

NOTICE OF PROPOSED GUIDANCE DOCUMENT

DTIM BTLRRH 41

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIM BTLRRH 41, FTA Section 5329, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIMBTLRRH41>

2. Mailing written comments to:

Division of Transportation Investment Management
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7913
Madison, WI 53707- 7913

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsindot.gov to allow for ongoing comment.

AGENCY CONTACT

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State of Wisconsin Department of Transportation

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Section 5329 of Moving Ahead for Progress in the 21st Century (MAP-21) Act requires that all recipients of Federal Transit Administration (FTA) funding develop a Public Transit Agency Safety Plan (PTASP) and certify that the plan meets FTA requirements.

On July 19, 2018, 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).

The rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307). However, FTA is deferring applicability of this requirement for operators that only receive funds through FTA's Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program

(Section 5310) and/or Rural Area Formula Program (Section 5311).

The PTASP rule is effective July 19, 2019. The plan must include safety performance targets. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by July 20, 2020. The plan must be updated and certified by the transit agency annually.

Requirements

At this time the Wisconsin Department of Transportation (WisDOT) requires agencies to provide a Safety Management Policy as a minimum requirement for the Safety Plan.

Templates

- [Safety Management Policy](#)

Public Transit Agency Safety Plan (PTASP)

The Wisconsin Department of Transportation (WisDOT) has developed templates to assist in the development of the PTASP and encourages transit agencies and providers to begin implementing expected statutory requirements of the PTASP. As indicated in the Advanced Notice of Proposed Rule Making, elements of the PTASP will likely include:

1. **Policy statement:**
Policy statement establishing senior management commitment to continual safety improvement, signed by the executive accountable for the operation of the agency and the board of directors
2. **Document revision and control:**
Description of the regular annual process used to review and update the plan including a timeline for implementation of the process
3. **Description of core safety responsibilities:**
Description of the responsibilities, accountabilities, and authority of the accountable executive, the key safety officers, and key members of the safety management team
4. **Safety training program:**
Description of the comprehensive safety training program for agency staff that ensures that staff are trained and competent to perform their safety duties
5. **Safety risk management approach:**
Description of the formal processes the agency uses to identify hazards, analyze and assess safety risks, and develop, implement and evaluate risk controls
6. **Prioritized safety risks:**
Description of the prioritized, significant safety risks to the public, personnel and property
7. **Risk control strategies and actions for prioritized safety risks:**
Description of the risk control strategies and actions that the agency will undertake to minimize exposure of the public, personnel and property to hazards, including a schedule for implementing the risk control strategies and the primary entity responsible for each strategy
8. **Safety assurance:**
List of defined safety performance indicators for each priority risk and associated targets the agency will use to determine if it is achieving the specified safety goals
9. **Desired safety outcomes or goals:**
Description of desired safety outcomes for each risk using the measurable safety performance indicators established

PTASP Templates

This [zipped file](#) includes the following templates.

- PTSAP Template
- Appendix A - Staff Safety Roles and Responsibilities
- Appendix B - Safety Assessment and System Review

- [Appendix C - Facility Safety and Security Assessment](#)
- [Appendix D - Risk Assessment Matrix](#)
- [Appendix E - Hazard Identification and Risk Assessment Log](#)
- [Appendix F - Prioritized Safety Risk Log](#)
- [Appendix G - Safety Performance Matrix](#)
- [Appendix H - Safety Performance Outline](#)

Resources

- [FTA Safety Management Systems \(SMS\)](#)
- [Transit Safety Management and Performance Measurement – Volume 1: Guidebook](#)
- [Public Transportation Safety Program Final Rule](#)
- [Getting Ready for SMS | Guide to the SMS Framework for Bus Transit Safety](#)
- [Public Transportation Agency Safety Plans](#)

WisDOT presentations

- [Transit Safety Presentation #1 | MAP-21 and Safety Management Systems \(SMS\)](#)
- [Transit Safety Presentation #2 | Safety Risk Management \(SRM\)](#)

Contact

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