

Public Transportation Agency Safety Plan

Michigan City Transit



BOARD OF PUBLIC WORKS & SAFETY
MICHIGAN CITY, INDIANA

2020

The Federal Transit Administration (FTA) Public Transportation Agency Safety Plan Regulation
(49 CFR Part 673) 49 CFR § 673.5 (Part 673)

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1. Transit Agency Information

Michigan City Transit
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(219) 893-1502
www.emichigancity.com/339/Transit

Accountable Executive: Cranston Harris, charris@emichigancity.com
Chief Safety Officer/Director: Robin Tillman, rtillman@emichigancity.com

Modes of Service: Fixed Route / Complimentary Paratransit

FTA Funding Sources: FTA Section 5307

Modes of Service Directly Provided:

Fixed Route

Commuter

Complimentary Paratransit

Michigan City Transit does not provide transit services on behalf of another transit agency or entity.

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan		Michigan City Transit	
Signature by the Accountable Executive		Signature of Accountable Executive	Date of Signature
		Cranston Harris	
Certification of Compliance		Name of Individual/Entity That Certified This Plan	Date of Certification
		Michigan City Board of Public Works and Safety, Mayor Duane Parry	
		Relevant Documentation (title and location)	
		Michigan City Transit Agency Safety Plan	
Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1 (One)	All	New Document	12/7/2020
Annual Review and Update of the Public Transportation Agency Safety Plan			
Michigan City Transit will submit any/all updates, revisions and amendments for annual review in the month of September to the Michigan City Board of Public Works and Safety for approval. In accordance with 49 CFR 673.11(a)(5)			

3. Safety Performance Targets

Targets below are based on review of the previous 5 years of Michigan City Transit safety performance data.							
Mode of Transit Service	Fatalities Total	Fatalities (per 100,000 VRM)	Injuries Total	Injuries (per 100,000 VRM)	Safety Events Total	System Safety Events (per 100 VRM)	System Reliability (VRM / failures)
Fixed Route Bus	0	0	6	.6	2	.2	27,277
Commuter Route	0	0	2	.3	1	.16	56,017
Demand Response	0	0	0	.0	1	.5	40,654

Safety Performance Target Coordination		
<p><i>Michigan City Transit shares safety performance targets with Northern Indiana Reginal Planning Commission (NIRPC) annually as part of our continued coordination of transit data. This data also includes Transit Asset Management Plan updates and anticipated capital replacement schedules.</i></p>		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Indiana Department of Transportation (IDOT)	December 18, 2020
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization	Date Targets Transmitted
	<i>Northern Indiana Reginal Planning Commission (NIRPC)</i>	December 18, 2020

4. Safety Management Policy

Safety Management Policy Statement

Michigan City Transit strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community. The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all Michigan City Transit system operations. By using the procedures contained in the PTASP, Michigan City Transit can continue to improve the safety and security of Michigan City Transit's operation and services.

This PTASP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel to provide a safe environment for Michigan City Transit employees, customers, and the general public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle accidents.

The Director/Supervisors shall provide the continuing support necessary to achieve the PTASP objectives. A key to the success of this effort is for employees to be aware that they are accountable for safely performing the requirements of their position. The success of the program also depends on all employees actively identifying potential hazards and making a commitment to the safety of others.

Michigan City Transit must be aware that decisions and actions often affect the safety of those in other operations. By following the processes described in the PTASP, Michigan City Transit will continue to improve performance and the safety of the system while creating a culture of safety.

Michigan City Transit's commitment is to:

Support the management of safety through the provision of appropriate resources that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;

Integrate the management of safety among the primary responsibilities of all Michigan City Department managers and employees;

Clearly define for all staff, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of Michigan City Transit's safety management system;

Establish and operate hazard identification and analysis, and safety risk evaluation activities--including an employee safety reporting program as a fundamental source for safety concerns and hazard identification--to eliminate or mitigate the safety risks of the consequences of hazards resulting from Michigan City Transit operations or activities to a point which is consistent with an acceptable level of safety performance;

Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;

Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;

Ensure that sufficient skilled and trained human resources are available to implement safety management processes;

Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;

Establish and measure safety performance against realistic and data-driven safety performance indicators and safety performance targets;

Continually improve safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and

Ensure externally supplied systems and services to support operations are delivered, meeting established safety performance standards.

Michigan City Transit's Goals for Safety are established as follows:

In collaboration with the City of Michigan City to design, test, and operate a transportation system that achieves an optimum level of safety, exceeding the safety performance of other transit systems of a similar size in the United States.

Identify and evaluate, then eliminate or control hazards to employees, customers, and the public.

Meet or exceed all government and industry occupational health and safety standards and practices.

Maximize the safety of future operations by affecting the design and procurement processes.

The objectives of the PTASP are the means to achieving its goals. They also provide a method of evaluating the effectiveness of Michigan City Transit's safety efforts. The PTASP objectives are:

Integrate safety management and hazard control practices within Michigan City Transit department.

Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.

Verify compliance with Michigan City Transit safety policies, procedures, and requirements through performance evaluations, accident/incident trends, and internal audits.

Investigate all accidents/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.

Increase investigation and systematic documentation of near misses.

Identify, analyze and resolve safety hazards in a timely manner.

Minimize system modifications during the operational phase by establishing and utilizing safety controls at system design and procurement phases.

Ensure that system modifications do not create new hazards.

Train employees and supervisors on the safety components of their job functions.

Michigan City Transit takes these commitments seriously as the lives of Michigan City Transit riders, employees and the general public depend on Michigan City Transit's ability to operate in a culture of safety.

Cranston Harris, Central Services Superentendant, Accountable Executive

Date

5. Safety Risk Management

Michigan City Transit provides training to all personnel in the identification of hazards and security threat while also providing tools to enable personnel to report these risks. Once the risk has been identified Michigan City Transit conducts an assessment of the risk to determine the necessary response and response time. The response may include further investigation or monitoring, action(s) to mitigate the hazard or security threat and follow-up assessment to ensure action taken is appropriate and effective.

Safety Hazard Identification:

Hazard and security threats are identified through different methods of monitoring the system. This includes system, employee and asset assessments conducted daily and on incremental basis. Michigan City Transit conducts the following routine and random evaluations of the system in the following departments:

Personnel/Each Michigan City Transit employee is evaluated annually to ensure they are performing their job to the expectations of the Agency. As part of their orientation process the employee is provided training and tools to perform their job while not receiving permanent status until completing 90 days of employment. During the 90 days period, the employee is evaluated to determine if they are properly prepared to perform their job.

Additional evaluations of the employee are conducted throughout the year through spot-checks of some aspect of their job function. If through spot-check or annual evaluation it is determined the employee's performance does not meet expectations or training standards, remedial training will be provided, and additional evaluations will take place to ensure remedial training was effective.

Assets/Rolling stock, facilities and equipment are monitored through a vigorous preventive maintenance plan (Attachment #2) aimed at identifying hazards and deficiencies as part of daily and scheduled inspections. Operations and Maintenance Departments coordinate the preventive maintenance program including daily Vehicle Inspection Reports (VIR)s, incremental and annual inspections.

Michigan City Transit updates the FTA required Transit Asset Management (TAM) Plan (Attachment #3) annually with data relevant to each asset to include a condition assessment, miles (with rolling stock and non-revenue vehicles) and age as to whether the asset is in a State of Good Repair (SGR). The TAM Plan allows Michigan City Transit management to plan asset replacement or rehabilitation for future years.

System/As part of Michigan City Transit's safety management system monitoring, the agency uses service evaluations when planning, spot-checking or responding to an event like an accident or incident. 401-Accident Reporting (Attachment #4), 302 - Incident/Complaint Reporting (Attachment #5 and 404-Accident Review Board Policies (Attachment #6). New routes are strategically developed with safety being the priority and passenger access second. Michigan City Transit Director plans and test all routes, Michigan City Board of Public Works and Safety approves all route before activating the route for revenue service. All routes are reviewed periodically to determine if environmental hazards may exist requiring modification to the route, schedule or vehicle.

All front-line staff have been trained to note any changes to service which may be considered a hazard or security threat and through the ESRP, notify their supervisors immediately via radio system or upon return to Michigan City Transit depending on the severity of the hazard.

Hazard Identification Procedure/Any employee seeing something through inspection or observation they deem to be a hazard are instructed to immediately report that hazard to the immediate supervisor regardless of the perceived level of threat. Depending on the situation, either the immediate supervisor or the employee will complete a Safety Hazard Report Form (Attachment #1) and submit it to the CSO/MCT Director.

If the hazard requires immediate mitigation, the employee will be instructed on steps to take to reduce the risk which may or may not alleviate the risk completely. Additional actions may be taken once the immediate risk mitigation has been taken. Some hazards may not pose an immediate risk but are still reported and the CSO/MCT Director will be responsible for risk assessment, investigation and mitigation strategy.

In some cases, a passenger or member of the general public may call Michigan City Transit with a complaint about a front-line employee which may rise to the level of hazardous behavior or actions. Michigan City Transit currently documents all customer complaints/compliments and takes appropriate action to investigate any complaints. Complaints deemed hazardous will trigger immediate action by supervisors.

Safety Hazard Report Forms will be located on all vehicles along with standard safety kits for accident and incident reporting, with all Customer Service Representatives/Dispatch, and Maintenance Departments. Safety Hazard Report Form, Matrix and Guidance (attachment #1).

The Safety Hazard Report Form will require the employee to briefly describe the hazard noting date, time of day, location, and other pertinent information. The form includes a section for the CSO/MCT Director or immediate supervisor to document immediate action taken to reduce risk, a risk assessment chart prioritizing the risk, and a section for additional follow-up action. All forms will be processed by the CSO/MCT Director and summarized periodically for trend analysis and include in safety performance measures.

Safety Risk Assessment/All Michigan City Transit staff have been provided with training appropriate for their positions within the organization. Michigan City Transit expects its employees to respond to hazards or threats with professional judgement as sometimes there might not be time to contact a supervisor to prevent an emergency event. In cases where the hazard can be reported without immediate risk, the employee will make an initial assessment of the risk as part of their report.

Once received by the CSO/MCT Director, the initial risk assessment may be amended requiring immediate, short, or long-term response.

Level 1 - Immediate: A deficiency, threat or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.

Level 2 - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat or hazard. The deficiency, threat or hazard does not pose immediate danger but if no action is taken could elevate to an Immediate level risk.

Level 3 - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently but could at a later time. Continued monitoring and awareness are required.

The Chief Safety Officer (CSO) in coordination with staff will investigate each identified hazard, assess the risk, and take appropriate action to mitigate the risk. Additional mitigation may be needed based on follow-up monitoring to the action taken.

Safety Risk Mitigation/In response to all identified and assessed hazards, Michigan City Transit will take steps to mitigate the hazard and reduce or eliminate the risk to employees, riders, and public. Mitigation strategies will be dependent on results of investigation into the elements contributing to the risks. The investigation may include more than one department and may include interviews outside of the transit system.

Actions to mitigate risk will include all employees, riders, and public who may be impacted by either the hazard or the actions to reduce or alleviate the risk. Michigan City Transit will communicate actions to appropriate staff through methods appropriate risk assessment. In some cases, immediate communication through two-way communications (dispatch system, email) may be necessary. In other cases, bulletin board notices or memorandum posting may be appropriate.

Once a risk mitigation strategy has been implemented Michigan City Transit will monitor the actions to determine if full mitigation is possible and if not, is additional action necessary to alleviate the risk or is stepped up monitoring necessary. Some risks may not be completely mitigated but awareness to the risk will be a top priority.

All actions taken to mitigate risk will be documented and linked to the initial deficiency, threat, or hazard identification step.

6. Safety Assurance

Through our Safety Assurance process, Michigan City Transit:

Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk;

Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;

Investigates safety events to identify causal factors; and

Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

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

Safety audits, Informal inspections, Regular review of onboard camera footage to assess drivers and specific incidents, Employee Safety Reporting Program (ESRP), Investigation of safety occurrences, Safety review prior to the launch or modification of any facet of service, Daily data gathering and monitoring of data related to the delivery of service, and Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

Michigan City Transit monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing Michigan City Transit's processes and activities before assigning new information collection activities.

Michigan City Transit's Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during bimonthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the

safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

Michigan City Transit's Chief Safety Officer and Safety Committee also monitor Michigan City Transit's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by: Reviewing results from accident, incident, and occurrence investigations; Monitoring employee safety reporting; Reviewing results of internal safety audits and inspections; and Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer/Michigan City Transit Director works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Michigan City Transit maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see Michigan City Transit's Accident Reporting and Procedures, Incident/Complaint Reporting Procedures, and Safety Hazard Identification Report Procedure and for specific procedures for conducting safety investigations). These procedures also reflect all traffic safety reporting and investigation requirements established by Indiana State Department of Motor Vehicles.

The Chief Safety Officer/MCT Director maintains all documentation of Michigan City Transit's investigation policies, processes, forms, checklists, activities, and results. As detailed in Michigan City Transit's procedures, an investigation report is prepared by Accident/Incident Review Board for integration into their analysis of the event.

Michigan City Transit's Accident/Incident Review Board consists of (5) five members that represent management, the union operators, and maintenance. The Chief Safety Officer/MCT Director chairs the board. MCT's Accident/Incident Review Board determines whether: The accident was preventable or non-preventable; Personnel require discipline or retraining; The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The Chief Safety Officer and Safety Committee consists of (4) four members that represent management, the union operators, and maintenance technician 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 Michigan City Transit's SRM process.

The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning Michigan City Transit's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

7. Safety Promotion

Michigan City Transit's comprehensive safety training program applies to all Michigan City Transit's employees directly responsible for safety, including: Bus vehicle operators, Dispatchers, Maintenance technicians, Managers and supervisors, Chief Safety Officer, and Accountable Executive.

Michigan City Transit dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. 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 Michigan City Transit employees, including frequencies and refresher training, are documented in Michigan City Transit Safety Training Log and Minutes.

Operations safety-related skill training includes the following: New-hire bus vehicle operator classroom and hands-on skill training, Bus vehicle operator refresher training, Bus vehicle operator retraining (recertification or return to work), On-the-job training for dispatchers, On-the-job training for operations supervisors and managers, and Accident investigation training for operations supervisors and managers.

Vehicle maintenance safety-related skill training includes the following: Ongoing vehicle maintenance technician skill training, Ongoing skill training for vehicle maintenance supervisors, Accident investigation training for vehicle maintenance supervisors.

Michigan City Transit's Accountable Executive and Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training and an executive session on safety management sponsored by Michigan City Transit's.

Safety Communication

Michigan City Transit's Chief Safety Officer coordinate Michigan City Transit's safety communication activities for the SMS. Michigan City Transit's activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

Communicating safety and safety performance information throughout the agency: Michigan City Transit communicates information on safety and safety performance in its quarterly newsletter and during quarterly All-Staff Meetings. Michigan City Transit also has a permanent agenda item in all monthly Drivers' Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Michigan City Transit's service or safety performance, and updates regarding SMS implementation. Michigan City Transit also requests information from drivers during these meetings, which is recorded in meeting minutes. Finally, Michigan City Transit's Director/ CSO posts safety bulletins and flyers on the bulletin boards located in all bus operator break rooms, advertising safety messages and promoting awareness of safety issues.

Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, Michigan City Transit distributes safety policies and procedures, included in the Michigan City Transit's Employee Handbook, to all employees. Michigan City Transit provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, Michigan City Transit Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.

Informing employees of safety actions taken in response to reports submitted through the ESRP: Michigan City Transit provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

8. Additional Information

Michigan City Transit will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

Attachments;

1. **Michigan City Transit** - Safety Hazard Identification, Safety Assessment & Matrix, and Mitigation Strategy Report and Guidance
2. **Michigan City Transit – Safety Hazard Register (Sample)**
3. **Michigan City Transit Policy # 701** System Maintenance Program / Michigan City Transit Wheelchair Lift Policy
4. **Michigan City Transit Asset Management Plan**
5. **Michigan City Transit Policy # 401** Accident Reporting and Procedures
6. **Michigan City Transit #302** Incident/Complaint Reporting Procedures
7. **Michigan City Transit Policy # 404** Accident Review Board

9. Definitions of Terms Used in the Safety Plan

Michigan City Transit incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

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

Equivalent Authority 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.

Event means any Accident, Incident, or Occurrence.

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.

Incident means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

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

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.

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.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Public Transportation Agency Safety Plan (or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

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

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management System means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety performance target means a performance target related to safety management activities.

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 Assessment 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 Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Transit agency means an operator of a public transportation system.

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.

10. Commonly Used Acronyms

Acronym	Word or Phase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MCT	Michigan City Transit
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
SRM	Safety Risk Management
U.S.C.	United States Code
VRM	Vehicle Revenue Miles