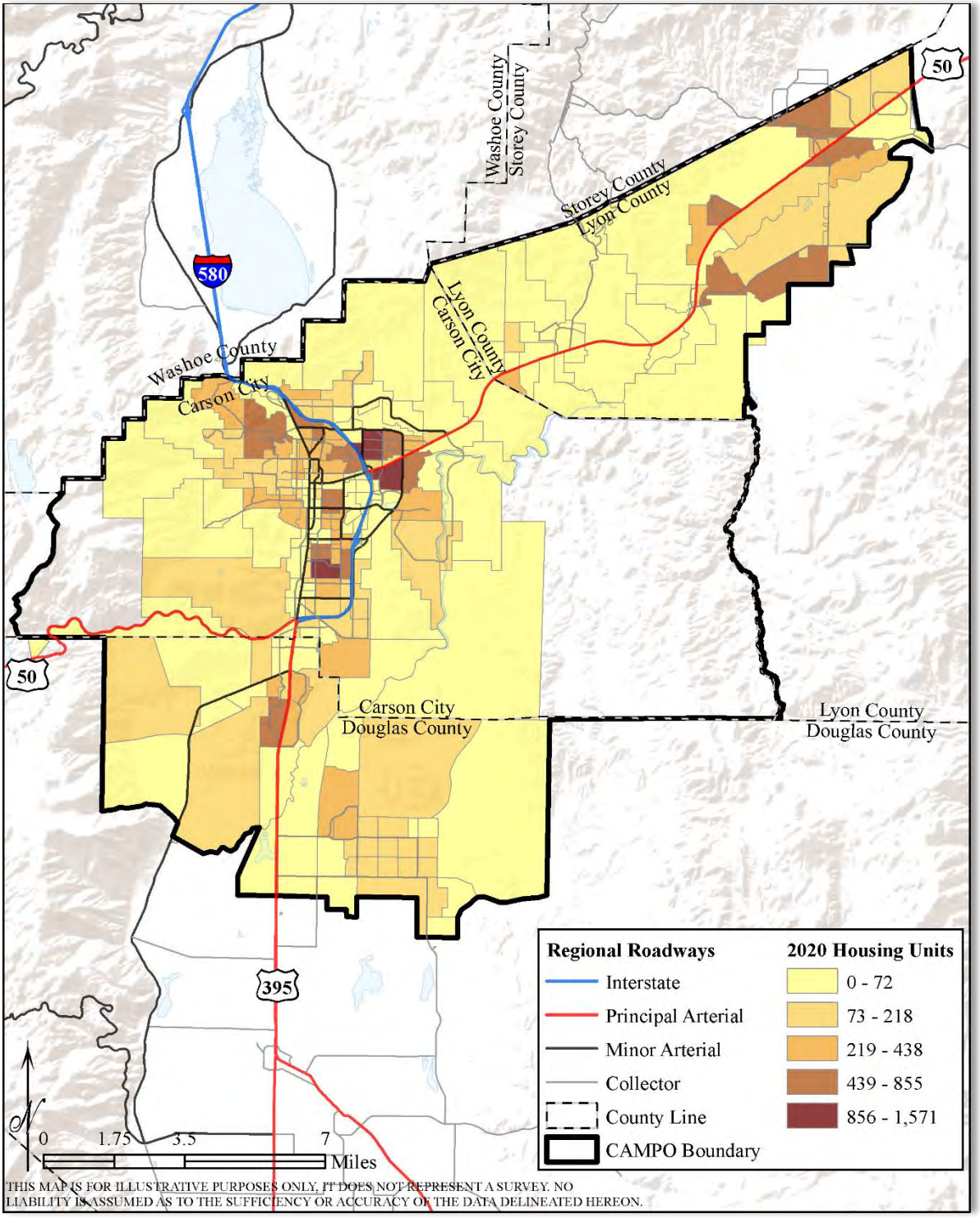
Carson City has 27 different zoning districts that permit and prohibit certain land uses. City zoning regulations consist of both a zoning map and a written ordinance that divides the City into zoning districts, including various residential, commercial, and industrial districts. The zoning regulations describe what type of land use and specific activities are permitted in each district.

Figure 3.1: Example of Zoning Districts, CAMPO Sub-area (Central Carson City)



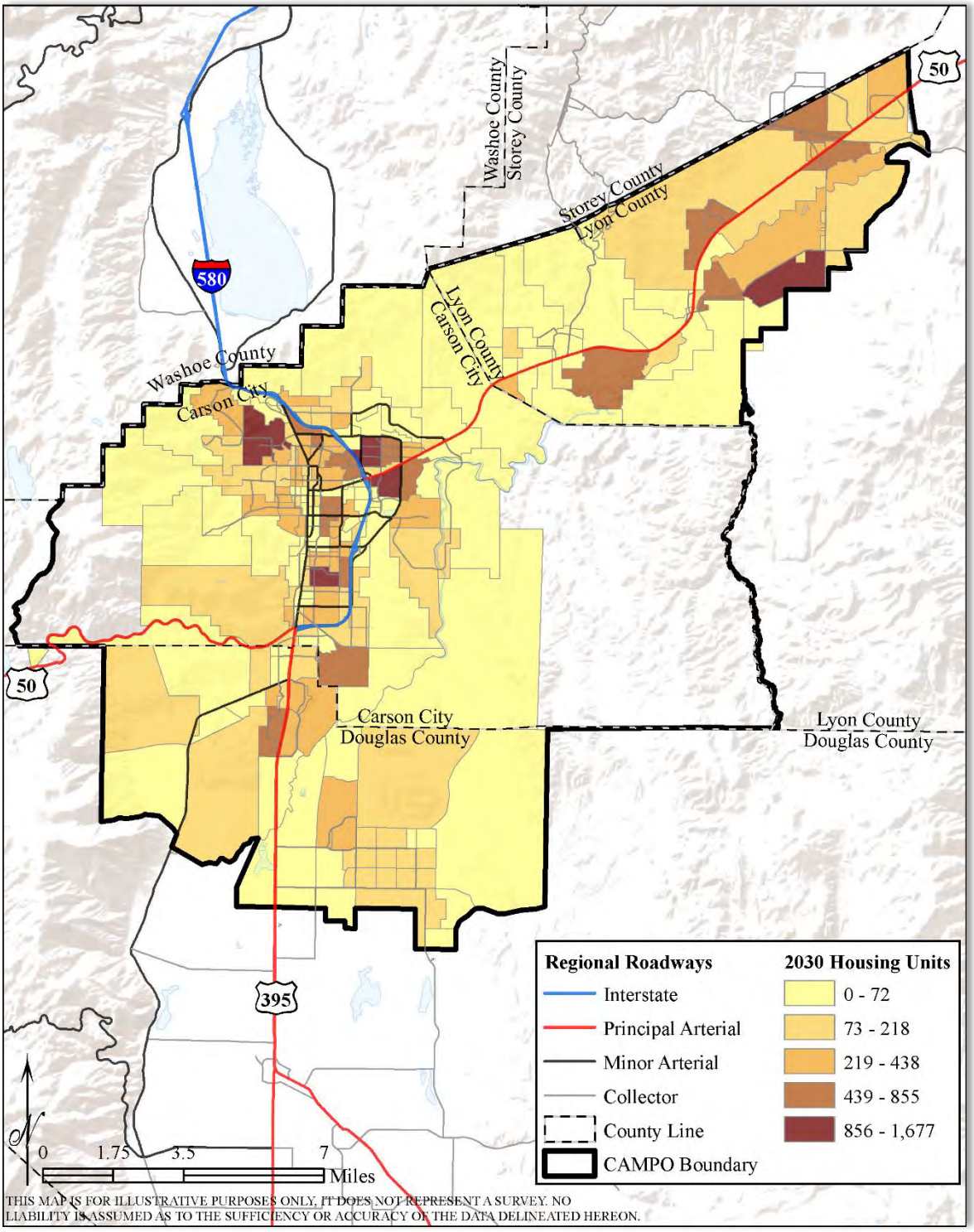
A travel demand model uses TAZs to pair land use and socio-economic data (Chapter 2), such as the number of household or employment units, to assign current and future trips to the transportation network. This information helps to identify travel and traffic trends. Figures 3.2 through 3.7 display the density of housing units and commerical employment by TAZ that is assumed in CAMPO's travel demand model for a base model year of 2020, and two forecast years of 2030 and 2050.

Figure 3.2: 2020 Housing Units by Transportation Analysis Zone (TAZ)



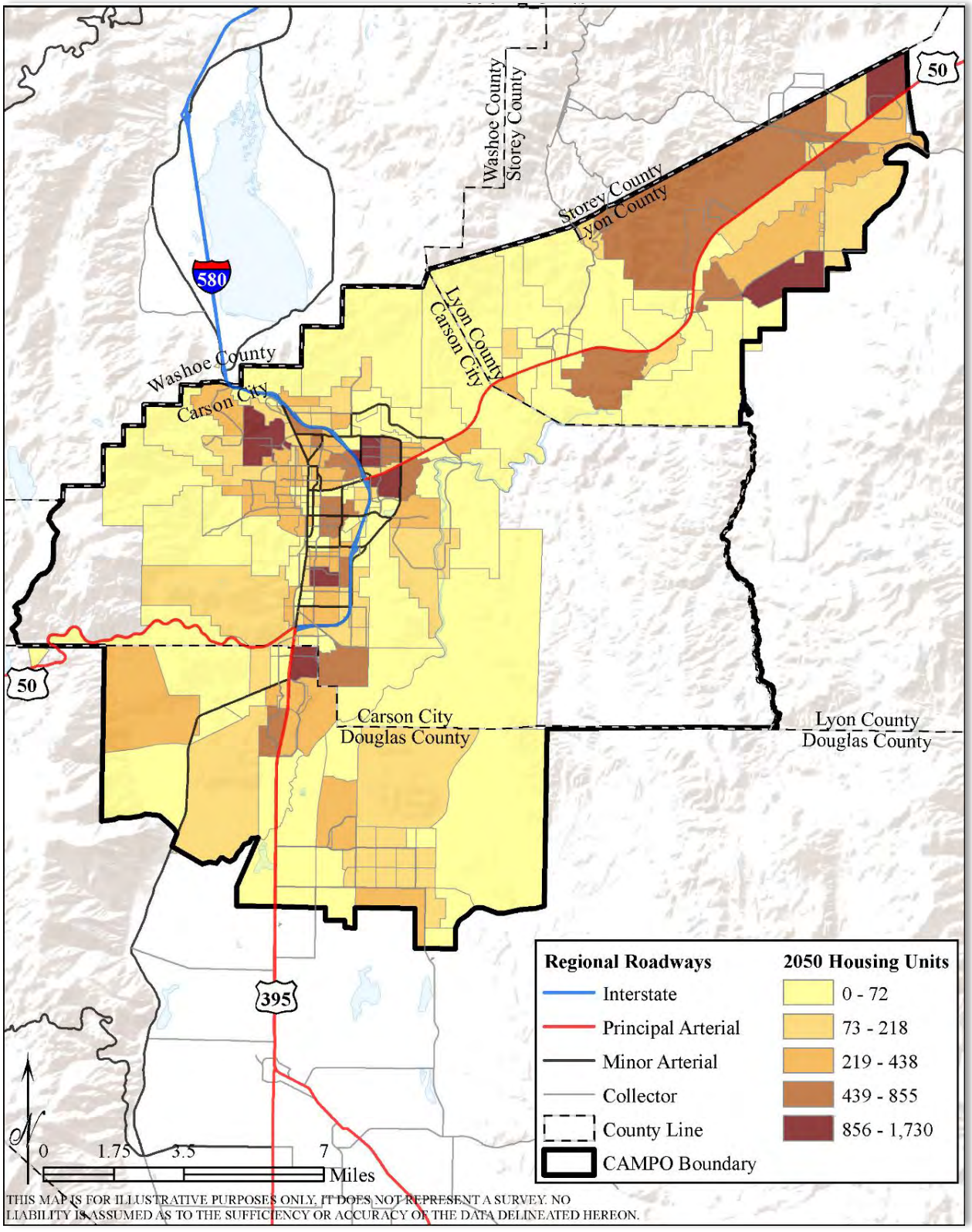
Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.3: 2030 Housing Units by Transportation Analysis Zone (TAZ)



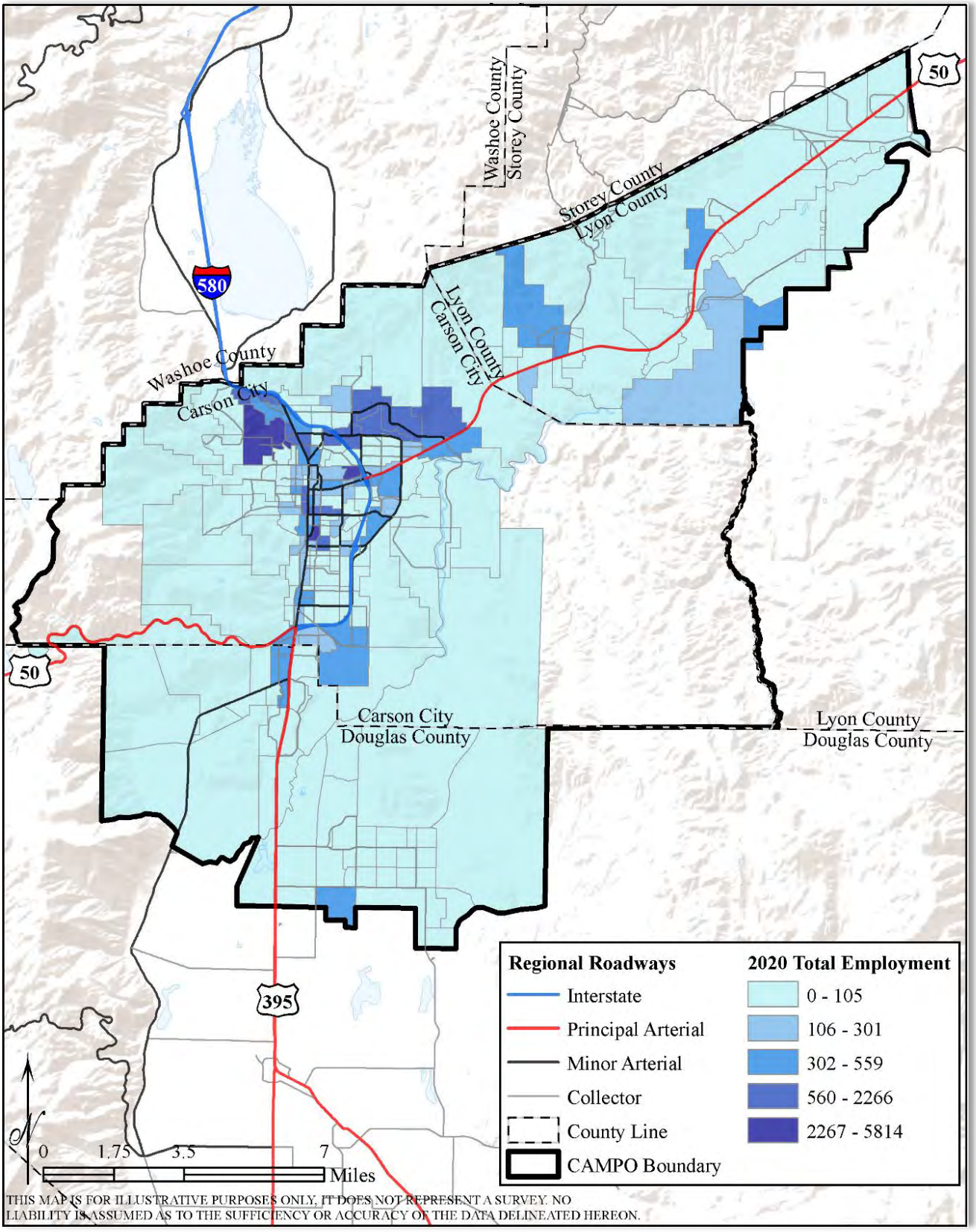
Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.4: 2050 Housing Units by Transportation Analysis Zone (TAZ)



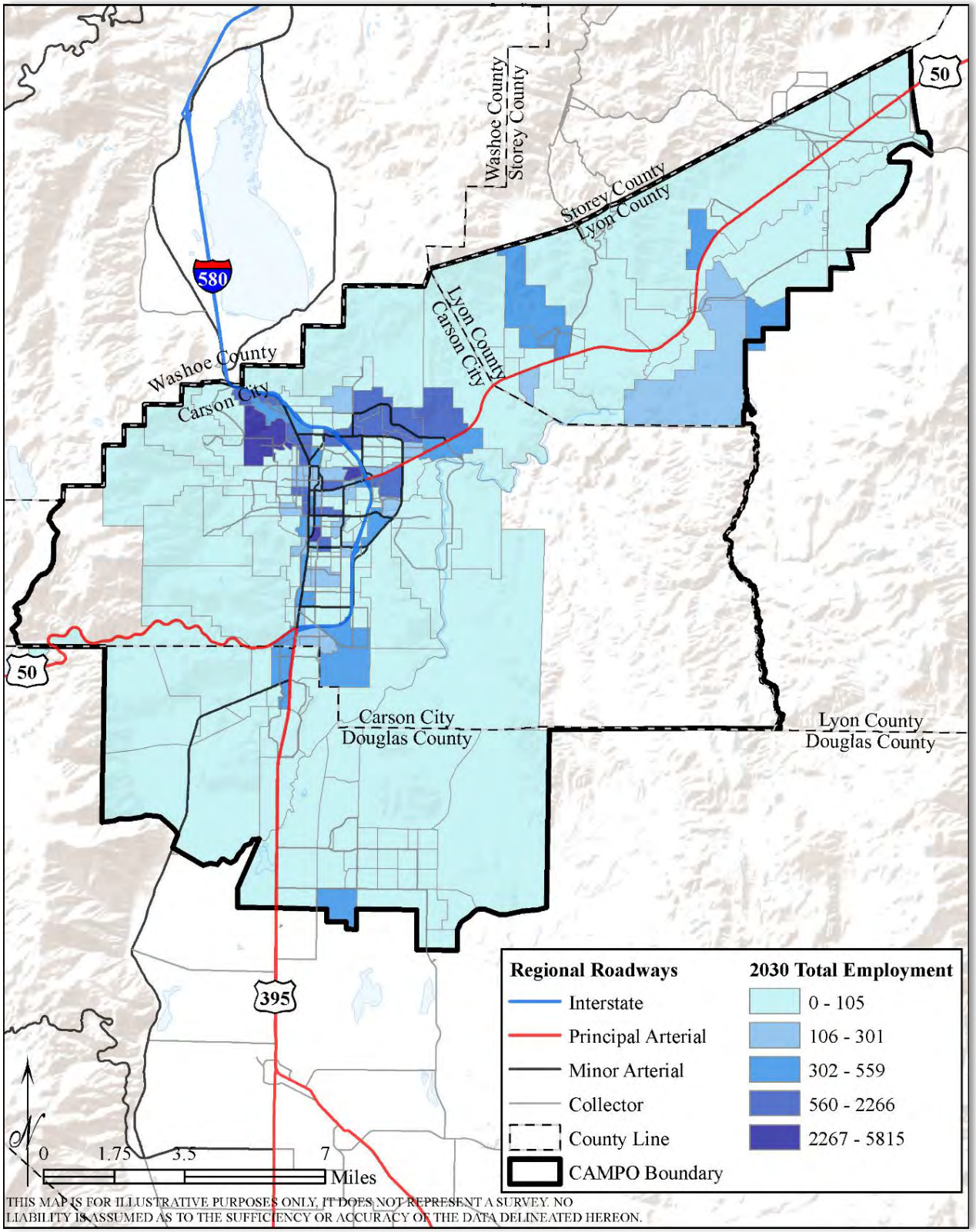
Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.5: 2020 Commercial Employment by Transportation Analysis Zone (TAZ)



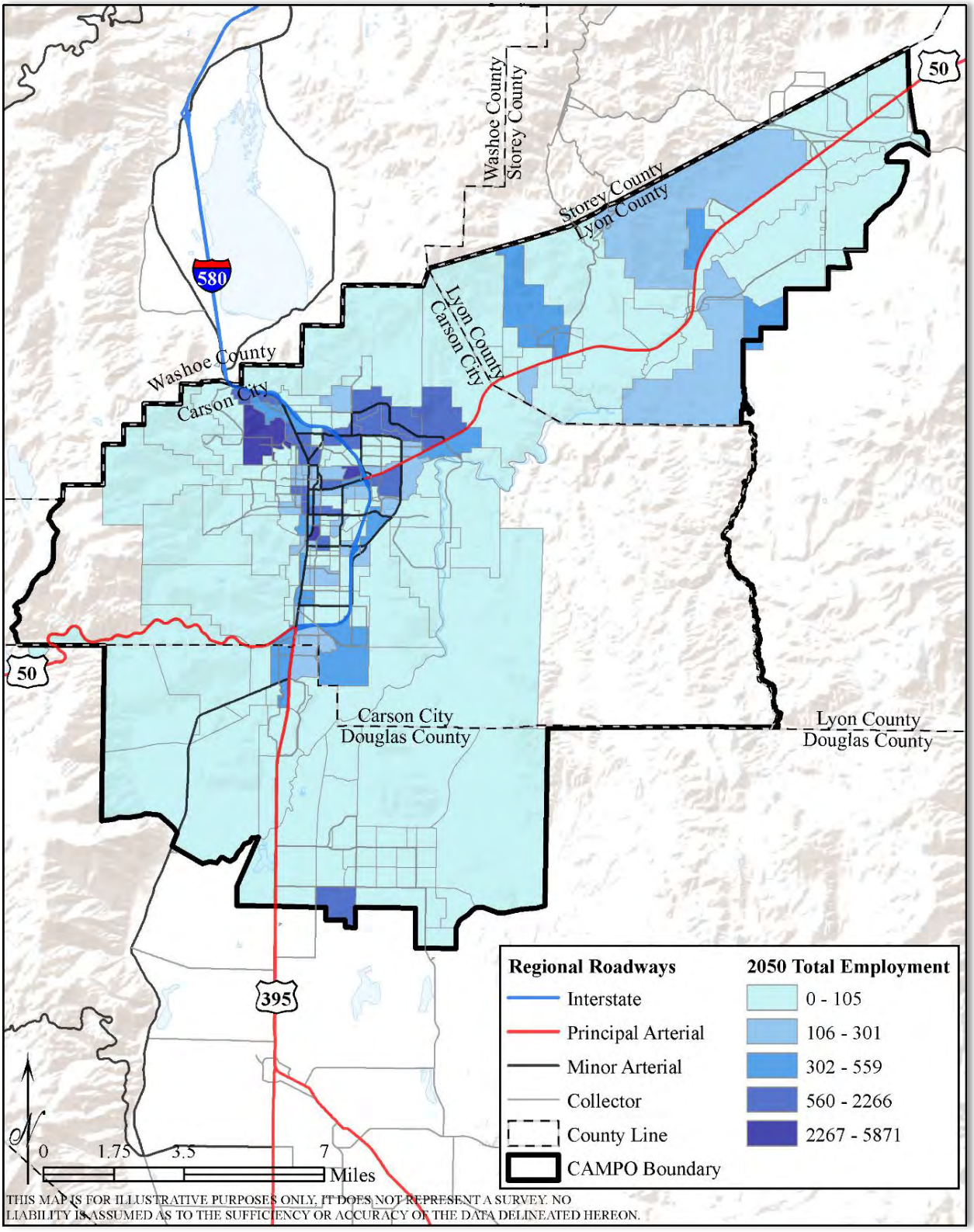
Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.6: 2030 Commercial Employment by Transportation Analysis Zone (TAZ)



Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.7: 2050 Commercial Employment by Transportation Analysis Zone (TAZ)



Source: CAMPO 2050 Travel Demand Model, September 2020.

CHAPTER 4 – MOBILITY NETWORK

The accessibility, availability, connectivity, efficiency, and safety of traveling within the mobility network, all influence how people travel between destinations. Road design, pavement condition, and travel time all influence the viability of vehicle trips. Connectivity and level of safety influence the viability of short- or long-distance bicycle travel. Connectivity, accessibility (e.g. presence of Americans with Disabilities (ADA) compliant curb ramps), and convenience influence whether someone chooses to walk to their destination. Locations of bus stops and the frequency that a bus will arrive at a stop will determine whether someone chooses to take transit.

How and where each of the mobility modes connects with other modes further determines viability of those modes. For example, the ability of someone to leave their house, safely bicycle to the bus stop, load their bicycle onto the bus, take the bus to a location in proximity to their employment, and secure their bicycle once they arrive directly influences which mode of transportation someone will utilize. In the winter months when it gets dark early, the presence of street lighting along sidewalks and bicycle lanes further influences mode choice decisions. When a mode of transportation is not efficient, easy-to-use, or safe, travelers may choose not to make the trip at all or choose a transportation mode that they perceive to be easier or quicker. By monitoring the location and characteristics of all modes in the mobility network, CAMPO is better informed and equipped to plan for and manage the region's use of, and demand for, regional transportation infrastructure connecting travelers with their destinations. Chapter 4 is comprised of three sections: Roadways, Complete Streets, and Transit.

Roadway Condition and Performance Monitoring

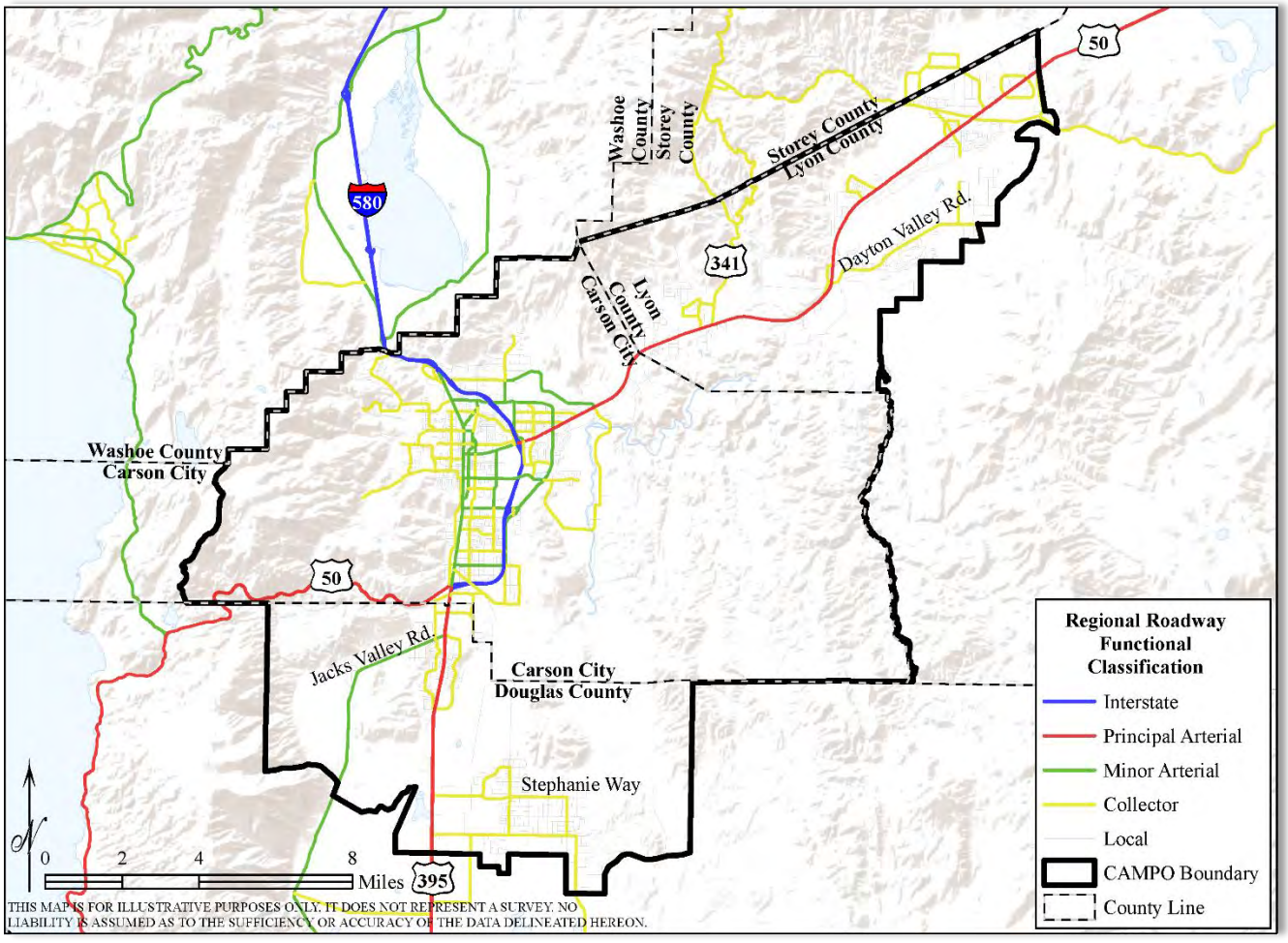
The roadway system is of central importance to the region's economy and is influential to the quality of life for people living and traveling in the Carson area. As required by the Federal government for use of federal funds, CAMPO is responsible for collecting data and tracking the performance of investments made to the transportation network. Performance measures designed to track progress toward adopted goals and targets allow CAMPO to evaluate the effectiveness of regional investment over time. Information from the data is used to prioritize investments that allow vehicles and other modes to utilize the transportation network efficiently and safety. This information is used to inform planning, design, pavement management, capital improvements, operations, and maintenance activities.

In order to be eligible for federal funding, federal regulations require a roadway to be functionally classified. Functional classification is the process by which streets and highways are grouped into classes according to the character of service they are intended to provide. Functional classification can be explained through the interrelationship between two concepts: roadway mobility and roadway accessibility. While these two functions lie at opposite ends of the continuum of roadway function, most roads provide some combination of each.

Roads with higher classifications serve the mobility needs of a greater number of people and typically carry more traffic. Roads with lower classifications tend to provide access more to individual properties than serve the mobility needs of a greater number of people. These two roles can be best understood by examining two extreme examples. Interstate I-580 through Carson City provides motorists the ability to travel long distances on a facility that completely serves their "mobility" needs. There is no location that is immediately "accessible" to the roadway. In contrast, Appaloosa Court in Carson City is traveled almost exclusively by the individuals that live along the roadway. Hence, the roadway entirely provides "accessibility" and offers almost nothing in terms of mobility.

For nomenclature purposes, those roadways that provide a high level of mobility are called "arterial roads"; those that provide a high level of accessibility are called "local roads"; and those that provide a more balanced blend of mobility and accessibility – collecting and funneling travelers between the two ends of the roadway mobility/accessibility spectrum - are called "collector roads." Figure 4.1 displays the functional classification of roadways within CAMPO's Metropolitan Planning Area. The classification of roadways is a joint effort between local, regional, state, and federal agencies.

Figure 4.1: 2020 Roadway Functional Classification Map

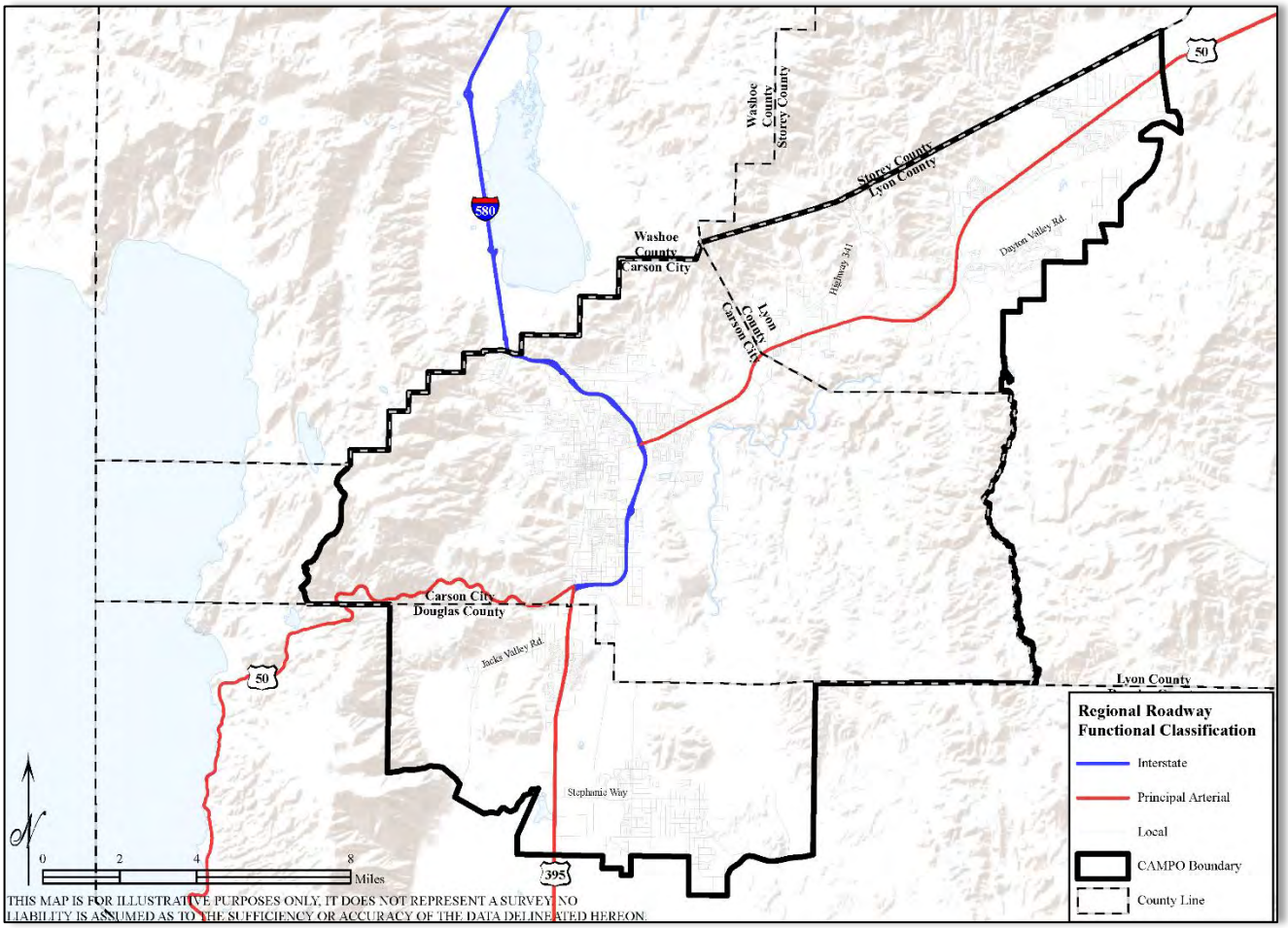


Source: https://www.nevadadot.com/travel-info/maps/functional-classification-maps

Vehicle Volumes

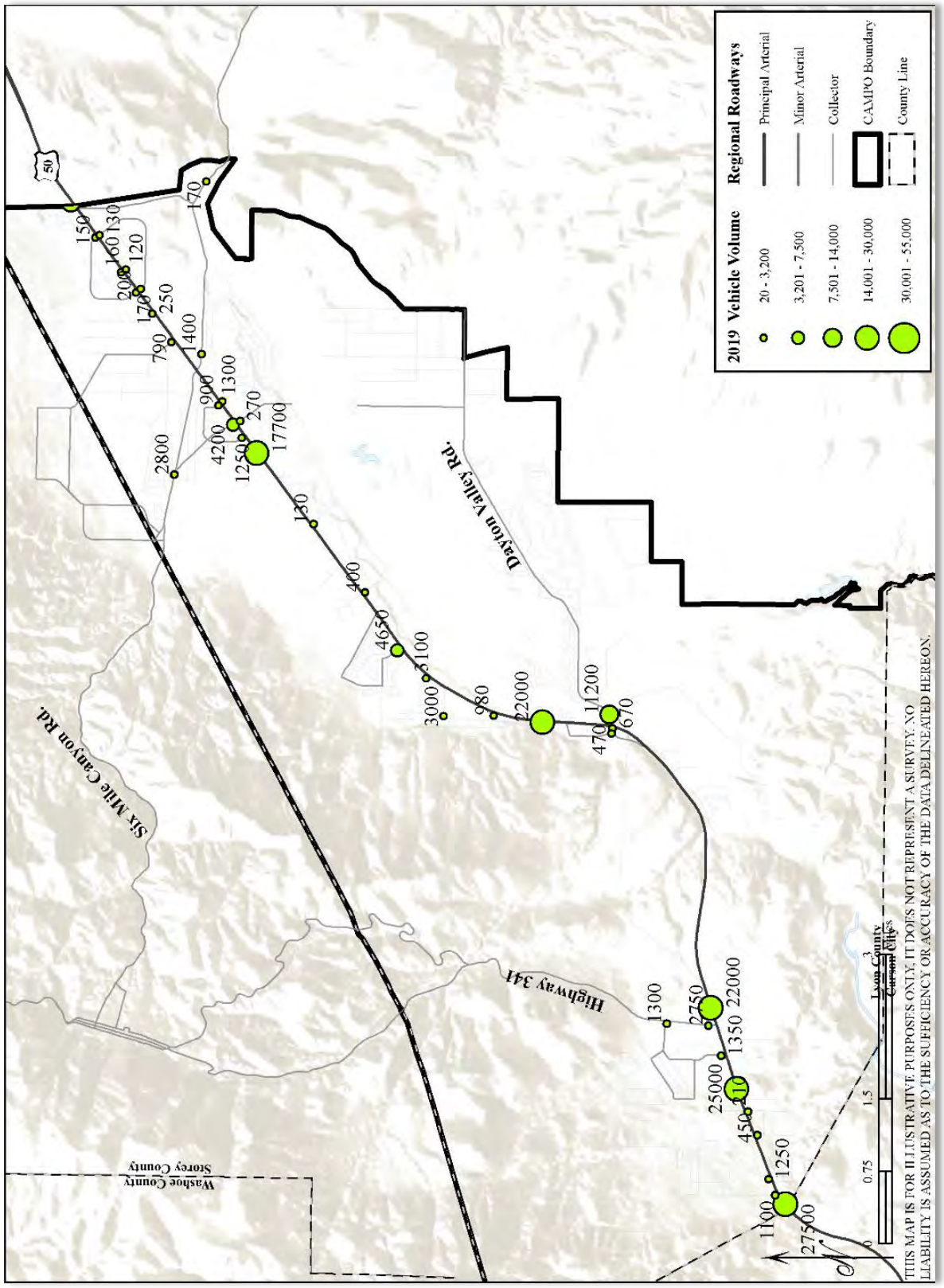
A primary factor to how a road is classified is dependent on its volume. Monitoring of traffic volumes along roadways within CAMPO is conducted in two ways. The Nevada Department of Transportation's Traffic Information division in cooperation with the Federal Highway Administration (FHWA), provides annual reports that contain details on the amount and type of traffic at certain locations along the National Highway System (see Figure 4.2) and along higher-volume roadways that carry regional travel. This information is used to validate CAMPO's travel demand model, plan short-term and long-term projects, and to influence project design. Traffic Volume Data is published through an online application referred to as Traffic Records Information Access (TRINA)[4]. Vehicle volumes from TRINA are displayed in Figure 4.3 through 4.6.

Figure 4.2: National Highway System Roadways within CAMPO



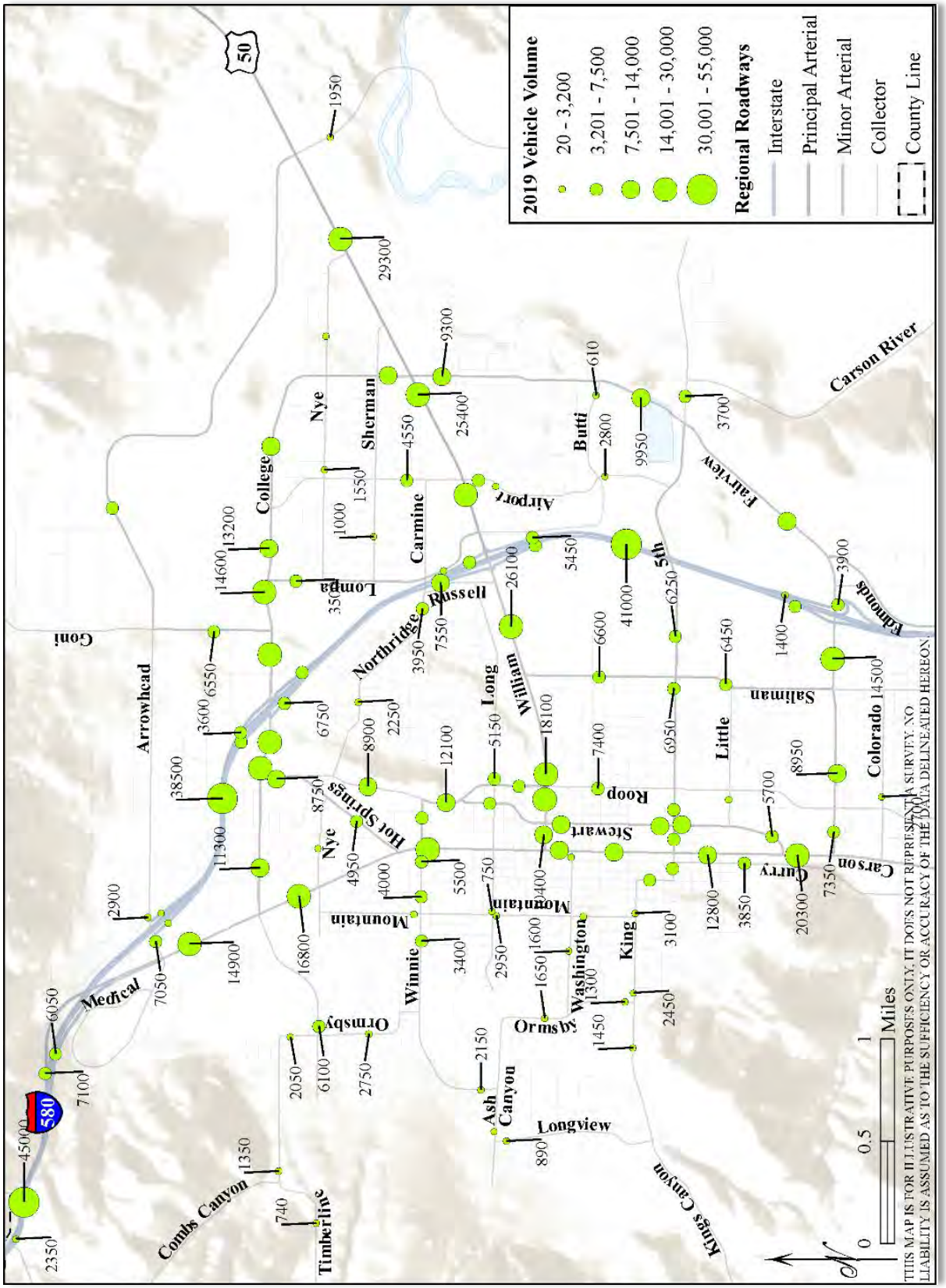
[4] https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/planning/traffic-information

Figure 4.3: 2019 Lyon County Vehicle Volumes



Source: https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/planning/traffic-information

Figure 4.4: 2019 Northern Carson City Vehicle Volumes

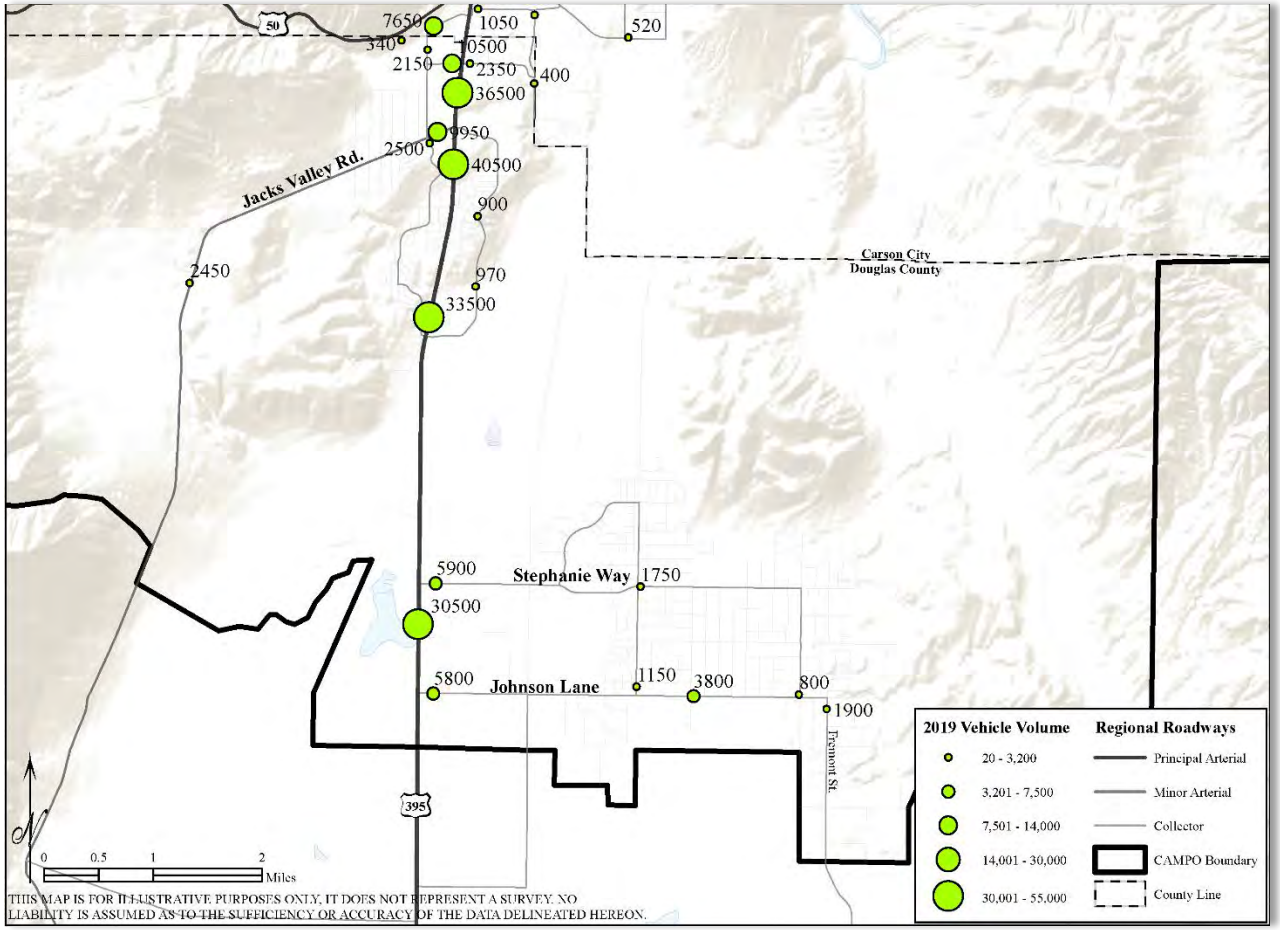


Source: https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/planning/traffic-information

Figure 4.5: 2019 Southern Carson City Vehicle Volumes

Source: https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/planning/traffic-information

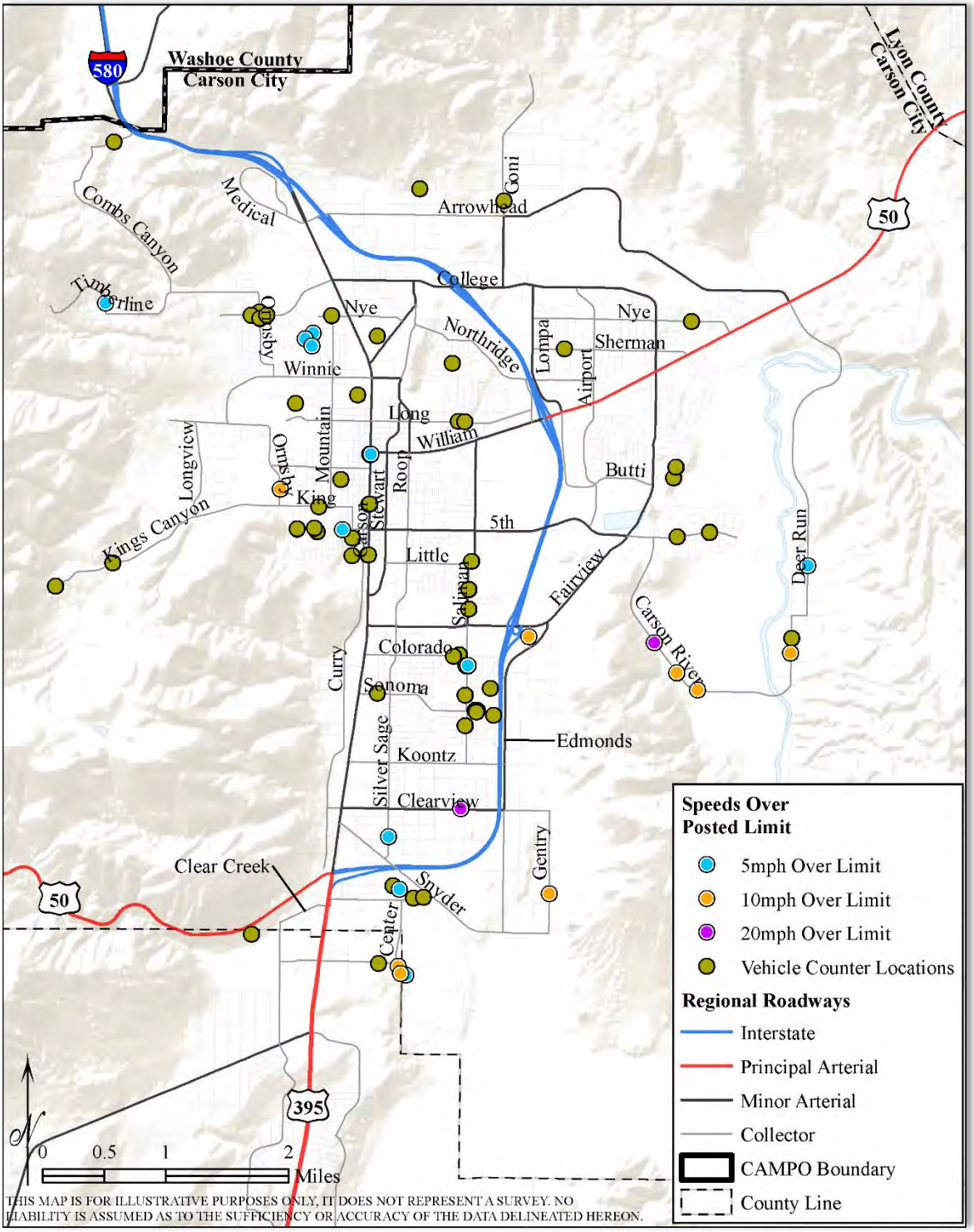
Figure 4.6: 2019 Northern Douglas County Vehicle Volumes



Source: https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/planning/traffic-information

In addition to data collected by NDOT, traffic volume and speed data along local and collector roadways are obtained with resources from CAMPO and member agencies. Information derived from the data is used in conjunction with data collected by NDOT to fully understand demand on the comprehensive roadway network. CAMPO's traffic counters are commonly deployed by Carson City staff in response to citizen or private developer inquiry regarding volumes or speeding on local and regional roadways. The data is used to conduct traffic control warrant analyses at or along specific intersections or corridors. Information can also assist in identifying areas where vehicle speeds exceed the posted speed limit. Locations where CAMPO's traffic counters deployed between 2016 to 2020 are graphically presented in Figure 4.7. The symbology in this map displays locations where collected speed data varies significantly from the posted speed limit.

Figure 4.7: Vehicle Counter Deployment Locations with Speed Variance (2016-2020)



Travel Demand and Performance Forecast

CAMPO uses travel demand modeling software to forecast demand on the roadway network. The modeling considers future population, economic forecasts and other variables, including land use patterns and estimates of future activity from local governments. Since the last Regional Transportation Plan in 2016, the CAMPO model has been updated and validated with new, current traffic counts and socioeconomic data from the 2017 American Community Survey. Transportation Analysis Zones (TAZ) were updated with current data on housing structure type (single, multi, and mobile home), number of persons per household (1, 2, 3, 4+), number of workers per household (1, 2, 3+), vehicles per household (1, 2, 3, 4+), and household income (quartile categories).

Since 2016, Interstate 580 was extended approximately three miles from the termini at Fairview Drive to the intersection of U.S. Highway 50 West and U.S. Highway 395. This has significantly influenced travel patterns and performance in the CAMPO area. Additionally, outside of the CAMPO boundary, USA Parkway was completed in 2017, which has increased commute travel from areas in and around CAMPO to the Tahoe Regional Industrial Park (TRIC), originally only accessed via Interstate 80. These roadway network changes have been incorporated into CAMPO's travel demand model.

A complete model documentation report is provided at the link below:
http://carson.org/home/showdocument?id=50163

The travel demand model predicts system demand and performance in model scenarios: a base year scenario of 2020, a near-term scenario of 2030, and a long-range scenario of 2050. The near-term and long-range scenarios are further analyzed by adding transportation improvement projects, which are categorized by projects that are reasonably anticipated to be funded (constrained), and which projects do not have funding identified (unconstrained). CAMPO staff utilizes two model outputs Level of service (LOS) and travel time estimates. The LOS measure can be used to evaluate roadway sections based on a comparison of vehicle volume and roadway capacity. The travel time measure, also known as travel time reliability, measures the time it takes to travel from one location to another. Travel time reliability is significant to many transportation system users, whether they are vehicle drivers, transit riders, or freight shippers. Personal and business travelers value reliability because it allows them to make better use of their own time. Freight shippers and carriers' value predictable travel times to refine their logistics and to remain economically competitive.

Outputs from CAMPO's travel demand model on travel time are contained in Table 4.1. Due to the I-580 extension, constructed in 2017, the travel times between the years 2015 and 2020 have reduced. Over the long-term, the travel demand model is forecasting increases in travel time during the afternoon peak travel times (PM) and along the U.S. 50 East corridor.

Table 4.1: Travel Times in Minutes between Metropolitan Planning Area Gateways

		Year 2015		Year 2020		Year 2030		Year 2050	
From	**To**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**
U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	U.S. Hwy 50 East (Near Chaves Road)	30.2	39.4	24.6	34.1	24.6	37.5	24.6	47.8
	U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	23.1	30.4	16.0	24.5	16.0	25.6	16.0	27.9
	U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	16.8	18.7	11.7	13.0	11.7	13.2	11.7	13.7
U.S. Hwy 50 East (Near Chaves Road)	U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	35	33.6	24.7	28.3	24.8	28.9	24.9	30.2
	U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	48.2	53.6	32.2	43.2	32.3	44.6	32.4	47.8
	U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	41.9	41.9	27.9	31.7	28.0	32.3	28.1	33.5
U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	26.4	26.4	16.1	19.3	16.1	19.8	16.2	20.9
	U.S. Hwy 50 East (Near Chaves Road)	46.6	55.2	31.9	43.3	31.9	47.1	31.9	57.8
	U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	16.1	15.3	10.4	12.5	10.4	12.8	10.5	13.5
U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	17.3	18.5	11.7	13.0	11.7	13.3	11.7	13.7
	U.S. Hwy 50 East (Near Chaves Road)	37.5	47.3	27.5	37.0	27.5	40.5	27.5	50.7
	U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	13.3	19.1	10.3	17.8	10.3	18.6	10.3	20.6

Source: CAMPO's 2050 Regional Transportation Plan
*AM represents morning peak travel times and PM represents afternoon peak travel times
**Year 2015 data is from CAMPO's 2040 Regional Transportation Plan

Outputs from CAMPO's travel demand model on LOS are provided on the following pages. Only the near- and long-term scenarios which incorporate fiscally constrained projects are provided, all other scenarios are contained within the model documentation report. Level of service (LOS) is a measurement used to determine how well a transportation facility is operating from a traveler's perspective. The travel demand model assigns a letter designation from A to F, with LOS A representing the best operating conditions, and LOS F the worst. The LOS is based on the average daily traffic, opposed to using a peak travel period. Figures 4.8, 4.9, and 4.10 delineate the LOS for approximately 1,152 road segments in each of the three scenarios (base-year, near-term, and long-range). Between 2020 and 2050, the LOS will diminish primarily on U.S. Highway 50 East and U.S. Highway 395.

Figure 4.8: 2020 Base Year Conditions: Roadway Level of Service (LOS)

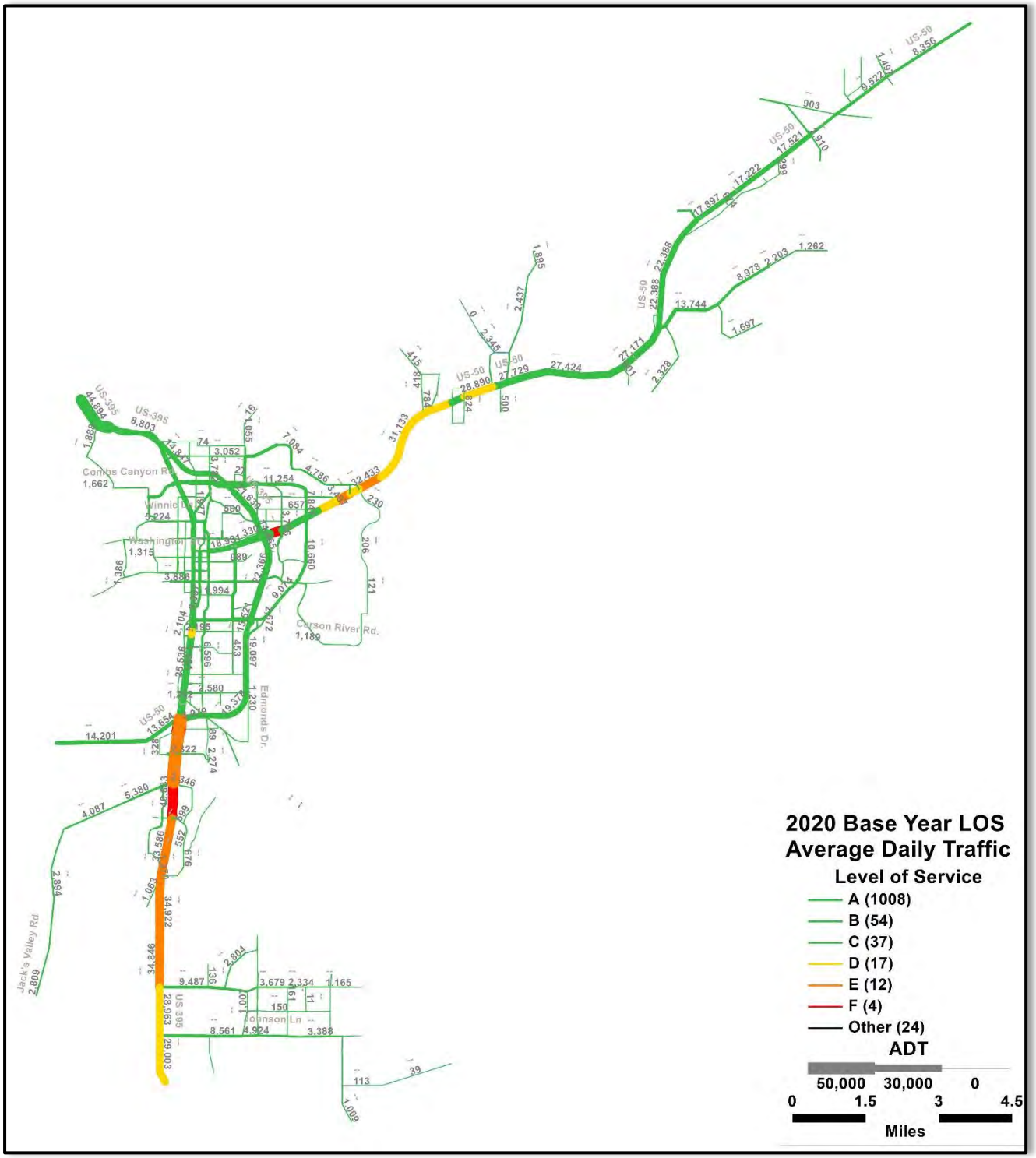


Figure 4.9: 2030 Near-Term Conditions: Roadway Level of Service

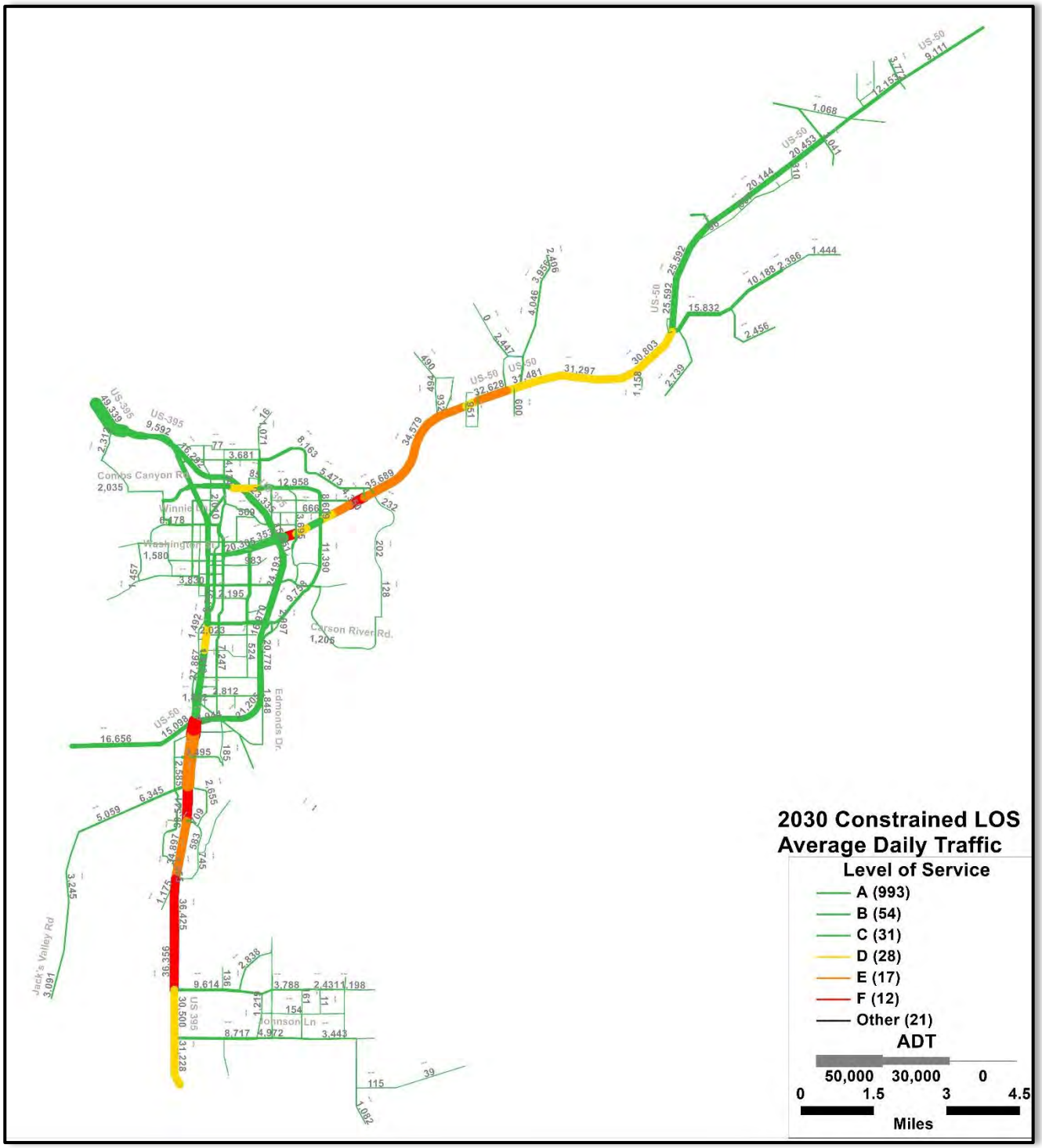
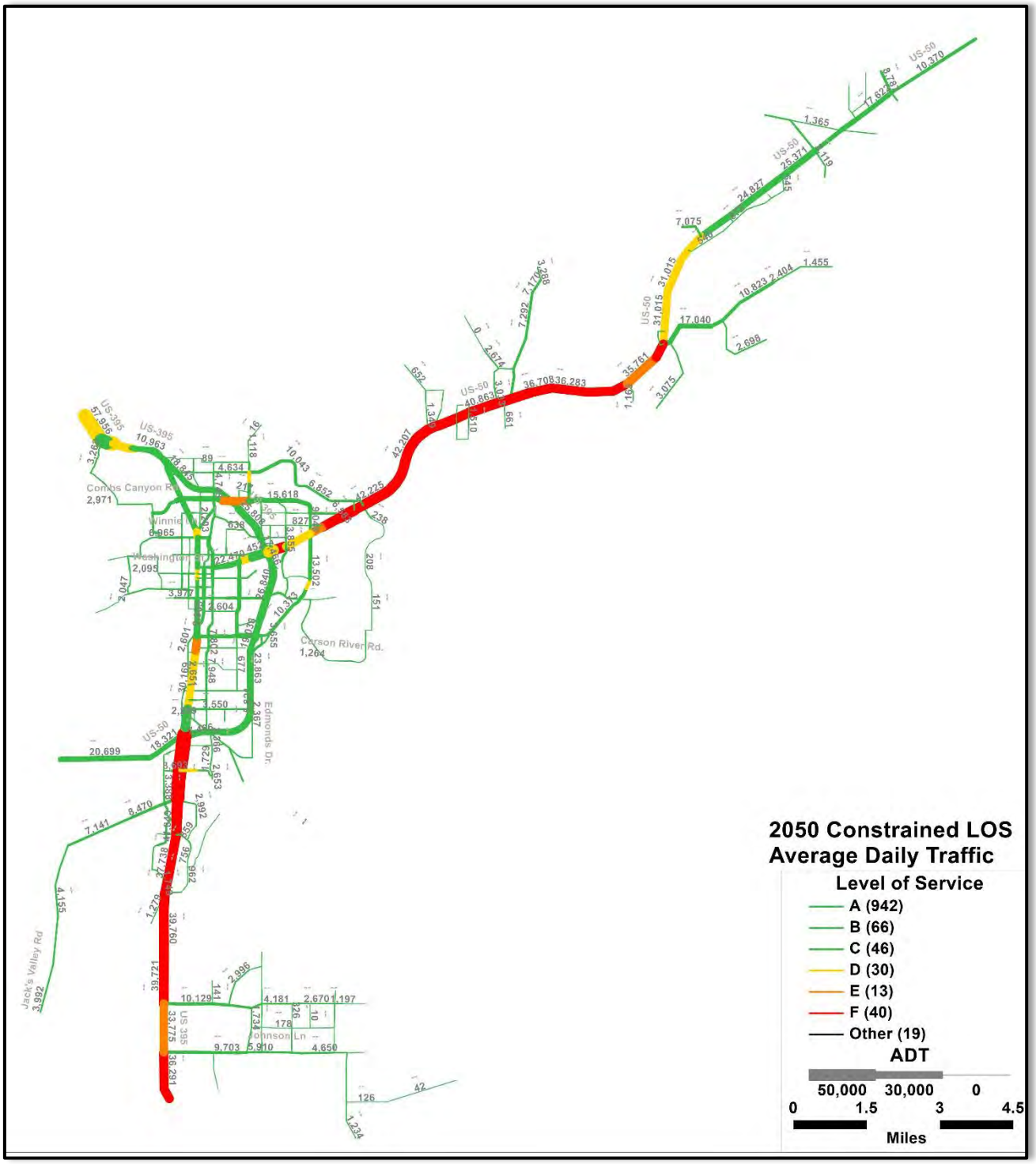


Figure 4.10: 2050 Long-Range Conditions: Roadway Level of Service



Local Roadway Pavement Condition

The roadway network provides vehicle mobility and is by far one of the most significant investments made by local agencies. Preservation of the roadway network has been identified as a high priority by federal, state, regional, and local agencies. The adopted 2019-2023 Pavement Management Plan was developed through a partnership between Carson City Public Works and CAMPO. The plan serves as a framework for preserving, rehabilitating, and reconstructing Carson City's and CAMPO's roadway network. Although the plan was originally developed to incorporate only Carson City's roadways, CAMPO has since collected Pavement Condition Index (PCI) data for Douglas County roads within the Metropolitan Planning Area and looks forward to eventually supporting Pavement Management planning for Western Lyon County as well.

The plan tracks pavement condition over time, using pavement management software and professional services to survey the condition of roadways. This methodology utilized within the plan allows staff to set targets and annually evaluate the allocation of resources for maintaining pavement infrastructure. The pavement survey assigns a PCI rating to sections of roadway. The PCI rating is calculated using standards developed by the U.S. Army Corps of Engineers and measures the type, extent, and severity of pavement surface distresses and smoothness of the road. The PCI helps to evaluate the rate of pavement deterioration and to develop an appropriate pavement management strategy.

The following PCI ranges are used to help determine the pavement condition:

- Satisfactory to Good – PCI 70-100
- Poor to Fair – PCI 40-69
- Failed to Very Poor – PCI 0-39

Table 4.2 presents the PCI for roadways within Carson City. Per the pavement management plan, Carson City is divided into five performance districts. The data reflects increases to regional road PCI in the Performance Districts that were allocated funding during the first two years of Pavement Management Plan implementation: District 1 (2019) and District 2 (2020). An increase to the Regional Road PCI in District 4 is also observed, attributable to the South Carson Complete Streets Project currently nearing completion. Overall, Carson City roadway condition has decreased 10 percent since 2015, with local road condition deteriorating by 15 percent. To reverse the deterioration, additional resources must be invested into the roadway system.

Table 4.2: Carson City Pavement Condition Index – Annual Report Card

Carson City Pavement Condition Index (PCI) - Annual Report Card									
Facility Type		Estimated PCI						Percent Change 2019 to 2020	Percent Change 2015 to 2020
		2015	2016	2017	2018	2019	2020		
City-wide	Regional Roads	68	68	67	68	67	67	1%	-1%
	Local Roads	63	62	61	59	57	53	-6%	-15%
	All Roads	65	64	63	62	60	58	-3%	-10%
Performance District 1	Regional Roads	68	67	67	66	66	62	-6%	-10%
	Local Roads	62	62	62	60	56	52	-6%	-16%
	All Roads	64	64	64	62	59	55	-6%	-14%
Performance District 2	Regional Roads	74	74	73	72	70	71	1%	-4%
	Local Roads	70	67	64	60	58	54	-6%	-23%
	All Roads	71	70	67	65	62	60	-3%	-16%
Performance District 3	Regional Roads	75	74	72	74	74	71	-4%	-6%
	Local Roads	53	53	57	57	57	54	-5%	2%
	All Roads	60	60	62	62	62	59	-5%	-1%
Performance District 4	Regional Roads	58	59	61	64	62	75	20%	30%
	Local Roads	60	59	58	56	52	49	-6%	-19%
	All Roads	59	59	59	59	56	58	4%	-2%
Performance District 5	Regional Roads	68	67	64	63	62	58	-6%	-14%
	Local Roads	70	68	66	64	61	57	-6%	-18%
	All Roads	69	68	65	64	61	57	-6%	-17%

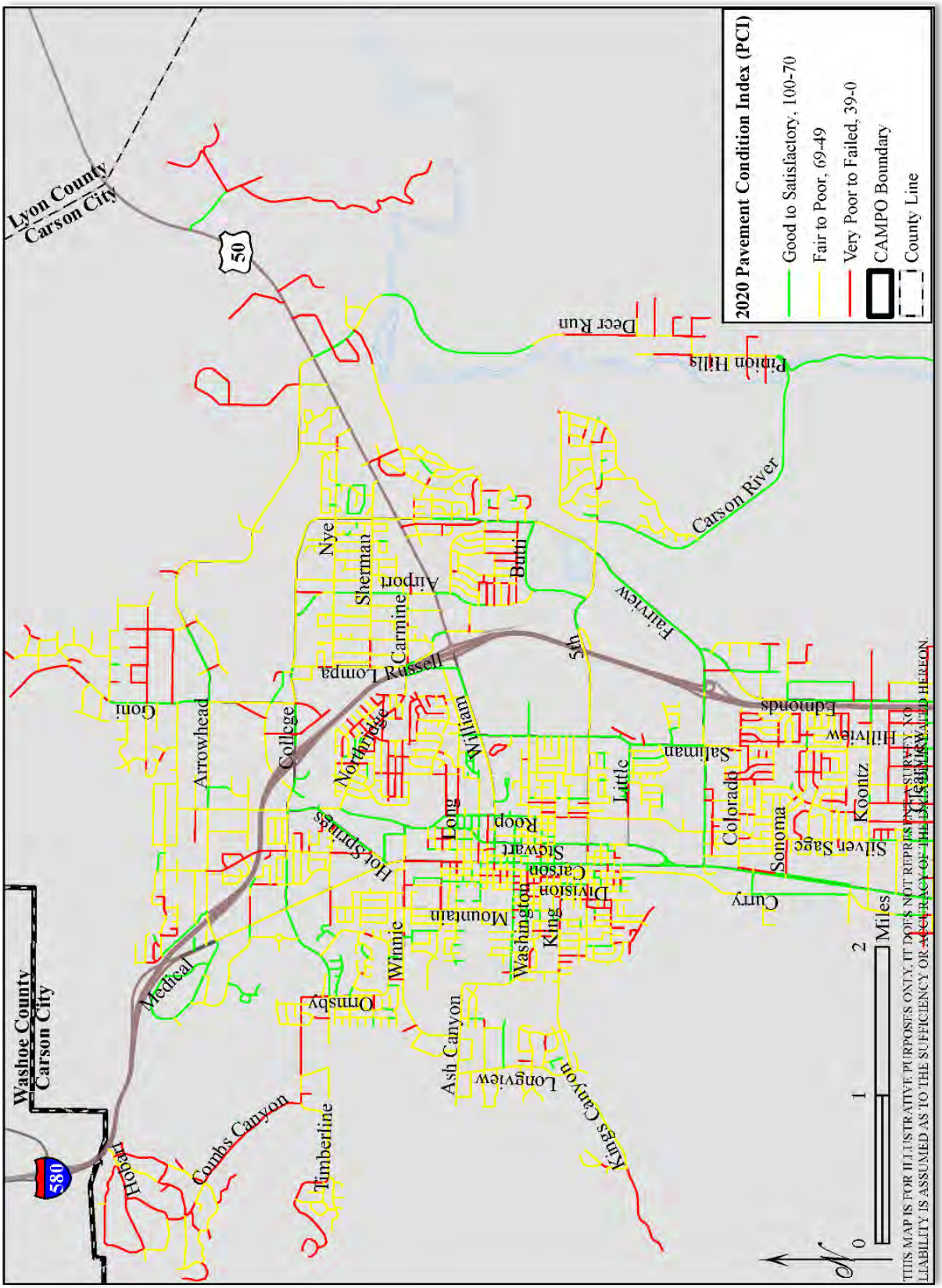
CAMPO completed its pavement survey in Douglas County for the portion of Douglas County within the CAMPO Metropolitan Planning Area in 2019. The pavement condition for arterial and collector roadways within CAMPO and the percentage of all roadways with a PCI rating of 55 or below is presented in Table 4.3 for Carson City and Douglas County (below). The 2019 pavement condition for Northern Carson City and Southern Carson City are provided in Figure 4.11 and Figure 4.12.

Table 4.3: Pavement Condition Index, Carson City & Douglas County

	Pavement Condition Index by Jurisdiction*			
	Carson City		Douglas County	
	2016 (2040 RTP)	2020 (2050 RTP)	2016 (2040 RTP)	2020 (2050 RTP)
Average Pavement Condition Index (PCI)** rating for collector and arterial roadways within the CAMPO boundary by jurisdiction	68	67	76	72
Percentage of all roadways with a PCI rating of 55 or below in the CAMPO boundary by jurisdiction	24%	44%	30%	45%

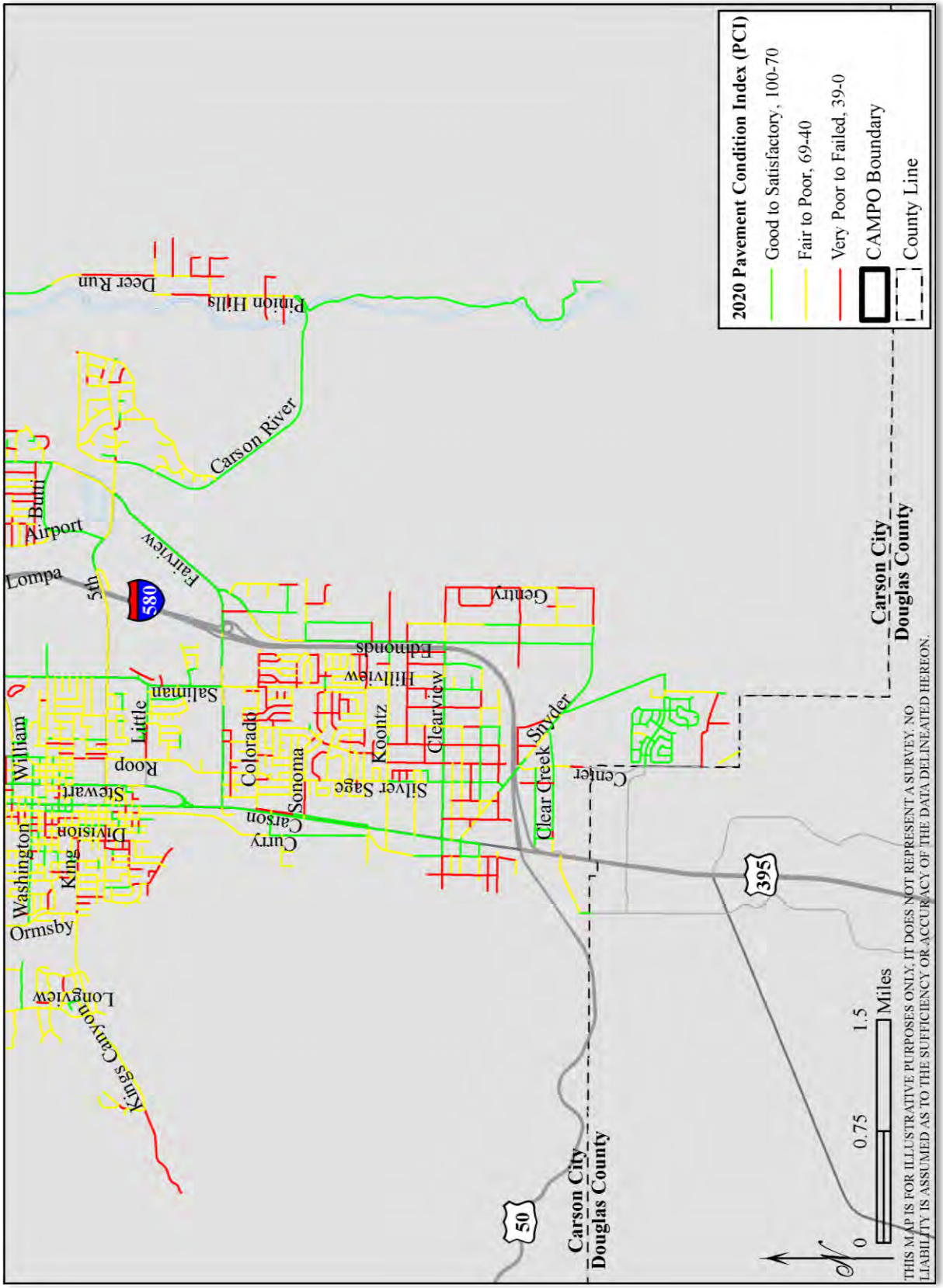
*CAMPO currently does not have any pavement condition data for Lyon County
**Pavement Condition Index (PCI) is a scale of 0 to 100, 100 being the best

Figure 4.11: Northern Carson City 2020 Pavement Condition index (PCI)



Source: CAMPO PAVER Database, September 2020

Figure 4.12: Southern Carson City 2020 Pavement Condition index (PCI)

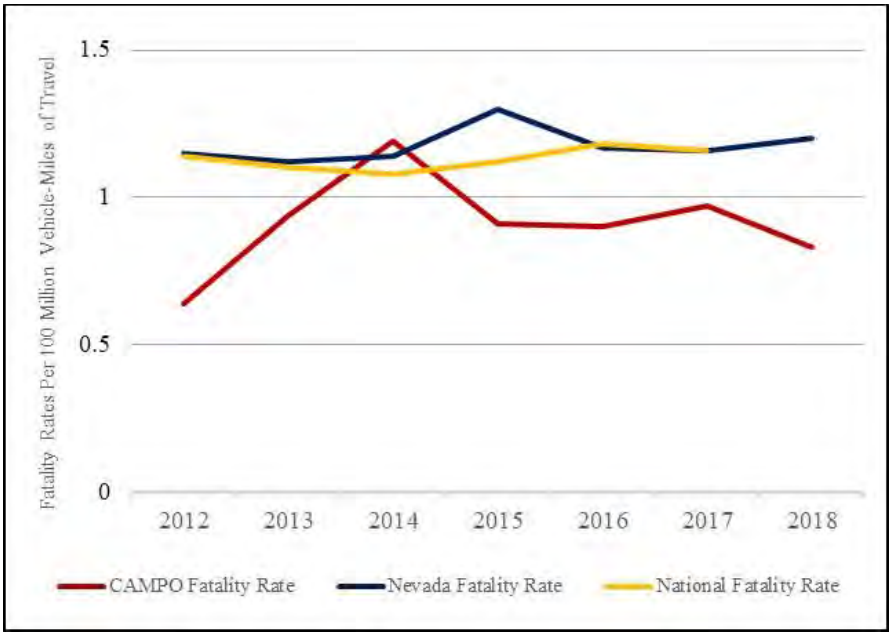


Source: CAMPO PAVER Database, September 2020

Safety Data Monitoring

CAMPO monitors fatality rates compared with state and national trends. A comparison of the fatality rate per 100 million vehicle-miles of travel of the Nation, State of Nevada, and CAMPO is displayed in Figure 4.13. CAMPO's member agencies continually aim to infuse safety elements and best practices into all transportation projects. This includes FHWA's Proven Safety Countermeasures Initiative, which identifies safety treatments and strategies that are encouraged to be implemented by state, tribal, and local transportation agencies to reduce serious injuries and fatalities. CAMPO has reported significantly lower fatality rates than the state of Nevada and the United States as a whole since 2015.

Figure 4.13: Comparative Fatality Rates (2012-2018)



Source: NDOT 2019 Facts and Figures

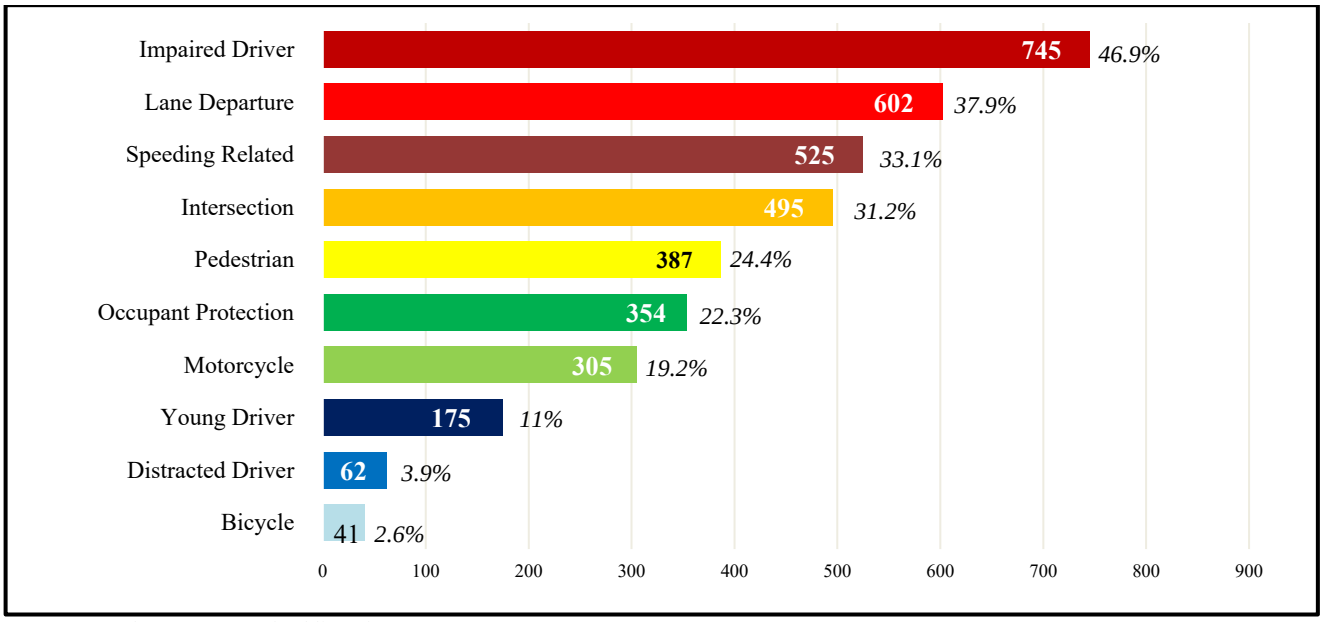
Nevada Strategic Highway Safety Plan (SHSP)[5]

In 2004, the Nevada Department of Transportation and Department of Public Safety formed a Technical Working Group to develop a statewide safety plan. Nevada's Strategic Highway Safety Plan (SHSP) is a comprehensive statewide safety plan that identifies the highest causes of fatalities and serious injuries on Nevada's roadways, and provides a coordinated framework for reducing the crashes that cause fatalities and serious injuries. The SHSP establishes statewide goals and critical emphasis areas focusing on the 4 E's of traffic safety: Engineering, Education, Enforcement, and Emergency Medical Services/Emergency Response/Incident Management. Goals and strategies are developed in consultation with federal, tribal, state, local, and private-sector safety stakeholders. The purpose of the SHSP is to eliminate traffic related fatalities and serious injuries by combining and sharing resources across disciplines and strategically targeting efforts to the areas of greatest need. Nevada has enlisted state, local, tribal, and federal agencies; institutions; private-sector firms; and concerned citizens to help solve this problem.

[5] https://zerofatalitiesnv.com/safety-plan-what-is-the-shsp

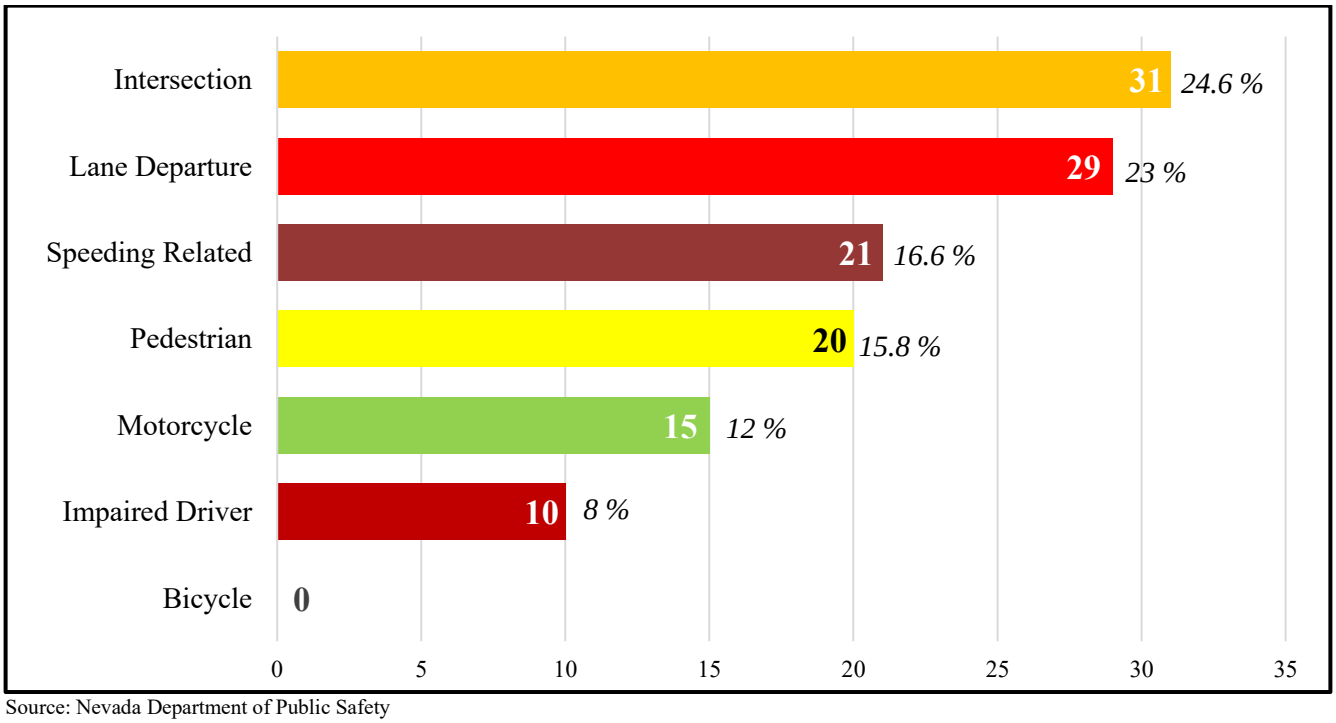
Figure 4.14 identifies the number of fatalities for the State of Nevada categorized by critical emphasis area. Figure 4.15 identifies the combined number of fatalities for Carson City, Douglas County, and Lyon County by critical emphasis area.

Figure 4.14: Nevada Total Fatalities by Emphasis Area (2014-2018)



Source: Nevada Department of Public Safety

Figure 4.15: Carson City, Douglas County and Lyon County Fatalities by Emphasis Area (2014-2018)



Source: Nevada Department of Public Safety

Federal Performance Measures for Roadways

Performance of the roadway system is monitored and evaluated through a series of performance measures, established in the Moving Ahead for Progress in the 21st Century (MAP-21) Act and required by the Fixing America's Surface Transportation (FAST) Act. The Federal Highway Administration (FHWA) has established defined performance measures and target-setting methodology for MPOs and state transportation agencies to monitor and report. The performance measures are aimed at tracking safety, infrastructure condition, and system performance. Developing transportation projects and programs that aim to address these performance measures will help CAMPO's member agencies be competitive when applying State and Federal discretionary grant funding. Notably, 71 percent of existing revenue within the CAMPO area is from a federal source.

Safety Performance Measures

A top priority of CAMPO's Regional Transportation Plan is to increase the safety of the transportation system for all its users. The U.S. Department of Transportation (U.S. DOT) FHWA Safety Performance Measure (PM) Final Rule establishes requirements for the purpose of assessing fatalities and serious injuries on public roads. The five established performance measures, based on a five-year rolling average, are:

- Number of Fatalities
- Rate of Fatalities per 100 million Vehicle Miles Traveled
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million Vehicle Miles Traveled
- Number of Non-motorized Fatalities and Serious Injuries

The performance measures create a consistent method to count and gauge the safety of CAMPO's Transportation Network. The Fatality Analysis Reporting System (FARS) and the National Highway Transportation Safety Administration (NHTSA) provide the data for measuring fatalities and serious injuries, respectively. Vehicle Miles Traveled (VMT) statistics are estimated using the statewide travel demand model maintained by the Nevada Department of Transportation (NDOT).

Target-Setting Process - The Safety PM Final Rule establishes the process for State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to adopt and report safety targets along with a set of performance measures to assess progress toward targets. MPOs shall establish their performance targets for each of the five measures no later than 180 days after the State submits annual targets.

State Targets - NDOT's statewide targets are reported in their Highway Safety Improvement Program Annual Report.

CAMPO Requirements for Safety Target-Setting - CAMPO may choose to support the State's targets or establish CAMPO-specific targets for one or more of the five performance measures noted above. Performance targets must be set annually by the MPO.

Each year staff analyzes alternative statistical trend line projections to evaluate appropriate targets for the CAMPO planning area. Crash data becomes available approximately ten months after the close of each calendar year. A five-year baseline projection trend is required to be evaluated. Additional projection trends are encouraged to be evaluated against the five-year baseline. Targets must be data-driven, realistic, and attainable.

CAMPO adopts targets by February 28th of each year. This Monitoring Report does not adopt any new targets. A 0.5% reduction of the five-year baseline trend was adopted for CAMPO's 2018, 2019, and 2020 targets, for each of the five required performance measures. At the time this report was finalized, data from the 2019 calendar year was not yet released by the Nevada Department of Transportation. Consequently, this report does not contain an evaluation to determine whether 2019 targets set in 2018 were achieved. In review of the 2018 Targets, CAMPO met four of the five targets, which are highlighted in green below. Table 4.4 contains information on the five safety performance measures, including the five-year baseline data and CAMPO's adopted 2018-2020 targets, respectively.

Table 4.4: Safety Performance Measure Data and Targets

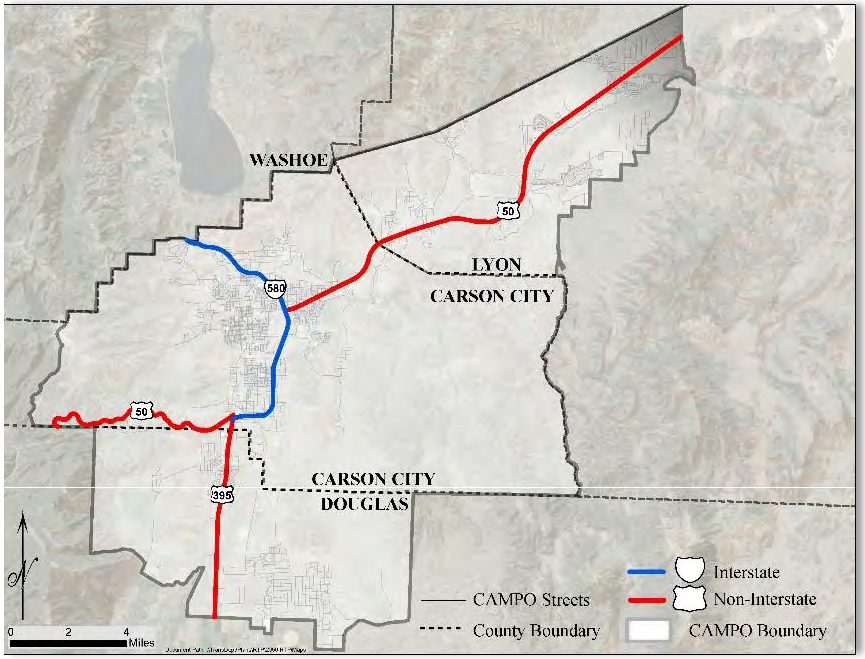
		Fatalities			Serious Injuries			Fatalities and Serious Injuries Non-Motorized			Rate of Fatalities		Rate of Serious Injuries		Vehicles Miles Traveled (VMT)
		Target	#	Rolling Average	Target	#	Rolling Average	Target	#	Rolling Average	Target	Rate	Target	Rate	
Year	2008	-	1	-	-	12	-	-	6	-	-	-	-	-	-
	2009	-	2	-	-	7	-	-	2	-	-	-	-	-	-
	2010	-	6	-	-	8	-	-	1	-	-	-	-	-	-
	2011	-	5	-	-	8	-	-	0	-	-	-	-	-	458,370,939
	2012	-	1	3.00	-	7	8.40	-	5	2.80	-	0.64	-	1.79	470,558,752
	2013	-	9	4.60	-	11	8.20	-	7	3.00	-	0.94	-	1.68	487,520,736
	2014	-	8	5.80	-	12	9.20	-	12	5.00	-	1.19	-	1.89	487,200,339
	2015	-	3	5.20	-	8	9.20	-	5	5.80	-	0.91	-	1.61	571,234,641
	2016	-	7	5.60	-	10	9.60	-	8	7.40	-	0.90	-	1.55	619,768,739
	2017	-	6	6.60	-	2	8.60	-	6	7.60	-	0.97	-	1.27	677,473,469
	2018	5.57	5	5.80	9.55	11	8.60	7.36	4	7.00	0.90	0.83	1.54	1.24	696,272,881
	2019	6.57	*	*	8.56	*	*	7.56	*	*	0.97	*	1.26	*	*
	2020	*			*			*			*		*		

1. Targets for all Performance Measures are stated as a five-year rolling average
2. Rolling averages consist of five-year rolling average, which includes the reporting year
3. Serious Injuries are when an injured person is unable to leave the accident scene without assistance
4. Rate of Fatalities and Serious Injuries are per 100 million Vehicle Miles Traveled (VMT) and use the five-year rolling average
5. Green shading denotes target was met; red sharing denotes target was not met.

* 2020 targets were set by CAMPO in Feb 2020 at -0.5% of the 5-year rolling average for each of the 5 performance measures. However, at the time of this report, 2019 data has not been provided by NDOT, so actual 5-year rolling average statistics are not able to be produced by CAMPO staff.

FHWA published the Pavement and Bridge Condition Performance Measures Final Rules in the Federal Register on January 18, 2017, with an effective date of May 20, 2017. The rule established performance measures to assess the condition of pavements and bridges on the National Highway System (NHS) (see Figure 4.16).

Figure 4.16: National Highway System Roadways and Bridges within CAMPO's Boundary



Federally required performance measures for Pavement Condition are:

(1) Percentage of Interstate pavements in Good condition
(2) Percentage of Interstate pavements in Poor condition
(3) Percentage of non-Interstate NHS pavements in Good condition
(4) Percentage of non-Interstate NHS pavements in Poor condition

Pavement conditions for this Final Rule use the International Roughness Index (IRI) along with cracking, rutting, and faulting distresses to measure roadway condition. This is different than how local member agencies measure roadway condition. Local member agencies use the Pavement Condition Index (PCI) to measure pavement condition. The difference between IRI and PCI, is that IRI measures smoothness or ride quality while PCI measures conditions based on surface distresses.

Federally required performance measures for Bridge Condition, which include all bridges on the NHS, including bridges that function as on- and off-ramps, are:

(1) Percentage of NHS bridges by deck area in Good condition
(2) Percentage of NHS bridges by deck area in Poor condition

The performance measures evaluate the bridge deck, bridge structure above ground, bridge structure below ground, and associated culverts. These evaluations are performed, monitored, and reported by NDOT. CAMPO monitors these performance measures to advocate for resources as needed.

FHWA published the National Highway System and Freight Performance Measures Final Rules in the Federal Register on January 18, 2017, with an effective date of May 20, 2017. Federally required performance measures for System Reliability, developed to assess the performance of the interstate and non-interstate segments of the National Highway System as well as regional freight movement, are:

(1) Interstate Travel Time Reliability Measure: Percent of person-miles traveled on the Interstate that are reliable
(2) Non-Interstate Travel Time Reliability Measure: Percent of person-miles traveled on the non-Interstate NHS that are reliable
(3) Freight Reliability Measure: Truck Travel Time Reliability (TTTR) Index

The Final Rules for Pavement Condition, Bridges, and System Reliability performance measures require a performance report which include baseline conditions along with two- and four-year targets. MPOs can support NDOT's targets or establish their own, quantifiable targets. These performance measures are calculated, tracked, and reported by NDOT. CAMPO monitors these performance measures to advocate for resources as needed. CAMPO currently supports NDOT's two- and four-year targets for Pavement Condition, Bridge Condition, and System Performance measures. CAMPO staff has requested that NDOT provide all NHS data for these performance measures that are specific to CAMPO's Metropolitan Planning Area. Acquisition of this data will allow for a statewide and nationwide comparison. Table 4.5 contains the latest data provided by data for roadways and bridges on the National Highway System within CAMPO's Metropolitan Planning Area.

Table 4.5: Statewide Performance Measures for Pavement Condition, Bridge Condition, and System Reliability

Performance Measure	2018		
	Statewide Baseline	2-Year Target	4-Year Target
Percentage of Pavements of the Interstate System in Good Condition	--	--	74.7%
Percentage of Pavements of the Interstate System in Poor Condition	--	--	1.4%
Percentage of Pavements of the Non-Interstate National Highway System (NHS) Classified as in Good Condition	79.4%	67.6%	55.8%
Percentage of Pavements of the Non-Interstate National Highway System (NHS) Classified as in Poor Condition	4.7%	5.7%	6.5%
Percentage of National Highway System (NHS) Bridges Classified as in Good Condition	42.2%	35.0%	35.0%
Percentage of National Highway System (NHS) Bridges Classified as in Poor Condition	0.5%	7.0%	7.0%
Percent of the Person-Miles Traveled on the Interstate that are Reliable	86.8%	86.9%	87.0%
Percent of the Person-Miles Traveled on the Non-Interstate National Highway System (NHS) that are Reliable	--	--	87.0%
Truck Travel Time Reliability (TTTR) Index	1.28	1.28	1.26

Pedestrian Monitoring

Table 4.6 displays the 2017 and 2018 baseline pedestrian data as well as 2019 data, including annual average volumes and seasonal average volumes by corridor. As CAMPO continues to monitor pedestrian volumes along the four complete streets corridors in Carson City, it is important to remember that CAMPO's monitoring program is still relatively young. It is difficult to draw conclusions from only a couple years' data, however, the value of data collection in the long term cannot be overstated.

Table 4.6: Pedestrian Volume Data by Season, Year, and Corridor (2017-2019)

2017 Annual Summary **Season**	**Downtown**	**North Carson**	**South Carson**	**William Street**
2017 Daily Summer Average	519	37	25	---
2017 Daily Spring / Fall Average	505	38	100	144
2017 Daily Winter Average	410	20	63	104
2017 Annual Daily Average	**479**	**32**	**69**	**125**
2018 Annual Summary				
2018 Daily Summer Average	299	84	76	104
2018 Daily Spring / Fall Average	247	127	97	139
2018 Daily Winter Average	123	81	52	97
2018 Annual Daily Average	**223**	**107**	**70**	**113**
2019 Annual Summary				
2019 Daily Summer Average	424	147	60	57
2019 Daily Spring / Fall Average	358	205	59	60
2019 Daily Winter Average	256	138	39	61
2019 Annual Daily Average	**346**	**163**	**53**	**59**
3-Year Annual Daily Average Pedestrian Volumes	**349**	**101**	**64**	**99**

Notes:

1. Seasonal months are defined as follows:
   Summer (May, June, July, August); **Spring / Fall** (March, April, September, October); **Winter** (November, December, January, February)
2. Outliers have been removed

Figure 4.17 provides average daily pedestrian volumes by corridor from 2017 to 2019.

Figure 4.17: Average Daily Pedestrian Volumes by Corridor (2017-2019)

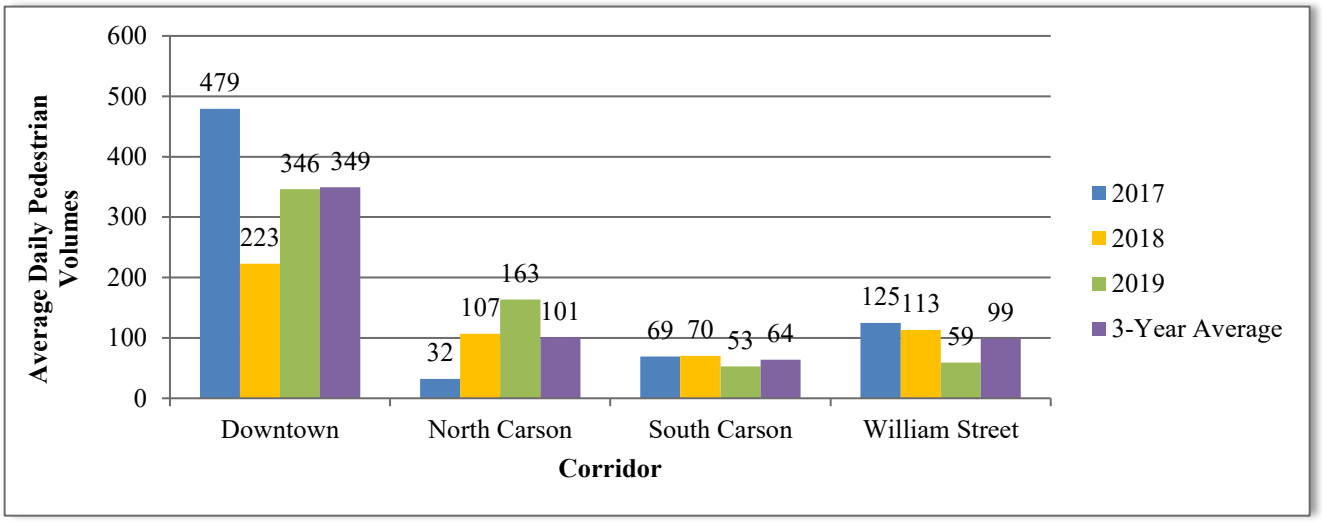
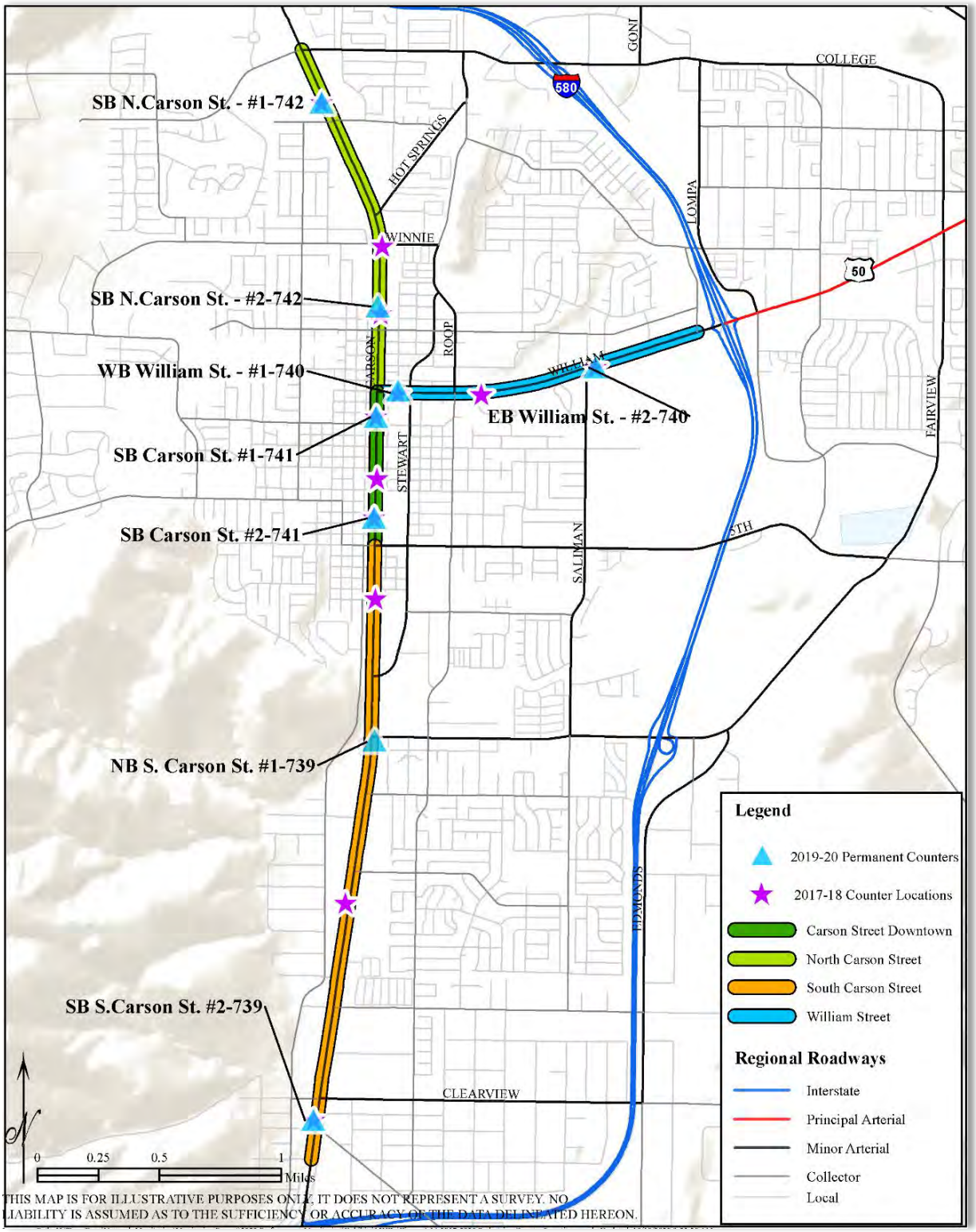


Figure 4.18 displays pedestrian counter locations from 2017 through 2020. In 2019 the pedestrian counters began to be installed in a more permanent manner, placing counters in a single location for six months at a time. This was done to obtain a more consistent data sample.

Figure 4.18: Pedestrian Counter Locations (2017-2020)



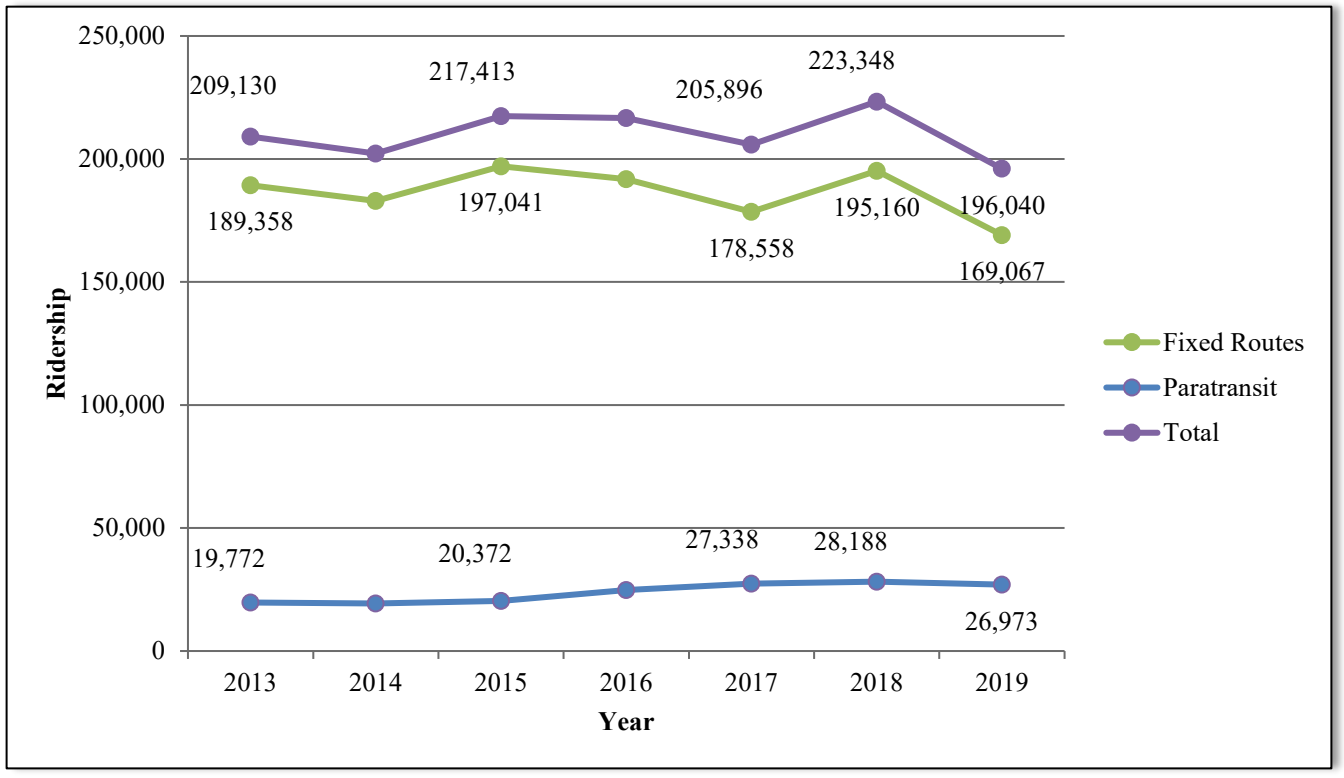
Transit Monitoring

In the CAMPO area, Jump Around Carson (JAC) is the primary transit provider. The JAC bus transit system is comprised of 62 bus stops along four fixed routes. As required by federal regulations, JAC provides a complementary paratransit service that provides "door to door" bus service for persons with disabilities who cannot access the fixed bus routes and are located within a mile from an established fixed route.

Between 2013 and 2019, the average combined ridership for JAC is 210,101. Ridership is defined as the number of boarding passengers. The demand for transit mobility in the United States and the Carson area is significantly influenced by socioeconomical factors, such as demographics (age and gender), economics (income and occupation), public resources (transit infrastructure and performance), and land use. Fluctuation in employment levels, gas prices, household income, bus cleanliness, and bus on-time performance can significantly impact annual ridership.

Figure 4.19 shows ridership data between 2013 and 2019. Total ridership for JAC increased by 8.5% from 2017 to 2018, however, 2018 to 2019 saw a decrease in ridership of 12%. Reductions in ridership are primarily attributed to JAC's prior contract operator, that experienced difficulties in staff retention and performance. In 2020, Carson City contracted with a new transit operator to improve JAC operations.

Figure 4.19: JAC Ridership (FY 2013-FY 2020)



Source: Jump Around Carson National Transit Database, Annual Reports, 2013-2019

The JAC transit map is depicted in Figure 4.20, which identifies JAC's four fixed routes and the JAC Assist (paratransit) service areas which include a three-quarter mile area and a mile area (extended service area) beyond the fixed routes.

Figure 4.20: JAC Transit Map (Fall 2020)

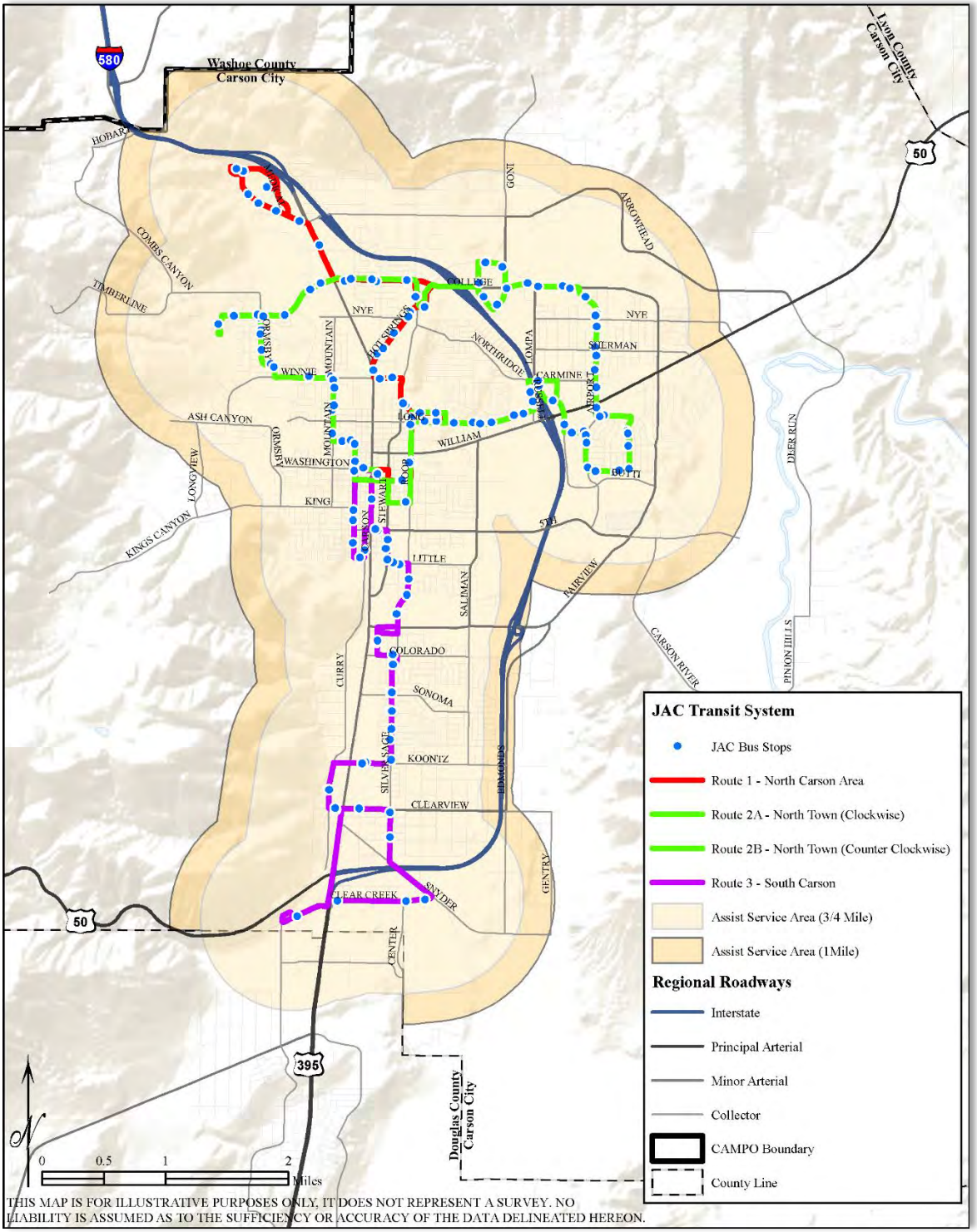


Table 4.7 provides the annual performance reporting of key metrics utilized to understand efficiency and effectiveness of JAC's transit operation from 2016 through 2019. Operating efficiency declined in fiscal year 2019, which is primarily attributed to the performance of Carson City's prior contract operator.

Table 4.7: Jump Around Carson Operating Statistics (2016-2019)

	FY2016		FY2017		FY2018		FY2019	
	Fixed	**Para**	**Fixed**	**Para**	**Fixed**	**Para**	**Fixed**	**Para**
Number of Passengers per Revenue Hour	12.6	3	11.9	3.4	13	3.4	10.8	3.1
Number of Passengers per Revenue Mile	1	0.3	0.9	0.3	1.1	0.3	1.0	0.3
Number of Passengers per Revenue Day	626.9	81	583.5	89.3	637.8	92.1	545.4	88.1
Operating Expenses per Vehicle Hour	$56.56	$48.41	$55.35	$53.98	$57.21	$55.19	$53.09	$53.68
Operating Expenses per Vehicle Mile	$4.38	$5.00	$4.36	$5.40	$4.80	$5.15	$4.58	$5.50
Operating Expenses per Vehicle Trip	$4.50	$16.33	$4.65	$15.74	$4.39	$16.10	$4.70	$16.67
Monthly Ridership	15,985	2,067	14,880	2,278	16,263	2,349	14,089	2,248
Farebox Recovery Rate	7.4%	6.8%	8.5%	6.0%	9.0%	5.6%	6.4%	4.2%
Annual Unlinked trips	191,825	24,798	178,558	27,338	195,160	28,188	169,067	26,973

CHAPTER 5 – ONGOING AND FUTURE MONITORING EFFORTS

Outlined within CAMPO's 2050 Regional Transportation Plan, CAMPO's established goals, objectives, and performance measures form the basis of CAMPO's performance-based planning framework that informs ongoing policymaking and investment decisions. CAMPO staff will continue to monitor the changing socioeconomical factors and the mobility needs of the region, to appropriately respond to demands on CAMPO's transportation infrastructure. In the next fiscal year, CAMPO staff intends to focus on improving bicycle and pedestrian monitoring methodologies to better inform investment decisions.

Additionally, a separate but compatible Jump Around Carson transit monitoring report will be developed. The transit monitoring report will incorporate new data sources and information to help monitor customer satisfaction and transit performance.


Carson Area
Metropolitan Planning Organization
CAMPO
2020 Network Monitoring Report

CAMPO Census Tracts

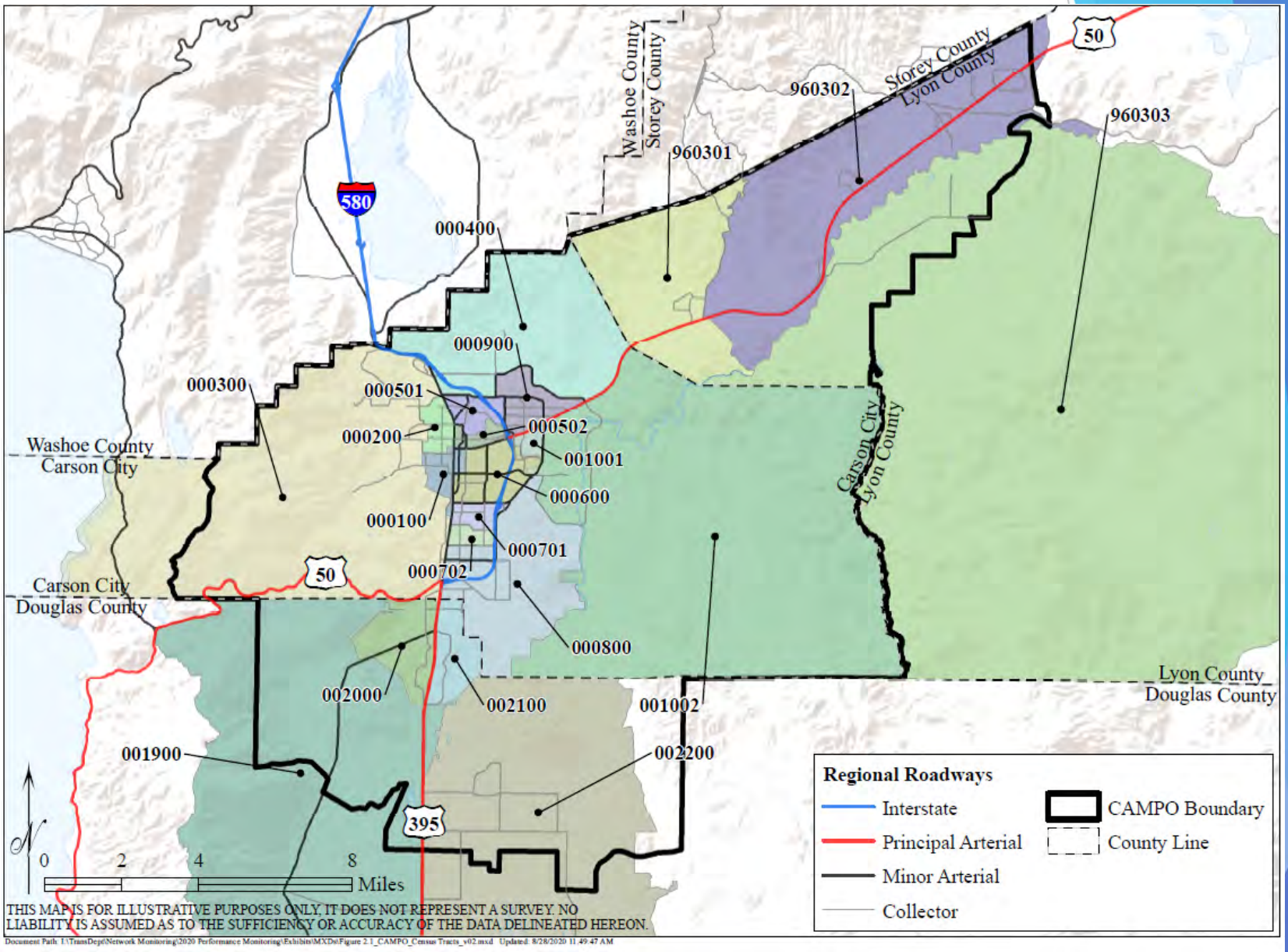
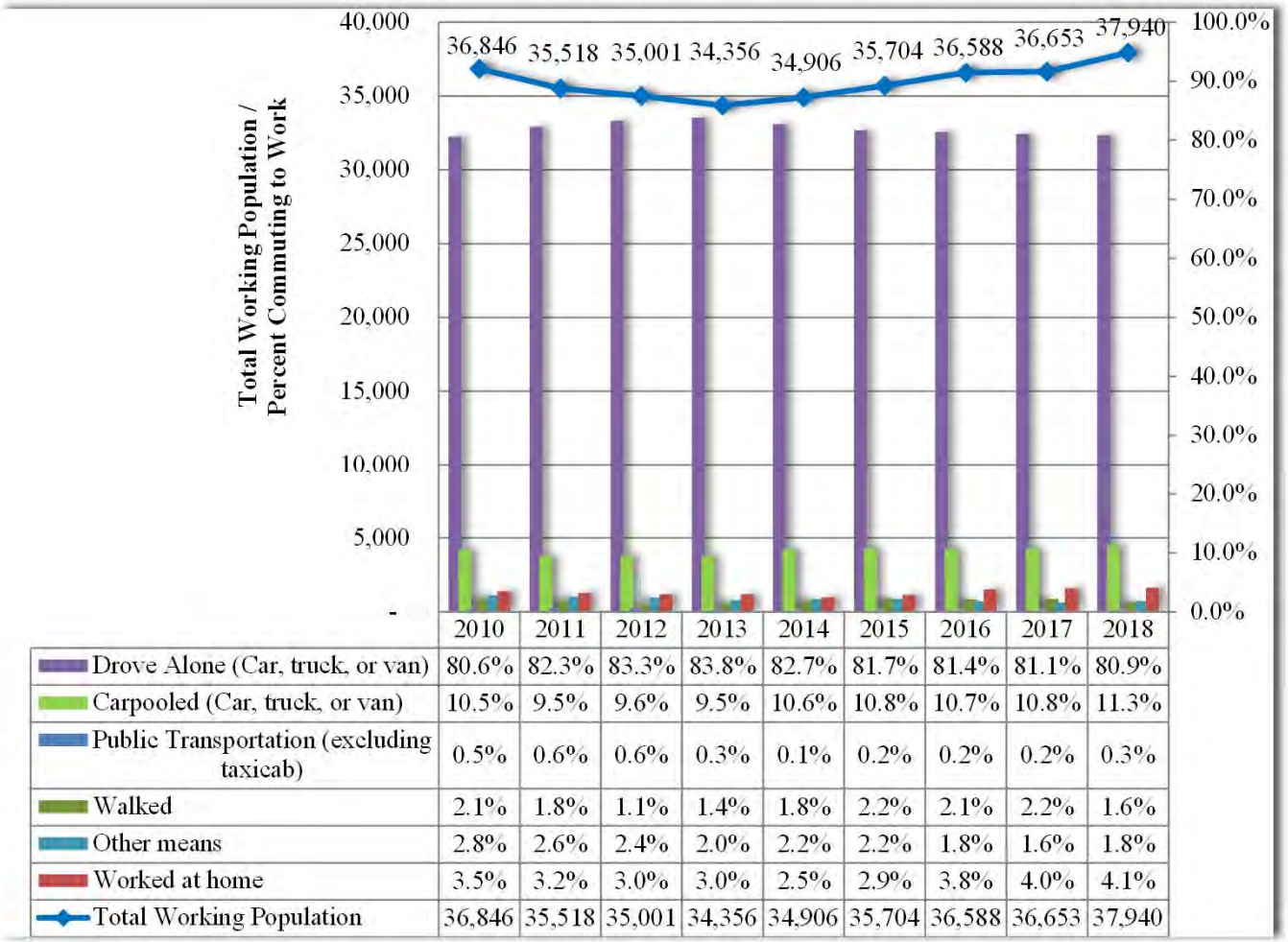


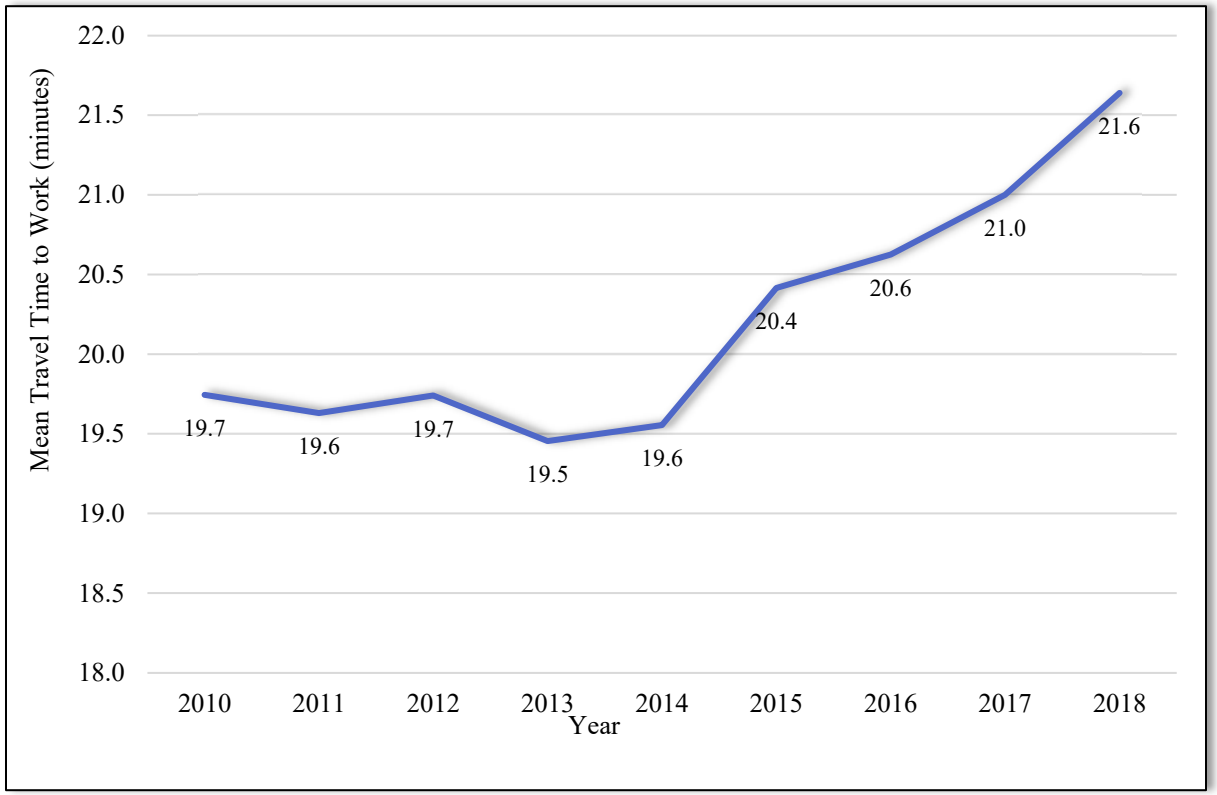
Figure 2.4 Mode to Work (2010-2018)



	2010	2011	2012	2013	2014	2015	2016	2017	2018
Drove Alone (Car, truck, or van)	80.6%	82.3%	83.3%	83.8%	82.7%	81.7%	81.4%	81.1%	80.9%
Carpooled (Car, truck, or van)	10.5%	9.5%	9.6%	9.5%	10.6%	10.8%	10.7%	10.8%	11.3%
Public Transportation (excluding taxicab)	0.5%	0.6%	0.6%	0.3%	0.1%	0.2%	0.2%	0.2%	0.3%
Walked	2.1%	1.8%	1.1%	1.4%	1.8%	2.2%	2.1%	2.2%	1.6%
Other means	2.8%	2.6%	2.4%	2.0%	2.2%	2.2%	1.8%	1.6%	1.8%
Worked at home	3.5%	3.2%	3.0%	3.0%	2.5%	2.9%	3.8%	4.0%	4.1%
Total Working Population	36,846	35,518	35,001	34,356	34,906	35,704	36,588	36,653	37,940

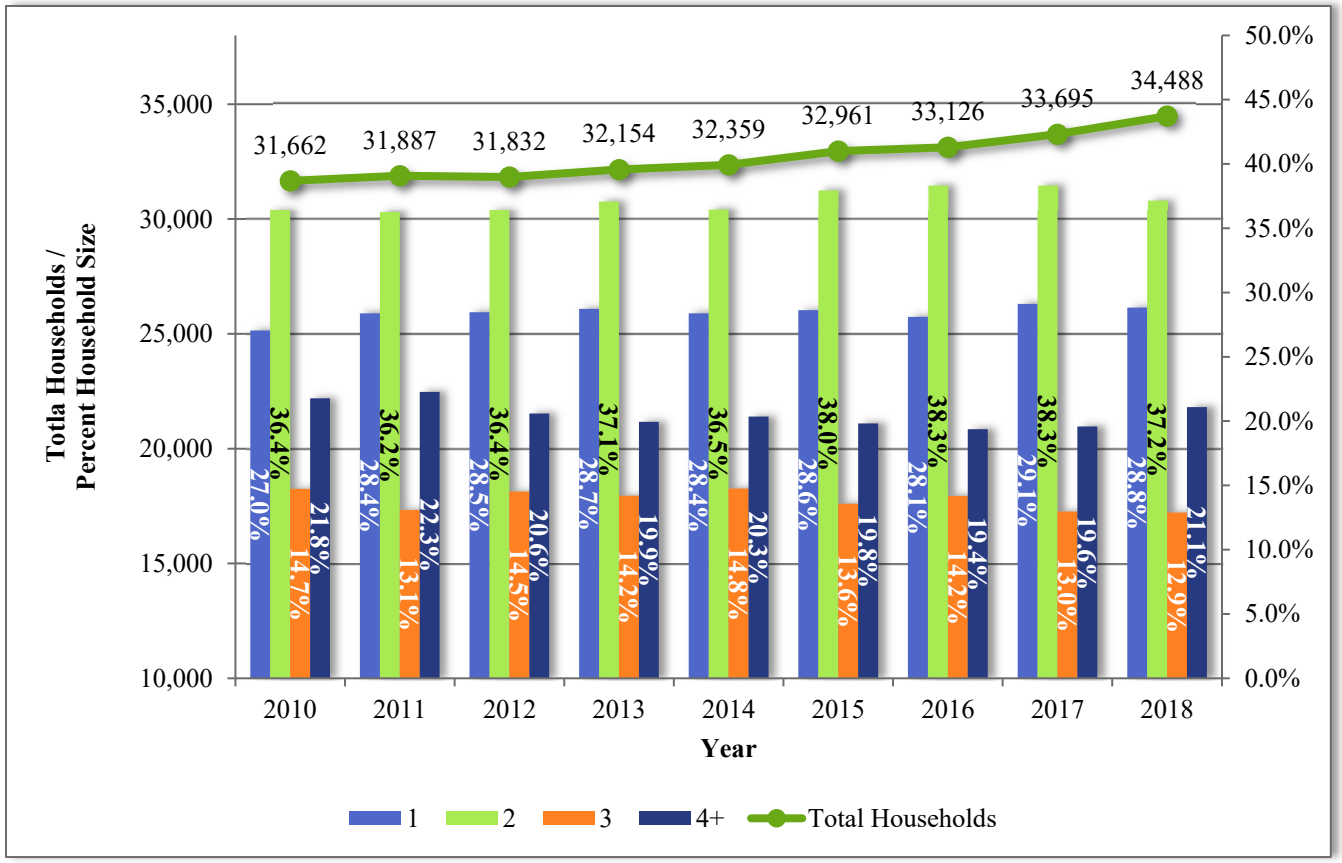
Source: ACS Selected Economic Characteristics, Table DP03. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.5 Mean Travel Time to Work (2010-2018)



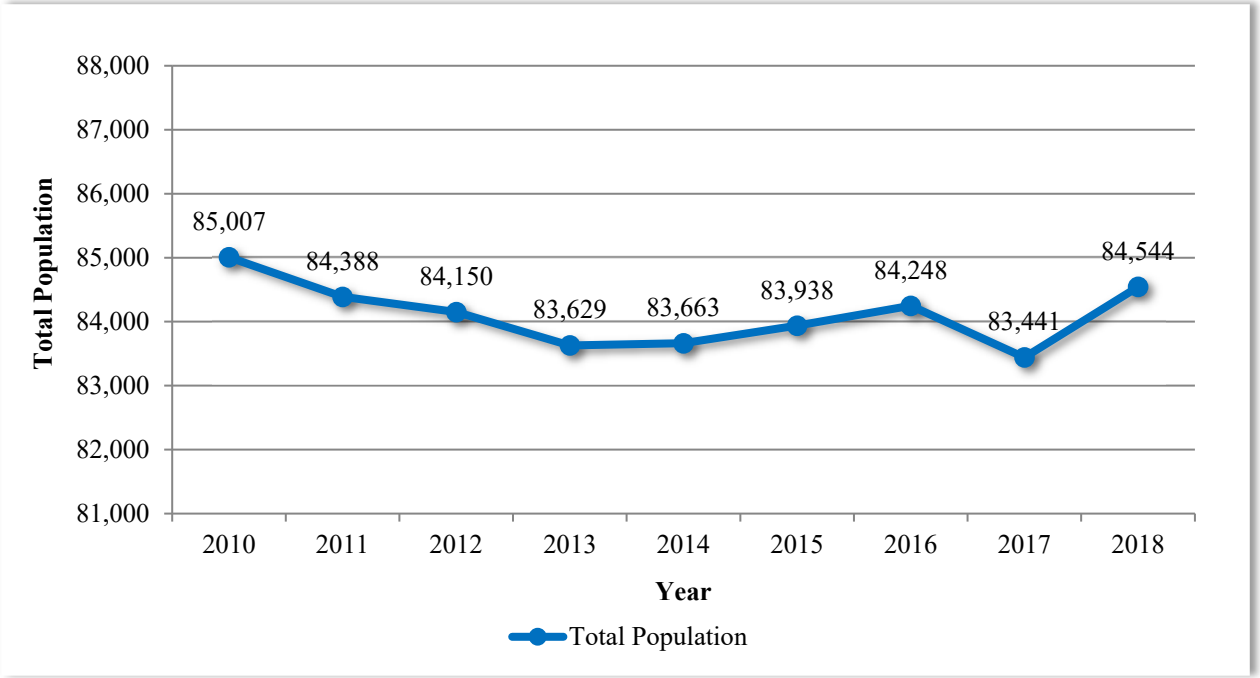
Source: ACS Selected Economic Characteristics, Table DP03. Annual estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.8 Household Size (2010-2018)



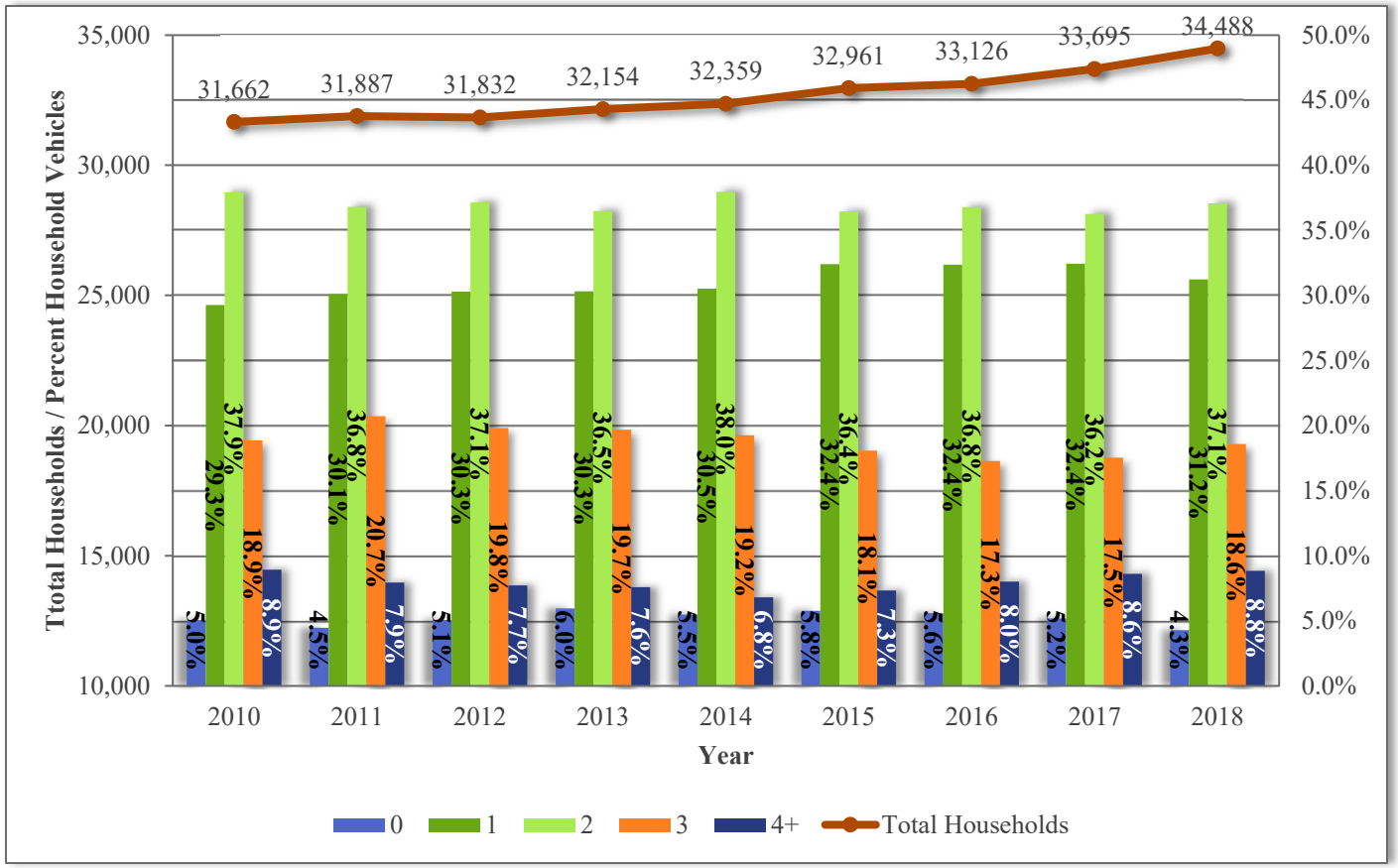
Source: ACS Household Size by Vehicles Available, Table B08201. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.2 Population (2010-2018)



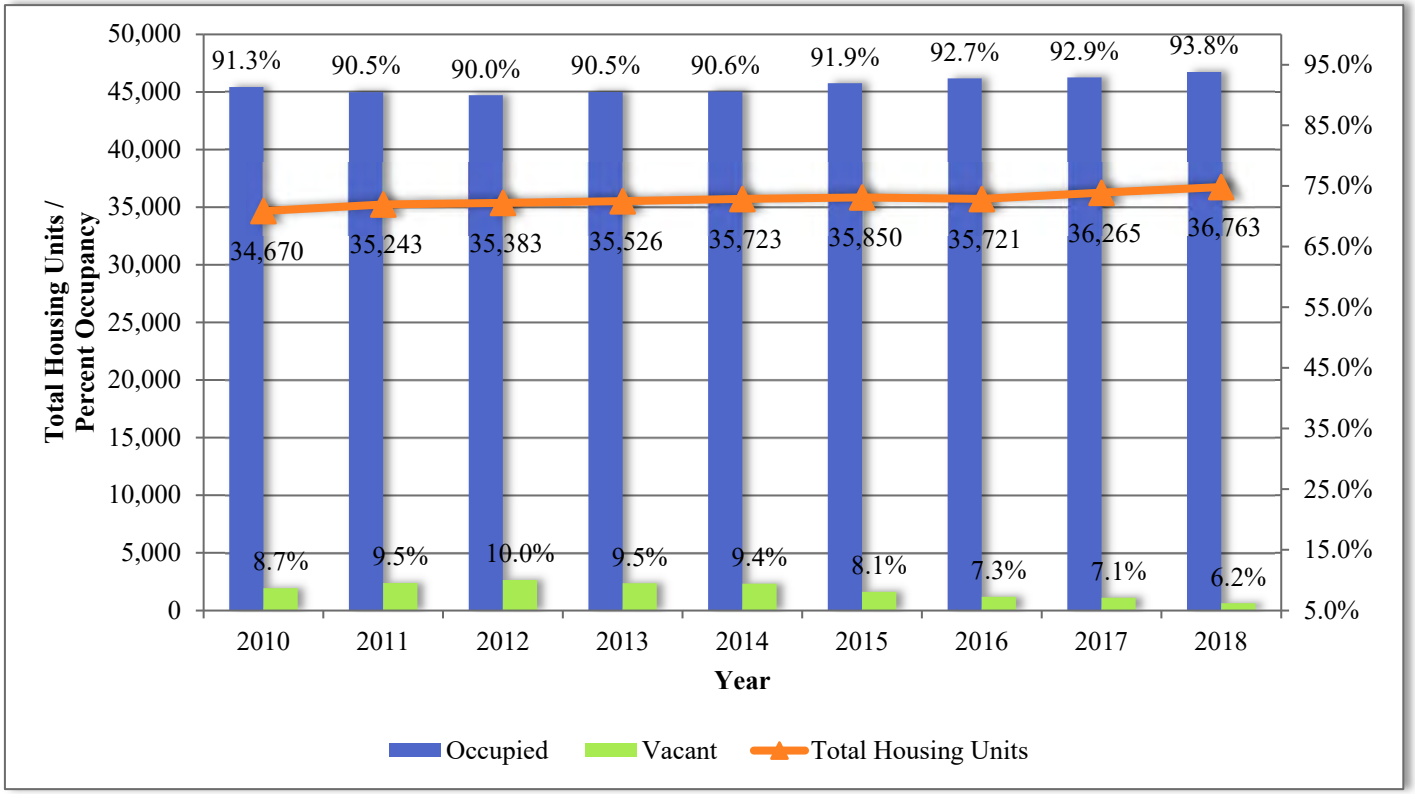
Source: ACS Demographic and Housing Estimates, Table DP05. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.7 Household Vehicles (2010-2018)



Source: ACS Household Size by Vehicles Available, Table B08201. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.9 Occupancy Status (2010-2018)



Source: ACS Occupancy Status, Table B25002. All Annual Estimates Represent American Community Survey (ACS) 5-year Estimates.

Figure 3.2: 2020 Housing Units by Transportation Analysis Zone (TAZ)

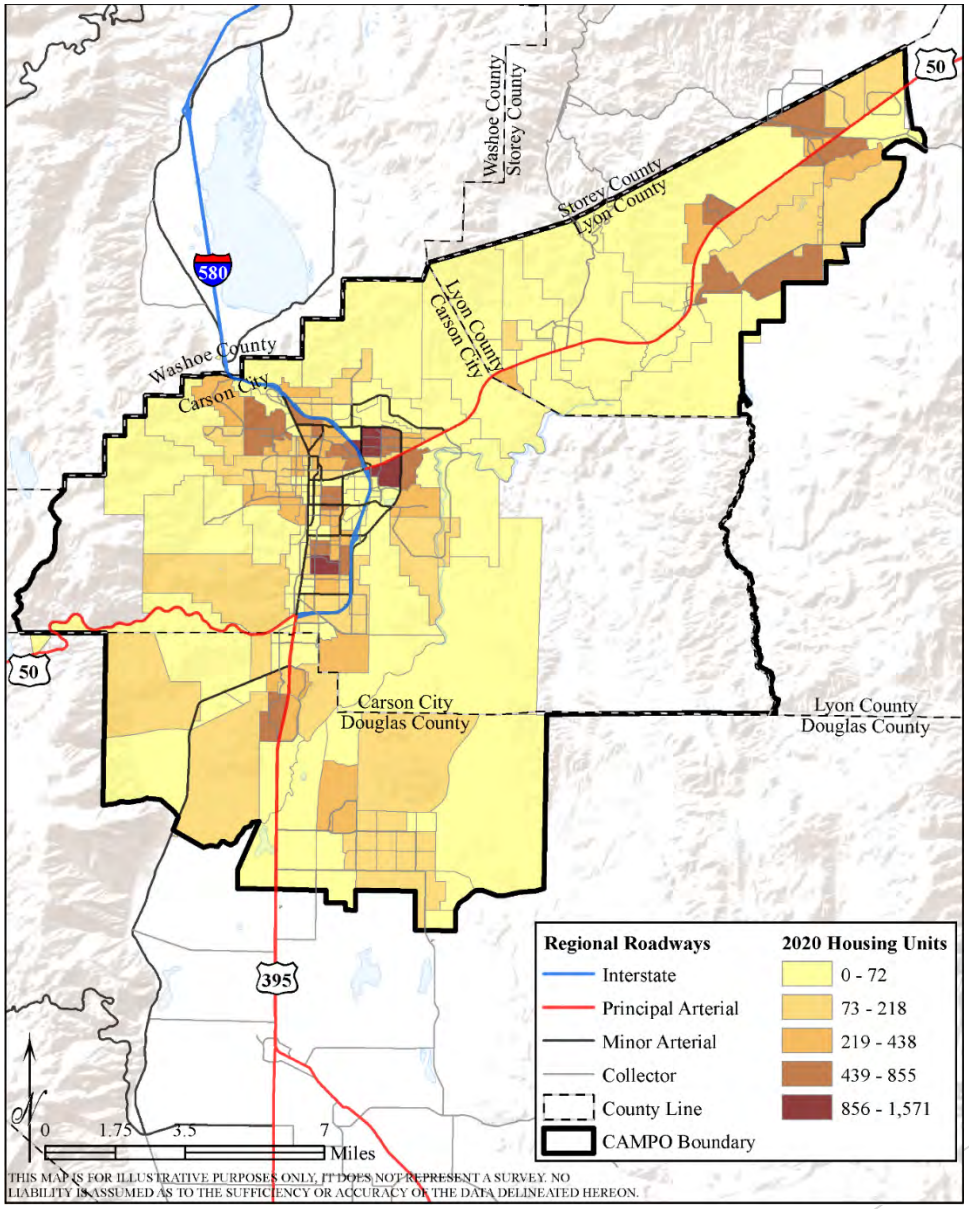


Figure 3.3: 2030 Housing Units by Transportation Analysis Zone (TAZ)

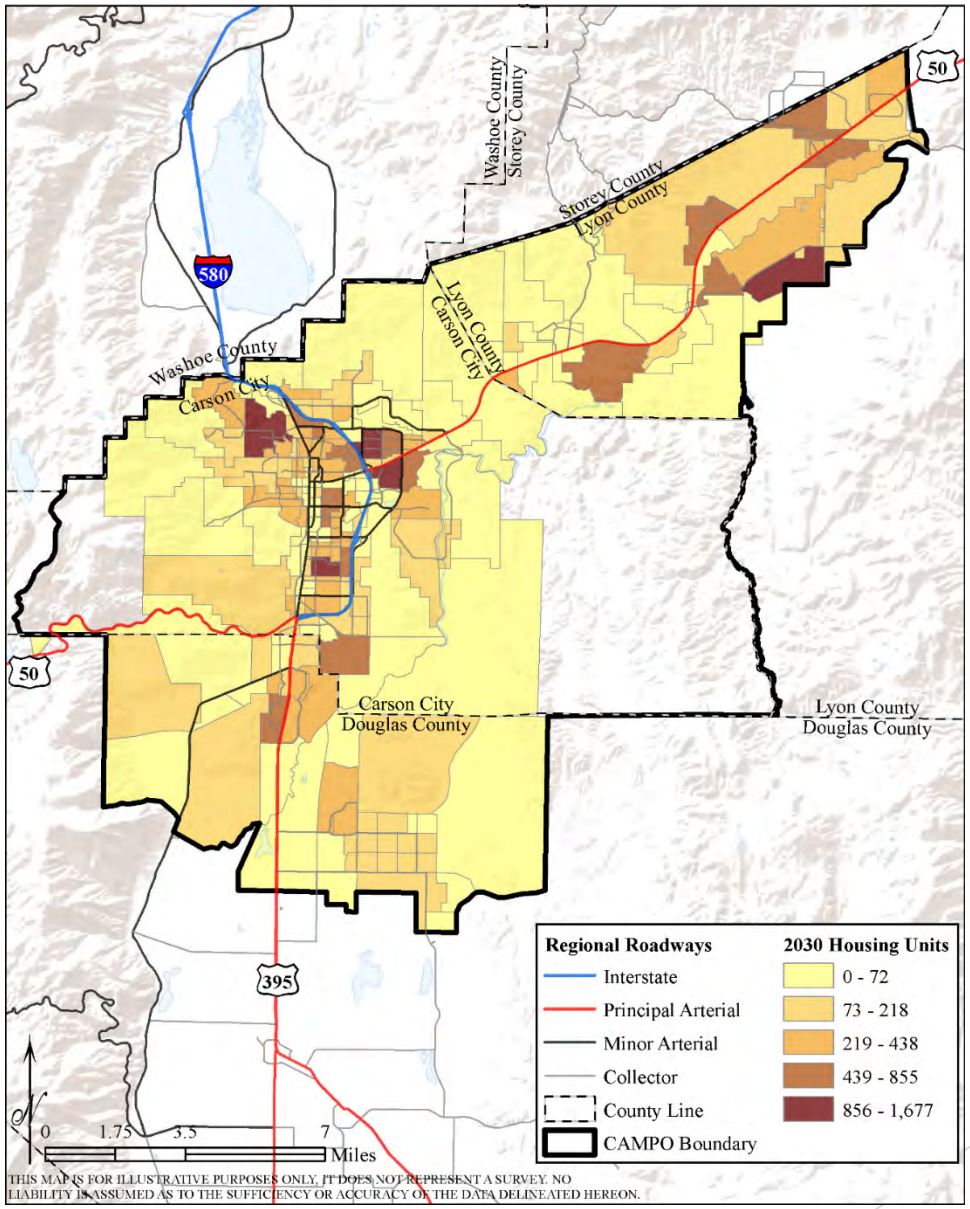


Figure 3.4: 2050 Housing Units by Transportation Analysis Zone (TAZ)

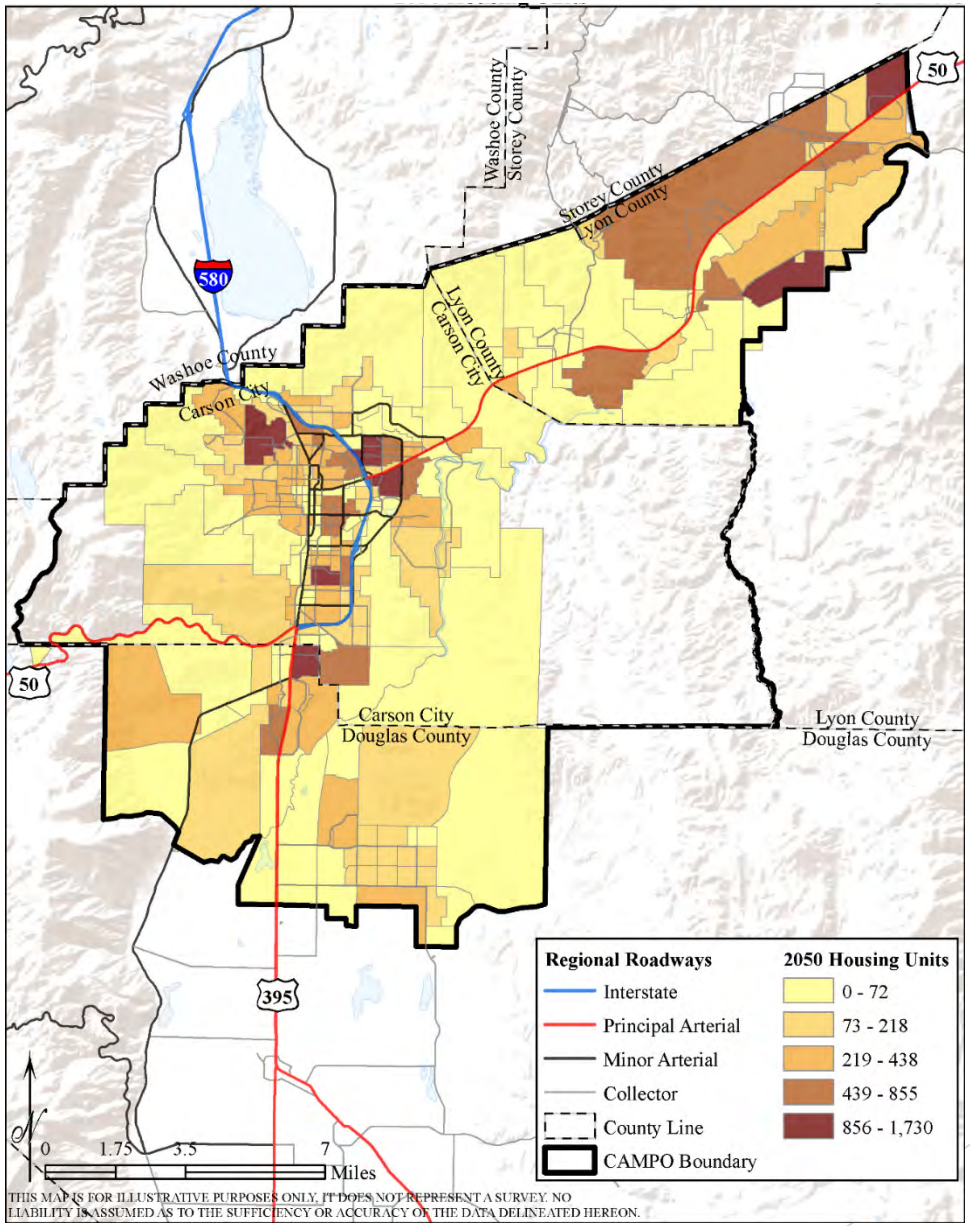


Figure 3.5: 2020 Commercial Employment by Transportation Analysis Zone (TAZ)

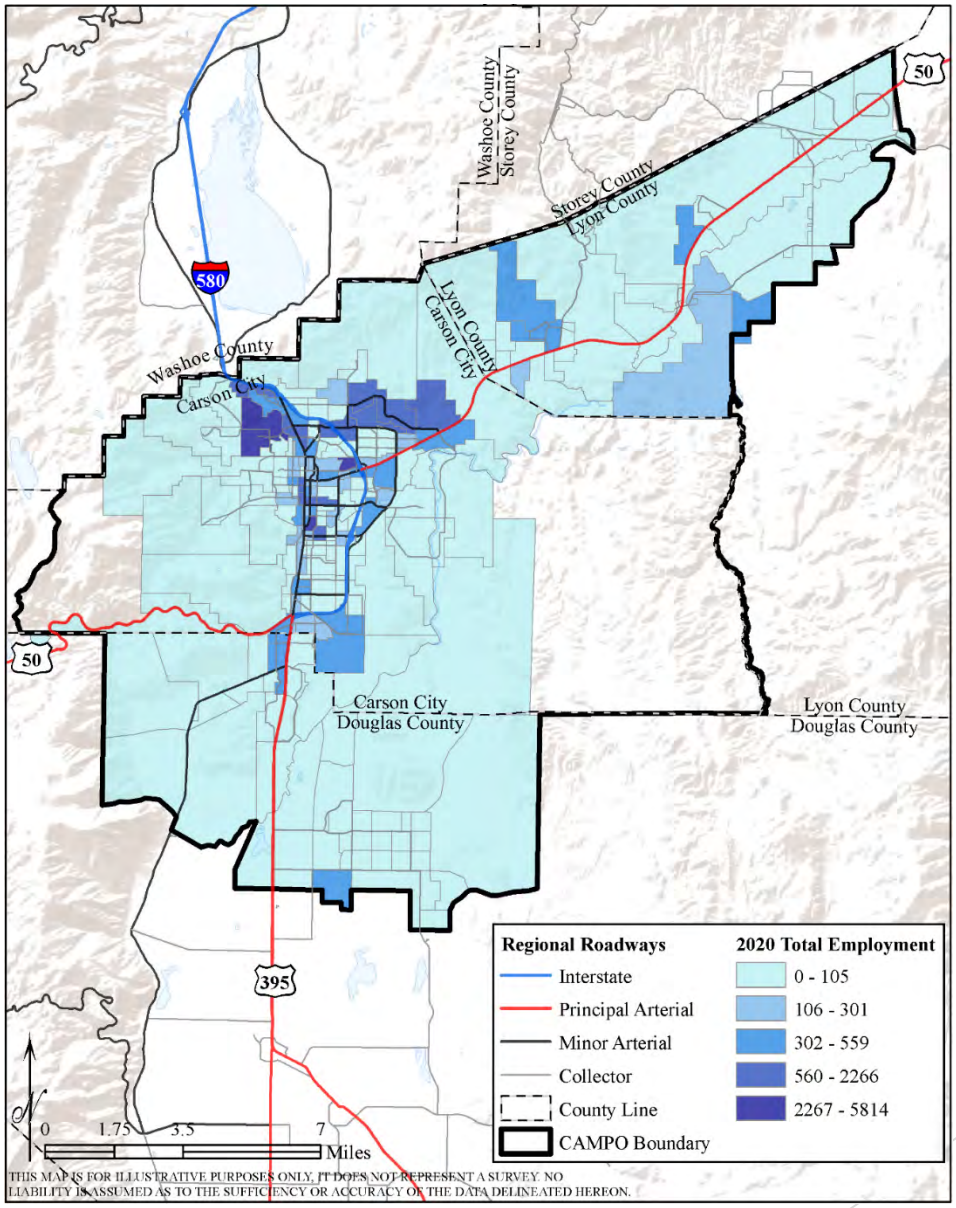


Figure 3.6: 2030 Commercial Employment by Transportation Analysis Zone (TAZ)

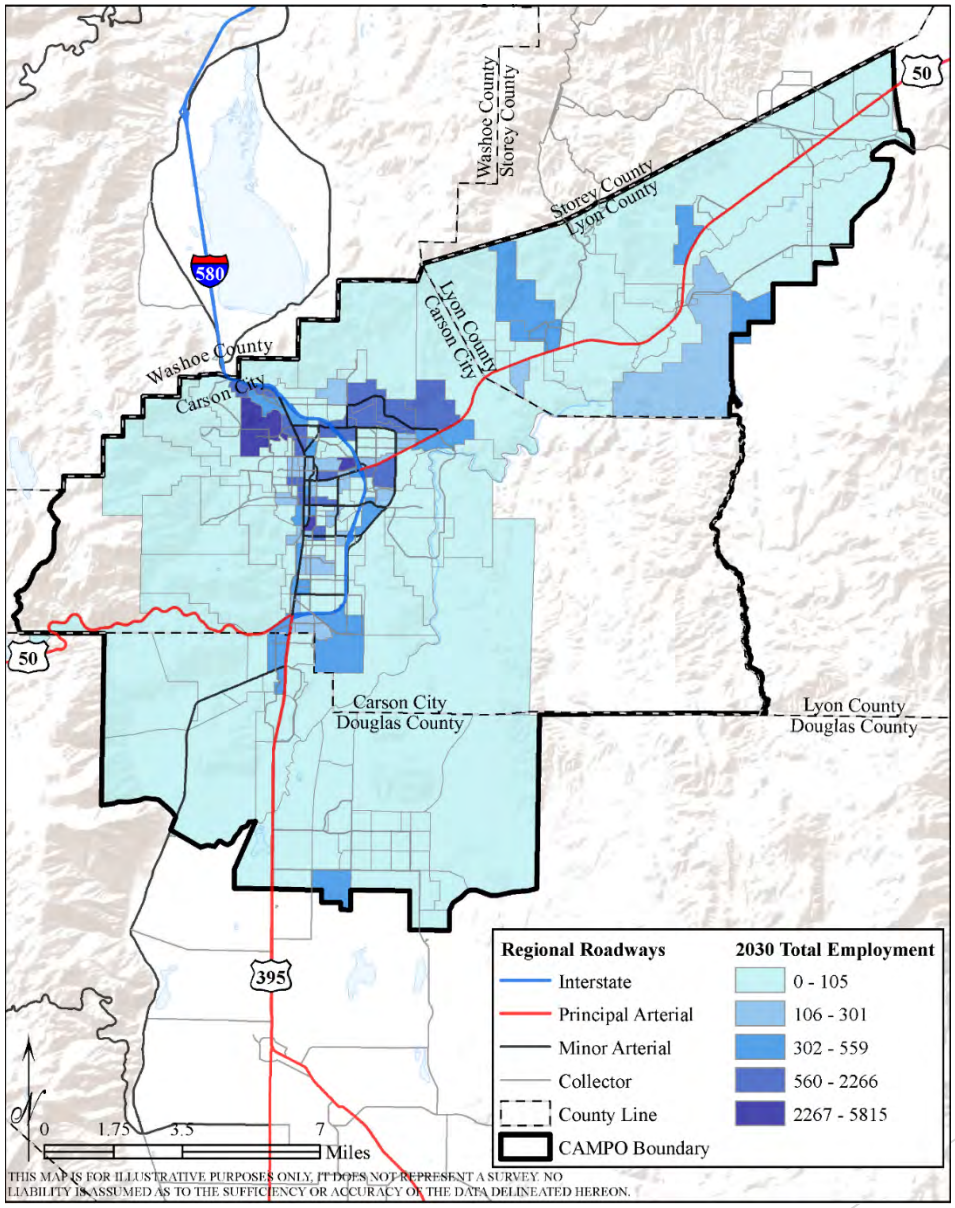


Figure 3.6: 2050 Commercial Employment by Transportation Analysis Zone (TAZ)

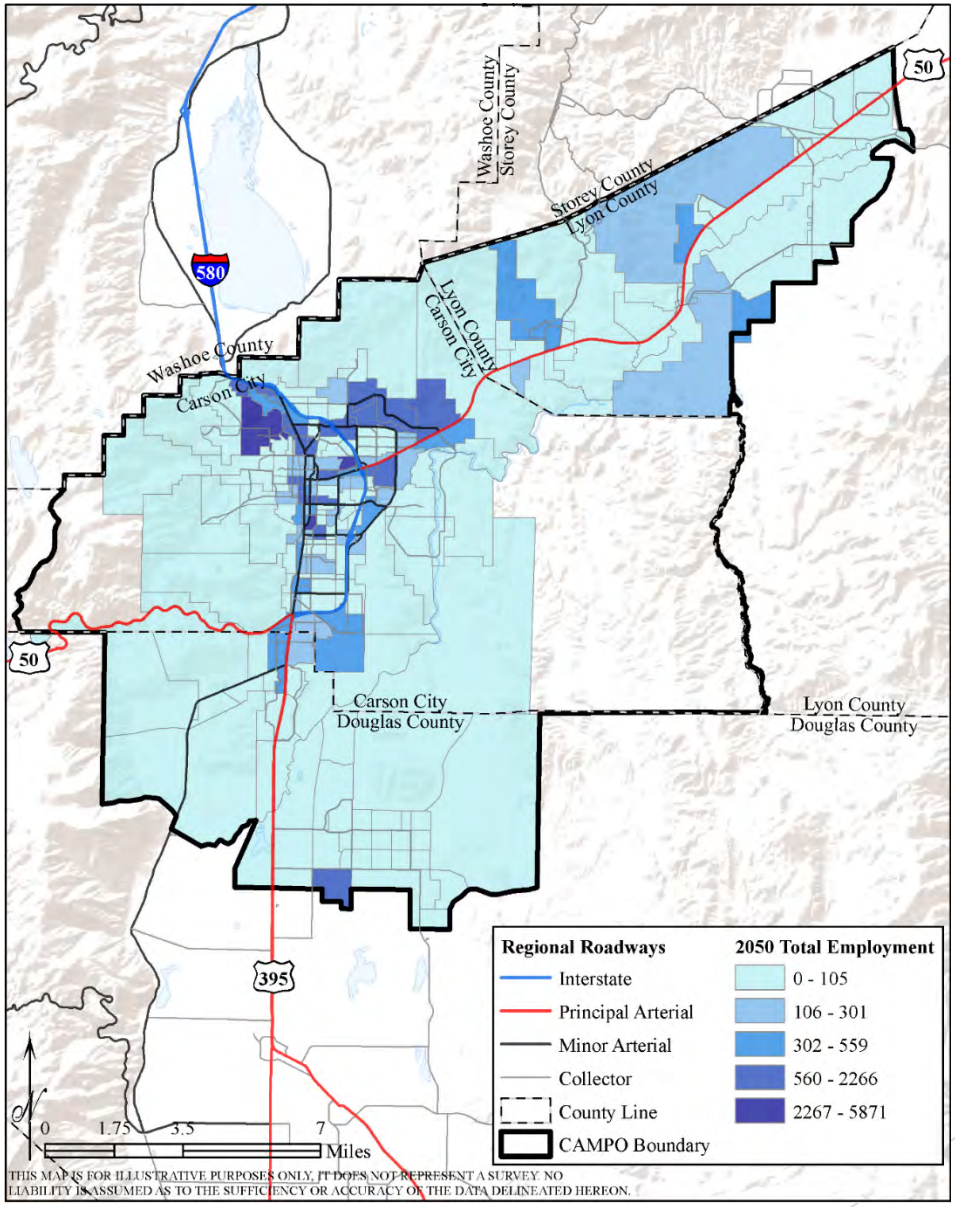
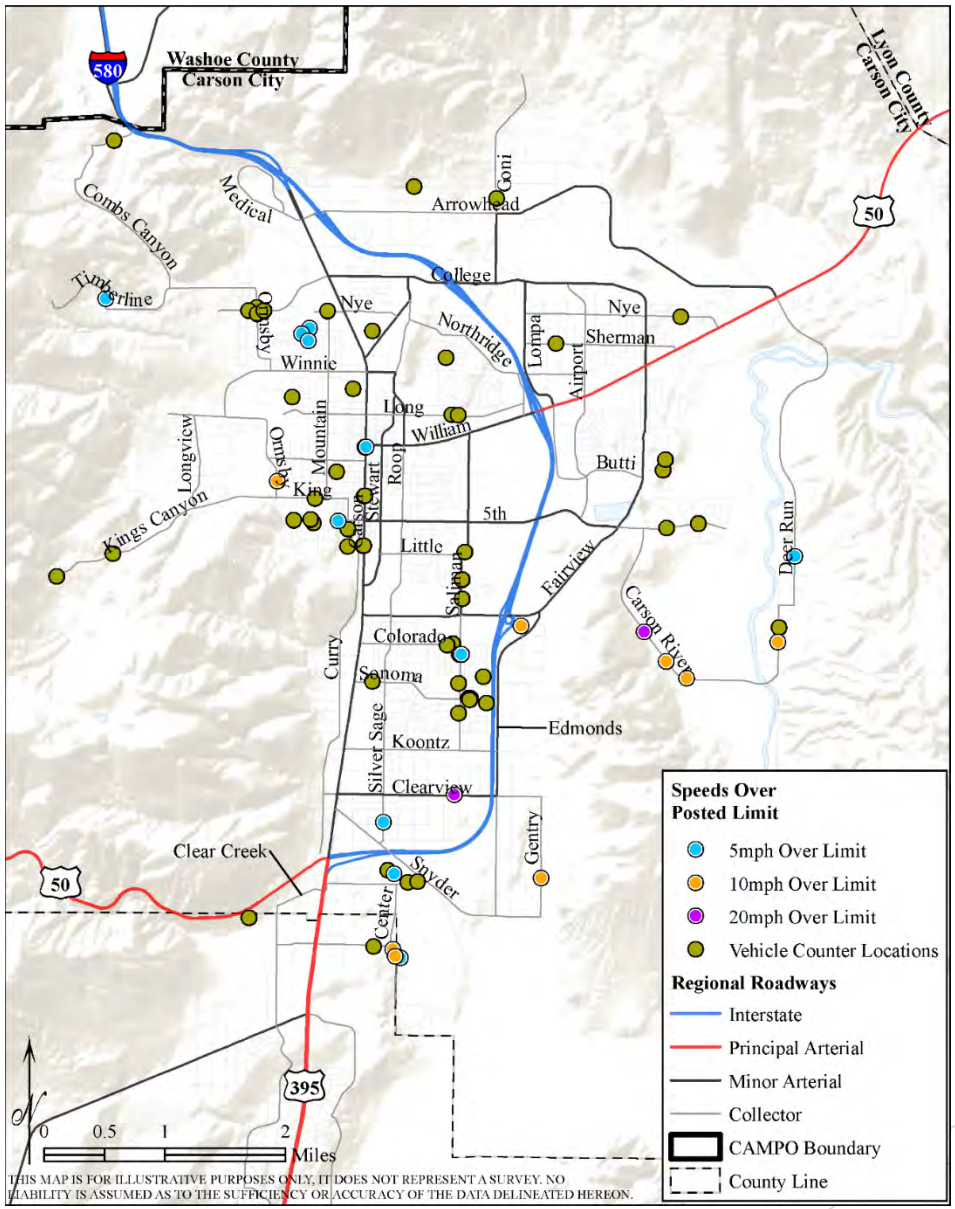


Figure 4.7: Vehicle Counter Deployment Locations with Speed Variance (2016-2020)



Travel Times (Minutes) between Metropolitan Planning Area Gateways

		Year 2015		Year 2020		Year 2030		Year 2050	
From	To	AM	PM	AM	PM	AM	PM	AM	PM
U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	U.S. Hwy 50 East (Near Chaves Road)	30.2	39.4	24.6	34.1	24.6	37.5	24.6	47.8
	U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	23.1	30.4	16.0	24.5	16.0	25.6	16.0	27.9
	U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	16.8	18.7	11.7	13.0	11.7	13.2	11.7	13.7
U.S. Hwy 50 East (Near Chaves Road)	U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	35	33.6	24.7	28.3	24.8	28.9	24.9	30.2
	U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	48.2	53.6	32.2	43.2	32.3	44.6	32.4	47.8
	U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	41.9	41.9	27.9	31.7	28.0	32.3	28.1	33.5
U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	26.4	26.4	16.1	19.3	16.1	19.8	16.2	20.9
	U.S. Hwy 50 East (Near Chaves Road)	46.6	55.2	31.9	43.3	31.9	47.1	31.9	57.8
	U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	16.1	15.3	10.4	12.5	10.4	12.8	10.5	13.5
U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	17.3	18.5	11.7	13.0	11.7	13.3	11.7	13.7
	U.S. Hwy 50 East (Near Chaves Road)	37.5	47.3	27.5	37.0	27.5	40.5	27.5	50.7
	U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	13.3	19.1	10.3	17.8	10.3	18.6	10.3	20.6

Source: CAMPO's 2050 Regional Transportation Plan
*AM represents morning peak travel times and PM represents afternoon peak travel times
**Year 2015 data is from CAMPO's 2040 Regional Transportation Plan

Figure 4.8: 2020 Base Year Conditions: Roadway Level of Service (LOS)

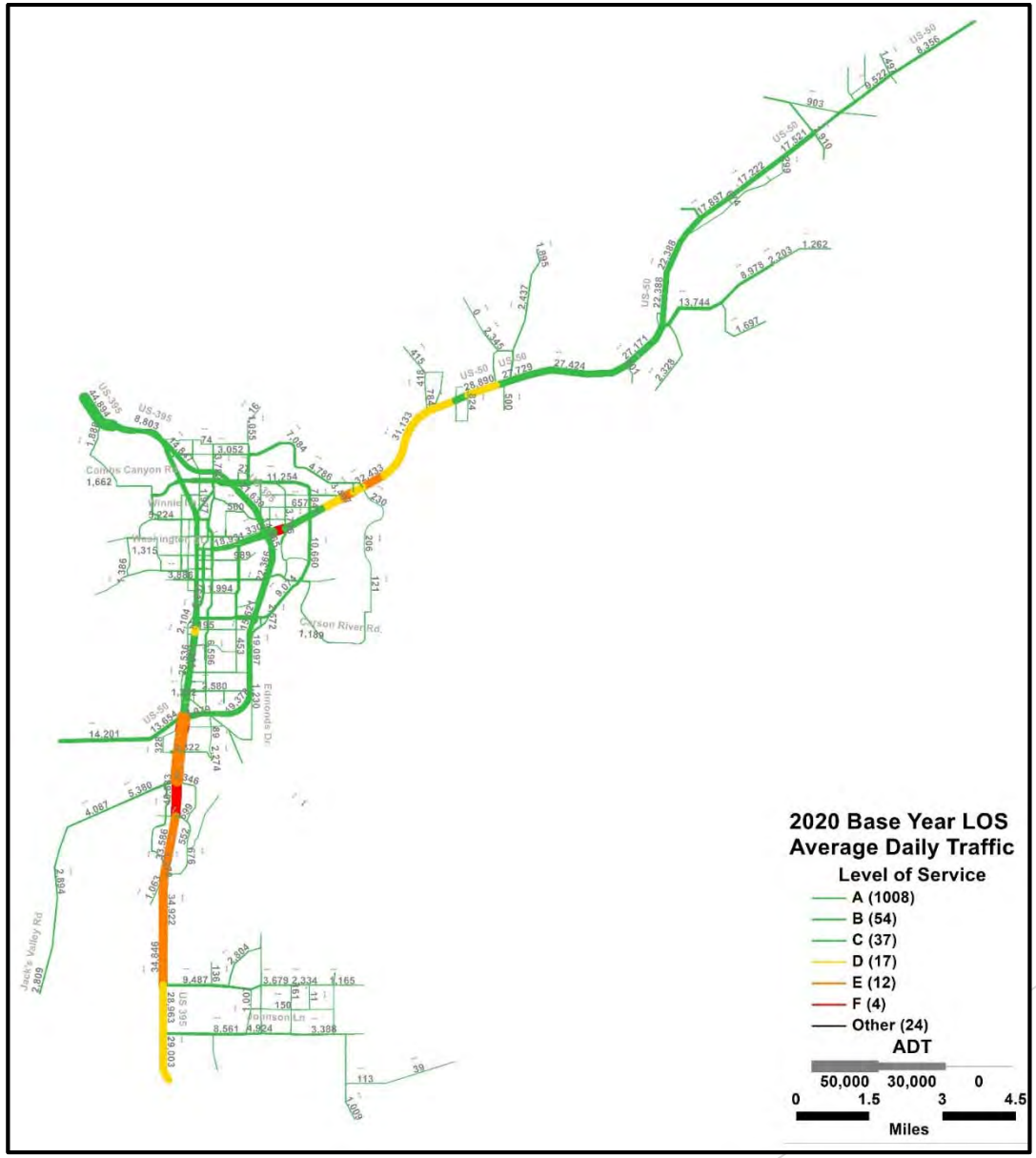


Figure 4.9: 2030 Near-Term Conditions: Roadway Level of Service (LOS)

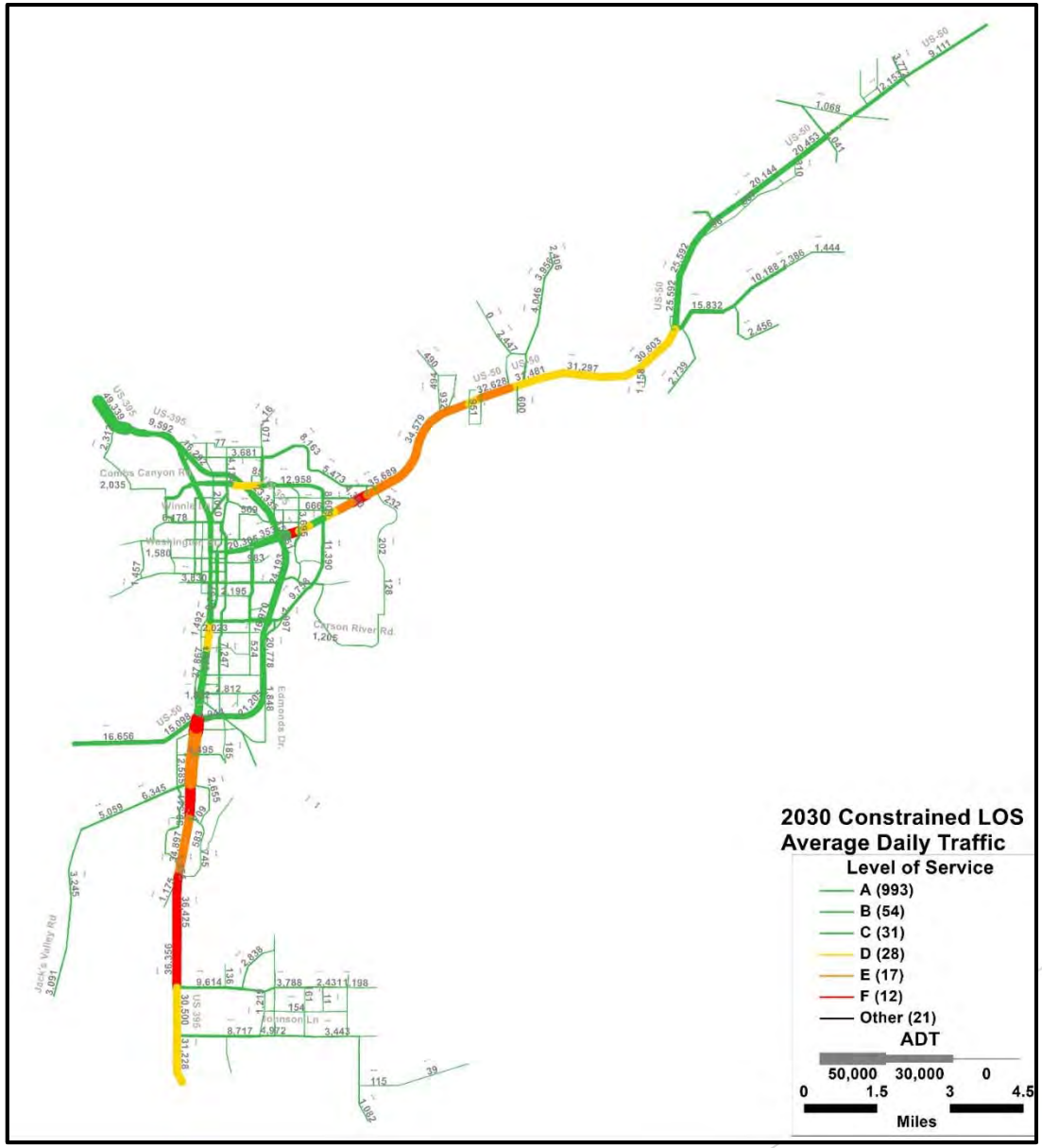


Figure 4.10: 2050 Long-Range Conditions: Roadway Level of Service (LOS)

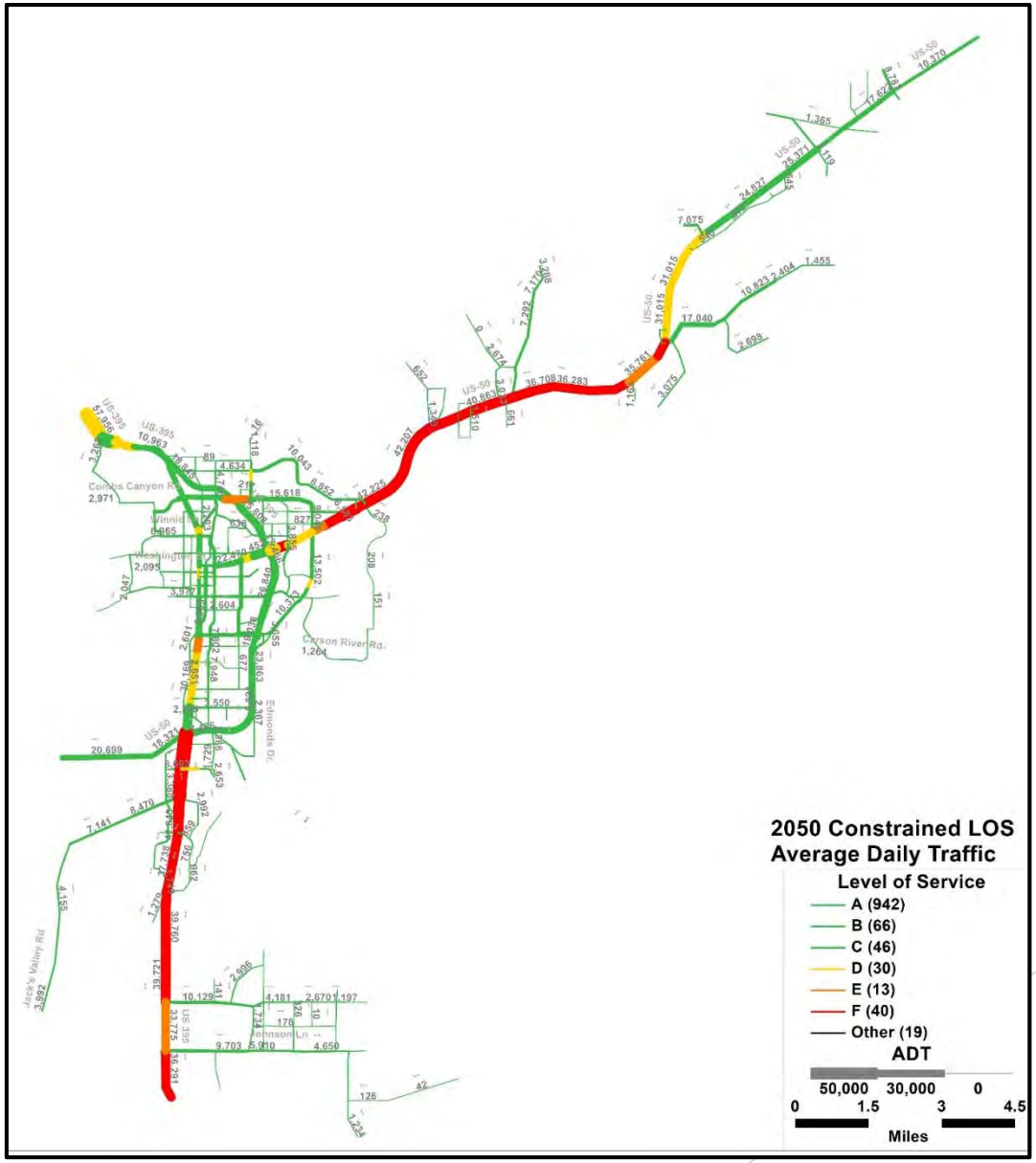


Table 4.2: Carson City Pavement Condition Index – Annual Report Card

Facility Type		Estimated PCI						Percent Change 2019 to 2020	Percent Change 2015 to 2020
		2015	2016	2017	2018	2019	2020		
City-wide	Regional Roads	68	68	67	68	67	67	1%	-1%
	Local Roads	63	62	61	59	57	53	-6%	-15%
	All Roads	65	64	63	62	60	58	-3%	-10%
Performance District 1	Regional Roads	68	67	67	66	66	62	-6%	-10%
	Local Roads	62	62	62	60	56	52	-6%	-16%
	All Roads	64	64	64	62	59	55	-6%	-14%
Performance District 2	Regional Roads	74	74	73	72	70	71	1%	-4%
	Local Roads	70	67	64	60	58	54	-6%	-23%
	All Roads	71	70	67	65	62	60	-3%	-16%
Performance District 3	Regional Roads	75	74	72	74	74	71	-4%	-6%
	Local Roads	53	53	57	57	57	54	-5%	2%
	All Roads	60	60	62	62	62	59	-5%	-1%
Performance District 4	Regional Roads	58	59	61	64	62	75	20%	30%
	Local Roads	60	59	58	56	52	49	-6%	-19%
	All Roads	59	59	59	59	56	58	4%	-2%
Performance District 5	Regional Roads	68	67	64	63	62	58	-6%	-14%
	Local Roads	70	68	66	64	61	57	-6%	-18%
	All Roads	69	68	65	64	61	57	-6%	-17%

Table 4.3: Pavement Condition Index – Carson City & Douglas County

	Pavement Condition Index by Jurisdiction*			
	Carson City		Douglas County	
	2016 (2040 RTP)	2020 (2050 RTP)	2016 (2040 RTP)	2020 (2050 RTP)
Average Pavement Condition Index (PCI) rating for collector and arterial roadways within the CAMPO boundary by jurisdiction**	68	67	76	72
Percentage of all roadways with a PCI rating of 55 or below in the CAMPO boundary by jurisdiction	24%	44%	30%	45%

***CAMPO currently does not have any pavement condition data for Lyon County**
****Pavement Condition Index (PCI) is a scale of 0 to 100, 100 being the best**

Carson Area
Metropolitan Planning Organization
CAMPO

STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: December 9, 2020

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: For Possible Action – Discussion and possible action regarding a Public Transportation Agency Safety Plan (PTASP) and Federal Fiscal Year (FFY) 2021 Performance Targets for Jump Around Carson (JAC) transit.

Staff Summary: All operators of public transportation systems that are recipients of Section 5307 Federal Transit Administration grant funds are required to comply with the PTASP Final Rule (49 CFR Part 673) in order to remain eligible to receive Federal transit funds. CAMPO, as a direct recipient of these funds for JAC transit, is required to certify that an Agency Safety Plan is in place, as well as to provide the State Department of Transportation and its Metropolitan Planning organization with safety performance targets to be integrated into the long-range planning process, by December 31, 2020.

Agenda Action: Formal Action/Motion **Time Requested:** 20 minutes

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Proposed Motion

I move to approve the Public Transit Agency Safety Plan and Federal Fiscal Year 2021 safety performance targets as presented.

Background/Issues & Analysis

The Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule on July 19, 2018, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS) by July 20, 2020. In light of extraordinary operational challenges presented by the COVID-19 public health emergency, FTA issued a Notice of Enforcement Discretion on April 22, 2020 effectively extending the PTASP compliance deadline from July 20 to December 31, 2020. Developed Agency Safety Plans must include safety performance targets, which must subsequently be incorporated by the Metropolitan Planning Organization into its long-range planning processes and documents.

The PTASP final rule intends to improve public transportation safety by guiding transit agencies to more effectively and proactively manage safety risks in their systems. Since no two public transportation systems are alike, the rule sets scalable and flexible minimum standards for safety plans, including requirements for the identification, assessment, and mitigation of risks and strategies to minimize exposure to hazards, a safety training program, safety performance targets, and a process and timeline for conducting an annual review and update of the safety plan.

The Final Rule requires State Departments of Transportation to draft and certify Agency Safety Plans on behalf of small public transportation providers, however the small transit provider is provided the flexibility to opt out of the State plan and choose to draft its own plan. After working closely with Nevada Department of Transportation (NDOT) staff throughout 2020, staff determined that opting out of the state plan would facilitate improved future flexibility, and submitted an official Opt-Out letter to NDOT on November 13, 2020.

CAMPO's Public Transit Agency Safety Plan for Jump Around Carson Transit relies heavily on established processes and procedures that have been implemented by our contract operator, First Transit, with agencies across the country. The plan integrates First Transit's Safety Management System with Carson City's operational and organizational structure to continue JAC's longstanding history of exceptional safety performance.

The proposed Performance Targets for FFY 2021 are provided in Table 1, below. In FFY 2019, JAC experienced no reportable safety incidents. Consequently, staff propose a target of zero for each of the performance measures established within the Agency Safety Plan.

Table 1. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Jump Around Carson worked to set Safety Performance Targets that reflect the importance of safety at Jump Around Carson. Using the incidence of fatalities, injuries and safety events per Vehicle Revenue Mile will allow Jump Around Carson to assess the level of safety of the transit system as a whole. For FFY 2021, Jump Around Carson has chosen strong safety targets that show a commitment to zero fatalities and zero injuries. As this is the first year that Safety Targets are being established, targets were based on actual recent safety data reported to the National Transit Database.

- *Fatalities*, and *Fatalities per Vehicle Revenue Mile:* Total number of reportable fatalities and Rate of Fatalities per total vehicle revenue miles (VRM), by mode.
  - JAC's performance target will be zero fatalities.
- *Injuries*, and *Injuries per Vehicle Revenue Mile:* Total number of reportable injuries and Rate of Injuries per total vehicle revenue miles (VRM), by mode.
  - JAC's performance target will be zero injuries for the year, and zero injuries per VRM for fixed route and zero injuries per VRM for paratransit.
- *Safety Events*, and *Safety Events per Vehicle Revenue Mile:* Total number of reportable events (Event, as defined in 49 CFR § 673.5) and rate of reportable events per total vehicle revenue miles (VRM), by mode.
  - JAC's performance target will be zero safety events in total for the year for fixed route and zero safety event for paratransit for the year. The goals per Vehicle Revenue Mile will be zero safety events per VRM for fixed route and zero safety events per VRM for paratransit.
- *System Reliability:* Mean (or average) distance in miles between major mechanical failures, by mode.

	Fatalities	Injuries	Safety Events	System Reliability	Fatalities / VRM	Injuries / VRM	Safety Events / VRM
Fixed Route	0	0	0	3,500	0	0	0
Paratransit	0	0	0	4,500	0	0	0

Applicable Statute, Code, Policy, Rule or Regulation

23 CFR Part 450
23 CFR Part 771
49 CFR Part 613
49 CFR Part 673

Financial Information

Is there a fiscal impact? ☐ Yes ☒ No

If yes, Fund Name, Account Name / Account Number:

Is it currently budgeted? ☐ Yes ☐ No

Explanation of Fiscal Impact: There is no fiscal impact associated with approving the plan, establishing targets, or exceeding/not meeting/meeting established performance targets. Should CAMPO not certify its Transit Agency Safety Plan by December 31, 2020, it would not remain eligible for certain FTA urbanized area grant funding until the time that CAMPO certifies a plan. If the December 31st deadline is missed, the deficiency would be expected to be identified as an Audit Finding during CAMPO's next FTA Triennial Audit. Although a single audit finding is unlikely to have fiscal implications, the accumulation of audit findings over time can result in negative fiscal and administrative consequences.

Supporting Material

-Exhibit-1: CAMPO's Public Transit Agency Safety Plan for Jump Around Carson Transit
-Exhibit-2: Opt-Out Memorandum, November 13, 2020

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
_____
_____
_____
_____
_____

_____
(Vote Recorded By)

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Jump Around Carson (JAC) Transit System

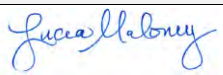
Federal Fiscal Year 2021

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

1. Transit Agency Information

Transit Agency Name	Jump Around Carson (JAC)			
Transit Agency Address	3505 Butti Way, Carson City, NV 89701			
Name and Title of Accountable Executive	Lucia Maloney, Transportation Manager			
Name of Chief Safety Officer	Alex Cruz, Transit Coordinator			
Mode(s) of Service Covered by This Plan	Fixed Route; Complementary Paratransit		**List All FTA Funding Types (e.g., 5307, 5310, 5311)**	5307, 5310, 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route; Complementary Paratransit			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☐	No ☒	**Description of Arrangement(s)**	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A			

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Jump Around Carson	
Signature by the Accountable Executive	**Signature of Accountable Executive**	**Date of Signature**
		11/1/2020
Approval by the Board of Directors or an Equivalent Authority	**Name of Individual/Entity That Approved This Plan**	**Date of Approval**
	Brad Bonkowski	
	Relevant Documentation (title and location)	
	Chair, Carson City Regional Transportation Commission	
Certification of Compliance	**Name of Individual/Entity That Certified This Plan**	**Date of Certification**
	Lucia Maloney, Accountable Executive	
	Relevant Documentation (title and location)	
	Transportation Manager, Carson Area Metropolitan Planning Organization	

Version Number and Updates

Record the complete history of successive versions of this plan.

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Original	All pages are original	First Official version of Safety Plan	December 9, 2020

Annual Review and Update of the Public Transportation Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

The Accountable Executive and Chief Safety Officer will review the plan each year during the fourth quarter of the federal fiscal year and make changes and updates as necessary, including annually establishing safety performance measures. Further updates will be made at any point when information, processes, or activities required under 49 CFR 673 undergo significant changes.

3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Jump Around Carson worked to set Safety Performance Targets that reflect the importance of safety at Jump Around Carson. Using the incidence of fatalities, injuries and safety events per Vehicle Revenue Mile will allow Jump Around Carson to assess the level of safety of the transit system as a whole. For FFY 2021, Jump Around Carson has chosen strong safety targets that show a commitment to zero fatalities and zero injuries. As this is the first year that Safety Targets are being established, targets were based on actual recent incident of safety events.

- *Fatalities*, and *Fatalities per Vehicle Revenue Mile:* Total number of reportable fatalities and Rate of Fatalities per total vehicle revenue miles (VRM), by mode.
    - JAC's performance target will be zero fatalities.
- *Injuries*, and *Injuries per Vehicle Revenue Mile:* Total number of reportable injuries and Rate of Injuries per total vehicle revenue miles (VRM), by mode.
    - JAC's performance target will be zero injuries for the year, and .00002 injuries per VRM (1 injury per 50,000 VRM) for fixed route and .00001 injuries per VRM (1 injury per 100,000 VRM) for paratransit.
- *Safety Events*, and *Safety Events per Vehicle Revenue Mile:* Total number of reportable events (Event, as defined in 49 CFR § 673.5) and rate of reportable events per total vehicle revenue miles (VRM), by mode.
    - JAC's performance target will be three (3) safety events in total for the year for fixed route and one (1) safety event for paratransit for the year. The goals per Vehicle Revenue Mile will be .00001 safety events per VRM (1 Safety Event per 100,000 VRM) for fixed route and .00001 safety events per VRM (1 Safety Event per 100,000 VRM) for paratransit.
- *System Reliability:* Mean (or average) distance in miles between major mechanical failures, by mode.

	Fatalities	Injuries	Safety Events	System Reliability	Fatalities / VRM	Injuries / VRM	Safety Events / VRM
Fixed Route	0	0	3	3,500	0	0.00002	0.00001
Paratransit	0	0	1	4,500	0	0.00001	0.00001

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.

JAC, as the transit provider operating under an agreement between the Consolidated Municipality of Carson City, the Carson City Regional Transportation Commission, and the Carson Area Metropolitan Planning Organization (CAMPO), coordinates the selection of its safety performance targets with the Nevada Department of Transportation (NDOT) on an ongoing basis through participation in the Planning Executive Group. NDOT works closely with the MPO and transit provider to develop the safety performance targets.

Targets Transmitted to the State	**State Entity Name**	**Date Targets Transmitted**
	Nevada Department of Transportation	12/9/2020
Targets Transmitted to the Metropolitan Planning Organization(s)	**Metropolitan Planning Organization Name**	**Date Targets Transmitted**
	Carson Area Metropolitan Planning Organization	12/9/2020

4. Safety Management Policy

Safety Management Policy Statement

Include the written statement of safety management policy, incorporating safety objectives.

JAC, CAMPO, and Carson City are committed to the safe operation and administration of a public transit system that offers reliable, accessible, and convenient service. Implementation of this agency safety plan is done for federal compliance purposes. Implementation is also to be used as an administrative management process that combines the actions of agency communication, safety, and performance measurement with the desired outcome of a safe and reliable transit system. It is believed that implementing this Agency Safety Plan (ASP) will allow us to meet our overarching objective of providing safe, efficient, reliable, and accessible public transit to the Carson City area and its residents. JAC is committed to achieving this objective through the following methods:

- Communication of purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees.
- Provide appropriate management involvement and the necessary resources to establish an effective employee safety reporting program (ESRP) that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Provide 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 the ESRP, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Identify hazardous and unsafe work conditions and analyze data from the ESRP. After thoroughly analyzing relevant data, managers and key staff will develop processes and procedures to mitigate any identified safety risk to an acceptable level.
- Establish safety performance targets that are realistic, measurable, and data driven. Continually improve safety performance through management processes that ensure appropriate safety management action is taken and is effective.

Lucia Maloney, Transportation Manager and Accountable Executive

Safety Management Policy Communication

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

The Chief Safety Officer and Account Executive will work with JAC's contract operator to communicate the Safety Management Policy as referenced on page 7 of Appendix 1, "Communication of Local Safety Concerns". The Chief Safety Officer and Account Executive will work with the Location Safety Manager and General Manager to ensure the Location Safety Manager compiles all safety reports referenced on page 7 of Appendix 1 and will be debriefed on any issues brought forth during the Safety Solutions Team meetings. All safety reports will be transmitted to the Chief Safety Officer, as described in Section 8 of this ASP, to be retained for a minimum of three (3) years.

Authorities, Accountabilities, and Responsibilities

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

Accountable Executive	Carson City/CAMPO's Transportation Manager serves as the Accountable Executive for JAC and has the following authorities, accountabilities, and responsibilities under this plan: • Designates an adequately trained Chief Safety Officer who is a direct report. • Ensures that JAC's SMS is effectively implemented by Jump Around Carson staff and the contract operator. • Maintains responsibility for carrying out JAC's Transit Asset Management Plan.
Chief Safety Officer	The Accountable Executive designates the Transit Coordinator as the Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan: • Ensures and oversees contract operator's day-to-day implementation and operation of JAC's SMS. • Advises the Accountable Executive on SMS progress and status. • Identifies substandard performance in JAC's SMS and develops action plans for approval by the Accountable Executive. • Ensures JAC policies are consistent with JAC's safety objectives.
Agency Leadership and Executive Management	Agency leadership and executive management have authorities and responsibilities for day-to-day SMS implementation and operation of JAC's SMS under this plan. Carson City contract operator leadership and executive management include the following positions: • Contract operator location General Manager • Contract operator location Operations Manager/Safety Manager Leadership and management personnel have the following authorities, accountabilities, and responsibilities: • Participate as members of JAC's Safety Solutions Team (SST) as defined on page 22 of Appendix 1 • Complete training on SMS and JAC's ASP elements. • Oversee day-to-day operations of the SMS. • Modify policies in their departments consistent with implementation of the SMS, as necessary.
Key Staff	Additional Key staff include Contract Operator representatives, as listed in Appendix 1, page 10: Vice President of Safety – First Transit Senior Director of Safety Region Safety Director – West Region Region Safety Manager – West Region Please refer to page 11 of Appendix 1 for the Safety Responsibility and Task Matrix for local contract operator staff.

Employee Safety Reporting Program

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

Jump Around Carson has implemented the ESRP found on page 14 of Appendix 1. Possible behaviors that may result in disciplinary action can be found on page 18 of Appendix 1.

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.*

The Safety Risk Management process is outlined in Appendix 1, beginning on page 22, and includes:

- Safety Hazard Identification: Beginning on page 23 of Appendix 1
- Safety Risk Assessment: Beginning on page 25 of Appendix 1
- Safety Risk Mitigation: Beginning on page 27 of Appendix 1

The Location General Manager will communicate to the Chief Safety Officer as items move through the Safety Hazard Identification process into the Safety Risk Assessment and the Safety Risk Mitigation process. This will keep the Chief Safety Officer aware of any potential safety issues as they are happening.

6. Safety Assurance

Safety Performance Monitoring and Measurement
Describe activities to monitor the system for compliance with procedures for operations and maintenance.
The Chief Safety Officer will work with the Location General Manager and Location Safety Manager to ensure compliance as indicated on page 28 of Appendix 1, and will routinely audit the SMS to ensure compliance, including at minimum, annually.
Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.
The Chief Safety Officer and Location Safety Manager will review the performance of individual safety risk mitigations during Safety Solutions Team meetings and driver meetings. The Chief Safety Officer and Location Safety Manager will jointly determine if a specific safety risk mitigation has not been implemented or is not performing as intended. If the mitigation has not been implemented or is not performing as intended, the Safety Solutions Team will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action, will document the approval, and will oversee its execution. The Chief Safety Officer and Safety Solutions Team monitor JAC's operations to identify mitigations that may be ineffective, inappropriate, or not implemented as intended. The Chief Safety Officer works with the Safety Solutions Team and communicates with the Accountable Executive to carry out and document all monitoring activities.
Describe activities to conduct investigations of safety events to identify causal factors.
The Chief Safety Officer, along with the contract operator, will conduct investigations according to the processes described on page 29 of Appendix 1. The results of any investigations will be documented by the Chief Safety Officer and retained for a minimum of three (3) years.
Describe activities to monitor information reported through internal safety reporting programs.
The Chief Safety Officer, along with the contract operator, will monitor information reported according to the processes described on page 30 of Appendix 1. Monitoring information will be used to inform the annual review and update of this ASP and annual performance measure target setting.

7. Safety Promotion

Competencies and Training *Describe the safety training program for all agency employees and contractors directly responsible for safety.*
The Chief Safety Officer, upon hire, will be trained on all relevant policies and procedures by the Accountable Executive and will undergo refresher training annually along with an annual review of the ASP. Training for agency employees will be conducted according to the training program beginning on page 36 of Appendix 1. The Chief Safety Officer will work with the Location Safety Manager to ensure all training is being done in a timely fashion for all affected employees. JAC staff (Carson City Public Works Department, Transportation Division) will be required to review this ASP, including information on hazards and safety risks relevant to employees' roles and responsibilities annually.
Safety Communication *Describe processes and activities to communicate safety and safety performance information throughout the organization.*
JAC will utilize the processes and activities outlined on page 43 of Appendix 1 to communicate safety and safety performance information throughout Jump Around Carson. The Chief Safety Officer will work closely with the Safety Solutions Team to ensure reciprocal communication between Carson City and the contract operator.

8. Additional Information

Supporting Documentation

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

Supporting documentation can be found at page 45 of Appendix 1. ASP documentation will be maintained for a minimum of three years. JAC will provide these documents to the FTA and other federal/state entities upon request. The Chief Safety Officer will maintain on file Safety Solutions Team minutes, information collected as part of the hazard identification process, completed Daily Safety & Health Walkthrough and Checklist forms and additional information collected or created for a period of three years from the date of generation. SMS documentation and records will also be readily available to those with accountabilities for SMS performance or responsibilities for SMS implementation and operation. Below is a categorized list of information and documentation that may be kept as part of the ASP file:

- Existing safety performance measures (under NTD)
- Casualties
    - Fatalities (customers, employees, and the public)
    - Injuries (customers, employees, and the public)
- Property damage
- Reportable events (Accidents) found in Safety Toolbox (pg. 28 of Appendix 1)
    - Collisions (vehicle-to-vehicle, vehicle-to-person, vehicle-to-object)
    - Collisions at grade-crossings
    - Fires
    - Evacuations for life safety reasons

- Results from reportable event (accident) investigations found in Safety Toolbox (pg. 28 of Appendix 1)
    - Probable cause
    - Contributing factors
    - Corrective actions

- Safety risk management and monitoring information
    - Safety Responsibility and Task Matrix (pg. 11 of Appendix 1)
    - Daily Safety & Health Walkthrough & Checklist (pg. 24 of Appendix 1)
    - Hazard Recognition Manual (pg. 24 of Appendix 1)
    - Facility Parking Risk Management Assessment (pg. 25 of Appendix 1)
    - On-Board Video Technology (pg. 25 of Appendix 1)
    - Risk Assessment Matrix (pg. 25 of Appendix 1)

Relation to the Transit Asset Management (TAM) Plan:

While there are no formal requirements linking TAM and SMS, there are many opportunities to share information and analysis between the two processes, thus improving actions and decision-making agency wide. The following are key linkages between the two plans:

- The Accountable Executive reviews and approves both the TAM and ASP plans.
- Condition assessments, which are required under the TAM rule, can identify potential safety issues. The result of a condition assessment required under the TAM rule may compel JAC to perform risk assessment and quality assurance in accordance with SMS, for facilities, equipment, rolling stock, and infrastructure in poor condition.
- TAM data and analysis can be used for performance monitoring and measurement in safety assurance.
- The outcome of a safety risk assessment in SRM, or safety performance monitoring and measurement in safety assurance, could inform resources for TAM, and the prioritization of an asset for repair or replacement.
- The outcome of a safety risk assessment in SRM, or safety performance monitoring and measurement in safety assurance, could inform resources for TAM.

9. Definitions of Special Terms Used in the Safety Plan

JAC incorporates all of FTA's definitions listed in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Term	Definition
Accident	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.
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326
Equivalent Authority	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	Any Accident, Incident, or Occurrence
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment
Incident	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	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53
Occurrence	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)	A provider of public transportation as defined under 49 U.S.C. 5302
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets
Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA

Term	Definition
Public Transportation Agency Safety Plan (or Agency Safety Plan)	The documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673
Risk	The composite of predicted severity and likelihood of the potential effect of a hazard
Risk Mitigation	A method or methods to eliminate or reduce the effects of hazards
Safety Assurance	The processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety
Safety Management System	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards
Safety Performance Target	A performance target related to safety management activities
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system
Safety Risk Assessment	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	A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk
Serious Injury	Any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface
Transit Agency	An operator of a public transportation system
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625

10. List of Acronyms in the Safety Plan

Acronym	Definition
ASP	Agency Safety Plan
CAMPO	Carson Area Metropolitan Planning Organization
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FFY	Federal Fiscal Year
FTA	Federal Transit Administration
JAC	Jump Around Carson
MPO	Metropolitan Planning Organization
NDOT	Nevada Department of Transportation
NTD	National Transit Database
SMS	Safety Management System
SST	Safety Solutions Team
TAM	Transit Asset Management
VRM	Vehicle Revenue Mile

Appendix 1

First Transit Agency Safety Plan

First Transit Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	First Transit		
Transit Agency Address	600 Vine Street, Ste. 1400 Cincinnati, Ohio, U.S. 45202		
Name and Title of Accountable Executive	David Perez, Vice President of Safety – First Transit		
Name of Chief Safety Officer or SMS Executive	Paul Meredith, Senior Director of Safety		
Mode(s) of Service Covered by This Plan	Transit Bus	**List All FTA Funding Types (e.g., 5307, 5310, 5311)**	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	First Transit is a business unit of First Group America, the U.S. based North American Operating Unit of FirstGroup plc (First Group), a United Kingdom-based passenger transportation company. First Group is the U.K.'s largest bus operator, with a fleet of more than 9,000 vehicles, and also one of the U.K.'s leading train operators. First Transit services the U.S. transportation industry through two unique service approaches: Transit Contracting, and Transit Management. With these two service approaches, First Transit has participated on assignments of all types, sizes and scopes throughout the world. **Transit Contracting** provides the design, implementation and operation of flexible, cost-effective transportation systems throughout the United States. Transit Contracting provides a turnkey or tailored service approach that supplies all or most components of operations including equipment, facilities, staffing, management and so forth. Such operational experience encompasses dial-a-ride, shared-ride taxi, services for the elderly and persons with disablies, airport shuttle, commuter express, and fixed route service. **Transit Management Services** provides resident teams to manage public transit systems in various locations throughout the United States. Our approach to excellence combined with our teams' experience has yielded unmatched operating results and awards in the industry. First Transit offers a unique six-part approach to our **Safety Management System (SMS)** • Location Management Team (General Manager, Safety Manager) • Region Staff (Region Safety Manager, Region Safety Director, Region Maintenance Director & Region Vice President)		

<table>
<tr><td></td><td colspan="4">

- Senior Director of Safety
- Vice President of Safety
- Vice President of Maintenance
- President

A **Resident Management Team** is assigned to each location consisting of, in part, a Location General Manager (LGM) and a Location Safety Manager (LSM).

- The LGM participates fully with the client to ensure the operation is running effectively and acts as mediator when safety related problems arise. The LGM is also responsible for ensuring implementation of the National Safety Program.
- The LSM routinely is in contact with the operation and is responsible for ensuring their locations have the current safety programs in place; auditing local safety efforts; reviewing all accident and injury claims; reviewing performance statistics; and coordinating corporate assets to address specific deficiencies found on the local level.

Our **Region Staff** consists of a Region Safety Manager, Region Safety Director, Region Maintenance Director, Region Director of Operations, Region Vice Presidents.

- The Region Maintenance Director, The Region Direcotor of Operations and Region Vice Presidents are responsible for the oversight of all First Transit locations within the region. They provide direction and assistance to location managers, including P&L, budgets, and personnel.
- The Region Safety Manager and Region Safety Director ensures management services are provided according to local governing board policies, as well as maintaining quality and client satisfaction, and their locations have the current safety programs in place.

The **Vice President of Safety** provides oversight for each individual region of First Transit. This person works with each Region Safety Manager and Region Director of Safety to ensure First Transit is in compliance with all FTA and DOT regulations.

The **Vice President of Maintenance** provides technical assistance, training, and “best practices” information to all of First Transit’s managed systems.

The **President of First Transit** works closely with the Vice President of Safety - First Transit and Vice President of Maintenance. All safety processes are reviewed and approved before any decision regarding safety is approved.

</td></tr>
<tr><td>Does the agency provide transit services on behalf of another transit agency or entity?</td><td>Yes
X</td><td>No</td><td>Description of Arrangement(s)</td><td>FGA operates 335 contracts throughout North America to provide fixed-route and paratransit public bus service for state transportation departments and administrations; transit agencies; and universities.</td></tr>
</table>

Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan *(Location Code)*	First Transit: ***Loc #52753-Carson City***	
Signature by the Accountable Executive *(Location General Manager)*	**Signature of Accountable Executive**	**Date of Signature**
		9/17/2020
Approval by the Board of Directors or an Equivalent Authority *(Local Contract Authority)*	**Name of Individual/Entity That Approved This Plan**	**Date of Approval**
	Relevant Documentation (title and location)	
Certification of Compliance	**Name of Individual/Entity That Certified This Plan**	**Date of Certification**
	(Client Approver)	
	Relevant Documentation (title and location)	
	(First Transit Safety Plan and other Client Documentation)	

Version Number and Updates *Record the complete history of successive versions of this plan.*			
Version Number	**Section/Pages Affected**	**Reason for Change**	**Date Issued**
Original	All pages are original version	First Official version of Safety Plan	May 2019

Annual Review and Update of the Public Transportation Agency Safety Plan *Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.*
At First Transit, review of safety practices is an ongoing process, not one limited to scheduled reviews. As policies/procedures and training techniques change throughout the year they are updated and communicated throughout the organization. All changes are reviewed and approved by the Senior Director of Safety and the Vice President of Safety – First Transit. Prior to the beginning of each fiscal year, First Transit's Safety Plan is reviewed by Executive management and revised based on the safety data collected and analyzed, and changes to policies and procedures made throughout the year. The revised plan is then disseminated to all First Transit locations for implementation.

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 Targets are established in the main Agency Safety Plan, above.*

4. Safety Management Policy

Safety Management Policy Statement

Include the written statement of safety management policy, incorporating safety objectives.

At First Transit, safety is more than a policy statement. Management believes that working safely promotes quality, productivity, and profitability. Prevention of collisions and personal injuries is of critical importance to everyone. Management is committed to providing a safe workplace, the proper training, protective equipment, and a work environment conducive to safe practices and policies.

All employees are required to perform their duties safely and with concern for the safety of our passengers, other employees and the public. **First Transit will not perform any service, nor transport or use a product, unless it can be done safely.**

First Transit employs a company-wide safety concept, **"BeSafe"**. The main purpose of BeSafe is to reduce collisions and injuries by increasing the communications between employees and managers about safety related issues. As part of this process, employees of all levels are encouraged to initiate reports of any near miss, route and security hazards, or any unsafe condition. When a report about a safety or security concern is filed, it is investigated, which includes follow-up with the reporting employee regarding the resolution of the report.

First Transit will not retaliate against nor impose any other form of retribution on any employee because of his or her good faith reporting of a safety issue/concern, another person's suspected violation of Company policies or guidelines, or any alleged violations of federal, state or local laws.

To ensure that each employee understands and performs their job functions in the BeSafe manner, the **BeSafe Handbook**, is issued to each employee and sized to fit in the safety lanyard or vest, which each employee must wear while on duty.

The **BeSafe Principles** provide the basic truths and fundamentals about working safely in our workplace and on our vehicles. All First Transit employees are expected to adopt these principles and put them into practice. Together a safe work environment is created, free from injury to each other and our passengers.

The motto for the BeSafe Principles is: **"Think Safe, Act Safe, BeSafe."** This motto is each employee's instruction to work safely at all times.

If an employee feels they cannot perform a task safely, they don't perform the task. The employee has been trained and encouraged to stop work and immediately advise management of issues preventing them from working safely and what would be required to perform the task safely.

The BeSafe Principles include:

- **Prevent injury to myself and others.**
  - Be aware of any hazardous condition or practice that may cause injury to people, damage to property, or the environment.
  - Use the BeSafe Handbook to record and report.
- **Perform all necessary safety checks and risk assessments of the work area and job to be performed before any work begins.**
  - Speak to management **before** work is started if unsure of the required safety and risk assessments.
- **Follow all safety procedures, signs and instructions.**
  - If these are not understood, speak to management before work begins.
- **Keep work area clean and tidy at all times.**
  - Untidy areas could cause injury to the employee or their colleagues and waste time and energy.
- **Wear protective clothing and equipment (PPE) as required.**
  - Keep PPE in good working order, wear it correctly and ask for a replacement if it becomes damaged or unfit for use.
- **Use only the correct tools and equipment authorized and trained to use for the job.**
  - Check that they are in good condition before use and use them safely.
- **Only adjust and repair any piece of work equipment trained on and authorized to do so.**
  - Never modify any equipment that changes the designed use of the equipment or alters a safety feature.
- **Assess any load and capability to move it before lifting.**
  - Get help with any heavy or awkward items and follow the correct lifting techniques.
- **Report all injuries, incidents and near misses to management.**
  - Seek help immediately and first aid (if necessary).
- **Tell management of any suggestions to prevent injuries in the workplace**
  - Note suggestions made and discuss with management.

The official policy that reflects First Transit's commitment to safety is included as **Attachment A.**

Safety Management Policy Communication

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

Communication of Local Safety Concerns

The Location Safety Manager is at the center of the local safety communication process and is responsible for compiling safety reports to include the following:

- Accident and injury data for previous month
- Security incident data
- Safety and security audit data and recommendations
- Safety Solutions Team (SST) meeting minutes
- BeSafe near miss and hazard reporting

This person reports directly to the Location General Manager (LGM) and routinely meets formally with the LGM, one-on-one, to provide updates on safety issues, safety priorities, and hazard management. The Location Safety Manager (LSM) also meets informally with the LGM to provide updates on safety issues on an as-needed basis.

The Location Safety Manager also participates in the Safety Solutions Team (SST) meetings to discuss safety priorities, safety issues, and hazard management, and to communicate safety-related information across all departments.

- The LSM and the LGM have the authority to correct or suspend work for conditions determined to be unsafe, or pose a hazard to customers, employees, contractor employees, the general public, or endangers the safe passage of vehicles, until the unsafe condition or hazard can be mitigated or corrected.

The Region Safety Managers also conduct regular internal reviews of local operations. They are to ensure that each location is audited at least every two to three years, with high risk locations audited annually for compliance using the risk-based **Location Safety Review.**

Location Safety Review	
Category	**Description**
Scope of Safety Reviews	First Transit locations are selected based upon risk-based criterion. Individual locations receive a review every 2-3 years
Risk-Based Selection Criterion	Locations selected based on declining 3-year reviews; sites with new location managers; high collision/injury Accident Frequency Rate (AFR); prior year failing score

Review Format	More narrow and focused audit template which includes a balance of compliance assurance as well as location-specific risks and safety performance.
Findings and Follow-Up	Action plans are developed in conjunction with location staff and use a red/yellow/blue/green method to prioritize. All action items are entered, and incomplete action items are tracked within the **Safety Toolbox**. 
Escalation Process	Items requiring escalation to Senior Director of Safety/Vice President of Safety – First Transit remain intact. Through the use of Safety Toolbox, unresolved actions are designed to escalate to the Location General Manager/Region Safety Manager.
Visibility	Review results and action items are routinely shared with the Location General Manager/Region Safety Manager/Executive Management. This is augmented by the escalation process for unresolved action items as noted above.

Corporate Communication of Safety Concerns

Executive Safety Meetings are routinely held where each department discusses their concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints by departments are addressed immediately.

Minutes from the Executive Safety meeting are distributed to and posted at each location. Action items are addressed at the following meeting.

Executive safety meetings are conducted in the following formats.
<u>First Group Executive Safety Committee (ESC)</u>

- Consists of President, COO, and Safety Vice President of each operating group

- Discussions include safety performance, trend analysis, program oversight

First Group Safety Council
- Consists of Vice Presidents of Safety for all operating divisions
- Discussions include safety performance, trend analysis, and safety oversight

First Group America Safety Council
- Consists of Safety Senior Directors and Safety Vice Presidents
- Discussions include safety performance, trend analysis, best practices, and program oversight

Performance Review Management (PRM)
- Consists of Senior Region Vice Presidents, Region Vice Presidents, Region Directors of Operations, Region Director of Maintenance, Region Directors of Safety and Region Safety Managers
- Discussions include regions safety performance

Safety Advisory Committee
- Consists of a sampling of Location General Managers, Region Directors of Operations, Region Safety Directors and Region and Local Safety Managers
- Discussions include review of policy and procedures, training, and safety awareness

Authorities, Accountabilities, and Responsibilities *Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).*	
Accountable Executive	Carson City/CAMPO's Transportation Manager
Chief Safety Officer or SMS Executive	Carson City/CAMPO's Transit Coordinator
Agency Leadership and Executive Management	Michael Jacobs, General Manager Paul Meredith, Senior Director of Safety
Key Staff	Vice President of Safety – First Transit Senior Director of Safety Region Safety Director – West Region Region Safety Manager – West Region ***(Location Safety Managers)****

Additional Accountability

(Local Staff Responsibility)

To ensure safety responsibility and accountability throughout the organization from local operations to corporate management, First Transit uses the following **Safety Responsibility and Task Matrix**. Responsibilities are assigned at the local level.

The responsibilities and tasks are assigned to Maintenance, Operations, or Human Resources and the responsible person for each is identified for each First Transit location.

This process ensures that the pertinent safety items are covered, and that each person knows his or her areas of responsibility.

Safety Responsibility and Task Matrix					
Responsibilities and Tasks	**OPS**	**MNT**	**HR**	**OTHER**	**Responsible Personnel**
Establish annual safety objectives for submission to the GM at the beginning of each fiscal year	X				
Submit a report on the safety performance at the end of each fiscal period	X				
Submit the following: period operations and safety data; accident and incident reports; and site safety review results	X				
The LGM or their designee has the authority to direct that work or conditions have been determined to be unsafe or pose a hazard to customers, employees, contractor employees, the general public, or endangers the safe passage of buses be suspended or restricted until the unsafe condition or hazard can be mitigated or corrected	X				
Management of system safety, occupational health					

		and safety, accident and incident investigation, environmental protection and monitoring the implementation of the Safety Management System (SMS) Program Plan	X					
		Review of all safety aspects of departmental procedures including: First Transit policies/instructions; Standard Operating Procedures; HR policies; safety and health policies	X					
		SMS Review and Modification					X	
		Safety Solutions Team Meetings	X					
		Daily Safety & Health Walkthrough	X					
		Safety related reports to external agencies	X					
		Near miss and route hazard report investigations	X					
		Investigation of safety related trends	X					
		Coordination with United States and State Departments of Labor and Occupational Safety and Health Administration (OSHA)	X					
		Environmental Management Oversight					X	
		Hazard Management Process					X	
		Managing Safety Validation of Change Process	X					
		Safety Data Reporting	X					

Investigations	X				
Advise to update SOPs, Rules, and Emergency Plans	X				
Emergency Response	X				
Fire Protection				X	
Shop Safety Hazardous Tools Inspections		X			
Review Vehicle Maintenance and Failure Data		X			
Perform Vehicle Maintenance Inspections/Audits		X			
Training, Certification, Review, and Audit	X				
Personal Protective Equipment Review	X				
Hazardous Materials Management				X	
Drug and Alcohol Abuse Program	X				
Procurement	X				

Employee Safety Reporting Program

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

First Transit is committed to conducting business with honesty and integrity. Employees are encouraged to speak up and raise questions and concerns promptly about any situation that may violate our safety protocols, policies and procedures, the laws, rules, and regulations that govern our business operations.

Employees are expected to tell others when witnessing unsafe work practices or conditions. When employees are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation with management or report it in writing.

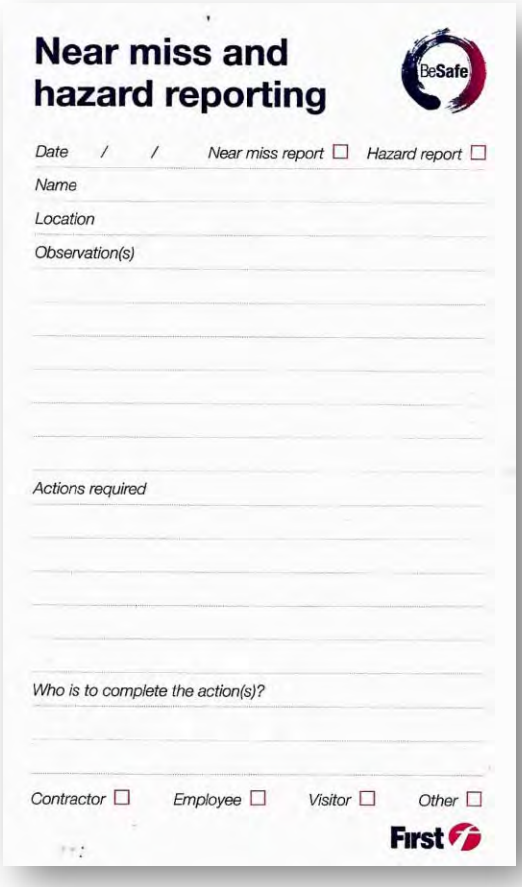
However, where the matter is more serious, or the employee feels that management has not addressed the concern, or they are not comfortable reporting to their immediate manager, they can report it to the next level manager, or the Region Safety Manager or Human Resources Manager. Employees may also directly file a written or verbal complaint by calling the confidential Ethics and Compliance Toll-free Hotline at 1.877.3CALLFG, (1.877.322.5534); contacting the Hotline intake site at ethicsfirst.ethicspoint.com; or emailing Compliance@firstgroup.com.

Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities; or who cooperates in any investigation of such report, is strictly prohibited and is not tolerated, regardless of the outcome of the complaint.

In other words, employees are protected for speaking up in good faith under this Policy. Any manager, or co-worker who retaliates against a complaining employee or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Managers are charged with assuring that they and their staff comply with the whistleblower protections and that no retaliation occurs because of a reported safety related issue.

Reporting Options


Near miss and hazard reporting

Date / / Near miss report ☐ Hazard report ☐

Name

Location

Observation(s)

Actions required

Who is to complete the action(s)?

Contractor ☐ Employee ☐ Visitor ☐ Other ☐

First

Near Miss and Hazard Reporting

In the interest of employee and passenger safety, each First Transit employee is issued a **"Near Miss and Hazard Reporting"** pad for documenting and reporting safety, route, and security concerns; and is encouraged to report any near miss incidents and hazards.

If an employee is involved in a near miss or determines something they see to be a hazard, we ask for their help in reporting the event so we all may learn the lessons from it and perhaps prevent a collision or injury from occurring in the future.

Near miss: An event you witnessed where no harm was caused, but there was the potential to cause injury or ill health; a dangerous occurrence

Hazard: Anything that may cause harm in the near future

If the safety or security hazard requires immediate attention, dispatch is notified immediately. If immediate attention is not required, the employee is encouraged to submit the information to management by the end of their workday. Our managers then initiate conversations with employees about their observations of both safe and unsafe behaviors.

The employee's contribution to the cause of the injury or collision is considered in disciplinary action, up to and including termination. If after analysis it has been determined that the incident resulted from an overt decision, disciplinary action is indicated. If not, then the appropriate counseling and/or training is indicated.

SOP #806 – Near Miss & Hazard Reporting describes the reporting process

Threatening or Suspicious Activity

First Transit encourages anyone who sees, hears, or learns of any conduct or statement that seems threatening or suspicious, and/or any weapons on company premises or in company vehicles, to immediately report such conduct or statement, either to his/her Supervisor or Manager, to the Human Resources Department, FirstGroup America Security, and/or to the confidential Ethics and Compliance Hotline at 1.877.3CALLFG, (1.877.322.5534), contact the Hotline intake site at ethicsfirst.ethicspoint.com, or email Compliance@firstgroup.com.

If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, employees should immediately call 911, local police, or other law enforcement.

Open-Door Policy

A workplace where employees are treated with respect and one that is responsive to their concerns is important to each of us. At First Transit, we recognize that employees may have suggestions for improving our workplace, as well as complaints about the workplace. We feel that the most satisfactory solution to a

job-related problem or concern is usually reached through a prompt discussion with an employee's manager. Each employee is encouraged to do so.

If the matter cannot be resolved with one's immediate manager, the employee may:

- Speak with their Location General Manager or Region Safety Manager who will attempt to facilitate a solution.
- If an employee is unable to resolve the matter through the management chain of command in their location, the employee may choose to speak directly to anyone in division management or Human Resources.

First Transit's Open-Door Policy also allows employees to voice their concerns anonymously.

- If an employee would like to submit an anonymous concern, they may contact the Ethics and Compliance Toll-free Hotline at 1.877.3CALLFG, (1.877.322.5534), contacting the Hotline intake site at ethicsfirst.ethicspoint.com, or emailing Compliance@firstgroup.com.

This Open-Door Policy applies to every employee not covered by a collective bargaining agreement. It also extends to contractors and subcontractors.

In situations involving discrimination or harassment, employees should follow the Complaint Procedure described in the Discrimination, Harassment and Retaliation Reporting Procedure section of their First Transit Employee Handbook without fear of reprisal and should not follow this Open-Door Policy complaint process.

In situations requiring immediate attention, an employee may bypass the chain of command, which begins with his or her manager, and contact any level of management or Human Resources directly, without fear of reprisal, and without the need to follow this Open-Door Policy complaint process.

- This may be done in person, by direct contact, phone call, letter, or email message or by utilizing the Ethics and Compliance Hotline. The Ethics and Compliance Hotline can be reached by calling 1.877.3CALLFG, (1.877.322.5534) or emailing Compliance@firstgroup.com.

Accidents/Incidents

First Transit finds accidents and incidents to be a very serious matter and a valuable learning opportunity to improve safety. **SOP #700 – Accident & Safety Data Acquisition and Reporting**, and the supporting **SOP's, 700a – Auto and General Liability Claim Form; 700b – Courtesy Card; 700c – Operator Incident Report**; ensure that the appropriate actions happen at the scene for the safety and security of First Transit passengers and employees; and that the appropriate data is collected to evaluate the incident, determine culpability; and develop actions to limit or eliminate the possibility of the incident occurring in the future.

Accidents

Accidents are considered to be any collision that occurs while an Operator is on duty. Operators are to report all accidents and collisions to Dispatch immediately upon occurrence. When reporting to Dispatch, the employee must state that he or she is reporting an accident and then answer any questions asked by Dispatch.

Additionally, **SOP #700c – Operator Incident Report** and **SOP #700a – Auto & General Liability Claim Form**, must be completed by the Operator involved and location management for accidents, possible claims of accidents, damage to equipment, injury and possible injury not later than one hour after completion of shift on the day of occurrence. Any vehicle defects that may have contributed to an accident shall be included in the report. To help ensure that this deadline is met, employees are paid to complete the form.

Employees who fail to report an accident may be subject to disciplinary action up to and including termination.

Employees must provide transit management with any additional accident information immediately upon request.

Incidents

Incidents with passengers involving slips and falls on or near the vehicle, fights, police action, or removal of a passenger, must be reported to Dispatch immediately; and require a **SOP #700a – Auto & General Liability Claim Form** to be completed by management before going off duty for the workday.

All other incidents and occurrences out of the norm, no matter how slight, are to be reported to Dispatch upon return to the yard.

The following are examples of incidents that must be reported:

- Broken or cracked windows from unknown causes,
- Cut seats,
- Service delays,
- Passing up passengers,
- Insufficient or excessive running time in schedule,
- Overloads, etc.

If in doubt, immediately contact Dispatch.

Operators Witnessing an Accident shall notify Dispatch immediately, even though their vehicle may not be involved.

Required Courtesy Cards

In the event of an accident or an incident, Operators must distribute **SOP #700b – Courtesy Cards** then retrieve as many as possible from passengers and persons in the immediate area of the accident or incident who may have witnessed the event.

Duty to Report Wrongdoing

First Transit is committed to investigating all good faith claims of wrongdoing so that corrective action may be taken. To that purpose, First Transit encourages any employee, contractor or vendor to report wrongdoing or illegal acts to location management so long as they are not believed to be involved in the fraud, waste or abuse being reported. Management within First Transit ensures the matter is reported to Group Security and First Transit will investigate and take appropriate steps to correct the wrongdoing or potential violation.

Alternatively, reports may be made anonymously using the FGA Ethics & Compliance line at 1.877.3CALLFG, (1.877.322.5534) or by emailing Compliance@firstgroup.com. You may also contact the Healthcare Compliance Officer directly.

Self-Reporting

Self-reporting is also encouraged. Anyone who reports his/her own violation will receive due consideration regarding disciplinary action that may be taken.

Duty to Report Law Enforcement Actions

Employees are required to report any arrests, indictments or convictions to their immediate manager or Human Resources immediately, but no later than prior to the next scheduled work shift, to the extent permitted by applicable law. If the circumstances and the offense charged, in our judgment, present a

potential risk to the safety and/or security of our customers, employees, premises and/or property, such events may result in disciplinary or other appropriate action to the extent permitted by applicable law.

Operators and safety sensitive employees are required to report all Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) related charges, vehicular collisions, and any moving violation citations received in any vehicle immediately if possible, but no later than prior to their next scheduled work shift, consistent with applicable law.

Possible Disciplinary Actions

First Transit uses a tiered approach to determine possible disciplinary actions. Infractions that lead to disciplinary action are categorized into four categories;

- Class 1 – Dischargeable Offenses, the most serious and unacceptable behavior
- Class 2 – Serious violations of the First Transit performance code
- Class 3 – Secondary violations of the First Transit performance code
- Class 4 – Lesser violations of the First Transit performance code that may result in disciplinary action depending on the circumstances or repeated violations

Examples of **Class 1 Dischargeable Offenses** include:

- Convictions and imprisonment for such offenses as DUI, DWI, child abuse, etc.
- Safety; some offenses are of such a serious nature that termination is appropriate for the first offense. Those include but are not limited to:
    - Failure to properly secure mobility devices
    - Cell phone use while operating a company vehicle
    - Striking a pedestrian
    - Colliding into the rear of another vehicle or stationary object
    - Running a red light or stop sign
    - Entering a railroad crossing when the lights are flashing
- Violation of the Drug & Alcohol Policy
- Dishonesty
- Stealing/Theft
- Unauthorized Use or Removal of Company / Client Property or Vehicle
- Violence / Fighting / Threats
- Harassment
- Insubordination
- Security
- Sleeping on the Job
- Destruction of Property
- Failure to Return to Work
- Leaving Bus or Passengers
- Failure to Follow Sleeping Passenger Rules

Examples of **Class 2 Infractions** considered to be serious violations of the First Transit performance code include:

- Abusing or misusing sick leave
- Exchanging work assignments (trade) without proper authority
- Stopping work prior to the end of any shift without management's permission
- Excessive absenteeism, tardiness, starting work late after on the clock, or a pattern of unexcused absences unless otherwise permitted by law
- Reporting for work in an unfit condition
- Failing to obtain permission to leave work during normal working hours
- Discourteous or inappropriate attitude or behavior toward passengers or other members of the public
- Failure to comply with PPE directives
- Failure to wear a High Visibility Safety Vest, Reflective Safety Vest, or Company issued High Visibility Uniform Shirt according to Company policies
- Failure to wear Safety Glasses in compliance with PPE directives
- Failure to wear Company Assigned Shoe Grips when directed to do so
- Violation of vehicle operating regulations
- Failure to observe safety, sanitation, or disciplinary policies of the client or Company, or laws and regulations of Local, State, or Federal governments
- Failure to comply with the Risk Assessment policy
- Working more than an employee's regularly scheduled hours without advance approval of the Company
- Failure to operate a Company vehicle according to assigned route or timetable
- Failure of any Operator, Safety Sensitive Employee or employee required to be licensed for driving, to renew and maintain a valid, appropriate driver's license with required endorsements and a medical certificate for driving a Company vehicle
- Failure to wait for connections or passing up passengers
- Transport of unauthorized persons
- Attempting to enter, entering or assisting any person to enter, or attempt to enter a Company location or restricted areas without proper authority

Examples of **Class 3 Infractions**, considered to be secondary violations of the First Transit performance code, include:

- Failure to report defective equipment
- Failure to report a safety hazard
- Failure to procure necessary information for an accident report or submitting an inaccurate or incomplete report

- Posting, circulating or distributing written or printed material during working times and in working areas
- Failure to adhere to the Company Reverse Parking policy for Company vehicles and personal vehicles
- Use of a Company-owned radio or cell phone for non-Company business during working time
- Failure of any Operator to have in his or her possession a valid, appropriate driver's license with required endorsements and a medical certificate while driving a Company vehicle

Examples of **Class 4 Infractions**, considered to be lesser violations of the First Transit performance code that may result in disciplinary action depending on the circumstances or repeated violations, include:

- Failure to comply with the dress code, uniform policy, cleanliness, personal hygiene, personal grooming habits, or other requirements established by the client or Company
- Reporting for duty in an improper uniform, presenting an untidy, unkept or dirty appearance of person or uniform, or improperly displaying uniform articles, Company emblem, or authorized pins and badges
- Parking a personal vehicle in a restricted area at a Company location
- Neglect of job duties and responsibilities, or lack of application or effort on the job
- Incompetence or failure to meet reasonable standards of efficiency or effectiveness
- Failure to provide First Transit with a current address or telephone number
- Failure to inform First Transit of changes in status of dependents for insurance coverage
- Littering the employee lounge area, restrooms, or any other company property
- Failure to read notices and bulletins and not making an effort to stay informed

Applying Disciplinary Actions

Although employment may be terminated at-will by either the employee or First Transit at any time in accordance with applicable law, without following any formal system of discipline or warning, First Transit may exercise discretion to utilize forms of discipline that are less severe than termination.

Whenever an employee is subject to discipline, the employee's work record, including violations occurring in the relevant time period, is reviewed before determining penalty. The chart below describes how disciplinary actions are applied.

Class of Infraction	Discharge	Suspension	Written Warning
1	1st Offense	----------	----------
2	2nd Offense*	1st Offense	----------
3	3rd Offense*	2nd Offense*	1st Offense
4	4th Offense*	3rd Offense*	1st & 2nd Offense*

*Within 12 months of first offense, 36 months for safety

Additionally, First Transit may use the following criteria to determine discipline specific to any type of traffic violation or preventable accident.

Major Offenses	Action
One violation	Discharge

Serious Violations	Action
One violation	Written warning
Two violations within any 36-month period	Discharge

Moving Violations	Action
Two violations within any 36-month period	Three-day Suspension
Three violations within any 36-month period	Discharge
Two violations within any 12-month period	Discharge

Preventable Vehicle Accidents	Action
One preventable accident	Written warning
Two preventable accidents within any 36-month period	Five-day Suspension
Three preventable accidents within any 36-month period	Discharge
Two preventable accidents within any 12-month period	Discharge

Details of First Transit's reporting requirements, infractions of company policy, and disciplinary actions that may be taken are described in more detail in the **First Transit Employee Handbook.**

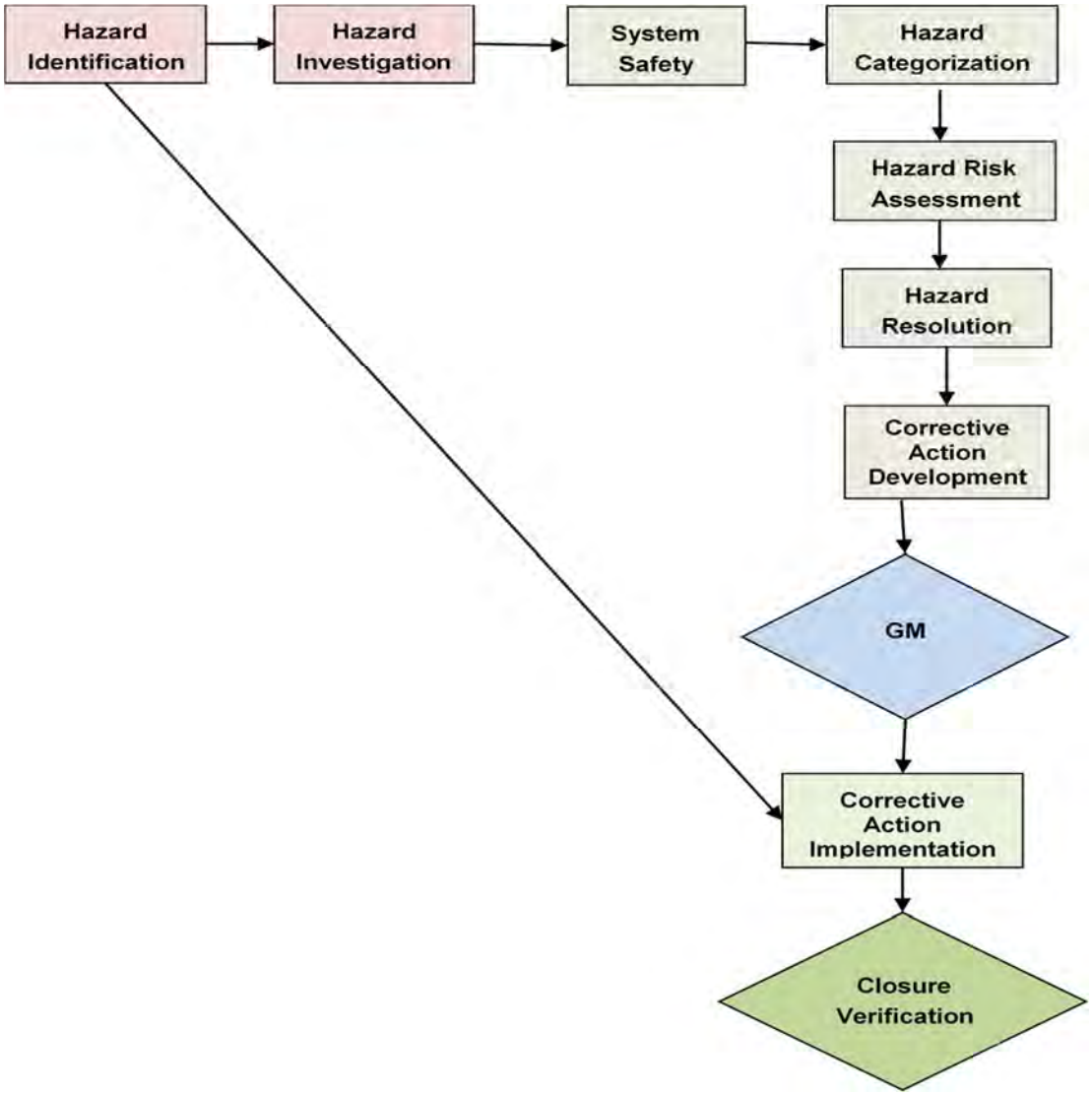
5. Safety Risk Management

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*

Safety management is at the core of everything done at First Transit. All employees are responsible for performing their jobs in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following flowchart.



As described earlier, a corporate structure exists to address all safety concerns. To ensure safety at the local levels, each location is required to form a Safety Solutions Team (SST), Accident Review Committee (ARC), and a Local Client Liaison Committee. To ensure consistency at each location, **SOP's #803; #803a; #803b Safety Solutions Team**, and **SOP #702 – Accident Review Committee** describe the procedures which are to be followed in creating and operating a Safety Solutions Team and Accident Review Committee.

These groups are responsible for reviewing safety related accidents and incidents to determine culpability; identify the causes associated with each event; and develop mitigation measures to reduce the risk of the events occurring in the future. Having these groups at each location provides a way for employees to report safety risks in a timely manner and to teams that understand the conditions associated with each specific location. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.

Several tools are used by the Region Safety Managers, Region Safety Directors and the Senior Director of Safety to monitor the local risks and risk management. Among them are Safety Data Reports which outline the monthly and Year to Date safety performance statistics. Also used is a Target & Goal Worksheet to track and analyze the data collected and to target reactive and proactive performance improvement measures.

Safety Hazard Identification

This process is a vital component in First Transit's efforts to reduce safety risks and improve overall delivery of service. Safety Hazard Identification data is used to implement immediate corrective actions and to proactively identify hazards before they cause future accidents or incidents.

The objective of hazard identification is to distinguish those conditions that can cause an accident or create an unsafe condition. First Transit routinely analyzes records from our operation to identify accident causation based on history. Current traffic conditions are periodically analyzed, and management inspection of established prevention processes are routinely performed.

There are five (5) main areas reviewed in Hazard Identification:

1. **Environment**
    a. Weather
    b. Road Surface Condition
    c. Visibility
2. **Transit Service Characteristics and Agency Policies**
    a. Incentives for Safe Driving
    b. Equipment Maintenance Policies
    c. Stop Intervals
    d. Route Design
    e. Driver Scheduling
    f. Passenger Demand Schedules
3. **Operator**
    a. Experience
    b. Physical Ability
    c. Personality
    d. Psychological Condition
    e. Physical Condition
4. **Road Layout**
    a. Width
    b. Speed Limit
    c. Geometric Design
    d. Traffic Volume
    e. Capacity
    f. Parking
    g. Adjacent Lane Use
    h. Street Lighting
    i. Pedestrian Volume
5. **Hazard Identification – Accident Prevention/Resolution**
    1st: Identify the Hazard
    2nd: Remove the Hazard
    3rd: When the Hazard cannot be removed, Train for the Hazard as a "known condition"

First Transit relies on employees to assist in the hazard identification and resolution process. Working with the location safety personnel and through a structured process, employees help:

- Identify Critical Factors in Hazard Resolution
- Develop and Recommend an Action Plan
- Implement Action Plan
- Measure Performance Against Safety Objectives
- Monitor the Process
- Modify the Process
- Secure Outside Assistance (when needed)
- Audit for Compliance

Several tools exist for hazard identification. Among them are:

- **SOP #802 and #802a - Daily Safety & Health Walkthrough and Checklist**
  - A routine safety and health check walkthrough to promptly identify hazardous conditions at our facilities and notify employees of the hazards identified and mitigation measures to help protect them from personal injury.
- **SOP #804 - Positive Check-In Procedures & Reasonable Suspicion**
  - Positive Check-In procedures are to ensure our operators reporting to work are fit-for-duty.
- **SOP #900 – Facility Hazard Recognition Manual**
  - This Hazard Recognition Manual is intended to be a tool for recognizing potential hazards that may be present at First Transit facilities. Although it does not represent all conditions that could exist, the photos and narrative provide:
    - A reference guide for conducting safety inspections at a facility, and
    - A training document to educate and train employees to conduct effective safety inspections.
- **Pre-Survey Job Hazard Analysis**
  - Prior to beginning a job hazard analysis, a pre-survey of the working conditions, using **SOP #503b – Pre-Survey Job Hazard Analysis Form**, under which the job is performed is conducted to evaluate the general conditions. A few of the potential hazards being considered include:

1. Are there tripping hazards in the job vicinity?
2. Is the lighting adequate for work conditions?
3. Are there explosive hazards associated with the job?
4. Are there electrical hazards associated with the job?
5. Are tools associated with the job in good condition?
6. Is the noise level excessive (below 85-dba)?

- **Facility Parking Risk Management Assessment**
  - Inadequate turning areas, blind corners, uneven walking surfaces can all cause collisions or employee injury in parking areas. **SOP #501 - Facility Parking Risk Assessment** will help identify and prevent these types of collisions for both buses and personal vehicles.
  - The Location Manager must ensure compliance with all provisions of this SOP.
  - The risk of each facility is assessed as follows:
    - Annually
    - Unscheduled – Whenever a significant vehicle collision or a pedestrian strike occurs in the bus yard or on company premises
    - Start-up locations – Before operating out of the new location.
    - **SOP #501a – Facility Parking Risk Assessment Guide**, and
    - **SOP #501b – Facility Parking Risk Assessment Form** are tools to help with this assessment.
- **On-Board Video Technology**
  - **SOP #704 – On-Board Video Technology** provides a summary of the on-board video system and Company standards that all First Transit employees must follow when operating a company or customer vehicle equipped with onboard video technology.
  - This technology is a valuable resource and another tool that helps First Transit instill positive driving behaviors by providing opportunities to view recorded driving events, driver history and company trends.
  - The goal of this in-cab camera technology is to proactively identify unsafe behaviors and improve those identified behaviors through coaching, retraining and, if necessary, disciplinary measures in accordance with the provisions of the Employee Handbook and applicable Collective Bargaining Agreements.

Safety Risk Assessment

Once the hazard has been identified, they are categorized into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety.

Category 1 – Catastrophic: operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation.

Category 2 – Critical: operating conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate corrective action.

Category 3 – Marginal: operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.

Category 4 – Negligible: operating conditions are such that human error, subsystem, or component failure or procedural deficiencies will result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the probability of it occurring. Probability is determined based on the analysis of transit system operating experience, evaluation of First Transit safety data, the analysis of reliability and failure data, and/or from historical safety data from other passenger bus systems. The following chart describes the probability categories.

Probability of Occurrence of a Hazard			
Description	**Probability Level**	**Frequency for Specific Item**	**Selected Frequency for Fleet or Inventory**
Frequent	A	Likely to occur frequently	Continuously experienced
Probable	B	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	D	Unlikely but possible to occur in life of an item	Unlikely but can be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision makers to understand the amount of risk involved in accepting the hazard in relation to the cost (schedule, cost, operations) to reduce the hazard to an acceptable level.

Hazard Frequency	Severity Category 1	Severity Category 2	Severity Category 3	Severity Category 4
Frequent (A)	1A	2A	3A	4A
Probable (B)	1B	2B	3B	4B
Occasional (C)	1C	2C	3C	4C
Remote (D)	1D	2D	3D	4D
Improbable (E)	1E	2E	3E	4E

Based on company policy and the analysis of historical data, First Transit has made the following determinations regarding risk acceptance.

Hazard Risk Index	Criteria by Index
1A, 1B, 1C, 2A, 2B, 3A	Unacceptable
1D, 2C, 2D, 3B, 3C	Undesirable (Management decision)
1E, 2E, 3D, 3E, 4A, 4B	Acceptable with Management Review
4C, 4D, 4E	Acceptable without Management Review

Safety Risk Mitigation

Mitigation Determination

After the assessment has been completed, the follow-up actions will be implemented as follows.

- **Unacceptable:** The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.
- **Undesirable:** A hazard at this level of risk must be mitigated unless the Location General Manager and Location Safety Manager issue a documented decision to manage the hazard until resources are available for full mitigation.
- **Acceptable with review:** The Location General Manager and Location Safety Manager must determine if the hazard is adequately controlled or mitigated as is.
- **Acceptable without review:** The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

Hazard Resolution

Safety hazard resolution or mitigation consists of reducing the risk to the lowest practical level. Not all safety risks can be eliminated completely. Resolution of hazards will utilize the results of the risk assessment process. The objectives of the hazard resolution process are to:

1. Identify areas where hazard resolution requires a change in the system design, installation of safety devices or development of special procedures.
2. Verify that hazards involving interfaces between two or more systems have been resolved.
3. Verify that the resolution of a hazard in one system does not create a new hazard in another system.

The SST, who was identified earlier in this plan as the team responsible for local safety review, uses the following methodologies to assure that system safety objectives are implemented through design and operations, and hazards are eliminated or controlled:

1. Design to eliminate or minimize hazard severity. To the extent permitted by cost and practicality, identified hazards are eliminated or controlled by the design of equipment, systems and facilities
2. Hazards that cannot reasonably be eliminated or controlled through design are controlled to the extent practicable to an acceptable level through the use of fixed, automatic, or other protective safety design features or devices.
3. Provisions are made for periodic functional checks of safety devices and training for employees to ensure that system safety objectives are met.
4. When design and safety devices cannot reasonably nor effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons to the hazard.
5. Where it is impossible to reasonably eliminate or adequately control a hazard through design or the use of safety and warning devices, procedures and training are used to control the hazard.
6. Precautionary notation is standardized, and safety-critical issues require training and certification of personnel.

Hazard Resolution Management and Tracking

Resolution of identified hazards are managed by the Location General Manager and/or the Location Safety Manager. The hazard resolution process is managed through the **"Safety Toolbox"**, which is an online tool used by management, from Road Supervisors to Executive Management, to record the occurrence of safety-related events, review safety critical data, and track corrective actions as necessary.

The Safety Toolbox is a powerful tool to help understand the work area's safety environment. This includes:

- Understanding and improving observations of safety critical behaviors
- Reviewing recorded debriefs to ensure that the "BeSafe" process is in place and working.
- Reviewing findings from BeSafe tours and determine if tasks/actions have been closed out

The Safety Toolbox includes information regarding:

- BeSafe (BeSafe Debriefs, BeSafe Tours, BeSafe Touchpoints)
  - Debrief meetings conducted in order to assure quality.
  - Safety Critical Behavior is the main focus of touchpoints; and shared and discussed during debrief meetings.
- Contacts (e.g. Near Misses, Hazard reports, Commendation, Safety Issue)
  - **Near Misses.** Reporting an event that occurred and could have caused injury.
  - **Hazard Reports.** Reporting an event that occurred and could have caused injury.
  - **Commendation.** A report of commendable safety actions/conduct performed by a colleague within the business.
  - **Safety issues.** A report on any safety issue that has a specific cause – i.e. maintenance, housekeeping, environment and behavior etc.
- Safety Leadership Activities (e.g. Participate in safety meetings, risk assessment, section observation)
  - **Participation in a Safety meeting.** Actively leading or participating in the location in-service safety meeting.
  - **Intersection observation or risk assessment.** Risk assessment or driver observations conducted at nearby intersections, and delivery of positive reinforcement or coaching as indicated.
  - **Rail section observation or risk assessment.** Risk assessment or driver observations conducted at rail crossing(s), and delivery of positive reinforcement or coaching as indicated.
  - **Planned general inspections.** A systematic inspection where a location is forewarned.
  - **High interest driver.** A report of a driver's performance that has indicated a level of risk taking through observations, review scores, and skills evaluations.

Additional documentation, such as corrective action plans, are developed for those hazards requiring complex and multifaceted resolutions.

6. Safety Assurance

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

As discussed in Section 1 of this plan, First Transit employs a Resident Management Team at each operation location. This team consists of a Location General Manager and a Location Safety Manager, who oversee the safety of the operation.

Additionally, each location employs Street Supervisors, Dispatchers, and Instructors; all of whom are responsible for oversight of the daily operations and training. All safety risks identified are reported to the Location General Manager and Location Safety Manager. Any risks that can be addressed immediately are corrected but still reported. Each location also establishes a Safety Solutions Team (SST), described in Section 5: Safety Risk Management of this plan, which uses the following methodologies to ensure a proactive approach to safety at each location.

- Routine hazard management
- Accident and incident investigation
- Safety data collection and analysis
- Routine internal safety audits
- Facility, equipment, systems and vehicle inspections
- Routine proficiency checks for all vehicle operators and maintenance employees
- Compliance evaluations including onsite inspections
- Regularly communicating safety and hazard data to all employees

A higher level of oversight is conducted by Region management, which includes the Region Safety Manager, Region Safety Director, Region Maintenance Director, and the Region Vice President. From this level, any identified risks and mitigations are shared with other Region local operations as a proactive means to reduce risks.

The last “local level” review comes from the Vice President of Safety and the Vice President of Maintenance. These are corporate level positions that share the identified risks and mitigations throughout the organization as a proactive means to reduce risks. Additionally, the Vice President of Safety and Vice President of Maintenance assist executive level management in using this information to impact operational and budget decisions.

Describe activities to conduct investigations of safety events to identify causal factors.

First Transit has a “zero” tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal.

Any injury, collision or incident that occurs is investigated to determine preventability or non-preventability. Investigations include all instances in which:

- a vehicle was damaged
- a vehicle leaves the traveled roadway
- a passenger is injured or
- an employee is injured

SOP #700-Accident & Safety Data Acquisition describes the data collection process including

- Defining the Event & What to Do
- Accidents – Defining the Accident
- “Five Cardinal Rules That Apply to an Accident”
- Operator Responsibility
- Dispatcher on Duty Accident Investigation Responsibility

SOP #700 also describes the Operators and the Dispatchers responsibilities for protecting the customers and managing the scene. The groups described in **SOP #702 – Accident Review Committee** (ARC), and **SOP #803 – Safety Solutions Team** (SST), review the data collected to determine if the accident/incident was preventable or non-preventable,(ARC); and identify measures to reduce the risk of the accident/incident occurring in the future (SST).
Describe activities to monitor information reported through internal safety reporting programs.
The Location Safety Manager (LSM) and/or Location General Manager (LGM) routinely reviews all location safety and hazard data, which includes searching for repetitive events that might have safety implications. When accident/incident reports and statistics indicate repetitive accidents/incidents, the LSM and LGM investigate to determine the root cause. The following chart describes how the hazard data flows and is monitored by First Transit; from each operating location, to Region management, to corporate and parent company management.

Risk/Safety Data Flow								
Weekly Data Review								
Information Collected Daily	**Location**	**Third Party Data Collected**	**Risk Dept**	**Safety Dept**	**Location**			
Collisions/ Injuries/ Workers Comp	Incident Occurs, claim report created, then sent to Third Party Data Collector via website, phone, fax.	Report received from Location.	Information from Third Party Data Collector created as weekly report then sent to Region Safety.	Weekly reports are reviewed and distributed for weekly management oversight conference calls.	Review data with Senior Region Leadership during weekly teleconference.			
Period Data Review *(e.g. Quarterly/Monthly)*								
	Risk Dept	**Shared Services Dept**	**Region Safety Managers**	**Shared Safety Services Dept**				
Collisions/ Injuries/ Workers Comp	Send all raw risk data gathered from weekly reports to the Shared Safety Services Dept.	Reorganizes raw data regionally then distributes to Region Safety Dept.	Review period data and distribute to locations.	Develops company, region, and location specific performance measures and distributes through Target & Goal Spreadsheet.				

Period Data Analysis								
	Shared Services Dept	**UK**	**Safety Dept**	**First Group Executive Safety Committee (ESC)**	**First Group Safety Council**	**First Group America Safety Council**	**Performance Review Management (PRM)**	**Safety Advisory Committee**
Collisions/ Injuries/ Workers Comp	Final reports sent to UK and Directors of Safety for each business group.	Processes data; analyzes; creates reports; categorizes risk factors; and gathers commentary from First Group companies for trend analysis.	Processes data; analyzes; creates reports; categorizes risk factors; and creates commentary for trend analysis.	This committee consists of President, COO, and Safety Vice President of each operating group. Discussions include safety performance, trend analysis, program oversight.	This committee consists of Vice Presidents of Safety for all operating divisions. Discussions include safety performance, trend analysis, and safety oversight.	This committee consists of Safety Senior Directors and Safety Vice Presidents. Discussions include safety performance, trend analysis, best practices, and program oversight.	This review consists of Senior Region Vice Presidents, Region Vice Presidents, Region Directors of Operations, and Region Safety Managers. Discussions include regions safety performance.	This committee consists of Location General Managers, Region Directors of Operations, and Region and Local Safety Managers. Discussions include review of policy and procedures, training, and safety awareness.

Management of Change

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

First Transit employs a proactive process, **SOP #208 – Safety Validation of Change**, that addresses the procedures to be followed to evaluate the risk of any changes proposed at all levels of the organization. The overall purpose of this process is to provide assurance that any proposed changes which impact operations will not increase safety risk; or where additional risk is identified, that controls are put in place **prior to the changes being implemented**.

Changes to organizational structure; the nature or extent of operations; or to facility or equipment assets; as well as mergers and acquisitions of new businesses are proactively managed through this process to avoid introducing or increasing safety risks.

- The resources required to complete the validation process, in terms of people, finance and materials is included in this validation process.
- The allocation of responsibilities considers the competence of the individuals that are required to carry out the safety validation roles.
- All employees who may be affected by the proposed changes are consulted as part of the process.

The extent and scope of safety validation applied to any change proposal is proportional to the risks (safety, operational, and other risks) associated with its introduction. *(For example, a major change, such as a reorganization of Region Executive roles and responsibilities or start-up of a large new bus operation, requires a more rigorous safety validation than a minor change.)*

In the case of smaller, less complex or well understood changes, the safety validation of change process may be implemented as part of normal operations, using existing organizational arrangements and meeting structures to deliver the required level of assurance.

The process is generally described in the following chart.

Safety Validation of Change Process			
Main Steps	Key Activities	Checklists & Guidance	Completed By
1. Identify Proposal for Change	• Raise change proposal (including Capital Expenditure Approval) • Inform relevant functional Director(s) and Manager(s)	• Complete **SOP #208a – Safety Validation of Change Form**, Section A1	Change proposer

2. Determine Classification of Change Significance	• Classify level of safety validation required • Ensure the extent and scope of validation is proportional to the level of risk	• Complete **SOP #208a – Safety Validation of Change Form**, Section A2	**Category A:** Group Safety Director **Category B:** Divisional head of Safety **Category C:** Location head of Safety
3. Allocate Roles & Responsibilities	• Formally allocate change sponsor and change authorizer • Identify other required resources and roles for consultation	• Complete **SOP #208a – Safety Validation of Change Form**, Section A3	Change proposer (with guidance)
Submit Change Proposal Form			Change proposer
Decide whether safety validation should proceed			Change proposer
4. Prepare Safety Validation of Change Case	• Prepare safety validation documentation • Complete risk assessment of proposed change • Submit for review • Revise and finalize documentation	• Complete risk assessment and document findings • Complete Safety Validation of Change as described in **SOP #208 – Safety Validation of Change** • Complete **SOP #208a – Safety Validation of Change Form**	Change proposer
Submit Safety Validation Checklist with supporting documentation			Change proposer
Approve and Implement, or Reject Change			Change authorizer (or delegated representative)
5. Monitoring and Review	• Monitor implementation of change and safety performance	• Check compliance as part of Region Safety Monitoring • Review effectiveness	Location Safety Manager Corporate Safety Management

	• Review performance process	of the process as part of Region oversight	Vice President of Safety - First Transit

Changes proposed at the Corporate level typically have an impact on the Region and Local levels. To ensure the risks associated with any change consider all levels of the organization, each level must complete **SOP #208 – Safety Validation of Change** as part of the process to ensure specific safety concerns have been identified and addressed.

Similarly, changes proposed at the Region level will typically have an impact on the Local level. Consequently, the Local level must also complete **SOP #208 – Safety Validation of Change** as part of the process to ensure specific safety concerns have been identified and addressed.

Additional responsibilities in the Safety Validation of Change process include:

- The Region Safety Management team provides safety expertise/support to those carrying out the safety validation.
- The Senior Director of Safety:
  - Reviews and approves each Region's safety validation of change process
  - Decides on the level of safety validation required (consulting with other functional heads as necessary) for Category A changes
  - Is consulted on any Category B change proposal
  - Provides safety expertise/support to Region Safety Managers and Vice President of Safety – First Transit during safety validation activities as required.
  - Provides safety expertise/support to those carrying out the safety validation for Category A changes.

An electronic log of all proposed changes, whether approved or not, are maintained by the Region Safety Director.

Communication of changes to policies/procedures regarding safety issues comes from Executive Leadership. This information is then carried down through the Vice President of Safety – First Transit, Senior Director of Safety, Region Safety Directors, Region Safety Managers. Location General Managers, Location Safety Managers, and employees. Notification to the client is communicated through the Location General Manager.

Continuous Improvement

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

The process described previously in this section for monitoring safety data incorporates continuous improvement. As safety risk is identified, then reported on, a determination is made as to whether the risk can be mitigated immediately or requires more time and resources.

Risk mitigations that can address the safety concerns immediately are carried out but still reported. The reporting of these concerns includes the mitigation steps that have been taken. Monitoring of the risk continues to ensure that the mitigation strategy is effective.

Section 5 of this plan, Safety Risk Management, describes the risk assessment and mitigation procedures used that determine how to proceed with improvement strategies that require more time and resources.

Which improvement strategies to implement for longer term issues is based on severity and probability of risk occurrence. Additionally, safety hazard identification data is used to implement immediate corrective actions and to proactively identify hazards before they cause future accidents or incidents.

The objective of hazard identification is to distinguish those conditions that can cause an accident or create an unsafe condition. First Transit routinely analyzes records from our operation to identify accident causation based on history. Current traffic conditions are periodically analyzed, and management inspections of established prevention processes are routinely performed.

The Risk/Safety Data Flow Chart previously described in this section, illustrates how this information is shared throughout the organization.

7. Safety Promotion

Competencies and Training

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

The education and training process at First Transit is a highly regimented and professionally developed program built around a curriculum featuring learning opportunities in two major domains:

- Knowledge (education)
- Skills (training)

Various delivery mechanisms such as classroom, multimedia presentations, closed course, observation and behind-the-wheel skills building are used to support the learning process. Learning is evaluated through written quizzes, driving tests and customer service skills evaluations.

Instructors

Successful new operator training starts with selecting and certifying good instructors.

1. **Classroom Instructor:**

   The classroom instructor is responsible for facilitating the classroom portion of New Operator Training. Classroom training requires the development of lesson plans.

2. **Behind-the-Wheel Instructor:**

   The Behind-the-Wheel (BTW) Instructor is responsible for conducting closed course exercises and behind the wheel instruction. The New Operator Training program consists of instructional DVDs, which are accompanied by facilitator guides and participant study guides. The BTW Instructor uses the Operator Proficiency Workbook to document each trainee's progress.

   **New Instructor Candidates can obtain certification as both a Classroom Instructor and a Behind-the-Wheel Instructor.*

3. **Master:**

   The Master Instructor, along with the Regional Director of Safety and Region Safety Manager(s), is responsible for training the Safety Supervisors. The Master Instructor is also responsible for the certification programs for Behind-the-Wheel and Classroom Instructors and the ongoing Train-the-Trainer workshops.

Training the Instructor is a process by which a Certified Instructor works with the selected New Instructor Candidate. During this time, the Certified Instructor conducts a review of all state laws, First Transit policies and procedures, local policies, and client-specified programs and requirements.

The Certified Instructor also provides a review of the Behind-the-Wheel Manual, Classroom Manual, and all First Transit video-based courses.

In addition to the above training, the New Instructor Candidate must complete the Instructor Development Curriculum, which includes the following three self-directed courses:

1. How to Train
2. Coaching the Adult Learner
3. Learning Basics

There are three types of Instructor Certification:

1. Temporary
2. Certified
3. Master

1. Temporary (Silver)

Temporary certificates are issued at the local level. A temporary certificate is issued to a New Instructor Candidate upon successful completion of the New Instructor training program at his or her location, conducted by a certified trainer at that location. Certificates are issued throughout the year prior to the annual Train-the-Trainer program.

Temporary certificates are valid for one year, and one year only, from the date of issue. Temporary certification is accompanied by silver achievement emblems for Classroom, BTW or both.

To continue in the program, a New Instructor must obtain Gold Certification.

2. Certified (Gold)

The Certified Instructor certificate is issued to a New Instructor who has successfully completed the annual Train-the-Trainer program, conducted by a Master Trainer. The annual Train-the-Trainer program combines all elements of the temporary certification, with the exception of the classroom evaluation. At the annual Train-the-Trainer program, Classroom Instructor Candidates are required to develop a lesson plan and give a presentation.

Prior to attending the annual Train-the-Trainer program, all New Instructors must complete the “Safety Leadership” course and pass the final exam with a grade of 90% or above.

The Senior Director of Safety is the only person authorized to approve and issue a Certified Instructor certificate with gold achievement emblems for Classroom, BTW, or both.

3. Master

The Master Instructor Certification program ensures that First Transit Policies and Procedures are correctly implemented throughout the company.

Master Instructor Certification is required for all area safety managers and above.

The Master Instructor:

- Provides support to the Location General Manager and the Region Safety Manager,
- Is involved with training new Safety and Training Supervisors, and re-training current Safety and Training Supervisors if required,
- Conducts the annual Train-the-Trainer program for BTW and Classroom Instructor Certification

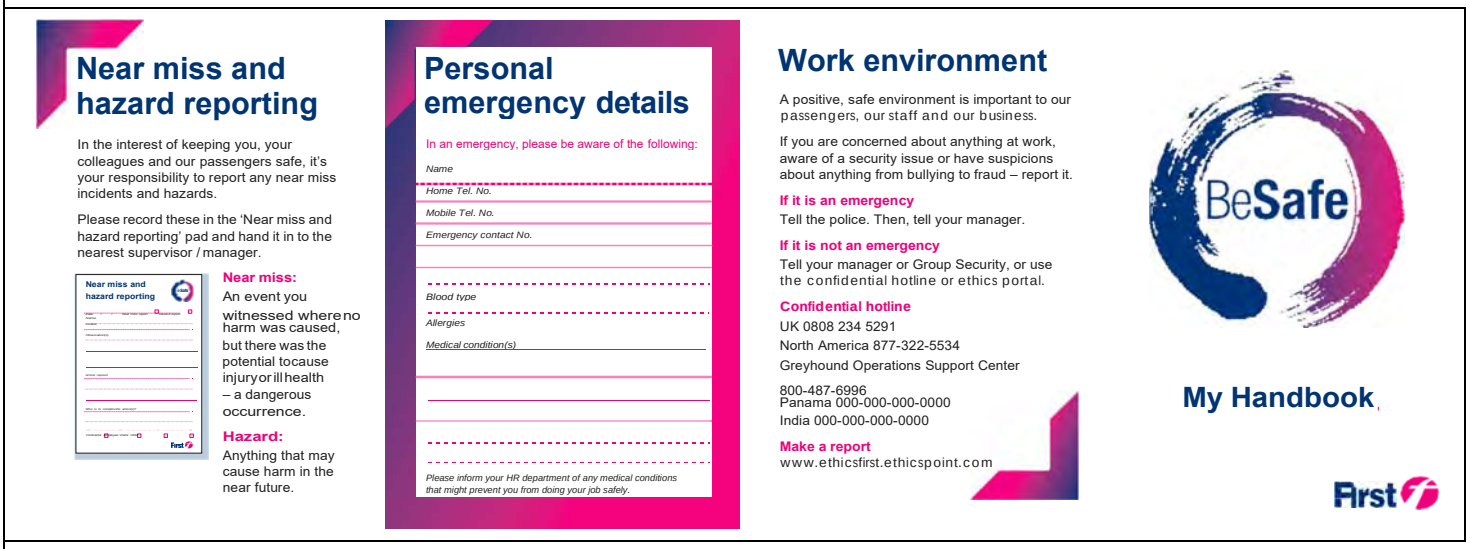
- Conducts Safety and Training audits in the region and reports the findings to the Region Safety Manager, if required.

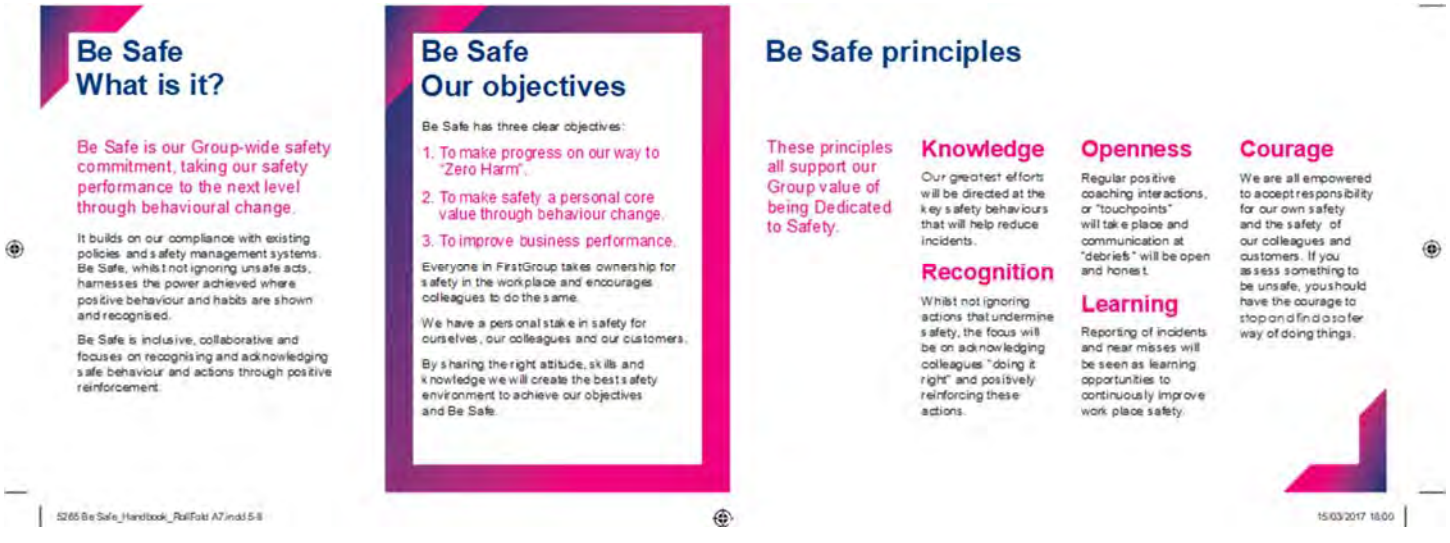
Employee Training

Training employees to assess risks and recognize and avoid hazards in the workplace is critical to the overall safety of the workplace. Every First Transit employee is trained in **"BeSafe"** and **"Safe Work Methods"**, which are described later in this section.

"BeSafe" is our company-wide approach to safety management. This program takes our safety performance to the next level through behavioral change. "BeSafe" is inclusive, collaborative and focuses on recognizing and acknowledging safe behavior and actions through positive reinforcement such as debriefs, tours, and touchpoints. All employees are trained in the principles of "BeSafe"

The "BeSafe" concept is described in the following brochure.





First Transit's **"Safe Work Methods"** is designed to educate employees on how to identify conditions and actions posing risks to their well-being and that of their coworkers. This training is to be used:

1. In training new hire employees
2. In leading supervisors in identifying root causes of workplace injuries
3. In retraining injured workers so that re-occurrences are avoided
4. To supplement First Transit's First Occupational Rehabilitation Management (F.O.R.M.) light duty and return to work management program, in controlling workers compensation losses

The "Safe Work Methods" training curriculum includes:

- **New Hire Training**
  New hire training is designed to educate the new employee to the hazards commonly found in the transportation environments including in vehicle maintenance shops, bus yards, fuel islands, wash bays, and office environments. The program also makes employees aware of injuries that can result from physical activities such as entering and exiting vehicles, assisting persons with disabilities, and handling mobility devices.
    - PPE program including requirements for appropriate
        - Safety eyewear
        - Safety footwear
        - Safety hand wear
        - Hi-Vis vests
        - Disposal contaminated materials
    - Risk Assessment and Injury Avoidance
        - Walking & Climbing
        - Lifting, Carrying, Holding, and Lowering Objects
        - Pushing, Pulling, & Twisting
        - Burns, Scalds
        - Exposed Fluids, Chemicals, Smoke
        - Cuts, Punctures, Abrasions, Lacerations
        - Mobility Device Lifts/Ramps

1. Requirements for Operator Training

Applicants are required to successfully complete a comprehensive training program prior to transporting passengers. Trainees are continually evaluated and tested throughout the training program. Trainees who do not demonstrate the required level of proficiency are provided additional training or are removed from training. The Operator training program combines instructor-led sessions, video instruction, facilitated discussion, and opportunities for the trainees to practice what they have learned. Training topics include:

Classroom Training
The first part of Operator training at First Transit, classroom training, begins the process of instilling the safety culture into each Operator. Helping the student Operators understand the importance of keeping themselves and each passenger safe; and their responsibilities in maintaining a safe environment, is a theme integrated throughout.

- **Unit 1 - Introduction**
    - Welcome and Introduction
    - Title VI Civil Rights Act 1964
    - Employee Handbook
    - BeSafe - Making Safety Personal
    - Hazardous Communication
    - Bloodborne Pathogens

- **Unit II - Fundamentals**
  - Safe Work Methods
  - Basics of Safety
  - Managing Emergencies
  - Security Awareness
  - Map Reading
  - Communication Devices
  - Navigation and Fare Policies
  - Smith System
- **Unit III - The Operator**
  - Drug and Alcohol Awareness
  - Distracted Driving
  - Fatigue and Sleep Apnea Awareness
- **Unit IV - Transporting Passengers with Disabilities**
  - Transporting Passengers with Disabilities
  - Interacting with Passengers
  - Diffusing Conflict
  - Passenger Care While Loading and Unloading
  - Mobility Aids and Devices
- **Unit V - Driving Fundamentals**
  - Driving Fundamentals I
  - Driving Fundamentals II
  - Roadway Types
  - Railroad Crossings

Behind-the-Wheel Training

Behind-the-Wheel training is conducted in three phases. Since most people coming to work as a Bus Operator have not been exposed to driving the types of vehicle used at First Transit, the first part of behind-the-wheel training takes place on a closed course. This provides the opportunity for the Instructors to evaluate the skill levels of each employee; and gives each employee the opportunity to make and learn from their mistakes in a safe environment.

The next phase of Behind-the-Wheel training takes place on the road, but in a controlled manner. During the road phase of the training, each student Operator works one-on-one with a First Transit Instructor. The road work begins with the basics; intersections, service stops, and backing. The next advanced stage of the road work addresses roadways, highway driving, and continues the instruction on intersections and service stops. The “Smith Driving System” principles are incorporated throughout the entire Behind-the-Wheel training phase.

- **Closed Course (Group Work)**
  - Vehicle Orientation
    - Pre-Trip Inspection
    - Seat Adjustment
    - Mirror Adjustment
    - Braking, Accelerating, and Transmission
    - Wheelchair Securement
  - Reference Points
    - Lane Position
    - Right Side / Left Side
    - Backing Point
    - Forward Stop

        - Pivot Points
        - Turning Points
    - Vehicle Control
        - Straight in Lane
        - Left Turn
        - Right Turn
        - Lane Changing - Moving Right or Left
- **One on One Instruction Behind the Wheel**
    - **Basic Road Work**
        - "Smith System"
        - Intersections
        - Service Stops
        - Backing
- **Advanced Road Work**
    - "Smith System" Commentary Driving
    - Roadways
    - Expressway / Highway Driving
    - Intersections
    - Service Stops
- **Final Evaluation**
  Upon completion of the training program, before an Operator can be placed into service, they must successfully demonstrate their mastery of the skills and practices learned during the training program.
- **Cadet Training**
  Once a new Operator has been placed into service there is period of observation where an experienced Operator, Instructor, or Supervisor periodically rides-along to ensure the skills learned in training have successfully transferred to providing service. This includes the securement and transportation of a person with a disability.

2. Requirements for Maintenance Training

Maintenance personnel are trained in shop safety, OSHA standards, and vehicle maintenance, in addition to receiving training in driving techniques and safety. Trainees are continually evaluated and tested throughout the training program. Trainees who do not demonstrate the required level of proficiency are provided additional training or are removed from training.

Maintenance training includes:

- Introduction to First Transit policies & procedures
- Injury prevention and risk assessment
- Substance Abuse Policy
- Defensive Driving
- "Smith System"
- NTI - Security Awareness Warning Signs
- Shop Safety Handbook
- Maintenance Lift Safety
- DVI Procedures
- SafeWork Methods
- Wheel Torque Specifications
- Workplace Violence
- OSHA (R-T-K / MSDS / PPE Training)

3. **Requirements for Staff Training**

Staff personnel are trained in Safety Leadership and "BeSafe" (described in item #1)

- **Safety Leadership**

  This is an interactive CD-ROM course consisting of 5 CD's and leaders guides which are designed to educate all levels of First Transit management on the behaviors surrounding accidents. Every level of management takes the course and successfully pass an online test, found on the Safety Resource Center (SRC), with a passing grade of 90% or better.

  The course outline is as follows:

  - Safety Leadership
    - Accidents
    - Behavior
    - Leadership
  - Supervisor Development
    - The Role of the Supervisor
    - Communication
    - Building Trust
    - Conflict Resolution
    - Performance Management
    - Decisions
- **Additional Safety Training**
  - Reasonable Suspicion
  - Supervisor's Report of Reasonable Suspicion
  - Code of Conduct
  - Customer Service
  - OSHA Requirements
  - Hazard Abatement FORM – CA Only

4. **Requirements for Continuing Training and Evaluations**

First Transit provides ongoing employee training and evaluations.

The objective of ongoing evaluations is met through a broad spectrum of regularly scheduled management activities including:

- road observations,
- ride along evaluations, and
- daily safety contacts.

Where evaluations and observations identify unsafe acts or conditions, retraining is provided to improve skill levels in accordance with corporate standards.

In addition to First Transit's formal employee training program, the following safety training is also conducted.

Safety Meetings

- Twelve (12) safety meetings are issued to the locations annually with required topics identified by the location and region safety management
- Each meeting is to be a minimum of one (1) hour in length unless otherwise required by state, client or local regulations
- A required topic along with a safety campaign including posters and DVD is sent to each location for presentation to all employees
- Attendance is a condition of employment and is mandatory for all Operators, Management, Operational staff, and Maintenance personnel. *(Unless stated otherwise in the CBA.)*
    - Failure to attend all meetings will result in disciplinary actions up to and including termination.
- Client/Contract requirements may require safety meetings to be conducted on a more frequent basis than the First Transit minimum standards

Retraining

First Transit has a "zero" tolerance for preventable injuries and collisions, elimination of preventable injuries and collisions is our number one goal.

An employee involved in a preventable injury or collision is placed on administrative leave pending completion of the investigation and completion of any required retraining.

Safety Communication

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

Safety Awareness Programs

Establishing and maintaining a culture that demands safe behavior at all times is at the core of First Transit's safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely.

This is where our **"BeSafe"** program provides the structure and foundation for communicating safety messages and inspiring safe job performance at all levels. "BeSafe" takes safety to a more personal level. It is a company-wide commitment to safety, with the objective of continuous improvement by making safety a personal goal and incorporating behavioral change as a mitigation measure.

"BeSafe" focuses on positive change through routine personal "touchpoints" and coaching interactions between front-line employees and management. To reinforce the touchpoints, discussions and feedback sessions are conducted as needed.

This program inspires safe behavior among employees at all levels by;

- Generating system-wide participation in safety issues through positive reinforcement
- Encouraging all employees to "take ownership" for safety results
- Communicating safety policies, procedures and processes

- Engaging executives and managers at all levels, encouraging their active participation in safety management and communication
- Sharing safety results at the individual, project, region and national levels by celebrating success stories
    - **Individual Motivators – Individual Achievement Awards:** The “cultural carrot” to help affect individual safety improvement through the use of personal recognition awards. Currently established safety awards for First Transit employees are:
        - Annual Safe Driver Awards
        - Safety Solutions Team Recognition

- **A Safety Leadership Group - The Safety Solution Team (SST):** Four to 10 location teammates dedicated to making safety “top-of-mind ” by identifying and resolving safety issues.
    - <u>SST</u>
        - Review the safety concerns they have worked on and improvements that have been implemented
        - Record and distribute SST meeting minutes
    - <u>GM</u>
        - Review “ Daily Safety & Health Walkthrough”
    - <u>GM and SST</u>
        - Recognize individuals who have earned years of safe driving
        - Pins and Certificates
        - Include bullets from SST Meeting minutes

- **A Communication Tool:** “First Transit Connect” employee app, a peer to peer safety communication tool offering safety tips, best practices, recognition, offering ideas on “What Works”, Safety Happenings, and Safety Pep Rallies

Additional Information

Supporting Documentation *Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.*
Numerous standard operating procedures (SOP’s), in addition to those mentioned in this plan, have been developed and incorporated into the operating practices at each First Transit location. The SOP’s have been designed to create operational consistency, increase awareness of risks and hazards, and provide easily duplicated processes for identifying and mitigating the risks associated with providing transit service. Some of those SOP’s are as follows.

- High Interest Driver SOP's #206; #206a; #206b; #206c: #206d
- SOP #207 - Railroad Crossing Assessment
- SOP #502 – Sub-Contractors Working on Company Property
- Fire Prevention Plan SOP's #504; #504a; #504b; #504c; #504d
- Winter Safety – Snow Removal Action Plan SOP's #505; #505a; #505b; #505c
- Vehicle Fueling Spill Control SOP's #506; #506a; #506b; #506c; #506d
- SOP #507 - Pedestrian Visibility and Movement on Company Property
- SOP # 508 - Service Truck & Service Vehicle Visibility
- Emergency Action Plan SOP's #806; #806a; #806b; #806c; #806d
- First Transit Shop Safety Handbook
- Safety & Security Planning Manual

Definitions of Special Terms Used in the Safety Plan

Term	Definition

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
ARC	Accident Review Committee
BTW	Behind-the-Wheel
DOT	Department of Transportation
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
ESC	Executive Safety Committee
FGA	First Group America
F.O.R.M.	First Occupational Rehabilitation Management

FTA	Federal Transit Administration
HR	Human Resources
LGM	General Manager
LOTO	Lock-Out/Tag-Out
LSM	Location Safety Manager
MNT	Maintenance
OPS	Operations
OSHA	Occupational Safety & Health Administration
PPE	Personal Protective Equipment
PRM	Performance Review Management
SMS	Safety Management System
SOP	Standard Operating Procedure
SRC	Safety Resource Center
SST	Safety Solutions Team
UK	United Kingdom
VP	Vice President

Attachment A:
First Transit Safety Policy

Safety Management Policy Statement

Introduction

Global in scale and local in approach, First Transit is an organization which combines a robust corporate structure with strong customer-centric, local operations. Throughout the company, our focus is conducting our business in a way that aligns with our core values:

- Committed to our customers
- Dedicated to Safety
- Supportive of Each Other
- Accountable for Performance
- Setting the Highest Standards

We believe these values to be essential components in our aim to achieve ZERO safety events, resulting in ZERO harm to our customers, our employees, our shareholders, and the environments in which we operate. First Transit's Safety Management System (SMS) encourages all First Transit employees to replace risky behaviors and thought processes that jeopardize safety in the workplace. Through the program, we are striving to build a cultural identity that is continually focused on safety. First Transit has adopted the core philosophy of, ***"Think Safe, Act Safe, BeSafe"***

Safety Management Policy

At the core of First Transit's mission is the commitment to protecting the safety and well-being of our passengers and employees. Our ***"Be Safe"*** program is the foundation of First Transit's Safety Management System (SMS) with three clear objectives:

1. To make progress on our way to "Zero Harm"
2. To make safety a personal core value through behavior change
3. To improve business performance

"Be Safe" – the driving force behind First Transit's Safety Management Policy - focuses on recognizing and acknowledging safe behavior and actions through positive reinforcement. All employees are empowered to report unsafe acts and working conditions without fear of reprisal.

Safety Management Policy Statement

The guiding principles that drive First Transit's SMS program are:

- **Knowledge:** Our greatest efforts will be directed at the key safety behaviors that will help reduce incidents.
- **Recognition:** While not ignoring actions that undermine safety, the focus will be on acknowledging colleagues "doing it right" and positively reinforcing these actions.
- **Openness:** Regular positive coaching interactions, or "touchpoints" will take place and communication at "debriefs" will be open and honest.
- **Learning:** Reporting of incidents and near misses will be seen as learning opportunities to continuously improve work place safety.
  Courage: We are all empowered to accept responsibility for our own safety and the safety of our colleagues and customers. If you assess something to be unsafe, you should have the courage to stop and find a safer way of doing things.

Performance improvement in all aspects of First Transit's operations is based on four key elements: *Leadership and Engagement*; *Risk Reduction*; *Safety Management*; and *Performance Management*. Each element includes safety as a top priority.

Leadership and Engagement depends upon honest and open communication from all employees; data collection from which critical decisions are formulated that impact daily, short term, and long-term operations; resource management; and future direction of First Transit.

Risk Reduction includes our comprehensive audit and inspection regime; hazard identification and reporting; continuous training and safety campaigns; employee safety evaluation reporting programs and procedures; employee and management observation of operations; and compliance assurance of FTA, DOT, and OSHA safety and operating requirements and recommendations.

Safety Management at First Transit has many forms; including Safety Solution Teams, Accident Review Committees, Local Client Liaison Committees at each local operation; the corporate Safety Department which gathers, analyzes, and communicates the safety information throughout the organization; and enforces policies and procedures to ensure all employees are conducting their business in the safest manner possible.

Performance Management ,the final key element, uses many Key Performance Indicators relating to safety to evaluate First Transit's progress toward Zero safety events. Daily reports; monthly location scorecards; the Critical Activity Record Entry program which captures and compares safety data monthly; major events calls, which alerts management in real time of safety events; and regular calls and meetings between mid-level and upper management to review safety concerns; are a sampling of the tools employed to ensure that safety is first and foremost in everything we do.

Ongoing Company-Wide Commitment

As President of First Transit, I know our commitment and passion for safety runs far deeper than the words contained in this policy statement. While our roles may vary, everyone in our organization, from the highest levels of management to the employees on the street, has a responsibility for their own safety as well as the safety of colleagues and customers; and to perform the daily tasks of providing public transportation in as safe a manner as possible.

We at First Transit depend on every member of our team to do everything possible to protect our resources and environment from harm, now and into the future. We take great pride in this responsibility and our ability to meet these expectations.

Sincerely,

Bradley A. Thomas

President

MEMORANDUM

TO: Graham Dollarhide, Nevada Department of Transportation (NDOT)

CC: Bill Story, NDOT; Dan Stucky, Carson City Public Works; Alex Cruz, JAC Transit

SUBJECT: Jump Around Carson (JAC): Agency Safety Plan, Notice of Opt-Out

DATE: Friday, November 13, 2020

The Federal Transit Administration (FTA) Public Transportation Agency Safety Plan regulation, at 49 CFR Part 673, requires State Departments of Transportation (DOTs) to draft and certify Agency Safety Plans (ASPs) on behalf of small public transportation providers. However, a State DOT is not required to draft an ASP for a small public transportation provider if the small transit provider notifies the State that it will draft its own plan. This letter serves to notify the Nevada Department of Transportation that Carson Area Metropolitan Planning Organization, as a direct recipient of Section 5307 funds for Jump Around Carson (JAC) transit, will draft and certify its own ASP to address Part 673 requirements. The ASP will be signed by the Accountable Executive, Lucia Maloney, approved by the Carson Area Metropolitan Planning Organization Board, and certified ahead of the December 31, 2020 deadline.

NDOT - and especially you, Graham - has been a tremendous partner and resource to CAMPO and JAC through development of our first Agency Safety Plan. We have appreciated your review of our draft Plan and have incorporated revisions in response to all comments received. Thank you for your support and partnership on this effort.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Lucia Maloney

Transportation Manager
Carson Area Metropolitan Planning Organization / Carson City Public Works Department
3505 Butti Way, Carson City, NV 89701
Direct: 775-283-7396 | Email: lmaloney@carson.org