**Agency Name**

**Transit Policies and Procedures**

|  |  |
| --- | --- |
| **Subject** | Safety Plan |
| **Section** | Safety |
| **Effective Date** |  |
| **Approved By** |  |
| **Approval Date** |  |

**Purpose**

Develop a Public Transportation Agency Safety Plan (PTASP) that complies with the Federal Transit Administration’s PTASP final rule (49 C.F.R. Part 673).

**Procedure**

Prepare a comprehensive safety plan for the Agency. The safety plan should proactively assess safety risks, correct safety problems, collect and analyze safety data, and measure safety performance. The plan should also contain a safety training program, safety performance targets, and a process and timeline for conducting an annual review and update of the plan.

They PTASP should include the following sections:

* Transit Agency Information
* Plan, Development, Approval, and Updates
* Safety Performance Targets
* Safety Management Policy
* Safety Risk Management
* Safety Assurance
* Safety Promotion

The Agency must self-certify their PTASP annually.

**Responsibilities**

The Transit Director is responsible for working with Agency leadership to create a PTASP.

**Example**

<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-programs/safety/public-transportation-agency-safety-program/117301/public-transportation-agency-safety-plan-template-bus-transit.pdf>