



RIO METRO
REGIONAL TRANSIT DISTRICT

**Rio Metro Regional Transit District
AGENCY SAFETY PLAN – BUS**



49 CFR Part 673

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1. Transit Agency Information

Name of Document	Agency Safety Plan (ASP)		
Transit Agency Name	Rio Metro Regional Transit District (RMRTD)		
Transit Agency Address	809 Copper Avenue NW, Albuquerque, NM 87102		
Name and Title of Accountable Executive	Robert Gonzales, RMRTD Director of Operations The Accountable Executive meets the requirements in 49 CFR §673.5 and §673.23(d)(1). Please see the Roles and Responsibilities of the Accountable Executive in <i>Section 4: Safety Management Policy</i> .		
Name of Chief Safety Officer or SMS Executive	Joshua Martinez, Designated Chief Safety Officer The Chief Safety Officer meets the requirements of § 673.5 and §673.23(d)(2). Please see the Roles and Responsibilities of the Chief Safety Officer in <i>Section 4: Safety Management Policy</i> .		
Mode(s) of Service Covered by This Plan	Fixed Route Bus, Commuter Bus, Demand Response and Demand Response-Taxi	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307 Small and Large Urban, 5310, 5311, and 5339
Mode(s) of Service Provided by the Transit Agency (Directly Operated or Contracted Service)	Fixed Route Bus: directly operated Demand Response: directly operated Demand Response Taxi: contracted to zTrip Commuter Bus: contracted to All Aboard America (AAA)		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	Description of Arrangement(s)	Demand Response and Commuter Bus for the Pueblo of Isleta through a Memorandum of Agreement
Name and Address of Transit Agency or Entity for Which Service Is Provided	Pueblo of Isleta 117 Tribal Road 40, Ste. A Isleta, New Mexico 87022		

This ASP applies to the following locations within RMRTD:

Mid-Region Council of Governments (MRCOG)/RMRTD Headquarters	809 Copper Ave. NW Albuquerque, NM 87102	Karen Mullins Transit Manager—Bus	Administrative Staff, Main Office, Contractor Oversight of Commuter Bus
	Cell: 505-206-9342	kmullins@mrcog-nm.gov	
	Office: 505-843-3644	Emergency Cell: 505-527-5753	
Sandoval County RMRTD	1804 Idalia Road NE	Will Gutierrez, Transit Supervisor	Demand Response Only
	Rio Rancho, NM 87124	wgutierrez@mrcog-nm.gov	Eligible Rio Rancho and Village of Corrales residents Age 60 years+ or 18 years+ with a disability
		Emergency cell: 505-810-3149	
	Office: 505-404-2063		
	Fax: 505-891-7288	Ezekiel Espalin, Transit Lead Supervisor	
		eespalin@mrcog-nm.gov	
		Emergency Cell: 505-537-2430	
Valencia County RMRTD	3437 Lambros Loop Se	Albert Chavez, Transit Supervisor	Routes: 208, 210
	Los Lunas, NM 87031	echavez@mrcog-nm.gov	Demand Response in Valencia County and Pueblo of Isleta
		Emergency cell: 505-974-0896	
	Office: 505-352-7724		
	Fax: 505-352-3592	Denise Kurtz, Transit Lead Supervisor	
		dkurtz@mrcog-nm.gov	
		Emergency cell: 505-225-4637	
		Alan Wooten, Transit Lead Supervisor	
		awooten@mrcog-nm.gov	
		Emergency cell: 505-542-8758	

System Description

History

In 2003, the New Mexico Regional Transit District Act (Chapter 73, Article 25, NMSA 1978) was passed, enabling the formation of multi-jurisdictional transit agencies. The purpose of this legislation was to:

- Provide safe and efficient regional transit services.
- Reduce congestion, crashes, and pollution caused by single occupant vehicles.
- Extend the life of the state's roads by reducing traffic.
- Provide transportation alternatives to residents, particularly transit-dependent groups such as seniors, youth, low-income, and mobility-impaired residents.
- Provide residents with better access to education and higher-paying jobs, and.
- Reduce oil dependency.

In 2004, legislation was adopted allowing such transit districts to levy up to a half-cent local gross receipts tax to fund their operations.

Rio Metro Regional Transit District

On March 29, 2005, the New Mexico Transportation Commission approved the formation of the Mid-Region Transit District, encompassing Bernalillo, Sandoval, and Valencia counties, including most of the cities, towns, and villages that lie therein. At the same time, the Mid-Region Council of Governments (MRCOG) was proceeding with plans for commuter rail between Belen and Santa Fe - the New Mexico NMRX Express (NMRX) - which began operating between Downtown Albuquerque and the Sandoval County/U.S. 550 Station in Bernalillo, in July 2006. The service soon expanded to Los Lunas and Belen, and in December 2008 the route was completed as trains began regular service into Santa Fe.

In 2008, the Mid-Region Transit District was renamed the Rio Metro Regional Transit District (RMRTD), and that year voters in the three counties approved a 1/8-cent gross receipts tax to fund RMRTD, with half of the revenues dedicated to rail and half to the overall RMRTD system. In 2009 the tax took effect, and RMRTD assumed management of the NMRX from the MRCOG. RMRTD began providing bus service in 2010 after consolidating several small transit agencies in Valencia and Sandoval counties, and it also began providing whole or partial funding to some ABQ RIDE routes of regional significance, enabling ABQ RIDE to extend its services to the NMRX and Rio Rancho. While RMRTD also incorporates commuter rail services that receive funding from the Federal Transit Agency (FTA), that service operates under the regulatory authority of the Federal Railroad Administration (FRA) and has its own FRA-approved Safety Plan. The day-to-day operations of RMRTD are the responsibility of the agency Director and program staff.

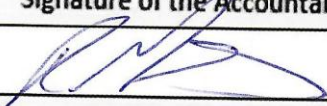
RMRTD Board of Directors

RMRTD's Board of Directors consists of 20 full members and two associate (non-voting) members representing Bernalillo, Sandoval, and Valencia counties; the communities of Albuquerque, Belen, Bernalillo, Bosque Farms, Corrales, Los Ranchos de Albuquerque, Rio Communities, and Rio Rancho; Isleta Pueblo, and the North Central Regional Transit District. Board members are typically elected officials appointed by their government to serve a term of at least one year, and seats are allocated to each member government based on population.

The primary responsibilities of the Board of Directors are to develop broad-based goals and strategies that will support RMRTD's long-term success, adopt an annual budget that ensures financial sustainability, and oversee major improvements to the transit network. Board members are also

strongly encouraged to advocate for the needs of their constituents and promote RMRTD's services in their communities. The RMRTD Board of Directors is responsible for carrying out the functions assigned by the provisions of the Regional Transit District Act, including establishing financial, management, service operation, fare, and other policies that support the operations of the transit system.

2. Agency Safety Plan Development and Update

Name of Entity that Drafted This Plan	Rio Metro Regional Transit District	
Signature by the Accountable Executive	Signature of the Accountable Executive	Date of Signature
		11/17/25
Approval by the Board of Directors or an Equivalent Authority	Name of Approving Entity	Date of Approval
	RMRTD Board of Directors	
	Relevant Documentation (title and location)	
	A copy of Board Resolution (R-20-10) approving the Agency Safety Plan is maintained on file by the RMRTD Transit Director and RMRTD Safety Officer.	
Certification by State Department of Transportation	N/A	

Approval by Safety Committee	Date: November 7, 2024	Documentation: Meeting Minutes. See Appendix C.
Approval by Board of Directors	Date: December 13, 2024	Documentation: Board Resolution R-25-02. See Appendix D.

Version Number and Updates

Version Number	Section/Pages Affected	Reason for Change	Description of Change
6	4	CSO Change	Change CSO to Joshua Martinez
6	5	Supervisor change	Added Ezekiel and Will to Sandoval and changed the Transit Supervisor Valencia to Albert Chavez
6	16	Dispute Resolution change	Change dispute resolution from Accountable Executive to Transit Manager-Bus
6	16	Safety Committee Member Selection	Include selection criteria for Safety Committee Members
6	36	Record retention	Include which documents should be maintained for 3 year period
6	44-45	PTASP Approval revision	Board and CEO Approval of PTASP 2025

6	11	Updated Safety Performance Targets	Safety Committee changed the target numbers
6	10	Updated Safety Targets	Revised the numbers to include the current 3 years
6	48	Danny Holcomb no longer with RMRTD	Removed Danny from Safety Committee

Annual Review and Update of the Public Transportation Agency Safety Plan

This RMRTD ASP and its safety performance targets will be jointly reviewed and updated by the RMRTD Safety Officer and the Safety Committee by July 1st of each year. If the Plan is updated, the Accountable Executive will sign the new ASP, then forward to the Safety Committee for review and approval (see Appendix C - RMRTD Safety Committee ASP Approval Documentation) and the revised ASP will be presented to the RMRTD Board of Directors for final review and approval through a signed resolution. The Accountable Executive will then ensure that the ASP and the agency's SMS processes are carried out.

The CSO and Safety Committee will review any changes in the ASP with staff at a scheduled All-Staff meeting. Specifically, RMRTD's Safety Officer and Safety Committee will review and approve the safety plan, based on ASP [§ 673.19\(d\)\(1\)](#), when it:

- a. Determines its approach to mitigation safety deficiencies is ineffective;
- b. Makes significant changes to service delivery;
- c. Introduces new processes or procedures that may impact safety;
- d. Changes of re-prioritizing resources available to support SMS;
- e. Significantly changes its organizational structure, and/or;
- f. By July 1st, annually pursuant to 49 CFR Part 673.11(a)(5).

3. General Annual Safety Performance Targets

The annual targets listed below are based on reviews of the previous five years of RMRTD's safety performance data and may be measured in Vehicle Revenue Miles (VRM).									
Mode of Transit Service	Vehicle Revenue Miles (VRM)*	Fatalities (total)	Fatalities per 100k VRM	Injuries (total)	Injuries per 100k VRM	Safety Events (total)	Safety Events per 100k VRM	Failures	System Reliability (VRM/failures)
Fixed Route	1,280,811	0	0	1	.08	1	.08	5	43,013
Demand Response	2,129,887	0	0	10	.47	0	.10	6	167,800
Commuter Bus	762,841	0	0	0	0	0	0	4	94,613
Mode of Transit Service	Collision Rate Per 100k VRM	Pedestrian Collision Rate Per 100k VRM	Vehicle Collision Rate Per 100k VRM	Transit Worker Fatality Rate Per 100k VRM	Transit Worker Injury Rate per 100k VRM	Assaults on Transit Workers (Total)	Rate of Assaults on Transit Workers per 100k VRM		
Fixed Route	0	0	0	0	0	0	0		
Demand Response	0	0	0	0	.20	0	0		
Commuter Bus	0	0	0	0	0	0	0		

*FY25 VRM projected by taking 1st quarter VRM and multiplying by 4

4. Safety Risk Reduction Performance Targets

The Safety Committee has established the following safety performance targets for the safety risk reduction program based on the safety performance measures outlined in the National Public Transportation Safety Plan, which FTA updated in April 2024. All rates are per actual vehicle revenue miles (VRM). These targets are set annually using a three-year rolling average of the data Rio Metro submits to the National Transit Database (NTD) and present a reduction from the three-year average.

Target	Fixed-Route Bus	Demand Response	Commuter Bus
Major Events total	1	1	1
Major Event rate (per 100k VRM)	.01	.01	.01
Collisions total	20	20	20
Collision rate (per 100k VRM)	.20	.20	.20
Injuries total	30	30	30
Injury rate (per 100k VRM)	.30	.30	.30
Assaults on Transit Workers total	0	0	0
Assaults on Transit Workers rate (per 100k VRM)	0	0	0

5. Safety Performance Target Coordination

Safety Performance Target Coordination		
RMRTD's Accountable Executive shares RMRTD's safety performance targets with the Mid-Region Metropolitan Planning Organization (MRMPO) each year after its formal adoption by the RMRTD Board of Directors. RMRTD's Accountable Executive also provides a copy of the formally adopted Safety Plan to the New Mexico Department of Transportation (NMDOT). RMRTD personnel are available to coordinate with NMDOT and the MRMPO in the selection of NMDOT and MRMPO safety performance targets upon request.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	New Mexico Department of Transportation	11/15/2024
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Mid-Region Metropolitan Planning Organization	11/15/2024

6. Safety Risk Reduction Program

Developing risk reduction mitigations to proactively reduce the agency's safety risk and reduced the number of vehicular and pedestrian accidents and transit worker assaults is the culmination of the risk reduction process. RMRTD has established processes to identify risk reduction mitigations necessary, as a result of its safety risk assessment activities, to reduce the number and severity of vehicular and pedestrian accidents and transit worker assaults. When identifying safety risk mitigations for the safety risk reduction program related to vehicular and pedestrian safety events involving transit vehicles, including addressing a missed safety performance target set by the Safety Committee, RMRTD and its Safety Committee will consider mitigations to reduce visibility impairments for transit vehicle operators that contribute to accidents, including retrofits to vehicles in revenue service and specifications for future procurements that reduce visibility impairments. When identifying safety risk mitigations for the safety risk reduction program related to assaults on transit workers, including addressing a missed safety performance target set by the Safety Committee, RMRTD and Safety Committee will consider the deployment of assault mitigation infrastructure and technology on transit vehicles and in transit facilities, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators. RMRTD will include or incorporate by reference in the ASP the safety risk mitigations the Safety Committee identifies and recommends as a part of the safety risk reduction program, including mitigations relating to vehicular and pedestrian safety events involving transit vehicles or assaults on transit workers. The CSO is responsible for guiding and overseeing the subject experts during the risk reduction mitigation process at RMRTD. Safety risk reduction mitigations or strategies requiring additional resources or changes in agency policy are approved by RMRTD's Safety Committee. RMRTD will share its findings with other staff that may have the ability to use the suggested safety-related changes towards annual capital plans, funding, etc.

RMRTD has established procedural steps for creating safety risk reduction mitigations, to address the potential consequences of its prioritized risk. The steps include how RMRTD, with the input of the Safety Committee and Human Resources Department, will determine when safety risk reduction mitigation is necessary, and the job function(s) or position(s) that may be responsible for creating risk reduction mitigations. Within these procedural steps, RMRTD references any forms used to create risk reduction mitigations, describes how it will record the results of this activity, and where these recorded results are stored or maintained. RMRTD understands that the goal of a risk reduction program for transit operations is to improve safety by reducing the number and rates of accidents, injuries, and assaults on transit workers. It is unrealistic that a transit operation can assume that it will be able to completely eliminate all vehicular and pedestrian accidents and transit worker assaults. RMRTD can reduce safety risk by reducing the likelihood and/or severity of potential consequences of vehicular and pedestrian accidents and/or assaults. The safety risk mitigations identified and recommended by the Safety Committee for the safety risk reduction program are either included in the ASP or incorporated by reference. The CSO and Safety Committee will review any changes in the ASP with staff at a scheduled All-Staff meeting. Specifically, RMRTD's Safety Officer and Safety Committee will review and approve the safety plan, based on ASP, when it determines its approach to mitigation safety deficiencies is ineffective.

RMRTD's safety risk reduction steps include:

- Examine the potential consequences of vehicular and pedestrian accidents and their probability and severity;

- Develop strategies to reduce the probability and/or severity of those potential consequences such as changes to current training and/or additional training, ensure transit operators are fit for duty when signing on, RMRTD has new security camera equipment (with live option) and we also meet with transit operations staff to see what was liked/disliked on buses previously purchased and this information is used when procuring new buses;
- Ensure the strategy can be realistically implemented with available resources;
- Turn the strategy into a mitigation plan;
- Put the mitigation plan into place, and;
- Create a plan for monitoring the effectiveness of the mitigation.

If RMRTD does not meet an established annual safety performance target set by the Safety Committee for the safety risk reduction program it will:

- Assess the associated safety risk through its safety risk assessment process;
- Mitigate the associated safety risk using its safety risk mitigation process and;
- Include or incorporate by reference in the ASP the mitigations identified by the Safety Committee; and
- Additionally, RMRTD will allocate its safety set-aside (0.75%) in the following fiscal year to safety-related projects that are reasonably likely to help it meet the performance target(s) for the safety risk reduction in the future.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for creating safety risk reduction mitigations. The descriptions include the location of where each contractor captures and stores this information.

After creating a safety risk reduction mitigation, RMRTD develops and documents a strategy for implementing the mitigation. These implementation strategies include:

- Identifying who is responsible for implementing the mitigation;
- Identifying where the mitigation will reside within agency activities;
- Describe how the mitigation will be implemented;
- Identify deficiencies in the agency's performance against annual safety performance targets set by the Safety Committee;
- The CSO and Safety Committee will review any changes in the ASP with staff at a scheduled All-Staff meeting. Specifically, RMRTD's Safety Officer and Safety Committee will review and approve the safety plan, based on ASP, when it determines its approach to mitigation safety deficiencies is ineffective.
- Describe how long it should take to implement the mitigation, and
- Describe how long to monitor the effectiveness of the implemented mitigation.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for creating strategies to implement safety risk reduction mitigations and for developing strategies to monitor the effectiveness of their safety risk reduction mitigations. The descriptions include the location of where each contractor captures and stores this information.

RMRTD needs to know that its mitigations are working. When it develops a mitigation, they also define and document the way the mitigation will positively impact safety performance so that they can then monitor whether that positive impact is taking place, and if the mitigation is effective. Under the guidance of the CSO, the subject matter experts involved in creating a safety risk reduction mitigation

also decide on the best ways to monitor the effectiveness of the mitigation being implemented. This includes developing and documenting monitoring strategies. These strategies provide consistency in monitoring activities, regardless of whether the mitigation is implemented in operations, maintenance, or administration.

RMRTD understands that successful reduction mitigation implementation and monitoring activities depend on having a process for how it will formally communicate mitigation and monitoring strategies to operations, maintenance, or administration staff who will implement and monitor the mitigations. RMRTD has documented this process under the guidance and facilitation of the CSO. This communication feeds cross-functional ownership in SMS processes since employees who create the mitigations may not be the same employees that implement and monitor the mitigations.

Strong documentation of safety risk reduction mitigations feeds the safety performance monitoring. RMRTD has established and documented how it will record all of its various safety risk reduction mitigation activities and their outcomes. Within this process, RMRTD references any forms that it uses during safety risk mitigation activities and where the completed records of safety risk reduction mitigation activities are stored.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for recording safety risk reduction mitigation activities. The descriptions include the location of where each contractor captures and stores this information.

Public Health

Developing strategies to proactively prevent or control the agency's exposure to infectious diseases consistent with guidelines of the Centers of Disease Control (CDC) Prevention or State Health Authorities is the culmination of the safety risk process. RMRTD has established processes to identify mitigations or strategies necessary, as a result of its safety risk assessment activities, to minimize exposure to infectious diseases. The CSO is responsible for guiding and overseeing the subject experts during the safety risk mitigation process at RMRTD. Safety risk mitigations requiring additional resources or changes in agency policy are approved by RMRTD's Safety Committee and Accountable Executive. RMRTD will share its findings with other staff that may have the abilities to use the suggested safety-related changes towards annual capital plans, etc.

RMRTD's safety risk mitigation steps include:

- Reviewing CDC's guidelines to prevent or control exposure to infectious diseases;
- Examine the potential consequences of hazards and their probability and severity;
- Develop strategies to reduce the probability and/or severity of those potential consequences, such as installation of driver barriers, providing bloodborne pathogens training for employees, providing employees with personal protective equipment (PPE) and current CDC guidelines, sanitizing buses on a daily basis and encourage employees to stay home if ill, etc.;
- Ensure the strategy can be realistically implemented with available resources;
- Turn the strategy into a mitigation plan;
- Put the mitigation plan into place, and;
- Create a plan for monitoring the effectiveness of the mitigation.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for creating safety risk mitigations. The descriptions include the location of where each contractor captures and stores this information.

After creating a safety risk mitigation, RMRTD develops and documents a strategy for implementing the mitigation. These implementation strategies include:

- Identifying who is responsible for implementing the mitigation;
- Identifying where the mitigation will reside within agency activities;
- Describe how the mitigation will be implemented, and;
- Describe how long it should take to implement the mitigation.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for creating strategies to implement safety risk mitigations and for developing strategies to monitor the effectiveness of their safety risk mitigations. The descriptions include the location of where each contractor captures and stores this information.

RMRTD needs to know that its mitigations are working. When it develops a mitigation, they also define and document the way the mitigation will positively impact public health safety so that they can then monitor whether that positive impact is taking place, and if the mitigation is effective. Under the guidance of the CSO, the subject matter experts involved in creating a safety risk mitigation also decide on the best ways to monitor the effectiveness of the mitigation being implemented. This includes developing and documenting monitoring strategies. These strategies provide consistency in monitoring activities, regardless of whether the mitigation is implemented in operations, maintenance, or administration.

RMRTD understands that successful mitigation implementation and monitoring activities depend on having a process for how it will formally communicate mitigation and monitoring strategies to operations, maintenance, or administration staff who will implement and monitor the mitigations. RMRTD has documented this process under the guidance and facilitation of the CSO. This communication feeds cross-functional ownership in SMS processes since employees who create the mitigations may not be the same employees that implement and monitor the mitigations.

Strong documentation of safety risk mitigations feeds the safety performance monitoring. RMRTD has established and documented how it will record all of its various safety risk mitigation activities and their outcomes. Within this process, RMRTD references any forms that it uses during safety risk mitigation activities and where the completed records of safety risk mitigation activities are stored.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for recording safety risk mitigation activities. The descriptions include the location of where each contractor captures and stores this information.

7. Development and Implementation of a Safety Management System (SMS)

Agency Safety Plan and Safety Management System

RMRTD developed this Agency Safety Plan (ASP) in accordance with the guidelines and requirements set forth in Title 49 Code of Federal Regulations Part 673, the Public Transportation Agency Safety Plan (PTASP) rule, and was developed in accordance with the requirements of the “National Public Transportation Safety Plan.” This plan also serves as a “Safety Management System (SMS) User’s Manual” that guides RMRTD in the successful implementation and operation of its SMS. The SMS is appropriately scaled to the size, scope and complexity of RMRTD.

The FTA defines SMS as:

“The formal 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 hazards and safety risks.”

Furthermore, SMS is a comprehensive, collaborative approach that brings management and labor together to build on the transit industry’s existing safety foundation to better control risks, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more carefully.

RMRTD’s SMS has four distinct components, which are discussed in subsequent sections of this ASP:

- Safety Management Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

Safety Management System (SMS) process is a proactive method for managing system safety, ensure data driven safety decision making to focus on the overall safety performance, and that they are having the impact transit agencies expect for its operations, passengers, employees, vehicles, and facilities. It is a process wherein strategies are documented to address priority safety risks, collect safety data for use by RMRTD employees, focus on effectiveness of risk control strategies and to achieve safety outcomes proactively in a manner acceptable to RMRTD’s leadership. The RMRTD SMS process allows members to proactively examine what are the most serious safety concerns, determine what mitigations have been implemented and its effectiveness or if further mitigations are necessary.

The CSO leads the RMRTD SMS process, working with the Safety Committee, which applies to all elements of the system, including operations, maintenance, facilities, vehicles, personnel recruitment, employee training, and supervision. Any reports furnished from the contractor, including a record of the periodic monitoring and documentation of contractor performance related to the SMS process, is kept on file in the CSO’s office at the RMRTD Headquarters.

Overall, the RMRTD SMS implementation process includes the following steps that are carried out under the guidance of the CSO, and with input from appropriate subject matter experts:

In carrying out the SMS process, RMRTD uses the following terms:

- **Safety event** – An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

- **Hazard** – Any real or potential condition that can cause injury, illness, death, damage to/loss of facilities, equipment, rolling stock, or infrastructure belonging to RMRTD, or damage to the environment.
- **Risk** – Composite of predicted severity and likelihood of a potential consequence of a hazard.
- **Risk Mitigation** – A method(s) to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.
- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to RMRTD property or the environment.

8. Safety Management Policy

RMRTD Safety Management Policy Statement (SMPS)

To All Staff and Contractors:

The Rio Metro Regional Transit District (RMRTD) bus division has developed a Public Transportation Agency Safety Plan (PTASP), in accordance with the Federal Transit Administration (FTA) final rule 49 CFR Part 673. This rule required the development of a uniform system of public transit safety management, called the Safety Management System (SMS). As the Director of Operations of RMRTD, I am our Accountable Executive, as specified under these regulations. Ultimately, I am responsible to ensure the continued implementation of the new safety standards, which will be upheld throughout our organization.

To facilitate this I continue to support the efforts to integrate this Policy Statement into RMRTD processes. This statement will serve as a guiding beacon as we adopt and follow the federal safety rules.

Safety has always been a core commitment of RMRTD, including the development, implementation, maintenance, and continuous improvement of our daily practices to ensure the safety of our customers, employees, contractors, and the public. RMRTD will use the safety management processes to guide the prioritization of safety, and allocate our organizational resources (such as people, funding, and technology) to integrate into our everyday operations. RMRTD aims to develop and support a robust safety culture, and to achieve the highest levels of safety performance, meeting all established safety standards, including guidelines set by the Centers for Disease Control (CDC) or a State Health Authority, designed to prevent or control exposure to infectious diseases.

RMRTD has committed to the following capacities:

Executive Commitment to Safety—Executive Management will lead the development of an organizational culture that promotes safe operations. We will provide appropriate resources to support the PTASP development by fostering and ensuring safe practices, improving procedures when needed, and encouraging effective employee safety reporting and communication. RMRTD will hold every executive, manager, employee, and contractor accountable for the priority of safe operations.

Communication & Training—Employee engagement is crucial to a functioning SMS. Communication systems will be developed and fine-tuned to enable greater awareness of RMRTD safety objectives, performance targets, and ongoing safety communication throughout every level of our organization. All levels of management must proactively engage employees, and continuously work to keep the lines of safety communication simple, honest, and open. All employees will be made aware of the importance of RMRTD's SMS and will be trained in any new or improved safety reporting procedures. Whenever the SMPC is updated, it will be redistributed to all employees and will be accompanied by an acknowledgement of receipt which will be included in the employees' files.

Responsibility & Accountability—All employees and contractors will be responsible for delivering safe and quality transit services that represent RMRTD. Each manager will take an active role in the SMS process and will ensure that the Safety Assurance functions are supported and advocated. Managers are also responsible for ensuring that Safety Risk Management is being performed in their operational areas

of control, to assure that the safety risk associated with identified safety hazards is assessed and mitigated. Safety performance will be an important part of annual performance evaluations for all RMRTD employees.

Safety Committee Establishment, Membership and Procedures

- RMRTD's Safety Committee is appropriately scaled to the size, scope and complexity of RMRTD. The Safety Committee will be chosen based on nominations from outgoing Committee members. These nominations will be based on diversity, different work groups, communications skills, knowledge of work area, problem solving/ decision making skills, and disciplinary actions. Once an employee is nominated the management group will review and approve or ask for other nominations and then review and approve. The members will serve for one calendar year and then be rotated out.
- The Safety Committee consists of an equal number of frontline transit worker representatives and management representatives and, to the extent practicable, includes frontline transit worker representatives from major transit service functions across the transit system, such as operations and maintenance. Each division (Sandoval and Valencia) put their own safety committee's together generally consisting of 6-8 participants. Each manager (Sandoval and Valencia) assembles their agenda based on things that have come up since the last meeting that need to be addressed, and notes submitted from after the meetings. The agendas are handed out to all Safety Committee members when the meeting begins.
- The Safety Committee members do not require any extra training to be on the committee. The Safety Committee members are compensated at their normal rate of pay and are not paid extra for serving on the Safety Committee.
- How the Safety Committee will access transit agency information, resources and tools, and submissions to the transit worker safety reporting program to support its deliberations. If there have been submissions using the accident/incident form or if issues have been communicated otherwise, the Committee members will receive a copy to review. The Transit Managers include the Training Coordinator and can also include the Transit Manager-Bus to serve as "technical experts."
If there are questions or concerns that cannot be immediately addressed during the Safety Committee meeting, a follow up meeting can be scheduled to gain additional information. Safety Committee Meeting notes are kept indicating what decisions were made.
- Weekly meetings are conducted with upper management, information is communicated or presented at monthly Board Meetings, where Safety Committee issues can be discussed and decided upon.
- The Safety Committee meets monthly and goes over each incident or issue and discusses possible causes and possible solutions. The Safety Committee makes decisions collaboratively. They also discuss ways to prevent it from happening again or how to resolve the problem. If a safety concern is brought to the attention of management, the Safety Committee will discuss possible preventative action. If there is a dispute or a response that cannot be made by the Chief Safety Officer or the Transit Supervisor, it will be brought to the Transit Manager-Bus.

Employee Reporting—We will institute a safety reporting program as a viable tool for employees to clearly voice their safety concerns. All frontline employees will be responsible for utilizing this program as part of the SMS. No action will be taken against any employee who communicates a safety condition through the RMRTD safety reporting program, unless such disclosure indicates the following: an illegal

act, gross misconduct or negligence, or a deliberate or willful disregard of RMRTD rules, policies, and procedures.

Performance Monitoring & Measurement—RMRTD will establish realistic measures of safety performance and establish safety performance targets to ensure our continuous improvement. A team of our employees, representing different skillsets within the organization, will work together with management to verify that the resulting safety risk mitigations are appropriate, helpful, and effective.

Review & Evaluation—RMRTD will measure our SMS performance by analyzing our key safety performance measures, reviewing inspections, and evaluating our corrective action reports. These activities will become the basis for revising or developing safety objectives, safety performance targets, and overall PTASP with the goal of continuous, effective safety improvements. The PTASP is a living document and frequently monitored for applicability and functionality.

Thank you for your full cooperation in building a safer workplace for all of our customers, employees, contractors, and the public.

Sincerely,

Robert Gonzales
RMRTD Director of Operations

Safety Management Policy Communication

The Chief Safety Officer, who leads RMRTD's SMS activities, introduced staff to SMS principles during an All-Staff Meeting. A paper copy of the Policy Statement was distributed to each employee, as well as a Signature of Receipt to document the employee acknowledgement of their receipt of a copy of the SMS. RMRTD also posted the SMS in a conspicuous place (such as on a bulletin board) at each of the main offices in Rio Rancho, Albuquerque, and Los Lunas. Finally, it is available as a link that is posted on the RMRTD website's Bus Safety Reporting page. Contractors have also been instructed to follow the same principal steps to distribute the SMS to their employees.

Authorities, Accountabilities, and Responsibilities

Roles and Responsibilities of the Accountable Executive

The RMRTD Accountable Executive has ultimate responsibility for carrying out the ASP. The Accountable Executive will ensure that RMRTD effectively implements its SMS throughout the agency and also addresses SMS substandard safety performance. The Accountable Executive may delegate specific responsibilities to the appropriate employees, as needed.

The RMRTD Accountable Executive's roles include, but are not necessarily limited to:

- Decision-making about human and capital resources needed to support asset management, SMS activities, and capital investments;
- Maintaining the Transit Asset Management (TAM) Plan;
- Signing SMS implementation planning documents, and ensuring that SMS is effectively implemented throughout RMRTD's public transportation system;

- Ensuring action is taken to address substandard performance in RMRTD's SMS;
- Endorsing SMS implementation team membership;
- Implements safety risk mitigations for the safety risk reduction program that are included in the ASP; and
- Receives and considers all other safety risk mitigations unrelated to the safety risk reduction program that the Safety Committee recommends.

Roles and Responsibilities of the Chief Safety Officer

The RMRTD Chief Safety Officer (CSO) has the authority and responsibility for developing, implementing, and operating RMRTD's SMS. The CSO reports directly to the Accountable Executive for matters involving SMS.

The CSO's roles include, but are not necessarily limited to:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessments;
- Monitoring quarterly risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive on SMS implementation progress;
- Maintaining an adequate level of training, including attendance of relevant federal, local, and RMRTD training classes to remain current on acceptable standards
- Planning safety management training, and;
- Other duties as assigned/necessary to implement the ASP.

Agency Leadership and Executive Management Roles

Members of RMRTD's leadership have authorities and responsibilities for the day-to-day implementation and operation of the agency's SMS.

In addition to the Director of Operations, Agency Leadership and Executive Management include:

- Executive Director, Mid-Region Council of Governments/Rio Metro Regional Transit District;
- RMRTD Board of Directors;
- Transit Managers—Bus;
- Operations Review and Policy Compliance Manager;
- Senior Finance Manager;
- Human Resources Manager, and;
- Sandoval and Valencia Transit Supervisors - Bus.

The Agency Leadership and Executive Management are responsible for the following, within their areas of oversight:

- Implementation and operation of RMRTD's SMS, within the functions in which they have responsibility;
- Provide input regarding the allocation of resources, within the functions in which they have responsibility, to accomplish the goals and objectives of the ASP;
- Accountable for oversight, day-to-day operations, and maintaining compliance with the ASP, within the functions in which they have responsibility, and;
- Modify policies consistent with the implementation of the ASP.

AAA and zTrip identified and documented all the SMS-related organizational accountabilities and responsibilities of each of their agency leadership job functions and recorded where this documentation

is captured and stored. This information was provided to RMRTD, and this documentation is captured and stored at the RMRTD Headquarters in the CSO's office.

Key Staff Roles

RMRTD Key Staff has the following SMS accountabilities and responsibilities of the ASP. Its roles include, but are not necessarily limited to:

- Assisting the CSO in developing, implementing, and operating the SMS. Based on responsibilities and expertise, Key Staff assists in hazard identification, safety risk assessment, safety risk mitigation, safety performance monitoring, safety performance measurement, safety training, and safety communication activities.
- Key staff plays a significant role as subject matter experts in hazard identification, safety risk assessment, safety risk mitigation, and safety performance monitoring activities.
- Key staff functions that bring experience and expertise to bear on SMS activities include:
 - Transit Lead Supervisors;
 - Transit Dispatchers;
 - Transit Operators;
 - Service Workers;
 - Vehicle Mechanics, and;
 - Other skilled professionals as needed.

Roles and Responsibilities of the Safety Committees

As required by the PTASP regulation, the RMRTD Safety Committee will:

- Review and approve ASP updates;
- Set annual safety performance targets for the safety risk reduction program;
- Identify and recommend risk-based mitigations necessary to reduce the likelihood and severity of potential consequences identified through RMRTD's safety risk assessment, including safety risk mitigations associated with any instance where RMRTD did not meet an annual safety performance target in the safety risk reduction program;
- Identify safety risk mitigations or strategies that may be ineffective, in appropriate, or were not implemented as intended, including safety risk mitigations associated with any instance where the RMRTD did not meet an annual safety performance target in the safety risk reduction program; and
- Identify safety deficiencies for purposes of continuous improvement, including any instance where RMRTD did not meet an annual safety performance target in the safety risk reduction program.

In order to facilitate the SMS process, the following additional committees and meetings will convene as needed but are not required by the PTASP regulation:

- Transit Operators' Meetings: A permanent agenda item in all monthly Transit Operators' meetings is dedicated to safety. Safety issues are discussed and documented.
- Quarterly All-Staff Meetings: Hazard reports and mitigations are shared, safety topics are brought up for open discussion, further feedback is solicited, and hazard self-reporting is further encouraged. All-Staff includes both administrative and operations employees. The information discussed in these meetings will be documented.

Employee Safety Reporting Program

RMRTD has established and implemented a formal safety reporting program that allows its employees and contractor employees to voluntarily report any safety concerns or issues, assaults on transit workers, near misses and unsafe acts or conditions they may see during their day-to-day delivery of transit services. This voluntary safety reporting program is separate from RMRTD's mandatory reporting requirements for accidents and incidents.

The Employee Safety Reporting Program (ESRP) provides protections for employees against reprisal or other adverse actions; the reports are also generally protected under Occupational Safety and Health Administration (OSHA) whistleblower protections. The ESRP gives employees the option of either reporting anonymously or providing their name.

The ESRP also describes the employee behaviors that are not protected under the program, which may result in disciplinary action. Examples include an employee that has engaged in an illegal act, gross misconduct or negligence, or a deliberate or willful disregard of RMRTD rules, policies, or procedures.

The ESRP clarifies:

- What to report, what not to report, and how to submit a report;
- What managers should do when employees report safety concerns;
- How reports are documented, and;
- How employees will receive feedback about the results of their reports.

The reporting system is simple to use and available to all RMRTD and contractor personnel. RMRTD's ESRP addresses the following:

- Who is responsible for developing and managing the employee safety reporting program;
- Timely responses to employee safety reports;
- How RMRTD provides feedback to employees on the action(s) taken to address the reported safety issue, condition, or concern;
- Investigation of reported safety issues, conditions, or concerns for causal or contributing factors;
- How RMRTD documents and reviews safety issues, conditions, or concerns to determine if a hazard exists, and;
- If the issue is determined to be a hazard, how the hazard is then entered into the safety risk management process.

RMRTD is committed to providing feedback to internal and contractor employees who report a safety issue, condition, or concern. This feedback is provided either directly in a one-on-one conversation or through the safety meeting platform. The feedback addresses what, if any action, will be taken to address the reported safety issue, condition, or concern.

RMRTD's ESRP includes several options for employees to submit a report:

1. Via phone messages left on a Safety Hotline. These reports give the options of remaining anonymous or leaving a name/phone number to receive direct contact from the CSO; all content on the recorded line is heard and transcribed by a third-party contractor, then sent as text only so that any Administrative Staff cannot identify the employee by his/her voice.
2. Via text message through the Safety Hotline. The texted information is compiled by a third-party and sent as a text-only email (without any identifying names/information from the person that submitted it) to Administrative Staff.

3. Via online report on the RMRTD website, in a section called Bus Safety Reporting. Employees can fill out a prompted set of information on a form, with the option of anonymity or with their name/contact information. This may be submitted electronically through the website, or:
4. Via printing the online form, hand-writing their concerns, then submitting the form by:
 - Mailing the completed form via postal service to the CSO;
 - Placing the completed form in a designated, locked box inside the main Valencia and Sandoval offices; or
 - Sharing the form directly with their Transit Lead Supervisor.
5. Via two-way radio to Transit Dispatchers, who keep a hazard log to record all issues, conditions, or concerns reported by the Transit Operators.

All of these means are monitored daily, and the reports are documented for analysis. AAA and zTrip employees are able and encouraged to submit their safety concerns through the same means listed above. More detailed documentation of the ESRP is kept in the CSO's office at RMRTD Headquarters. A description of the ESRP is distributed to all current employees during periodic training classes, and to new employees during their new-hire orientation.

9. Safety Risk Management

RMRTD uses the Safety Risk Management (SRM) process as a primary method to ensure the safety of operations, passengers, employees, vehicles, and facilities. It is a process wherein hazards and their potential consequences are identified, according to data and information regarding exposure to infectious diseases provided by the CDC or a state health authority, as well as safety concerns identified through the RMRTD's safety assurance activities, and assessed for potential safety risk, and resolved in a manner acceptable to RMRTD's leadership. The RMRTD SRM process allows members to carefully examine what could cause harm, determine whether there have been sufficient precautions made to minimize the harm, or if further mitigations are necessary.

The CSO leads the RMRTD SRM process, working with the Safety Committee, which applies to all elements of the system, including operations, maintenance, facilities, vehicles, personnel recruitment, employee training, and supervision. Any reports furnished from the contractor, including a record of the periodic monitoring and documentation of contractor performance related to the SRM process, is kept on file in the CSO's office at the RMRTD Headquarters.

Overall, the RMRTD SRM process includes the following steps that are carried out under the guidance of the CSO, and with input from appropriate subject matter experts:

- Oversee and facilitate the hazard identification process;
- Identify hazards;
- Document the hazards;
- Identify the potential consequences of each hazard;
- Evaluate potential consequences in terms of probability and severity using the formal risk matrix (see *Appendix F: RMRTD Safety Risk Assessment Matrix*);
- Communicate any high-priority risk to the Accountable Executive, as well as the other items identified;
- Based on the Accountable Executive's approval, create safety risk mitigations to eliminate or reduce the effects of hazards;
- Implement the mitigation, and;
- Create a strategy for monitoring the mitigation effectiveness.

In carrying out the SRM process, RMRTD uses the following terms:

- **Safety Event** – An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of RMRTD; or damage to the environment.
- **Hazard** – Any real or potential condition that can cause injury, illness, death, damage to/loss of facilities, equipment, rolling stock, or infrastructure belonging to RMRTD, or damage to the environment.
- **Risk** – The composite of predicted severity and likelihood of a potential consequence of a hazard.
- **Risk Mitigation** – A method(s) to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.
- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to RMRTD property or the environment.

Hazard Identification

RMRTD has developed methods and processes to identify hazards and their potential consequences. RMRTD considers, as a source for hazard identification, data and information regarding exposure to infectious diseases provided by its Board of Directors, the FTA, NMDOT, and the CDC and State Health Authorities. RMRTD also considers the results of its asset condition assessments, including all Facility Assessment Reports, when performing safety hazard identification activities through its SMS. The results of the condition assessments and safety risk management activities help to inform RMRTD's determination as to whether an asset meets the state of good repair standards under 49 CFR Part 625.

The hazard identification process helps RMRTD to identify hazards and potential consequences in the operation and maintenance of the transit system. Hazards are identified through a variety of sources, including:

- RMRTD employee safety reporting;
- Contractor safety reporting;
- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets;
- Observations from Transit Lead Supervisors;
- Maintenance reports;
- Comments from customers, passengers, and third parties;
- Safety Committee, Transit Operator, and All-Staff Meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Results of internal safety audits;
- Investigations into safety events, which includes accidents, incidents, and occurrences including near misses;
- Data and information regarding exposure to infectious diseases provided by the CDC or State Health Authorities; and
- The FTA, NMDOT, and other oversight and authority agencies.
- Safety concerns identified through RMRTD's Safety Assurance activities.

Information related to hazard identification and consequence determinations is stored in the RMRTD Safety Risk Assessment Register, which is an Excel spreadsheet that allows for the documentation of all identified safety hazards and the subsequent activities related to addressing those hazards. This Safety Risk Assessment Register is maintained by the CSO. The CSO reviews the reports for hazards, and documents them in RMRTD's Safety Risk Assessment Register. The CSO also enters hazards into the Safety Risk Assessment Register from reviews of the RMRTD operations and maintenance, results of audits and observations, and information received from FTA and other oversight authorities, including the National Transportation Safety Board.

The CSO may conduct further analysis of hazards and potential consequences entered into the Safety Risk Assessment Register to collect information, identify additional potential consequences, and to inform management which hazards should be prioritized for safety risk assessment. While following up on identified hazards, the CSO may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assess the possible hazardous condition/s, generate visual documentation (photographs and/or video), and take any measurements that are deemed necessary;

- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (such as records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any previously reported hazards of a similar nature, and;
- Evaluate tasks and/or processes associated with the reported hazard.

Any identified hazard that poses a real and immediate threat to life, property, or the environment (such as items marked in the Red/High categories in *Appendix F: RMRTD Safety Risk Assessment Matrix*) must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This signifies the CSO's belief that immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of the Environmental Protection Agency or NMDOT environmental protection standards. Otherwise, the Safety Committee prioritizes hazards for further SRM activity.

RMRTD involves subject matter experts in safety hazard identification processes by matching the experience and expertise of the individual(s) with the type of hazard to be analyzed. For example, if the hazard is operations-related, then the primary subject matter experts will be from operations; if the hazard is vehicle-maintenance related, that type of hazard requires vehicle maintenance expertise and skills.

RMRTD has ensured that AAA and zTrip have provided a list of the sources they use for identifying hazards, provided descriptions of the processes they use for determining and recording the potential consequences of identified hazards, and reactions to an identified safety concern or issue that requires immediate attention. These descriptions include the location of where each contractor captures and stores this information.

Safety Risk Assessment

RMRTD has established processes to assess the safety risk associated with identified safety hazards. These safety risk assessment processes include an assessment of the likelihood and severity of the potential consequences of identified hazards, including existing mitigations and prioritization of the hazards, based on the safety risk.

Assessing the likelihood and severity of hazard potential consequences is the first step in prioritizing safety risk. RMRTD has established procedures for assessing the safety risk of the potential consequences of identified hazards, taking into account existing safety risk mitigations, to determine if safety risk mitigation is necessary and to inform prioritization of safety risk mitigations. RMRTD assesses the safety risk in terms of likelihood (the probability of a consequence occurring) and severity (the seriousness of a consequence, if it does occur). A color-coded safety risk index provides a rating system to use with a safety risk assessment matrix to prioritize safety risk. The Safety Risk Assessment Matrix helps RMRTD determine the probability and severity of potential consequences and allows for prioritization of safety risk. The Safety Risk Assessment Matrix used by RMRTD is presented in *Appendix F: Safety Risk Assessment Matrix*. Once sufficient information has been obtained, the Chief Safety Officer

will facilitate completion of relevant sections of the Safety Risk Assessment Register, using the Safety Risk Assessment Matrix, with the Safety Committee. The Chief Safety Officer will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Assessment Register. The Chief Safety Officer will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collected, and completed Safety Risk Assessment Register sections for a period of three years from the date of generation.

RMRTD chooses subject matter experts to involve in safety risk assessment by matching the experience and expertise of subject matter experts with the type of hazard under assessment. This assessment is carried out under the guidance of the CSO using RMRTD's Safety Risk Assessment Matrix.

Safety risk prioritization is linked to safety risk mitigation creation. Prioritizing the safety risk provides the Accountable Executive with the information needed to make decisions about resource application. It helps RMRTD to apply its limited time, financial, and human resources towards the highest priority of transit safety risk.

The Accountable Executive is the ultimate decision-maker on applying resources to mitigate any high priority transit safety risks. Therefore, high priority transit safety risks are communicated to the Accountable Executive. RMRTD has defined and documented this process, which includes criteria for when high priority transit safety risks need to be elevated to the Accountable Executive. Responsibility for communicating to the Accountable Executive resides with the CSO. Hazards in and of themselves do not cause damage. It is the potential consequences of hazards that cause injuries and death, destroy property, harm the environment, or impair the ability of a transit provider to deliver transit services. RMRTD subject matter experts identify the potential consequences of hazards, keeping in mind that a single hazard could have many potential consequences. Each potential consequence is identified and recorded.

RMRTD has ensured that AAA and zTrip have provided descriptions of how they elevate safety risk assessment information to the executive level, and how they gain approval for moving forward with creating safety risk mitigations. AAA and zTrip have also provided descriptions of their methodologies for documenting safety risk assessment activities and the results of those activities. The descriptions include the location of where each contractor captures and stores this information.

Safety Risk Mitigation

Developing safety risk mitigations to proactively reduce RMRTD's safety risk is the culmination of the safety risk management process. RMRTD has established processes to identify mitigations or strategies necessary, as a result of its safety risk assessment activities, to reduce the likelihood and severity of its potential consequences. The CSO is responsible for guiding and overseeing the subject experts during the risk mitigation process at RMRTD. RMRTD will use guidance provided by FTA or other oversight authorities. Safety risk mitigations requiring additional resources or changes in agency policy are approved by RMRTD's Safety Committee and the Accountable Executive. RMRTD will share its findings with other staff that may have the abilities to use the suggested safety-related changes towards annual capital plans, etc. When the Safety Committee recommends a safety risk mitigation unrelated to the safety risk reduction program and the Accountable Executive decides not to implement the safety risk mitigation, the Accountable Executive prepares a written statement explaining their decision and submits and presents it to RMRTD's Safety Committee and Board of Directors or equivalent entity.

RMRTD has established procedural steps for creating safety risk mitigations, to include following guidelines to prevent or control exposure to infectious diseases consistent with CDC or State Health Authorities, to address the potential consequences of its prioritized risk. The steps include how RMRTD, with the input of the Human Resources department, will determine when safety risk mitigation is necessary, and the job function(s) or position(s) that may be responsible for creating mitigations. Within these procedural steps, RMRTD references any forms used to create mitigations, describes how it will record the results of this activity, and where these recorded results are stored or maintained. RMRTD understands that the goal of a mitigation is to reduce assessed safety risk to an acceptable level. It is unrealistic that a transit operation can assume that it will be able to completely eliminate all safety risks. RMRTD can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

RMRTD's safety risk mitigation steps include:

- Examine the potential consequences of hazards and their probability and severity;
- Develop strategies to reduce the probability and/or severity of those potential consequences;
- Ensure the strategy can be realistically implemented with available resources;
- Turn the strategy into a mitigation plan;
- Put the mitigation plan into place, and;
- Create a plan for monitoring the effectiveness of the mitigation.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for creating safety risk mitigations. The descriptions include the location of where each contractor captures and stores this information.

After creating a safety risk mitigation, RMRTD develops and documents a strategy for implementing the mitigation. These implementation strategies include:

- Identifying who is responsible for implementing the mitigation;
- Identifying where the mitigation will reside within agency activities;
- Describe how the mitigation will be implemented, and;
- Describe how long it should take to implement the mitigation.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for creating strategies to implement safety risk mitigations and for developing strategies to monitor the effectiveness of their safety risk mitigations. The descriptions include the location of where each contractor captures and stores this information.

RMRTD needs to know that its mitigations are working. When it develops a mitigation, they also define and document the way the mitigation will positively impact safety performance so that they can then monitor whether that positive impact is taking place, and if the mitigation is effective. Under the guidance of the CSO, the subject matter experts involved in creating a safety risk mitigation also decide on the best ways to monitor the effectiveness of the mitigation being implemented. This includes developing and documenting monitoring strategies. These strategies provide consistency in monitoring activities, regardless of whether the mitigation is implemented in operations, maintenance, or administration.

RMRTD understands that successful mitigation implementation and monitoring activities depend on having a process for how it will formally communicate mitigation and monitoring strategies to operations, maintenance, or administration staff who will implement and monitor the mitigations.

RMRTD has documented this process under the guidance and facilitation of the CSO. This communication feeds cross-functional ownership in SMS processes since employees who create the mitigations may not be the same employees that implement and monitor the mitigations.

Strong documentation of safety risk mitigations feeds the safety performance monitoring. RMRTD has established and documented how it will record all of its various safety risk mitigation activities and their outcomes. Within this process, RMRTD references any forms that it uses during safety risk mitigation activities and where the completed records of safety risk mitigation activities are stored.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for recording safety risk mitigation activities. The descriptions include the location of where each contractor captures and stores this information.

10. Safety Assurance

RMRTD has established processes to:

- Monitor its operations for compliance with and sufficiency of its policies and procedures;
- Work with external vehicle maintenance providers to ensure that they are performing maintenance which is consistent with RMRTD's ability to safely meet its operational requirements, monitor its contractors, and ensure that they are monitoring their own operations to ensure their internal compliance with all safety policies and procedures;
- Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or that were not implemented as intended;
- Conduct investigations of safety events to identify causal factors, and;
- Monitor the effectiveness of its employee safety reporting program.

Safety Performance Monitoring and Measurement

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

- Safety audits;
- Checks to ensure Transit Operator is Fit for Duty to include fatigue, sickness, etc. issues;
- Informal inspections;
- Regular review of random on-board camera footage to assess operator performance and unreported incidents or accidents, including RMRTD policy or safety violations, traffic violations;
- Investigation of passenger or customer complaints, including video footage reviews, GPS data review, interviews with Transit Operators or other staff;
- Investigation of minor and major vehicle accidents, including video footage review, GPS data review, interviews with Transit Operators or other staff and accident site assessment;
- Random vehicle pre-trip inspections, to ensure compliance with safety expectations;
- Field observations of route performance, operators driving and facilities inspections;
- Safety surveys;
- Review of guidance and recommendations from the CDC regarding minimizing potential risks associated with exposure to infectious diseases;
- Investigation of safety events; including both onsite and offsite activities which follows the district's policies and procedures;
- Safety reviews prior to the launch or modification of any facet of service;
- Daily data gathering and monitoring of data relating to the delivery of service, and;
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends, both quarterly and annually by the CSO to determine where corrective actions need to occur. The CSO enters any identified non-compliant or ineffective activities, including any resulting mitigations, back into the SRM process for reevaluation by the Safety Committee.

Operations Monitoring

The Transit Lead Supervisors are jointly responsible for ensuring and documenting the system's compliance with and sufficiency of its operations policies and procedures. RMRTD has developed checklists and forms that are used to drive and document its operations monitoring activities. This

documentation is stored within RMRTD's safety performance monitoring files, located at its RMRTD Headquarters in the CSO's office.

Monitoring of compliance with policies and procedures is carried out at RMRTD's two operating locations, at 3437 Lambros Loop in Los Lunas, NM and 1804 Idalia Road NE, in Rio Rancho, NM. Monitoring activities at these two locations are primarily carried out by the Transit Lead Supervisors that manage each location. However, additional monitoring is carried out by the Transit Manager of Bus, the Training Coordinator, and the CSO. The operational areas that are monitored for compliance with policies and procedures include but are not limited to:

- Transit Operator pre-trip inspections;
- Transit Operator behind-the-wheel performance;
- Transit Operator passenger assistance;
- Transit Operator emergency response, and;
- Transit Operations Transit Lead Supervisors and Dispatch activities.

When RMRTD's monitoring activities determine a lack of compliance with operations policies and procedures, or that there are inadequacies of those policies and procedures, it then uses this information to feed RMRTD's hazard identification and safety risk assessment process.

Within these documented processes, RMRTD describes:

- The job functions responsible for the different areas of field observations;
- How it will record the results of field observations;
- Where these records are stored, and;
- How it will address hazards or safety issues identified during field observations.

RMRTD has established and documented emergency procedure checklists that Transit Lead Supervisors and Dispatchers can readily access to help direct their response to Transit Operators who may experience an emergency during revenue service. These procedures include, but are not limited to:

- Response to accidents and incidents;
- Evacuation of a vehicle under smoke and fire conditions, and;
- Response to a potentially dangerous passenger and other security threats.

RMRTD has ensured that AAA and z-Trip have provided descriptions of their processes for monitoring compliance with their operations policies and procedures. The descriptions include the location of where each contractor captures and stores this information.

RMRTD has a process for auditing its contractor's monitor of operating policies and procedures. This process is documented and stored at RMRTD Headquarters in the CSO's office. RMRTD audits its contractors every other year.

Vehicle Maintenance Monitoring

RMRTD uses external maintenance providers, under a formal relationship, for maintenance activities related to vehicles operated out of its Rio Rancho and Los Lunas bases. Vehicle maintenance for Rio Rancho equipment is provided by ABQ RIDE. Vehicle maintenance for equipment operated out of Los Lunas is provided by the Village of Los Lunas. RMRTD has a third contractor, Leonard Tires, who conducts maintenance on its fleet of supervisory vehicles. RMRTD has established relationships with all of these maintenance providers, and regularly works to ensure that maintenance on all RMRTD vehicles meets industry safety standards in terms of both preventive and corrective maintenance.

RMRTD monitors the following areas within external vehicle maintenance. It documents all monitoring activities and their results, such as:

- Adherence to preventive maintenance schedules;
- Effectiveness of corrective maintenance activities, and monitoring that maintenance defects were corrected prior to putting a vehicle back into service; and
- Maintenance-related vehicle road calls.

Facility Safety Inspections

Rio Metro facility manager will conduct periodic safety inspections in Rio Rancho and Los Lunas facilities. Documentations of the inspections will be kept on file submitted to the safety committee.

Fire Hazard and Fire Extinguisher Inspections

Fire extinguishers are inspected as part of the pre-trip vehicle inspection conducted by operators and documented on the “Operators Vehicle Condition Report” prior to them leaving the transit facility. Vehicle fire extinguishers are inspected and serviced by ABQ RIDE as part of our vehicle preventative maintenance program. Local/county fire departments or County Building Maintenance conduct regular fire hazard inspections at both the Los Lunas and Rio Rancho facilities. If a fire hazard is identified at either of these facilities, it is addressed by either the village or the county, respectively. RMRTD Staff at both the Los Lunas and Rio Rancho facilities periodically inspect fire extinguishers that are mounted at the facility. If an issue is identified with the fire extinguisher, the fire extinguisher is immediately recharged or replaced.

RMRTD has ensured that AAA and z-Trip have provided descriptions of their procedures for periodic on-board vehicle fire extinguisher inspections. The descriptions include the location of where each contractor captures and stores this information.

Field Observations of Service Delivery

RMRTD has documented processes that it uses to conduct field observations of safety-related aspects of the following elements of both internal and contractor service delivery:

- Bus stops;
- Bus transfer locations;
- Monitoring the efficiency of fixed-route schedule and service delivery;
- Monitoring the efficiency of commuter bus schedule and service delivery, and;
- Monitoring the efficiency of demand response schedule and service delivery.

The Transit Manager-Bus has overall responsibility to ensure that this monitoring is carried out and documented. Further, if deficiencies are noted during the monitoring process, these deficiencies are documented and addressed as a source of proactive hazard identification through RMRTD’s safety risk management processes. All these service delivery monitoring activities are documented and are stored at the RMRTD Headquarters of the CSO’s office.

Risk Mitigation Monitoring

The CSO has ultimate responsibility for monitoring operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. The actual field monitoring of the mitigations is often carried out by subject matter experts, including those that assisted in the creation of

the mitigation through the SRM process, as well as the Safety Committee. RMRTD documents how it carries out these monitoring strategies to periodically assess the effectiveness of safety risk mitigations.

Activities to monitor the effectiveness of safety risk mitigations ultimately assist RMRTD in determining whether the existing mitigation:

- Is working as desired;
- Needs some modification to work as desired;
- Is not working and needs to be replaced, or;
- Is no longer needed.

The results of mitigation monitoring activities, safety event documentation, and the results of the analysis of the forms, are made available for further safety risk management activity if needed. Mitigation monitoring documentation is stored at RMRTD Headquarters in the CSO's office. RMRTD has ensured that AAA and zTrip have provided descriptions of the monitoring strategies they use to periodically assess the effectiveness of their safety risk mitigations. The descriptions are included in the location of where each contractor captures and stores this information.

Safety Event Investigation

Responsibility for RMRTD's safety event investigation process is shared by the Transit Manager-Bus and the CSO. Actual performance of safety event investigation, including identifying causal factors, involves not only the CSO and Transit Manager-Bus, but also RMRTD Transit Lead Supervisors and the Training Coordinator. Local law enforcement responds to accident scenes, as well. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. Basic training requirements for RMRTD employees, including appropriate and compliant frequencies and refresher training, are documented in RMRTD's Safety Training Matrix and the RMRTD Employee Handbook.

Safety event records provide critical baseline information to support SMS implementation, operation, and safety performance target achievement. RMRTD has documented procedures for safety event investigation. RMRTD has forms, consistent with industry standards, for documenting the results of safety events as well as the subsequent investigation.

After a safety event investigation is complete, RMRTD management, with input from subject matter experts, determines whether the safety event was preventable or non-preventable, and based on that decision, whether discipline of employees involved is required.

RMRTD takes the process a step further and performs causal analysis of safety events to help determine if latent organizational factors, beyond individual employee behavior, may have contributed to the event. The results of causal analysis are documented on a causal analysis form.

Results of this analysis for causal factors provide potential hazard identification information that may need to be put through RMRTD's safety risk management process to reduce the potential risk of reoccurrence of a similar accident or incident.

Monitoring Internal Safety Reporting Programs

An effective ESRP supports hazard identification. The RMRTD CSO has ultimate responsibility for monitoring the transit agency's internal ESRP. The CSO will also monitor the use and effectiveness of the ESRP by contractor employees.

RMRTD has established and documented the activities it will use on an ongoing basis to monitor whether its ESRP is effective and achieving desired outcomes. Within this process, RMRTD has established criteria that will determine if the program is performing as desired. Some of the criteria include: volume of reports received, value of reports received, response to reports received in terms of hazard identification risk assessment and risk mitigation, how information gathered from the ESRP is shared and communicated, and the timeliness and accuracy of feedback provided to employees who have reported a safety issue, concern, or condition. The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through RMRTD's SRM process. The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning RMRTD's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Continuous Improvement

Rio Metro's processes identify deficiencies in its SMS and its safety performance against its general safety performance targets and its safety risk reduction program targets. To identify deficiencies, Rio Metro uses its general targets and safety risk reduction program targets to monitor and track safety performance. This enables Rio Metro to prioritize resources to address safety risk and assess the effectiveness of its investments.

Processes to ensure continuous improvement include:

- The Safety Committee and other applicable personnel reviewing, analyzing, and discussing collected safety performance data at various meetings to identify unmet targets.
- Conducting in-depth investigations into when performance gaps have been identified to determine what performance problems exist.
- Involving safety personnel to make informed resource allocation decisions that balance efficiency with safe operations.
- Utilizing data to identify the need for additional staff training or technical assistance.
- Motivating employees to continue making program improvements by communicating the implemented changes resulting from their input and the benefits those changes have had on system safety.

If, during safety performance monitoring processes, Rio Metro finds that it is not meeting an established safety risk reduction program target, it will use its safety risk assessment processes to assess the associated safety risk. The Safety Committee will then recommend mitigations should the risk assessment indicate this is necessary. Rio Metro will document all mitigations recommended by the Safety Committee in the appendix to this ASP.

In the case that Rio Metro does not meet a safety risk reduction program target, it will allocate its safety set-aside (0.75%) in the following fiscal year to safety-related projects eligible under Section 5307 that are reasonably likely to assist it in meeting the target in the future.

If Rio Metro identifies any deficiencies as part of its safety performance assessment, it will develop and carry out, under the direction of the Accountable Executive, a plan to address identified safety deficiencies and make necessary corrective actions. When Rio Metro fails to meet a safety risk reduction program target and the Safety Committee identifies mitigations to address the safety risk associated with the missed target, Rio Metro will also develop and carry out a plan, under the direction of the Accountable Executive, that includes these mitigations. These plans may include efforts to address underlying hazards and potential consequences through Safety Risk Management, changing data collection or analysis techniques to better understand what is really going on, or testing and evaluating new approaches to SMS processes.

11. Safety Promotion

Competencies and Training

Under the guidance of the Accountable Executive and the CSO, the RMRTD Training Coordinator has the day-to-day responsibility for the development, delivery, and documentation of all SMS-related safety skill competencies and SMS training.

RMRTD has established competencies and training for all operations transit workers, maintenance transit workers, and transit workers (any employee, contractor, or working on behalf of RMRTD) directly responsible for safety. This includes the development and delivery of training for both RMRTD employees and ensuring that RMRTD contractors provide appropriate SMS-related safety skill competencies and SMS training to their own staff. Training is provided to employees at-hire and on an ongoing refresher basis.

Training Needs Analysis

RMRTD, along with the Human Resources Department, will periodically conduct training-needs analyses to ensure that its training is up to date, and that it addresses critical, safety-related concerns. It carries out these training needs analyses by doing the following:

- Reviewing existing job descriptions;
- Identifying which positions, including contractors, have direct responsibility for determining when safety training is needed;
- Determining what SMS roles, responsibilities, and processes may be missing from job descriptions, and;
- Working with Human Resources to update job descriptions to reflect SMS practices.

New-Hire Transit Operator Training Program

RMRTD has recently updated and expanded its new-hire Transit Operator training program. RMRTD created comprehensive lesson plans for new-hire, classroom, and hands-on Transit Operator training. Continuation of skill training helps RMRTD to identify hazards, such as training gaps or outdated lesson plans.

RMRTD compiled its new-hire Transit Operator lesson plans and training schedules into one master instructor guide. Lesson plans and schedules not only assist the instructor in delivering the training, but they also provide a record of the content of the training, should it be needed for any other purpose. All RMRTD new-hire Transit Operator lesson plans and schedules are kept on file at the Los Lunas Division in the Training Coordinator's office.

RMRTD periodically monitors the effectiveness of AAA Transit Operator training programs by reviewing training content and documentation. The results of this monitoring are kept on file at the RMRTD Headquarters in the Transit Manager-Bus's office.

Transit Operator Refresher Training

Transit Lead Supervisors, Dispatchers, and Service Workers receive the same refresher training as Transit Operators. RMRTD presently provides periodic Transit Operator refresher training on a variety of topics, including defensive driving, bloodborne pathogens, wheelchair securement, and emergency procedures.

NMDOT has mandated certain refresher training initiatives for all transit agencies that fall under its responsibility, throughout the State of New Mexico. RMRTD has lesson plans, agendas, and sign-in sheets to document both the content of the refresher training and individual attendance at that training. These documents are on file at the Los Lunas Division in the Training Coordinator's office.

RMRTD also provides re-training for Transit Operators for performance deficits.

Transit Lead Supervisors and Dispatch Training

Transit Lead Supervisors and Dispatchers play a critical role in identifying and responding to hazards and helping to both proactively and reactively mitigate risk. Training for Transit Lead Supervisors and Dispatchers primarily consists of mentoring, coaching, and on-the-job training.

Mentoring, coaching, and on-the-job training are very appropriate training approaches, but ones that need to be guided by a structured agenda of topics. RMRTD has developed checklists with topics for experienced Transit Lead Supervisors and Dispatchers to use during on-the-job training, coaching, and mentoring of trainees.

These checklists are also used to document an employee's satisfactory completion of the training and include trainer/trainee signatures and the dates when the training took place. These documents are kept on file at the Los Lunas Division in the Training Coordinator's office.

SMS Orientation

A cross-functional and multi-level understanding of SMS functions supports all SMS-related activities. Successful SMS implementation and operation require employee involvement and ownership at every level of the agency and within every service-delivery related function. Employees need to understand SMS; what their role is within SMS; and how they, the organization, and customers benefit from SMS success. This knowledge nurtures employee "buy-in."

RMRTD presented SMS orientation sessions for all employee functions, which addressed the implications of SMS throughout all agency functions. This initiative addressed SMS with experienced employees. RMRTD has also added information about SMS into all new-hire employee orientations. Documentation of these orientations, including agendas of topics covered and trainer/trainee signatures, are kept on file at the Los Lunas Division in the Training Coordinator's office.

RMRTD has shared its SMS orientation materials with AAA and so they can provide SMS orientation sessions for all of their employees.

Safety Risk Management Orientation for Subject Matter Experts

Successful proactive safety risk mitigation begins with subject matter experts who have a clear understanding of their responsibilities and the skills required to carry them out.

Employees who participate in safety risk management activities as subject matter experts need to understand how to carry out their responsibilities. The CSO makes sure that subject matter experts are orientated on their safety risk management responsibilities, the desired outcomes of safety risk management activities, and the importance of the effort to RMRTD's safety performance.

Documentation of the orientation process, as well as the orientations themselves, includes how the agency:

- Assesses hazards for potential consequences;
- Conducts safety risk assessments, and;
- Creates safety risk mitigations.

Documentation of this ongoing activity is on file at the Los Lunas Division in the Training Coordinator's office.

Safety Performance Monitoring Orientation

The quality of safety performance monitoring is reflected in an agency's overall positive safety performance. Employees who participate in safety performance monitoring activities need to know how to carry out their responsibilities. The CSO makes sure that these employees receive orientations on what their responsibilities are, the desired outcomes of safety performance monitoring, and the importance of the effort to overall agency safety performance.

Orientations include how to perform monitoring activities of both internal and contracted operations, as well as external maintenance activities. Performance monitoring includes such activities as:

- Conducting field observations to ensure operations and maintenance policies and procedures are being followed correctly;
- Assessing and documenting employee safety performance;
- Monitoring the effectiveness of safety risk mitigations, and;
- Evaluating the effectiveness of the employee safety program.

Documentation of these activities is kept on file at the Los Lunas Division in the Training Coordinator's office.

Orientation on Employee Safety Reporting Program (ESRP)

An effective ESRP is one of the most important tools for hazard identification.

RMRTD's ESRP orientation, at a minimum, provides the following information:

- The purpose and benefits of the program;
- Guidelines on the types of safety concerns and issues employees should report;
- Reporting methods available to employees (how to report);
- An explanation of how the information will be managed and shared;
- Protections for employees who report safety concerns;
- A description of the operational behaviors that are not protected, which may result in discipline, and;
- The agency's commitment to providing feedback on reported safety concerns.

Agendas of the ESRP orientation and attendance records are kept on file at the Los Lunas Division in the Training Coordinator's office.

RMRTD has provided AAA and zTrip information to ensure that all of their employees are oriented on the RMRTD ESRP and the methods of safety reporting. RMRTD is committed to providing feedback to internal and contractor employees who report a safety issue, condition, or concern. This feedback is provided either directly in a one-on-one conversation or through the safety meeting platform. The feedback addresses what, if any action, will be taken to address the reported safety issue, condition, or concern.

Conflict Management and De-escalation Training

As noted in the training form in Appendix J, RMRTD employees and contractor employees are required to take a one-hour Conflict Management and De-escalation Training e-learning course.

Training Documentation

Training documentation is a source of hazard identification. Training documentation provides formal proof that employees received training and shows that employees have received timely certification and recertification in critical skill areas. Up-to-date training documentation also assists RMRTD in forecasting future training schedules.

RMRTD training documentation includes:

- Records of training needs analyses for lesson plan development;
- Curricula for initial and refresher training;
- Training schedules and records of all completed training;
- Procedures for revising training materials;
- Course assessment materials, and;
- Copies of individual employee training records.

RMRTD records of course completion include:

- Date the training was held;
- Content covered during the training session;
- Length of the session;
- Training format, and;
- Signatures of both the instructor and the trainee.

Records of training documentation and course completion are kept on file at the Los Lunas Division in the Training Coordinator's office.

RMRTD periodically monitors AAA records of their employee's completion of skill training and SMS training. This monitoring is documented and kept on file at the RMRTD Headquarters in the Transit Manager-Bus's office.

Training Monitoring

RMRTD regularly monitors its training and the training of contractors to ensure effectiveness.

Specifically, the training monitoring process addresses the following:

- Monitoring training to make sure it delivers the necessary SMS skills and information;
- Oversee contractor training to make sure they are providing necessary agency safety and SMS information, and;
- Establish a process for reviewing and revising training courses and consider review frequency, reviewers, and decision-making process for revisions.

Safety Communication

The CSO is ultimately responsible for ensuring the distribution and communication of safety and safety performance information throughout RMRTD. The CSO is assisted in this responsibility by appropriate internal and contracted managers and supervisors.

Safety communication provides a foundation to build SMS processes and activities. RMRTD has ensured that all of its employees are aware of information relevant to their safety-related roles and

responsibilities. This information includes explanations of changes to policies, activities, or procedures, and the results of Safety Committee activities. The Safety Meeting agendas are handed out to Safety Committee members and notes are taken during the meetings on each topic and topic of discussion. The notes are added to the agendas and handed out to each employee not on the Safety Committee.

RMRTD has documented its overall approach to both the safety communication and any supporting safety communication activities. This overall approach to safety communication is on file at the RMRTD Headquarters in the CSO's office.

In general, RMRTD's documentation of safety communication includes details about:

- Objectives of the communication;
- Content;
- Target audience;
- Format;
- Frequency of the communication, and;
- Ways to ensure communication was understood.

RMRTD has ensured that AAA and zTrip provide the descriptions of the overall approach to safety communication within their agencies. The descriptions include the location of where each contractor captures and stores this information.

Employee Safety Meetings

An effective employee safety meeting process provides a strong platform for safety-related communication and dialogue, identification of safety hazards, concerns, and issues, and the delivery of refresher training.

RMRTD holds regular employee safety meetings, which can include safety-related refresher training. Agendas for these meetings are comprehensively documented.

RMRTD's documentation of its safety meeting process includes:

- The frequency of employee safety meetings;
- The job functions that are strongly encouraged to attend meetings;
- How it chooses topics to discuss during the meetings, and;
- How it addresses those topics within the employee safety meeting.

RMRTD has ensured that AAA and zTrip have provided descriptions of their employee safety meeting processes. The descriptions include the location of where each contractor captures and stores this information.

Organization-Wide Communication of Safety Hazard and Safety Risk Information

A goal of safety risk management processes is to reduce safety risk for employees and customers. Safety-sensitive employees are always vulnerable to the potential consequences of safety hazards within the transit environment. Timely reporting to employees of newly identified safety hazards, as well as the safety risks those hazards present, can help reduce that vulnerability.

RMRTD has documented procedures for communicating hazards. The documentation of these procedures is kept on file at the RMRTD Headquarters in the CSO's office. The CSO is responsible for making sure this communication takes place.

RMRTD has ensured that AAA and zTrip have provided descriptions of their processes for communicating any new safety hazard and safety risk information throughout their organizations. The descriptions include the location of where each contractor captures and stores this information.

Communication about Safety Risk Mitigations

RMRTD is committed to informing employees, at every level of operations, about the safety risk mitigations it is putting into effect. The reasons it provides this information are:

- It tells employees that the transit agency is doing all it can to reduce risk;
- It brings attention to employee roles and responsibilities that may be affected by new mitigations, and;
- Informed employees are better situated to be a source of information on determining how well mitigations are working.

RMRTD has documented its procedures for communicating safety risk mitigations to employees, along with who is responsible for making sure this communication takes place. This documentation is on file at RMRTD Headquarters in the CSO's office. The CSO and the Transit Manager—Bus are equally responsible for making sure that this communication takes place.

RMRTD has ensured that AAA and zTrip have provided descriptions of their procedures for communicating new safety risk mitigations that they put into place. The descriptions include the location of where each contractor captures and stores this information.

Organization-Wide Communication of Agency Safety Performance

Transit agencies implement SMS to help them continuously improve their safety performance. Communicating agency safety performance information promotes employee "buy-in" to SMS processes, thus further improving the agency's overall safety performance.

RMRTD employees should have ownership of safety. To reinforce this ownership, RMRTD periodically communicates statistics on the agency's overall safety performance to all employees, regardless of job function, and contractors. This includes providing information on RMRTD's status related to achieving its safety performance targets.

RMRTD has documented how it communicates safety performance information throughout its organization and to contractors. This documentation is on file at RMRTD Headquarters in the CSO's office. The Accountable Executive is responsible for taking the lead on this communication and making sure that it takes place.

12. Additional Information

Unless otherwise noted in this ASP, all SMS-related records are stored in the CSO's office at RMRTD Headquarters. These documents, Incident Reports, Accident Reports, Safety Committee Minutes, and Damage Claims, will be maintained for at least three years after their creation, and made available upon request by the NMDOT, FTA, and other federal entities. The CSO will be a primary point of contact for providing ASP-related information to external agencies to ensure access to these documents.

As required by 49 CFR 673.13(b) the RMRTD authorized Finance Department staff will annually certify RMRTD's ASP meets the requirements of PTASP in the Transit Award Management System (TrAMS).	
Name of Approving Entity	Date of Certification
RMRTD Finance Department	

Appendix A: Definitions

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

Assault on a transit worker means, as defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

CDC means the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

Emergency means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

Equivalent entity means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Injury means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Investigation means the process of determining the causal and contributing factors of a safety event, or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint labor-management process means a formal approach to discuss topics affecting transit workers and the public transportation system.

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

Near miss means a narrowly avoided safety event

Operator of a public transportation system means a provider of public transportation.

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Potential consequence means the effect of a hazard

Public transportation means, as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include:

- (1) Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity);
- (2) Intercity bus service; (
- 3) Charter bus service;
- (4) School bus service;
- (5) Sightseeing service;
- (6) Courtesy shuttle service for patrons of one or more specific establishments; or
- (7) Intra-terminal or intra-facility shuttle services.

Public Transportation Agency Safety Plan means the documented, comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

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

Risk Mitigation means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Safety Assurance means processes within a transit agency's Safety Management System that functions 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 Committee means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.

Safety Event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management System (SMS) means the formal 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 and hazards and safety risk.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety Performance Target means a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

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

Safety Risk means the composite of predicted severity and likelihood of a potential consequence of a hazard.

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

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Small Public Transportation Provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across a; non-rail fixed route modes or in any one non-fixed route model and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

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

Transit Agency means an operator of a public transportation system that is a recipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost- effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized area means, as defined under 49 U.S.C. 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce.

Appendix B: Acronyms and Abbreviations

Acronym or Abbreviation	Meaning
AAA	All Aboard America
ASP	Agency Safety Plan
CDC	Centers for Disease Control
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
NMDOT	New Mexico Department of Transportation
NMRX	New Mexico Rail Runner Express
MRMPO	Mid-Region Metropolitan Planning Organization
MRCOG	Mid-Region Council of Governments
PPE	Personal Protective Equipment
PTASP	Public Transportation Agency Safety Plan
RMRTD	Rio Metro Regional Transit District
SMPS	Safety Management Policy Statement
SMS	Safety Management System
SRM	Safety Risk Management
VRM	Vehicle Revenue Miles

Appendix C: RMRTD Safety Committee ASP Approval Documentation

Safety Committee Representatives:

Sandoval/ Driver- Dana Mitchell

Sandoval/Dispatcher- Tracee Ramirez

Sandoval/ Supervisor - Will Gutierrez

Valencia/ Driver- Severo Aragon

Valencia/Driver-Mark Escoto

Valencia/ Supervisor- Albert Chavez

Rio Metro Chief Safety Officer- Joshua Martinez

Rio Metro Bus Manager- Karen Mullins

The Rio Metro Bus Agency had a system wide safety meeting on November 8, 2025, to discuss all safety concerns and determine solutions to all issues raised. These issues consisted of:

- There were concerns about active shooters and people forgetting wheelchair securement-
- **Resolution:** Held a training involving both divisions, Detective from Valencia County Sheriff's office gave training on active shooter. Both divisions worked together to review and perform wheelchair securement.
- Concerns about glare from the sun-
- **Resolution:** Purchased window tint in Valencia and Sandoval
- Concerns about Security camera dvr's on the buses being compromised-
- **Resolution:** Approved to purchase locks to be installed on all dvr cabinet doors.
- **Approved by Safety Committee on October 15, 2025**

Appendix D: RMRTD Board of Directors ASP Approval Documentation



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R-26-03 RMRTD
RIO METRO REGIONAL TRANSIT DISTRICT
AGENCY SAFETY PLAN - BUS

WHEREAS, United States Code, Title 49, Transportation subtitle III General and Intermodal Programs, Chapter 53 Public Transportation, Section 5307 Urbanized Area Formula Grants provides that public transportation agencies prepare and maintain an agency safety plan; and

WHEREAS, on July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 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); and

WHEREAS, RMRTD staff developed the RMRTD Agency Safety Plan (ASP) (attached) in accordance with the guidelines and requirements set forth in Title 49 Code of Federal Regulations Part 673, the Public Transportation Agency Safety Plan (PTASP) rule; and

WHEREAS The RMRTD Agency Safety Plan also serves as a "Safety Management System (SMS) user's manual" that guides RMRTD in the successful implementation and operation of its SMS; and

WHEREAS, Robert Gonzales, RMRTD Director of Operations, is the Accountable Executive; and

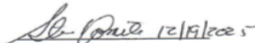
WHEREAS, the ASP required minor updates and modernizations to maintain accuracy.

NOW, THEREFORE, BE IT RESOLVED BY THE RIO METRO REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS THAT:
The Rio Metro Regional Transit District Agency Safety Plan – Bus – is approved.

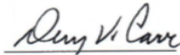
R-26-03 RMRTD

December 19, 2025

28 PASSED, ADOPTED, AND APPROVED this 19th day of December 2025 by the
29 Board of Directors of the Rio Metro Regional Transit District.


Steven Tomita, Chair
RMRTD Board of Directors

ATTEST:


Dewey V. Cave
Chief Executive Officer

R-26-03 RMRTD

December 19, 2025

Appendix E: Metropolitan Transportation Board Adoption of the ASP

1 **RESOLUTION**
2 of the
3 **METROPOLITAN TRANSPORTATION BOARD**
4 of the
5 **MID-REGION METROPOLITAN PLANNING ORGANIZATION**
6 of the
7 **MID-REGION COUNCIL OF GOVERNMENTS OF NEW MEXICO**
8 **(R-20-10 MTB)**
9 **ADOPTING PUBLIC TRANSPORTATION AGENCY SAFETY PLANS (PTASP)**
10 **DEVELOPED BY**
11 **CITY OF ALBUQUERQUE TRANSIT DEPARTMENT (ABQ RIDE)**
12 **RIO METRO REGIONAL TRANSIT DISTRICT**
13
14 WHEREAS, the Metropolitan Transportation Board is the governing body of the
15 Mid-Region Metropolitan Planning Organization (MRMPO), a division of the Mid-Region
16 Council of Governments; and
17 WHEREAS, the MRMPO is responsible for metropolitan transportation planning
18 in accordance with 23 CFR 450, for the Albuquerque Metropolitan Planning Area
19 (AMPA); and
20 WHEREAS, United States Code, Title 49, Code of Federal Regulations Part 673
21 established a requirement for certain transit agencies that receive federal funds under
22 FTA's Urbanized Area Formula Grants to develop a Public Transit Agency Safety Plan
23 (PTASP); that include the process and procedures to implement Safety Management
24 Systems (SMS); and
25 WHEREAS, federal regulations require metropolitan planning organizations to
26 adopt Public Transit Agency Safety Plans.

R-10-20 MTB

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December 18, 2020

27 NOW THEREFORE BE IT RESOLVED by the Metropolitan Transportation Board
28 of the Mid-Region Metropolitan Planning Organization of the Mid-Region Council of
29 Governments of New Mexico that the Transit Safety Agency Plans, as set out in
30 ATTACHMENTS A and B, are hereby accepted and adopted for the Albuquerque
31 Metropolitan Planning Area (AMPA) and the Mid-Region Metropolitan Planning
32 Organization.

33 PASSED, APPROVED, AND ADOPTED this 18th day of December 2020
34 by the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning
35 Organization of the Mid-Region Council of Governments of New Mexico.

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40 ATTEST:

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44 Dewey V. Cave

45 Executive Director, Mid-Region Council of Governments

46 Executive Director, Mid-Region Metropolitan Planning Organization

Jack Torres, Chair
Metropolitan Transportation Board

R-10-20 MTB

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December 18, 2020

Appendix F: RMRTD Safety Risk Assessment Matrix

Safety Risk Assessment Matrix

	1. Catastrophic	2. Critical	3. Marginal	4. Negligible
A. Frequent	High (1A)	High (2A)	High (3A)	Medium (4A)
B. Probable	High (1B)	High (2B)	Medium (3B)	Medium (4B)
C. Occasional	High (1C)	Medium (2C)	Medium (3C)	Low (4C)
D. Remote	Medium (1D)	Medium (2D)	Low (3D)	Low (4D)
E. Improbable	Medium (1E)	Low (2E)	Low (3E)	Low (4E)

Safety Risk Assessment Matrix Color Code

Unacceptable under the existing circumstances	Acceptable based upon mitigations; monitoring is necessary	Acceptable under existing circumstances; with senior management approval

Severity of the Consequence

Value	Definition Category	Meaning
1	Catastrophic	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact that violates laws or regulations, or monetary loss equal to or exceeding \$250,000
2	Critical	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least one person, property damage exceeding \$25,000 but less than \$250,000, system shut-down lasting between 10 minutes and 4 hours, or reversible significant environmental impact causing a violation of law or regulation
3	Marginal	Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact without violation of law or regulations, or monetary loss up to \$25,000, or system shutdown of less than 10 minutes
4	Negligible	Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$25,000

Likelihood of the Consequence

Value	Qualitative Definition	Meaning
A	Frequent	Likely to occur frequently—more than once per month
B	Probable	Likely to occur less than once per month but more than once per year
C	Occasional	Likely to occur less than once per year but more than once per decade
D	Remote	Very unlikely to occur—once in the life of the system
E	Improbable	Almost inconceivable that the event will occur in the life of the system

Appendix G: Contractor Information

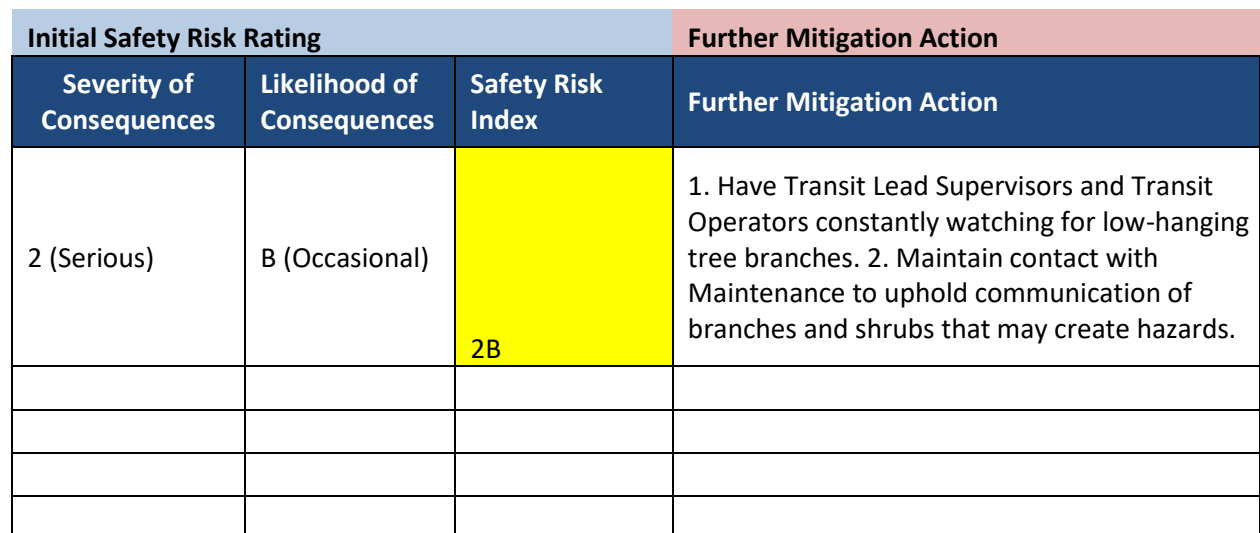
All Aboard America (AAA)

Address, Phone, Fax	Contact Person	Bus/Service Line
3789 Academy Rd.	Sergio Terrazas, General Manager	Lines: 8, 201,
Santa Fe, NM 87507	sterrazas@allaboardamerica.com	202, 204,
	Office: 505-428-6316	366 & 505
Office: 505-428-6230		
Fax: 505-424-3626	Clint Barb, Operations Manager	
	cbarb@allaboardamerica.com	
	Emergency Cell: 505-490-9287 AFTER HOURS NO: 505-780-0698	

zTrip

Address, Phone, Fax	Contact Person	Bus/Service Line
500 Kinley Avenue NE	Chris Evans, General Manager	Demand Taxi
Albuquerque, NM 87102	cevans@zTrip.com	Transportation
	Emergency number: 505-842-5969	
Office: 505-842-5293		
Fax: 505-424-3626	Mike Johnson, Operations Manager	
	mjohnson@zTrip.com	
	Emergency cell: 505-259-7081	

Appendix I: Safety Risk Register



Revised Safety Risk Index		Mitigation Owner and Implementation Date		
Revised Safety Risk Index	Revised Safety Risk Index Date	Department Responsible for Mitigation	Estimated Implementation Date	Contact Person
1D (Acceptable based upon mitigations)		Transportation		

Appendix J: Rio Metro Training Acknowledgement

Topic	Date Completed	Min. Time Hrs.	Act. Time Hrs.	Operator Initials	Trainer Initials
Introductions/Facility Tour		1	1		JM
CDL Training Schedule		½	½		JM
Transit Operators Manual					
1. General Procedures		½	½		JM
2. Drivers Procedures		1	1		JM
3. Vehicle Operation		½	½		JM
4. Drivers Code of Conduct		½	½		JM
5. Appearance		½	½		JM
6. Uniforms		½	½		JM
7. Driver/Customer Relations		1	1		JM
8. Fares		½	½		JM
9. Communications		½	½		JM
10. Security Procedures		½	½		JM
11. Emergency Procedures		½	½		JM
12. Emergency Evacuation Videos		2 ½	3 ½		JM
13. Busing on the lookout (Video Certification)		1	1		
New Mexico Department of Transportation (NMDOT)					
2. NMDOT Transit System Crisis Response for All		1	1		
3. Positive Safety Culture and Safety Disp, Man, Super		1			
4. NMDOT Positive Safety Culture Mechanics Operators		1	1		
5. Crisis Management for all		1	1		
6. Title IV Training		1	1		
7. Conflict Management & De-Escalation Training		1	1		
8. CPR/First Aid		8	8		
9. Wheelchair Boarding & Securement		1	1		
TAPTCO Online Training					
1. P-transit ODC 25 Assisting Customers with Challenge		½	½		JM
2. ODC 01 Introduction to Professional Driving		½	½		JM
3. ODC 02 Federal Regulations		½	½		JM
4. ODC 03 Safety Best Practices		1 ½	1 ½		JM
5. ODC 04 LLLC Defensive Driving		1	1		JM
6. ODC 05 Hazard Identification & Mitigation		½	½		JM
7. ODC 06 Introduction to the Bus		½	½		JM
8. ODC 07 Pre-Trip & Post-Trip Inspections		½	½		JM
9. ODC 08 Mirror Adjustment & Reference Points		½	½		JM

10.	ODC 09 Preventing Rear End Collisions		½	½		JM
11.	ODC 10 Preventing Intersection Accidents		1	1		JM
12.	ODC11 Railroad Crossings		½	½		JM
13.	ODC 12 Pedestrian & Bicycle Awareness		½	½		JM
14.	ODC 13 Preventing Backing Accidents		½	½		JM
15.	ODC 14 Merging, Lane Changing & Passing		½	½		JM
16.	ODC 15 Adverse Driving Conditions		1	1		JM
17.	Paratransit ODC 16 Revised Drug and Alcohol		1	1		JM
18.	ODC 17 Preventing Driver Fatigue		½	½		JM
19.	ODC 18 Preventing Driver Distractions		½	½		JM
20.	ODC 19 Hazardous Material Communication		½	½		JM
21.	ODC 20 Injury Prevention-Slips, Trips and Falls		½	½		JM
22.	ODC 21 Using Maps & GPS		½	½		JM
23.	ODC 22 Employee Safety Reporting Program		½	½		JM
24.	ODC 23 Health and Wellness		½	½		JM
25.	ODC 24 Professionalism & Customer Service		½	½		JM
26.	ODC 25 Conflict and Aggression Management		½	½		JM
27.	ODC 26 ADA Compliance and Sensitivity		½	½		JM
28.	ODC 27 Mobility Devices		1	1		JM
29.	ODC 28 Whistleblowers		½	½		JM
30.	ODC 29 Preventing Harassment		1	1		JM
31.	ODC 30 Creating a Drug & Alcohol-Free Workplace		1	1		JM
32.	ODC 31 Bloodborne Pathogens		1	1		JM
33.	ODC 32 Emergency Evacuations		1	1		JM
34.	ODC 33 What to do in the event of an accident		1	1		JM
35.	ODC 33A ELDT Compliance Course		2 ½	2 ½		JM
36.	ODC 34 Final Exam		1	1		JM
37.	OSHA Compliance for Drivers		1	1		JM
38.	OSHA Compliance Toolkit for Maintenance Facilities (Service Worker)		1			
39.	Safety Leadership Training (Supervisor's)		1			
TAPTCO CDL Online Training						
1.	CDL Exam Training Course		8+	8+		JM
2.	CDL01 Introduction and Rules & Regulations		½+	½+		JM
3.	CDL02 Vehicle Inspections		2+	2+		JM
4.	CDL03 General Knowledge Part 1		1 ½	1 ½		JM
5.	CDL04 General Knowledge Part 2		1 ½	1 ½		JM
6.	CDL05 Transporting Cargo Safely		½+	½+		JM
7.	CDL06 Passenger Endorsement		½+	½+		JM
8.	CDL07 Air Brakes Endorsement		1+			
9.	CDL08 Practice Questions		2+	2+		JM

Test Drive Pre-Trip, Behind the Wheel & Bus Familiarization					
1. Eldorado		2			
2. Glaval		2			
3. Arboc (Low Floor)		2			
CDL Only Training (In addition to the above training)					
1. Pre-Trip Bus		24+			
2. Skills Bus		24+			
3. On Road Driving Bus		40+			
Total Training Hours					
Total Training Hours with CDL Only Training					

I have received adequate training and/or understand the above.

Employee's Name (Please Print)

Employee's Signature

Date

Training Coordinator Name (Please Print)

Training Coordinator's
Signature

Date