

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 3/27/2024

**Staff Report No.** 24-112

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager/Chief Executive Officer  
**SUBJECT:** Board Policy No. 480 - Safety Management Systems Policy

### BRIEFING ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider approving minor amendments to Board Policy No. 480 Safety Management Systems Policy.

Staff Contact:  
Marla Lee Blagg, Director of Safety, Security & Training

**STRATEGIC IMPORTANCE:**

This is to reflect the departmental changes for Board Policy Control.

**BUDGETARY/FISCAL IMPACT:**

There is no budgetary or fiscal impact directly related to this report.

**BACKGROUND/RATIONALE:**

This policy was reviewed by staff and requires only minor stylistic changes other than the control department.

Pursuant to federal regulations at Title 49 United States Code § 5329, the Federal Transit Administration (FTA) issued a Public Transportation Agency Safety Plan (PTASP) Final Rule on July 19, 2018, which requires certain operators of public transportation systems that receive federal funds to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule is effective July 19, 2019. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by July 20, 2020. The plan must be updated and certified by the transit agency annually.

As defined by the FTA, the District is a Tier I agency and, as such, is required to implement a Public Transportation Agency Safety Plan that includes seven sections. One of the seven sections is to establish a Safety Management Policy which becomes the foundation of the organization's safety management system. It documents Executive Management's commitment to the SMS and places the management of safety at the same level as a transit agency's utmost business processes.

Board Policy No. 480 is the District's commitment to plan and deliver bus service in ways that promote the health and safety of customers, employees, and the general public. This policy outlines the District's safety

commitment, consistent with current federal regulations (49 U.S. Code § 5329) and develops a Public Transportation Agency Safety Plan (PTASP) based on the Safety Management Systems approach.

The Board of Directors has the authority to approve and amend the District's SMS Policy. The General Manager or designee will have overall responsibility for overseeing the development of a safety management system, plans and procedures in cooperation with the Executive Leadership team, and reporting to the Board of Directors on the status of the public transportation agency safety plan for the District. In accordance with this policy, implementation of the SMS Policy will be a shared responsibility for all departments within the District regarding expectations and mandatory requirements.

**ADVANTAGES/DISADVANTAGES:**

The advantage of adopting a SMS Policy is it will bring the District into compliance with the FTA's PTASP Final Rule. There are no known disadvantages to adopting a SMS Policy.

**ALTERNATIVES ANALYSIS:**

Staff found no practical alternatives to the course of action recommended in this report.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

None

**ATTACHMENTS:**

1. Revised Board Policy No. 480

**Prepared by:**

Marla Blagg, Director of Safety & Security

**Approved/Reviewed by:**

Michael A. Hursh, General Manager/Chief Executive Officer

Shayna van Hoften, General Counsel/Chief Legal Officer

Linda A. Nemeroff, Board Administrative Officer/District Secretary