



Berkshire Regional Transit Authority **Public Transportation Agency Safety Plan**

September, 2020

Introduction

The following Public Transportation Agency Safety Plan (PTASP) details the safety processes and procedures for the Berkshire Regional Transit Authority (BRTA). This plan utilizes existing agency safety practices and best practices to be implemented to meet the new regulation set in 49 CFR Part 673 of the federal guidelines.

The PTASP includes formal documentation to guide the agency in proactive safety management policy, safety risk management, safety assurance, and safety promotion. The goal is to provide management and labor with a comprehensive and collaborative approach to managing safety. The plan includes the process and schedule for an annual review of the plan to review the safety performance measures and update processes that may be needed to improve the organizations safety practices.

Agency Background

The Berkshire Regional Transit Authority is one of the 8 original transit authorities founded by the Commonwealth of Massachusetts in 1974 to provide mass transit service to the westernmost county in the state. Created under MGL §161B, the BRTA began with 7 member communities. MGL Chapter 161B Section 25 states, "Nothing in this chapter shall be deemed to authorize or permit any authority established by this chapter to directly operate any mass transportation service." Therefore, the BRTA must contract with other entities to "operate any mass transportation service" which included both fixed route and paratransit services. Currently, the BRTA has contracted these services with First Transit who has created sub-corporations Berkshire Transit Management and Paratransit Management of Berkshire to operate and maintain the BRTA's fixed route and paratransit services respectively. The BRTA currently services 24 towns and 2 cities operating a 14 route rural fixed bus route system and paratransit services and is the sole provider of mass transit for Berkshire County, MA. The daily fixed route service area borders Vermont to the north, New York to the west, Connecticut to the south, and is approximately the size of Rhode Island. BRTA operates the Joseph Scelsi Intermodal Transportation Center connecting local bus, taxi service, intercity rail, and intercity bus with pedestrian access to the downtown.

BRTA serviced via fixed route, 497,498 rides in FY 19. BRTA provided 75,593 paratransit trips, which encompasses ADA, Non-ADA, and Council on Aging trips. As the Broker under contract with the Commonwealth of Massachusetts for Human Service Transportation (HST) trips, the BRTA subcontracts with local vendors that performed 327,041 trips last fiscal year. The HST service area spans the length of the state as many trips are to Boston, Worcester, and Springfield, MA.



BRTA partnered with Soldier On to create the Veterans and Families Transportation Call Center. Funded by FTA, the Call Center is staffed by Soldier On veterans to provide comprehensive transportation coordination to all Berkshire County veterans and their families.

The Travel Training Program through BRTA's mobility management team is designed to assist individuals, groups, students, the disabled community, and seniors to travel independently throughout Berkshire County.

1. Transit Agency Information

Transit Agency Name	Berkshire Regional Transit Authority (BRTA)		
Transit Agency Address	1 Columbus Ave., Pittsfield, MA 01201		
Name and Title of Accountable Executive	Robert Malnati, Administrator		
Name of Chief Safety Officer or SMS Executive	Rauley Caine, First Transit		
Mode(s) of Service Covered by This Plan	Fixed Route Paratransit	FTA Funding Types	5307 Small Urban 5311 Rural
Mode(s) of Service Provided by the Transit Agency (Directly Operated or Contracted Service)	Fixed Route - Contracted Service Paratransit - Contracted Service		
Does the agency provide transit services on behalf of another transit agency or entity	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Description of Arrangements BRTA is a Human Service Transportation (HST) Broker.
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided			



2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Berkshire Regional Transit Authority (BRTA)	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Robert Malnati	November 20, 2020
Approval by the Board of Directors or an Equivalent Authority	Name of the Individual/Entity That Approved This Plan	Date of Approval
	BRTA Advisory Board	November 19, 2020
	Relevant Documentation (Title and Location)	
	Minutes from November 19, 2020 Advisory Board meeting. Agenda item #4.	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Berkshire Regional Transit Authority (BRTA)	
	Relevant Documentation (Title and Location)	

Version Number and Updates

Record the complete history of successive versions of this plan.

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	All	New Document	9/08/20

Annual Review and Update of the Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the ASP.

This plan shall be reviewed on an annual basis to account for any updates to BRTA's safety policies or procedures. Each February the Chief Safety Officer will initiate a review of the ASP, in consultation with the General Manager of the operating company. By May, an updated draft of the ASP shall be provided to the Accountable Executive for final review. The Board of Directors will vote to approve any changes by July 20th. All changes will ultimately be approved by the Accountable Executive.



3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

The targets below are based on the review of the previous five years of BRTA's safety performance data.

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability (Miles between Major Failures)
Fixed Route	0	0	4	4.2	3	3.2	80,000
Paratransit	0	0	0	0	0	0	150,000

*Rates are per 1,000,000 vehicle revenue miles

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

The Accountable Executive will share the ASP, including safety performance targets, with the Berkshire Metropolitan Planning Organization (MPO) each year after its formal adoption by the BRTA Advisory Board. BRTA's Accountable Executive will also provide a copy of the formally adopted plan to the Massachusetts Department of Transportation (MassDOT). BRTA staff are available to coordinate with MassDOT and the MPO in the selection of MassDOT and MPO safety performance targets upon request.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	MassDOT	05/28/20
Targets Transmitted to the MPOs	MPO Name	Date Targets Transmitted
	Berkshire Regional Planning Commission	



4. Safety Management Policy

Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives.

The Berkshire Regional Transit Authority (BRTA) is committed to providing a safe work environment for all employees and consistently maintaining its equipment at a state of good repair. The authority's mission is to provide safe and reliable transportation services to the residents of the Berkshire region.

BRTA will use best practices and safety standards to achieve these safety goals.

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.

Copies of the Agency Safety Plan are made available to BRTA and Operation's staff. Key safety policies are posted in BRTA's common areas and Operation's common areas for both operations and maintenance staff. BRTA will incorporate annual review and distribution of the Safety Management Policy Statement into new-hire training. Ongoing Operations safety meetings will be used to reinforce the safety policies for each employee as well as introduce the safety principles included in this plan.

Authorities, Accountabilities, and Responsibilities

Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

Accountable Executives

As BRTA's Administrator, the Accountable Executive has the authority to control and direct 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.

The responsibilities of the Accountable Executive (AE) include:

- Controlling and directing human and capital resources needed to develop and maintain the ASP and SMS.
- Designating and overseeing an adequately trained Chief Safety Officer who is a direct report.
- Ensuring that the SMS is effectively implemented.
- Ensuring that all safety policies and procedures are communicated consistently and clearly to all parts of the organization

Chief Safety Officer or SMS Executive

As the General Manager of BRTA's operating company, the Chief Safety Officer (CSO) has direct responsibility for day-to-day



	<p>implementation of the Safety Management System and has the authority to make modifications to operating procedures to optimize system safety. The CSO reports directly to the Accountable Executive and communicates critical safety-related information to the AE on at least a weekly basis. The Chief Safety Officer is responsible for:</p> <ul style="list-style-type: none"> • Developing and managing ASP and SMS policies and procedures, and keeping all policies and procedures up-to-date • Ensuring ongoing implementation and operation of the Safety Management System (SMS) • Oversight of the Employee Safety Reporting Program and ensuring that a robust line of safety-related communication is consistently maintained
<p>Agency Leadership and Executive Management</p>	<p>Aside from BRTA's Accountable Executive and Chief Safety Officer, other executive managers with key safety-related responsibilities include BRTA's Deputy Administrator and the Assistant General Manager of the operating company. The responsibilities of this group include:</p> <ul style="list-style-type: none"> • Oversight of day-to-day operations and procedures related to the Safety Management System within each of their departments • Modification of policies and procedures to be consistent with SMS principles and implementation, as necessary • Oversight of employee reporting program and ensuring a consistent line of communication between front line employees and management concerning safety
<p>Key Staff</p>	<p>Key non-executive staff with significant safety responsibilities include supervisors, operators, mechanics, facility managers, dispatchers, and fixed route bus service staff. While these employees have a diverse range of responsibilities, overarching shared safety-related responsibilities for this group include:</p> <ul style="list-style-type: none"> • Reporting any identified safety concerns to management in a timely fashion



- Assessing service vehicles and facilities for hazards and defects
- Following and abiding by all BRTA safety policies and acting in accordance with the principles of the SMS

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

Employees and contractors at both BRTA facilities are encouraged to report any unsafe conditions, hazards, or other safety-related concerns identified during the course of their duties. There are multiple different avenues that employees can use to report any concerns. BRTA has set up a suggestion box at both locations that can be used to either report unsafe conditions or make suggestions for safety or service enhancements. Employees and contractors throughout the agency are also encouraged to report any safety concerns verbally directly to management. BRTA and its contractor, First Transit, utilize an open-door policy that encourages two-way communication between front-line employees and management.

When action is taken to address a concern identified by an employee report that results in changes in policies or procedures, employees will be notified by either:

- Verbal follow up with the employee who made the report (in the case of non-anonymous reports), or,
- Bulletins posted with details on the nature of the concern, the action taken by management to address the concern, and the date of the report

Employees that report safety concerns in good faith are protected from any retaliatory measures. However, BRTA may take disciplinary actions if the report contains any of the following employee activities:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or,
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.



5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management Process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associate with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

BRTA has generally adopted a hybrid approach to Safety Risk Management where the Chief Safety Officer and designees share responsibility for managing safety hazards and risk throughout the organization.

Safety Hazard Identification

Monthly facility inspections are one of the primary sources for identifying hazards within the BRTA premises. The Chief Safety Officer will submit findings from these inspections to the Accountable Executive on an ongoing basis. Other important sources for identifying hazards include:

- Daily operations reports
- Driver records
- Customer complaints and service requests
- Vehicle camera footage after accidents or incidents (DriveCam for Paratransit fleet)
- Employee reporting
- Maintenance reports
- Observations from supervisors
- External information, including reports from FTA and other oversight authorities, which provide information based on Federal, State or local findings, research, considerations, or assessments

As hazards are reported, they are tracked using a workflow management program called "Monday.com."

Safety Risk Assessment

Following the identification of safety hazards, assessment of risk is conducted on an ongoing basis by the Chief Safety Officer, in consultation with relevant managers throughout the organization. Each hazard is analyzed based on the potential consequences the hazard could pose if not properly mitigated. The following risk assessment matrices are used to guide discussions of risk assessments of the consequences of hazards and set safety-related priorities.

A. Categorize Level of Severity

1. Catastrophic - may cause death
2. Critical - may cause severe illness, severe injury or major system loss
3. Marginal - may cause minor injury



4. Negligible - will not result in injury, illness or system damage

B. Categorize the Likelihood of Occurrence

1. Highly likely - frequent reoccurrence
2. Likely - expected occurrence
3. Unlikely- occurrence not expected

Once the risk of a safety hazard is assessed based on the suggested categorizations above, mitigation strategies that align with the severity and likelihood of the safety problem are determined. If a mitigation is already in place to address the potential consequence of a hazard, the effectiveness of this mitigation is factored into the risk assessment. This process will generally take place under the supervision of the Chief Safety Officer and Assistant General Manager. Risk assessment discussions are facilitated by the CSO and the AE but include stakeholder parties whenever applicable. This will mainly consist of the CSO, the AE, the Assistant General Manager, and the Deputy Administrator. Whenever practicable, the Risk Assessment may include other employees. The CSO produces a Risk Mitigation strategy based upon this committee's input to the evaluation process.

Safety Risk Mitigation

Once the risk of a safety hazard is identified, mitigation strategies that align with the severity and likelihood of the safety problem are determined by the Chief Safety Officer. Any hazards that pose a direct risk to operating safety are addressed immediately. For safety risk interventions that require larger capital expenditures to address structural issues, the Chief Safety Officer will consult with the Accountable Executive to ensure that funds can be used effectively to address the safety hazard at hand.



6. Safety Assurance

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.

BRTA is committed to monitoring the operations of its operating company to ensure compliance with organizational procedures and uses the following procedures for ongoing monitoring of safety procedures to ensure compliance with organizational policies include:

- Quarterly safety meetings with each operation to discuss any updates or concerns to safety policies and procedures
- Ongoing informal inspections of vehicles and facilities
- Daily logs of operations and maintenance reviewed
- Monthly reports on safety performance, including incidents and accidents, are filed and reviewed by the Chief Safety Officer and Accountable Executive
- Assessments of safety and facility conditions conducted by the authority's insurance providers

The Accountable Executive will work with the Chief Safety Officer to ensure that all organizational policies are followed by the operating company.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implement as intended.

BRTA monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer or designee share responsibility for ensuring that mitigation strategies are effective and appropriate on a continuous basis. The Accountable Executive and Deputy Administrator share responsibility for ensuring that the operating company is implementing safety risk mitigations in a proper and timely fashion.

Implemented safety risk mitigations are frequently reviewed at scheduled safety and managerial meetings. If a mitigation is not working as intended, the Chief Safety Officer will propose improvements to the identified mitigation or propose an alternative mitigation strategy altogether. The Chief Safety Officer will approve or modify this proposed course of action and ensure its execution, in consultation with the Accountable Executive.

Monitoring methods for safety risk mitigations include:

- Reviewing results from accident, incident, and occurrence investigations, and utilizing the accident/incident database to monitor trends over time
- Monitoring employee safety reporting to determine if complaints persist after implementation of a mitigation strategy
- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns.
- Job Performance Observations

Describe activities to conduct investigations of safety events, including the identification of casual factors.



All accidents, incidents, and occurrences that occur involving BRTA revenue vehicles or on BRTA property are thoroughly investigated. Employees inform their supervisor immediately following any accident or incident. Supervisors will prepare a detailed incident report form using camera footage, police reports, and witness statements, which will be delivered to the Chief Safety Officer. The report specifies the root cause of the incident along with a determination of preventability, pursuant to the authority's preventability guidelines.

Accident/Investigation:

- First Transit SOP #700 – Accident & Safety Data Acquisition and Reporting

Accident/Incident Evaluation:

- First Transit SOP #701 - Accident- Incident Evaluation
- First Transit SOP #702a – Guide to Determining Preventability of Accidents/Incidents

Root Cause Analysis:

- First Transit SOP #701c – Root Cause Analysis

Describe activities to monitor information reported through internal safety reporting programs.

Management is responsible for ongoing monitoring and documentation of all employee safety reports. The Chief Safety Officer and the Accountable Executive will meet on a periodic basis to review all active safety reports and ensure that all reports have been thoroughly documented, assessed, and mitigated.



7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

BRTA employs a comprehensive training program for all safety-sensitive staff and contractors. The Accountable Executive reviews the safety training program on at least an annual basis with the Chief Safety Officer to ensure that relevant staff are up-to-date on all trainings and that all contractor staff are receiving the training and guidance necessary to excel in their duties. This review is part of the annual ASP update process.

Refresher trainings for staff are provided on an ongoing basis, with the frequency of re-training depending on the specific training module. The frequency of re-training is noted alongside each training described below.

In addition to the required trainings below, all safety-related staff, including executive staff, are briefed on the components of the Safety Management System through completion of the Transit Safety Institute's SMS Awareness Course. The *Berkshire Transit Management and Paratransit Management of Berkshire Drug and Alcohol Policy* is updated as required and distributed to all employees at least annually. All employees receive substance abuse awareness training through National RTAP online interactive resource center – regardless of the safety sensitive status of the employee class. The Drug and Alcohol policy is used in conjunction with First Transit SOP #700d – Post Accident Substance Abuse Testing Decision Maker (FTA) and First Transit Supervisor Reasonable Suspicion Form. Reasonable Suspicion Training is required for Supervisors (all safety sensitive supervisors upon hire, then every 2 years).

Required safety trainings for operators include:

- All 5310/MAP-21 required trainings
 - Defensive Driving (all safety sensitive employees operating company vehicles; upon hire, then every 2 years)
 - Accessible Lift and Passenger Securement (all safety sensitive employees operating company vehicles; upon hire, then every 2 years)
 - Disability Awareness (all employees operating company vehicles; upon hire, then every 2 years)
 - CPR (all paratransit driving employees; upon hire, then every 2 years)
 - First Aid (all paratransit driving employees; upon hire, then every 2 years)
 - Substance Abuse Awareness Training (all safety sensitive employees upon hire)
- Passenger sensitivity training
- Hazard Communication Training (HAZCOM) (all employees; upon hire, then every 2 years)
- Safety and Security Training (all employees; upon hire)
- American with Disabilities Act (ADA) Guidance Overview (all safety sensitive driving employees; upon hire, then every 2 years)
- Basic Driving Evaluation with Supervisor (all non-safety sensitive employees operating company vehicles; upon hire)



- Emergency Procedures for Rural Transit Drivers (all safety sensitive driving employees; upon hire, then every 2 years)
- Passenger Relations and Conflict Resolution Instruction (all safety sensitive driving employees, upon hire, then every 2 years)
- Accident/ Injury Reporting Training (all safety sensitive employees; upon hire and as needed)
- On-the-Job Accident/Injury Reporting Training (all employees; upon hire)
- Traffic regulations
- Accident prevention
- Basic driving maneuvers
- Safety and Security training including Terrorist Activity Recognition and Response (TARR), Code Red, Code Blue and Homeland Security Readiness Alert levels
- Wheelchair Securement/Lift Training

Required safety trainings for maintenance staff include:

- Right to Know
- Hoisting and Lifting
- Hazard Communication
- Bloodborne Pathogen
- Viral Control and Vehicle Cleaning
- Lock Out/Tag Out Training (LOTO) (all maintenance department employees; upon hire then every 2 years)
- Emergency Management in Vehicle Maintenance Facilities (all maintenance employees; upon hire, then every 2 years)

Required for operation of BRTA support vehicles/staff include:

- Traffic regulations
- Accident prevention
- Basic driving maneuvers
- Right to Know
- Hazard Communication

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.



BRTA is committed to thoroughly communicating its safety policies, procedures, and performance, as well as ensuring that contractors are consistently conveying information related to hazards and safety risks relevant to employees' roles and responsibilities to its staff. Safety-related information is communicated to BRTA staff and contractors through a variety of channels, including:

Frequent postings on the bulletin boards

Memos are distributed frequently to all staff and frequently cover important safety policies and procedures

Quarterly safety meetings at both the fixed route and paratransit operations where major safety policy and procedure updates are discussed, and in which minutes are recorded and made available to participants

In addition to the safety communication methods listed above, the employee handbook covers safety-related responsibilities and requirements for employees, and stresses BRTA's Open Door policy and the responsibility of all employees to continuously report unsafe conditions.

Additionally, when action is taken to address a concern identified by an employee report that results in changes in policies or procedures, employees will be notified by either:

- Verbal follow up with the employee who made the report (in the case of non-anonymous reports), or,
- Bulletins posted with details on the nature of the concern, the action taken by management to address the concern, and the date of the report



Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the ASP that are not included elsewhere in this plan.

Definitions of Special Terms Used in the ASP

Term	Definition
Accident	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	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	Entity that carries out duties similar to that of a Board of Directors for a recipient or sub recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub recipient's Public Transportation Agency Safety Plan.
Event	Any Accident, Incident, or Occurrence.
Hazard	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	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	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	Plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53
Occurrence	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 public transportation system	Provider of public transportation as defined under 49 U.S.C. 5302.
Performance measure	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	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)	Documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
Risk	Composite of predicted severity and likelihood of the potential effect of a hazard.
Risk Mitigation	Method or methods to eliminate or reduce the effects of hazards.
Safety Assurance	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	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	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	Performance target related to safety management activities.
Safety Promotion	Combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety risk assessment	Formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
Safety risk management	Process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
Serious injury	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	Operator of a public transportation system
Transit Asset Management Plan	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.

List of Acronyms Used in the ASP

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
FTA	Federal Transit Authority
MAP-21	Moving Ahead for Progress in the 21st Century Act
SMS	Safety Management System



Excerpt from DRAFT minutes of November 19, 2020 BRTA Advisory Board meeting. Complete Board minutes will be posted to BRTA’s website once approved by the Board at their next meeting.

4) BRTA SAFETY PLAN – VOTE

Mr. Malnati provided an overview and purpose of the BRTA Safety Plan. The Advisory Board needs a formal vote to accept the BRTA Safety Plan as described.

Mr. O’Grady made a motion to approve the BRTA Safety Plan. Mr. Coleman seconded the motion. Towns were individually called, all state aye, and the BRTA Safety Plan was passed unanimously.

Town	2) Minutes	4) BRTA Safety Plan	5) BRTA Committee	6) Town of Savoy	7.) Cash Reports
Dalton		Yes			
Great Barrington		Yes			
Egremont		Yes			
Lee		Yes			
New Ashford		Yes			
North Adams		Yes			
Pittsfield		Yes			
Stockbridge		Yes			
Washington		Yes			
Williamstown		Yes			
Windsor		Yes			