



Board of Directors Meeting
Thursday, July 16, 2026
SEMCOG Offices, Gratiot Room
1001 Woodward Avenue, Suite 1400
Detroit, MI 48226
[Zoom Virtual Public Participation](#)
1:00 PM

AGENDA

1. Call to Order
2. Roll Call
3. **Approval of Agenda**
4. Public Comment – Time Limitation for Public Comment = 3 minutes per speaker
5. Executive Directors Report
6. Presentations
 - a. Budget Update Presentation
7. Consent Agenda
 - a. **Approval of May 2026 Board Meeting Summary**
 - b. **Procurement Advisory Notice**
8. Regular Agenda
 - a. **Approval of May & June 2026 Financial Reports**
 - b. **Approval of Public Transportation Agency Safety Plan (PTASP)**
 - c. **Resolution for Departing Board Member: Alma Wheeler Smith**
 - d. **External Affairs Update**
9. New Business
10. Adjourn

The Board may, at its discretion, revise this agenda or take up any other issues as needed, and time allows. Request for reasonable accommodation at RTA meetings requires advanced reservations. Individuals with disabilities requiring assistance should contact RTA Information Services at least 48 hours in advance of the meeting. Documents and information are available in a variety of formats. Contact the RTA at info@rtamichigan.org or call 313-402-1020 to discuss your format needs.

**Proposed Meeting Summary
Board of Directors**

May 21, 2026

1:00 PM

1. Call to Order at 1:01 PM.

2. Roll Call:

Board of Directors members	Government Entity	Attendance Status
Jeannette Bradshaw	Oakland County	P
Freman Hendrix (Secretary)	City of Detroit	A
June Lee	Wayne County	A
Dave Massaron (Chair)	State of Michigan	P
Jon Moore	Macomb County	P
Don Morandini (Vice Chair)	Macomb County	P
Dr. Erica Robertson	Wayne County	P
Alma Wheeler Smith (Treasurer)	Washtenaw County	P
Ned Staebler	Washtenaw County	P
Helaine Zack	Oakland County	P

Absent (A); Present (P); Virtual (V) means participating online, yet unable to vote on official business; Abstain (AB)

Dr. Erica Robertson arrived at 1:13 PM.

RTA Representatives Present:

Ben Stupka, Rachel Schmuhl, Julia Roberts, Corri Wofford, Mshadoni Smith-Jackson, Kristin Caffray, Isaac Constans, Dasia Mack, Jonathan Shead, Rebecca Donnelly-Lasecki, Melanie Piana

Other Meeting Participants:

Michelle Hodges – Rehmann

Ryan Bridges, Mario Morrow, Sr. – MMA

3. Approval of Agenda

- Moved by Member Moore and supported by Treasurer Wheeler Smith. The agenda for May 21, 2026, was approved. The motion carried via unanimous consent:

Board of Directors members	Government Entity	Vote
Jeannette Bradshaw	Oakland County	Y
Freman Hendrix (Secretary)	City of Detroit	A
June Lee	Wayne County	A
Dave Massaron (Chair)	State of Michigan	Chair
Jon Moore	Macomb County	Y
Don Morandini (Vice Chair)	Macomb County	Y
Dr. Erica Robertson	Wayne County	Y
Alma Wheeler Smith (Treasurer)	Washtenaw County	Y
Ned Staebler	Washtenaw County	Y
Helaine Zack	Oakland County	Y

- *Absent (A); Yea (Y); Nay (N); Virtual (V) means participating online, yet unable to vote on official business; Abstain (AB)*

4. Public Comment

- There was no public comment.

5. Executive Directors Report

- Big News
- QLINE Ridership
- QLINE Performance
- D2A2/DAX Ridership
- Transit app
 - Station & Stop Decals
- Program Updates
 - Bike Safety Campaign
- Upcoming Items

6. Presentations

- There were no presentations today. Chair Massaron moved to postpone the scheduled Detroit Transportation Corporation (DTC) presentation until a later date, which was seconded by Vice Chair Morandini and unanimously supported.

7. Consent Agenda

a. Approval of March 2026 Board Meeting Summary

b. Procurement Advisory Notice

- Moved by Member Robertson and supported by Member Staebler to approve the Consent Agenda. The motion carried via unanimous consent:

Board of Directors members	Government Entity	Vote
Jeannette Bradshaw	Oakland County	Y
Freman Hendrix (Secretary)	City of Detroit	A
June Lee	Wayne County	A
Dave Massaron (Chair)	State of Michigan	Chair
Jon Moore	Macomb County	Y
Don Morandini (Vice Chair)	Macomb County	Y
Dr. Erica Robertson	Wayne County	Y
Alma Wheeler Smith (Treasurer)	Washtenaw County	Y
Ned Staebler	Washtenaw County	Y
Helaine Zack	Oakland County	Y

- Absent (A); Yea (Y); Nay (N); Virtual (V) means participating online, yet unable to vote on official business; Abstain (AB)*

8. Regular Agenda

a. Approval of March & April 2026 Financial Reports

- Member Staebler commented on budget amendments.
- Moved by Treasurer Wheeler Smith and supported by Member Moore to approve the March & April 2026 Financial Reports. The motion carried via unanimous consent:

Board of Directors members	Government Entity	Vote
Jeannette Bradshaw	Oakland County	Y
Freman Hendrix (Secretary)	City of Detroit	A
June Lee	Wayne County	A
Dave Massaron (Chair)	State of Michigan	Chair
Jon Moore	Macomb County	Y
Don Morandini (Vice Chair)	Macomb County	Y
Dr. Erica Robertson	Wayne County	Y
Alma Wheeler Smith (Treasurer)	Washtenaw County	Y
Ned Staebler	Washtenaw County	Y
Helaine Zack	Oakland County	Y

- Absent (A); Yea (Y); Nay (N); Virtual (V) means participating online, yet unable to vote on official business; Abstain (AB)*

b. Approval of RTA Strategic Plan

- Treasurer Wheeler Smith: How successful have we been in reaching out to smaller transit providers?
 - Executive Director Stupka: The agency has built on our funding relationship with these smaller agencies to create a more consistent dialogue, including the formation of a small providers work group.
- Chair Massaron introduced a conversation with Board members on the need for long-term funding solutions including exploring a Vehicle Registration Fee. Board members expressed agreement to continue conversations and navigate appropriate timing with regional stakeholders.
- Moved by Treasurer Wheeler Smith and supported by Member Bradshaw to approve the RTA Strategic Plan. The motion carried via unanimous consent, with an amendment from Member Staebler to set an explicit funding goals deadline of 2028. This amendment was seconded by Treasurer Wheeler Smith, and the motion also carried via unanimous consent:

Board of Directors members	Government Entity	Vote
Jeannette Bradshaw	Oakland County	Y
Freman Hendrix (Secretary)	City of Detroit	A
June Lee	Wayne County	A
Dave Massaron (Chair)	State of Michigan	Chair
Jon Moore	Macomb County	Y
Don Morandini (Vice Chair)	Macomb County	Y
Dr. Erica Robertson	Wayne County	Y
Alma Wheeler Smith (Treasurer)	Washtenaw County	Y
Ned Staebler	Washtenaw County	Y
Helaine Zack	Oakland County	Y

- *Absent (A); Yea (Y); Nay (N); Virtual (V) means participating online, yet unable to vote on official business; Abstain (AB)*

c. Approval of FY 2026 Federal Formula Funding Distribution

- Moved by Member Zack and supported by Member Robertson to approve the FY 2026 Federal Formula Funding Distribution. The motion carried via unanimous consent:

Board of Directors members	Government Entity	Vote
Jeannette Bradshaw	Oakland County	Y
Freman Hendrix (Secretary)	City of Detroit	A
June Lee	Wayne County	A
Dave Massaron (Chair)	State of Michigan	Chair
Jon Moore	Macomb County	Y
Don Morandini (Vice Chair)	Macomb County	Y
Dr. Erica Robertson	Wayne County	Y
Alma Wheeler Smith (Treasurer)	Washtenaw County	Y
Ned Staebler	Washtenaw County	Y
Helaine Zack	Oakland County	Y

- Absent (A); Yea (Y); Nay (N); Virtual (V) means participating online, yet unable to vote on official business; Abstain (AB)

d. Acceptance of Planning & Innovation Project Update

- The Board received the Planning & Innovation Project Update.

e. Resolution for Departing Board Member: Freman Hendrix

- A motion was taken by Chair Massaron to postpone this resolution to later in the calendar year, seconded by Vice Chair Morandini. This motion was unanimously supported.

9. New Business

- There was no new business.

10. Meeting adjourned at 2:24 PM.



BOARD OF DIRECTORS MEMORANDUM

TO: RTA Board of Directors

FROM: Becky Lasecki, Procurement & Contracts Manager

SUBJECT: Procurement Advisory Notice

DATE: July 16, 2026

REQUESTED ACTION: Receive and File

Background Information: The RTA procurement policy requires that all procurement types be reported to the Board through an advisory notice at the first available meeting after an award if/when the total value is more than \$50,000 and less than \$350,000.

Since the last Board meeting, the following contract awards have been made:

Method	Description	Vendor	Value
Contract Amendment	Strategic Planning Implementation	Bridgeport Consulting, LLC	\$150,000

Regional Transit Authority of Southeast Michigan

Statement of Net Position and Governmental Funds Balance Sheet

May 31, 2026

	Governmental Fund	Adjustments	Statement of Net Position	Prior Year (for comparison)
Assets				
Cash and cash equivalents	\$ 2,596,167	\$ -	\$ 2,596,167	\$ 3,798,413
Restricted cash and cash equivalents	66,577	-	66,577	66,039
Accounts receivable	3,592,397	-	3,592,397	1,062,653
Prepays and other assets	304,914	-	304,914	112,979
Inventory	1,063,635	-	1,063,635	863,163
Capital assets, net of depreciation	-	96,943,544	96,943,544	100,593,984
Total assets	<u>\$ 7,623,690</u>	<u>\$ 96,943,544</u>	<u>\$ 104,567,234</u>	<u>\$ 106,497,232</u>
Liabilities				
Accounts payable and other accrued liabilities	1,489,621	-	1,489,621	1,264,840
Accrued payroll and related liabilities	-	-	-	3,902
Refundable advance	81,361	-	81,361	81,361
Due to state	490,202	-	490,202	-
Unearned revenue	-	-	-	65,585
Compensated absences	-	108,213	108,213	77,112
Subscription liability				
Due within one year	-	122,258	122,258	-
Due in more than one year	-	299,992	299,992	-
Total liabilities	<u>\$ 2,061,184</u>	<u>\$ 530,463</u>	<u>\$ 2,591,647</u>	<u>\$ 1,492,800</u>
Fund balance				
Fund balance	7,639,058	(7,639,058)	-	-
Current year change in fund balance	<u>(2,076,552)</u>	<u>2,076,552</u>	<u>-</u>	<u>-</u>
Total fund balance	<u>\$ 5,562,506</u>			
Total liabilities and fund balance	<u>\$ 7,623,690</u>			
Net position				
Investment in capital assets		96,521,294	96,521,294	100,593,984
Unrestricted		11,135,731	11,135,731	10,110,783
Current year change in net position		<u>(5,681,438)</u>	<u>(5,681,438)</u>	<u>(5,700,336)</u>
Total net position		<u>\$ 101,975,587</u>	<u>\$ 101,975,587</u>	<u>\$ 105,004,432</u>

Regional Transit Authority of Southeast Michigan
Statement of Activities and
Governmental Revenues, Expenditures and Changes in Fund Balance
For the 8 Month Ending May 31, 2026

	Governmental Fund	GASB 34 Adjustments	Statement of Activities
Revenues			
Federal	\$ 3,712,817	\$ -	\$ 3,712,817
State	4,553,563	-	4,553,563
Local	975,000	-	975,000
Fares	472,064	-	472,064
Other	289,267	-	289,267
Total revenues	\$ 10,002,711	\$ -	\$ 10,002,711
Expenditures			
Salaries and Wages	2,766,972	-	2,766,972
Fringe Benefits	899,223	-	899,223
Professional Services	709,637	-	709,637
QLINE Maintenance	1,550,698	(133,750)	1,416,948
Planning Services	767,029	-	767,029
Communications	477,880	-	477,880
Services and Initiatives	3,731,581	-	3,731,581
Administrative	1,176,243	-	1,176,243
Total Expenditures before depreciation	12,079,263	(133,750)	11,945,513
Depreciation/amortization	-	3,738,636	3,738,636
Total expenditures/expenses	\$ 12,079,263	\$ 3,604,886	\$ 15,684,149
Change in fund balance/net position	\$ (2,076,552)	\$ (3,604,886)	\$ (5,681,438)

Regional Transit Authority of Southeast Michigan

Statement of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual

For the 8 Months Ending May 31, 2026

	Regional Services		Qline		D2A2		DAX		One Click/One Call	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenues										
Federal	\$ 1,350,807	\$ 1,990,793	\$ -	\$ 905,039	\$ 1,168,941	\$ 1,248,079	\$ 977,060	\$ 997,998	\$ 178,396	\$ 180,167
State	718,704	\$ 831,594	2,749,553	6,123,440	487,585	521,347	407,548	416,883	44,598	45,042
Local	75,000	-	900,000	600,000	-	-	-	-	-	-
Fares	-	-	-	-	271,146	240,000	200,918	192,000	-	-
Other	82,717	-	4,975	-	111,659	114,767	89,916	90,199	-	-
Total revenues	\$ 2,227,228	\$ 2,822,387	\$ 3,654,528	\$ 7,628,479	\$ 2,039,331	\$ 2,124,193	\$ 1,675,442	\$ 1,697,080	\$ 222,994	\$ 225,209
Expenditures										
Salaries and Wages	831,910	1,019,566	1,935,062	2,511,454	-	-	-	-	-	-
Fringe Benefits	245,190	\$ 264,223	654,033	607,321	-	-	-	-	-	-
Professional Services	355,622	\$ 326,073	346,815	359,495	1,100	-	1,100	-	-	-
QLINE Maintenance	-	-	1,550,698	2,269,808	-	-	-	-	-	-
Planning Services	533,082	\$ 733,333	70,015	126,667	-	-	-	-	-	-
Communications	133,324	\$ 206,403	126,314	135,149	98,466	133,333	115,520	133,333	-	-
Services and Initiatives	-	-	-	-	1,939,765	1,990,860	1,558,822	1,563,747	222,994	225,209
Administrative	149,085	\$ 272,789	1,027,158	1,209,473	-	-	-	-	-	-
Total expenditures	\$ 2,248,213	\$ 2,822,387	\$ 5,710,095	\$ 7,219,367	\$ 2,039,331	\$ 2,124,193	\$ 1,675,442	\$ 1,697,080	\$ 222,994	\$ 225,209
Change in fund balance	\$ (20,985)	\$ -	\$ (2,055,567)	\$ 409,112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

continued...

Regional Transit Authority of Southeast Michigan

Statement of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual

For the 8 Months Ending May 31, 2026

	Mobility Wallet		Access to Transit		Transit App		Total Year to Date		Annual
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
Revenues									
Federal	\$ -	\$ -	\$ 37,613	\$ 1,066,667	\$ -	\$ -	\$ 3,712,817	\$ 6,388,743	\$ 9,583,116
State	116,488	166,667	9,403	933,333	19,684	188,824	4,553,563	\$ 9,227,130	13,840,696
Local	-	-	-	-	-	-	975,000	\$ 600,000	900,000
Fares	-	-	-	-	-	-	472,064	\$ 432,000	648,000
Other	-	-	-	-	-	-	289,267	\$ 204,966	307,449
Total revenues	\$ 116,488	\$ 166,667	\$ 47,016	\$ 2,000,000	\$ 19,684	\$ 188,824	\$ 10,002,711	\$ 16,852,839	\$ 25,279,261
Expenditures									
Salaries and Wages	-	-	-	-	-	-	2,766,972	3,531,020	5,296,530
Fringe Benefits	-	-	-	-	-	-	899,223	871,544	1,307,317
Professional Services	-	-	-	-	5,000	-	709,637	685,568	1,028,350
QLINE Maintenance	-	-	-	-	-	-	1,550,698	2,269,808	3,404,712
Planning Services	116,488	-	47,016	-	428	-	767,029	860,000	1,290,000
Communications	-	-	-	-	4,256	-	477,880	608,218	912,329
Services and Initiatives	-	166,667	-	2,000,000	10,000	188,824	3,731,581	6,135,307	9,202,961
Administrative	-	-	-	-	-	-	1,176,243	1,482,262	2,223,392
Total expenditures	\$ 116,488	\$ 166,667	\$ 47,016	\$ 2,000,000	\$ 19,684	\$ 188,824	\$ 12,079,263	\$ 16,443,727	\$ 24,665,591
Change in fund balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,076,552)	\$ 409,112	\$ 613,670

concluded.

Project Tracker as of 5/31/26

Title **Detroit to Ann Arbor Express Bus (D2A2)**
Description Express bus connecting downtown Detroit to downtown Ann Arbor.
Schedule October 2021 - September 2026

Budget Tracker			
	Total	ITD	Balance
Cost	\$ 13,793,820	\$ 12,832,185	\$961,635
Grants			
MI-2021-036-01	\$4,311,592	\$4,311,592	(\$0)
2017-0119/P7/R2	\$1,635,893	\$1,635,893	\$0
Fares/Contrib	\$1,487,365	\$2,108,317	(\$620,952)
MI-2021-036-02	\$1,373,593	\$1,373,593	(\$0)
MDOT LBO	\$1,287,542	\$816,265	\$471,277
ARPA MI-2022-005-02	\$3,697,835	\$2,586,525	\$1,111,310
	\$13,793,820	\$12,832,185	\$961,635

Title **Regional Mobility Management (MyRide2)**
Description Call center/website with information for seniors and persons with disabilities.
Schedule October 2017 - September 2026

Budget Tracker			
	Total	ITD	Balance
Cost	\$2,742,107	\$2,228,468	\$513,639
Grants			
MI-2017-031-02	\$1,069,444	\$1,069,444	\$0
2017-0119/P2/R4	\$267,361	\$267,361	\$0
MI-2024-009-01	\$411,292	\$411,292	(\$0)
2022-0126/P7	\$102,823	\$102,823	\$0
ARPA MI-2022-005-01	\$154,553	\$154,553	(\$0)
Federal Grant*	\$589,307	\$178,396	\$410,911
State Grant*	\$147,327	\$44,599	\$102,728
	\$2,742,107	\$2,228,468	\$513,639

*Funding is secured and currently being amended into a grant. Pre-award authority.

Title **Universal Basic Mobility Pilot**
Description Mobility wallet fare technology pilot focused on Detroit jobseekers.
Schedule June 2023 - July 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	\$1,025,000	\$1,005,439	\$19,561
Grants			
2022-0126-P3	\$1,025,000	\$1,005,439	\$19,561
	\$1,025,000	\$1,005,439	\$19,561

Title **Downtown to Airport Express**
Description Express bus connecting downtown Metro Airport to Downtown Detroit.
Schedule March 2024 - September 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	\$6,012,708	\$5,185,785	\$826,923
Grants			
MI-2024-002	\$2,000,000	\$2,000,000	\$0
2022-0126-P4 R1	\$500,000	\$500,000	\$0
Fares/Contrib	\$942,386	\$932,329	\$10,057
MDOT LBO	\$805,170	\$495,816	\$309,354
ARPA MI-2022-005-02	\$1,765,152	\$1,257,640	\$507,512
	\$6,012,708	\$5,185,785	\$826,923

Title **Access to Transit Program**
Description Grant program for safety and access improvements at bus stops.
Schedule October 2024 - September 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	\$3,363,395	\$179,157	\$3,184,238
Grants			
2022-0126-P6	\$1,363,395	\$179,157	\$1,184,238
FY2024 CMAQ*	\$1,600,000	\$0	\$1,600,000
State Grant*	\$400,000	\$0	\$400,000
	\$3,363,395	\$179,157	\$3,184,238

*Funding is secured. Will be amended into the grant at a future date.

Title **Transit App Program**
Description Regional Mobility as a Service (MaaS) application platform
Schedule July 2025 - July 2028

Budget Tracker			
	Cost	ITD	Balance
Cost	\$910,000	\$152,920	\$757,081
Grants			
2022-0126-P8	\$828,000	\$152,920	\$675,081
Local In-Kind Match	\$82,000	\$0	\$82,000
	\$910,000	\$152,920	\$757,081

Regional Transit Authority of Southeast Michigan

Statement of Net Position and Governmental Funds Balance Sheet

June 30, 2026

	Governmental Fund	Adjustments	Statement of Net Position	Prior Year (for comparison)
Assets				
Cash and cash equivalents	\$ 1,494,516	\$ -	\$ 1,494,516	\$ 3,356,178
Restricted cash and cash equivalents	66,618	-	66,618	66,087
Accounts receivable	4,270,990	-	4,270,990	969,857
Prepays and other assets	250,082	-	250,082	79,266
Inventory	1,063,635	-	1,063,635	863,163
Capital assets, net of depreciation	-	96,476,776	96,476,776	100,135,174
Total assets	<u>\$ 7,145,841</u>	<u>\$ 96,476,776</u>	<u>\$ 103,622,617</u>	<u>\$ 105,469,725</u>
Liabilities				
Accounts payable and other accrued liabilities	1,552,916	-	1,552,916	1,422,916
Accrued payroll and related liabilities	-	-	-	5,041
Refundable advance	81,361	-	81,361	81,361
Due to state	490,202	-	490,202	-
Unearned revenue	-	-	-	122,895
Compensated absences	-	108,213	108,213	77,112
Subscription liability				
Due within one year	-	122,258	122,258	-
Due in more than one year	-	299,989	299,989	-
Total liabilities	<u>\$ 2,124,479</u>	<u>\$ 530,460</u>	<u>\$ 2,654,939</u>	<u>\$ 1,709,325</u>
Fund balance				
Fund balance	7,639,055	(7,639,055)	-	-
Current year change in fund balance	<u>(2,617,693)</u>	<u>2,617,693</u>	<u>-</u>	<u>-</u>
Total fund balance	<u>\$ 5,021,362</u>			
Total liabilities and fund balance	<u>\$ 7,145,841</u>			
Net position				
Investment in capital assets		96,054,529	96,054,529	100,135,174
Unrestricted		11,602,493	11,602,493	10,569,594
Current year change in net position		<u>(6,689,344)</u>	<u>(6,689,344)</u>	<u>(6,944,368)</u>
Total net position		<u>\$ 100,967,678</u>	<u>\$ 100,967,678</u>	<u>\$ 103,760,400</u>

Regional Transit Authority of Southeast Michigan
Statement of Activities and
Governmental Revenues, Expenditures and Changes in Fund Balance
For the 9 Month Ending 46203

	Governmental Fund	GASB 34 Adjustments	Statement of Activities
Revenues			
Federal	\$ 4,333,896	\$ -	\$ 4,333,896
State	5,155,921	-	5,155,921
Local	975,000	-	975,000
Fares	531,073	-	531,073
Other	319,334	-	319,334
Total revenues	\$ 11,315,224	\$ -	\$ 11,315,224
Expenditures			
Salaries and Wages	3,119,536	-	3,119,536
Fringe Benefits	1,028,589	-	1,028,589
Professional Services	859,828	-	859,828
QLINE Maintenance	1,804,625	(133,750)	1,670,875
Planning Services	1,041,690	-	1,041,690
Communications	576,590	-	576,590
Services and Initiatives	4,171,580	-	4,171,580
Administrative	1,330,479	-	1,330,479
Total Expenditures before depreciation	13,932,917	(133,750)	13,799,167
Depreciation/amortization	-	4,205,401	4,205,401
Total expenditures/expenses	\$ 13,932,917	\$ 4,071,651	\$ 18,004,568
Change in fund balance/net position	\$ (2,617,693)	\$ (4,071,651)	\$ (6,689,344)

Regional Transit Authority of Southeast Michigan

Statement of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual

For the 9 Months Ending June 30, 2026

	Regional Services		Qline		D2A2		DAX		One Click/One Call	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenues										
Federal	\$ 1,477,976	\$ 2,239,643	\$ -	\$ 1,018,169	\$ 1,328,108	\$ 1,404,089	\$ 1,108,839	\$ 1,122,748	\$ 206,060	\$ 202,688
State	752,940	\$ 935,543	3,135,085	6,888,870	553,976	586,516	462,515	468,994	51,514	50,672
Local	75,000	-	900,000	675,000	-	-	-	-	-	-
Fares	-	-	-	-	305,021	270,000	226,052	216,000	-	-
Other	87,485	-	4,975	-	125,710	129,113	101,164	101,474	-	-
Total revenues	\$ 2,393,401	\$ 3,175,186	\$ 4,040,060	\$ 8,582,039	\$ 2,312,815	\$ 2,389,718	\$ 1,898,570	\$ 1,909,216	\$ 257,574	\$ 253,360
Expenditures										
Salaries and Wages	933,631	1,147,012	2,185,905	2,825,386	-	-	-	-	-	-
Fringe Benefits	280,265	\$ 297,251	748,324	683,237	-	-	-	-	-	-
Professional Services	397,140	\$ 366,832	451,388	404,432	1,100	-	1,100	-	-	-
QLINE Maintenance	-	-	1,804,625	2,553,534	-	-	-	-	-	-
Planning Services	534,795	\$ 825,000	83,867	142,500	-	-	-	-	34,580	-
Communications	149,394	\$ 232,204	151,411	152,043	126,881	150,000	143,648	150,000	-	-
Services and Initiatives	-	-	-	-	2,184,764	2,239,718	1,753,822	1,759,216	222,994	253,360
Administrative	180,399	\$ 306,887	1,150,010	1,360,657	70	-	-	-	-	-
Total expenditures	\$ 2,475,624	\$ 3,175,186	\$ 6,575,530	\$ 8,121,789	\$ 2,312,815	\$ 2,389,718	\$ 1,898,570	\$ 1,909,216	\$ 257,574	\$ 253,360
Change in fund balance	\$ (82,223)	\$ -	\$ (2,535,470)	\$ 460,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

continued...

Regional Transit Authority of Southeast Michigan

Statement of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual

For the 9 Months Ending June 30, 2026

	Mobility Wallet		Access to Transit		Transit App		Total Year to Date		Annual
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
Revenues									
Federal	\$ 56,678	\$ -	\$ 156,235	\$ 1,200,000	\$ -	\$ -	\$ 4,333,896	\$ 7,187,337	\$ 9,583,116
State	136,049	187,500	39,058	1,050,000	24,784	212,427	5,155,921	\$ 10,380,522	13,840,696
Local	-	-	-	-	-	-	975,000	\$ 675,000	900,000
Fares	-	-	-	-	-	-	531,073	\$ 486,000	648,000
Other	-	-	-	-	-	-	319,334	\$ 230,587	307,449
Total revenues	\$ 192,727	\$ 187,500	\$ 195,293	\$ 2,250,000	\$ 24,784	\$ 212,427	\$ 11,315,224	\$ 18,959,446	\$ 25,279,261
Expenditures									
Salaries and Wages	-	-	-	-	-	-	3,119,536	3,972,398	5,296,530
Fringe Benefits	-	-	-	-	-	-	1,028,589	980,488	1,307,317
Professional Services	-	-	-	-	9,100	-	859,828	771,264	1,028,350
QLINE Maintenance	-	-	-	-	-	-	1,804,625	2,553,534	3,404,712
Planning Services	192,727	-	195,293	-	428	-	1,041,690	967,500	1,290,000
Communications	-	-	-	-	5,256	-	576,590	684,247	912,329
Services and Initiatives	-	187,500	-	2,250,000	10,000	212,427	4,171,580	6,902,221	9,202,961
Administrative	-	-	-	-	-	-	1,330,479	1,667,544	2,223,392
Total expenditures	\$ 192,727	\$ 187,500	\$ 195,293	\$ 2,250,000	\$ 24,784	\$ 212,427	\$ 13,932,917	\$ 18,499,196	\$ 24,665,591
Change in fund balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,617,693)	\$ 460,250	\$ 613,670

concluded.

Project Tracker as of 6/30/26

Title **Detroit to Ann Arbor Express Bus (D2A2)**
Description Express bus connecting downtown Detroit to downtown Ann Arbor.
Schedule October 2021 - September 2026

Budget Tracker			
	Total	ITD	Balance
Cost	\$ 13,793,820	\$ 13,105,670	\$688,150
Grants			
MI-2021-036-01	\$4,311,592	\$4,311,592	(\$0)
2017-0119/P7/R2	\$1,635,893	\$1,635,893	\$0
Fares/Contrib	\$1,487,365	\$2,156,243	(\$668,878)
MI-2021-036-02	\$1,373,593	\$1,373,593	(\$0)
MDOT LBO	\$1,287,542	\$882,657	\$404,885
ARPA MI-2022-005-02	\$3,697,835	\$2,745,692	\$952,143
	\$13,793,820	\$13,105,670	\$688,150

Title **Regional Mobility Management (MyRide2)**
Description Call center/website with information for seniors and persons with disabilities.
Schedule October 2017 - September 2026

Budget Tracker			
	Total	ITD	Balance
Cost	\$2,742,107	\$2,228,468	\$513,639
Grants			
MI-2017-031-02	\$1,069,444	\$1,069,444	\$0
2017-0119/P2/R4	\$267,361	\$267,361	\$0
MI-2024-009-01	\$411,292	\$411,292	(\$0)
2022-0126/P7	\$102,823	\$102,823	\$0
ARPA MI-2022-005-01	\$154,553	\$154,553	(\$0)
Federal Grant*	\$589,307	\$178,396	\$410,911
State Grant*	\$147,327	\$44,599	\$102,728
	\$2,742,107	\$2,228,468	\$513,639

*Funding is secured and currently being amended into a grant. Pre-award authority.

NOTE: the invoice for FY2026 Q3 has not yet been received

Title **Universal Basic Mobility Pilot**
Description Mobility wallet fare technology pilot focused on Detroit jobseekers.
Schedule June 2023 - July 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	\$1,150,000	\$1,081,678	\$68,322
Grants			
2022-0126-P3	\$1,025,000	\$1,025,000	\$0
ARPA	\$125,000	\$56,678	\$68,322
	\$1,150,000	\$1,081,678	\$68,322

Title **Downtown to Airport Express**
Description Express bus connecting downtown Metro Airport to Downtown Detroit.
Schedule March 2024 - September 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	\$6,012,708	\$5,408,913	\$603,795
Grants			
MI-2024-002	\$2,000,000	\$2,000,000	\$0
2022-0126-P4 R1	\$500,000	\$500,000	\$0
Fares/Contrib	\$942,386	\$968,711	(\$26,325)
MDOT LBO	\$805,170	\$550,783	\$254,387
ARPA MI-2022-005-02	\$1,765,152	\$1,389,419	\$375,733
	\$6,012,708	\$5,408,913	\$603,795

Title **Access to Transit Program**
Description Grant program for safety and access improvements at bus stops.
Schedule October 2024 - September 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	\$3,363,395	\$327,434	\$3,035,961
Grants			
2022-0126-P6	\$1,363,395	\$327,434	\$1,035,961
FY2024 CMAQ*	\$1,600,000	\$0	\$1,600,000
State Grant*	\$400,000	\$0	\$400,000
	\$3,363,395	\$327,434	\$3,035,961

*Funding is secured. Will be amended into the grant at a future date.

Title **Transit App Program**
Description Regional Mobility as a Service (MaaS) application platform
Schedule July 2025 - July 2028

Budget Tracker			
	Cost	ITD	Balance
Cost	\$910,000	\$158,020	\$751,981
Grants			
2022-0126-P8	\$828,000	\$158,020	\$669,981
Local In-Kind Match	\$82,000	\$0	\$82,000
	\$910,000	\$158,020	\$751,981



BOARD OF DIRECTORS MEMORANDUM

TO: RTA Board of Directors
FROM: Ben Stupka, Executive Director
SUBJECT: 2026 Public Transportation Agency Safety Plan
DATE: July 16, 2026

Requested Action: Board of Directors Approval

Approval Request:

This memo seeks board approval of the 2026 Public Transportation Agency Safety Plan (PTASP).

Background Information:

The Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) requires operators of public transportation systems that receive federal funds under the FTA Urbanized Area Formula Grants (Section 5307), and rail transit agencies subject to the FTA State Safety Oversight (SSO) program, to develop an Agency Safety Plan (ASP) that includes the processes and procedures to implement a Safety Management System (SMS). SMS is a comprehensive, collaborative, and systematic approach to managing safety.

Strategic Plan Alignment:

Priority One: Build on RTA's Existing Programs and Services

Attachment: RTA_2026_Public Transportation Agency Safety Plan



Public Transportation Agency Safety Plan

Version 10.0

January 2026

Revision Log

Version No.	Date	Remarks	Authorized Signature
0	September 2019	Original Document	Paul Childs, Accountable Executive
2	January 2020	Revised Document	Paul Childs, Accountable Executive
3	March 2021	General Revision of Document plus Annual Review	Lisa Nuskowski, Accountable Executive
4	May 2021	Minor revisions	Lisa Nuskowski, Accountable Executive
4.1	July 2021	Minor revisions	Lisa Nuskowski, Accountable Executive
5.0	January 2022	Annual Review and minor revisions	Lisa Nuskowski, Accountable Executive
6.0	December 2022	MDOT recommendations and Infrastructure Investment and Job Acts edits	Lisa Nuskowski, Accountable Executive
7.0	December 2023	MDOT recommendations and Risk-Based Inspection additions	Lisa Nuskowski, Accountable Executive
8.0	July 2024	RTA Transition and minor revisions	Ben Stupka, Accountable Executive
9.0	January 2025	Annual Review and revisions	Ben Stupka, Accountable Executive
10.0	January 2026	Annual Review and revisions	Ben Stupka, Accountable Executive

Transit Agency Information

Agency Name	Regional Transit Authority of Southeast Michigan		
Agency Address	7520 Woodward, Detroit, MI, 48202		
Name and Title of Accountable Executive	Ben Stupka, Executive Director, Regional Transit Authority of Southeastern Michigan		
Name of Chief Safety Officer or SMS Executive	Stace Babcock, Chief Safety Officer, Regional Transit Authority of Southeastern Michigan		
Mode(s) of Service Covered by This Plan	RAIL	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307

Approvals

The individuals below, submitting and signing this Public Transportation Agency Safety Plan (PTASP), verify it was prepared following the appropriate and applicable requirements and guidelines set forth by the Federal Transit Administration in 49 CFR Parts 670, 673, 674 and others, that they are authorized representatives of the Transit Agency; that their signature attests that all items and conditions contained in this plan are understood, accepted and approved; and that they are committed to implementing the PTASP and achieving its safety goals and objectives.

REVIEWED BY: _____
 Chief Safety Officer Date

APPROVED BY: _____
 Accountable Executive Date

APPROVED BY: _____
 Joint Labor-Management Safety Committee Date

APPROVED BY: _____
 RTA Board of Directors Date

ACCEPTED BY: _____
 State Safety Oversight Manager Date

Revisions/Amendments

Revision No	Revision Date	Revised Sections	Purpose
3	03/04/2021	All	Removed reference to former O&M Contractor, revised roles/responsibilities
4	05/17/2021	All	General Revisions
4.1	07/08/2021	2.2.1.3	Removal of reference to SSPP and changed to PTASP
5.0	01/26/2022	All	Annual Review and minor revisions
6.0	12/08/2022	All	Annual Review and minor revisions
7.0	TBD	All	Annual Review and minor revisions
8.0	TBD	All	Transition to RTA and minor revisions
9.0	TBD	All	New definitions and guidance from MDOT
10.0	TBD	All	Internal safety restructuring, audit findings

Change Log

Number	Section/Pages	Change	Purpose
3	03/04/2021	All	Removed reference to former O&M Contractor, revised roles/responsibilities
4	05/17/2021	All	General revisions
4.1	07/08/2021	2.2.1.3	Removal of reference to SSPP and changed to PTASP
5.0	01/26/2022	All	Annual Review and minor revisions
6.0	12/08/2022	All	Annual Review and minor revisions
7.0	TBD	All	Annual Review and minor revisions
8.0	TBD	All	Transition to RTA and minor revisions
9.0	TBD	All	New definitions and guidance from MDOT
10.0	TBD	All	Internal safety restructuring, audit findings

Table of Contents

Table of Contents

TERMS AND ABBREVIATIONS	6
1 Introduction	9
1.1 System Description	9
1.2 RTA Safety Performance Measures	10
1.2.1. Fatalities	11
1.2.2. Injuries	11
1.2.3. Safety Events	11
1.2.4. System Reliability	11
1.2.5. Performance Goal Measures	11
1.3 Emergency Preparedness and Response	12
1.3.1 Assignments	12
2 Safety Management Policy	13
2.1 Safety Management Policy Statement	13
2.2 Safety Accountability and Responsibility	15
2.2.1 RTA Positions	15
2.3 Documentation and Record-Keeping	24
3 Safety Risk Management	26

3.1	Safety Hazard Identification	26
3.1.1	Hazard Analysis Methods	27
3.2	Hazard Assessment.....	27
3.2.1	Hazard Severity	28
3.2.2	Hazard Probability.....	28
3.3	Hazard Mitigation.....	29
3.4	Coordination with the Michigan Department of Transportation (MDOT).....	31
3.5	Infectious Disease Prevention Procedure.....	31
3.5.1	Purpose and Scope	32
3.5.2	Roles and Responsibilities	32
3.5.3	Prevention Measures	33
3.5.4	Hazard Identification, Risk Assessment, and Mitigation	34
3.5.5	Reporting and Documentation	34
3.5.6	Implementation and Training	35
3.5.7	Evaluation and Continuous Improvement	35
3.5.8	References.....	35
4	Safety Assurance.....	35
4.1	Performance Monitoring and Measurement.....	36
4.1.1	Safety Event Investigation	36
4.1.2	Safety Data Acquisition.....	39
4.1.3	Corrective Action Plans (CAP).....	42
4.1.4	Rule Compliance.....	42
4.1.5	Inspections.....	43
4.1.6	Hazardous Material and Local, State and Federal Regulations.....	46
4.1.7	Drug and Alcohol Program.....	47
4.1.8	Employee Safety Reporting	47
4.2	Management of Change	48
4.2.1	Purpose and Policy	49
4.2.2	Scope and Definition of Change	49
4.2.3	Management of Change Process	49
4.2.4	Roles and Responsibilities	51
4.2.5	Documentation and Recordkeeping.....	52
4.3	Continuous Improvement.....	52
4.3.1	Purpose.....	52
4.3.2	Annual Safety Performance Assessment Process	52
4.3.3	Addressing Identified Deficiencies	53
4.3.4	Continuous Improvement Plan.....	53
4.4	RTA PTASP Annual Review Process.....	54
5	Safety Promotion	55
5.1	Competency and Training Program.....	55
5.1.1	Overview	55
5.1.2	Employee Safety	55
5.1.3	Third-party Contractor Safety around and within RTA facilities.....	57
5.1.4	Record Keeping	57
5.1.5	Compliance with Training Requirements.....	58
5.2	Safety Communication	58
6	Risk-Based Inspections – Policy and Procedures.....	58
7	Risk Reduction Program (RRP)	59

7.1	Introduction and Purpose	59
7.2	Scope	59
7.3	Program Elements.....	59
7.3.1	Element 1: Reduction and Mitigation of Vehicular and Pedestrian Safety Events.....	59
7.3.2	Element 2: Reduction and Mitigation of Assaults on Transit Workers	60
7.3.3	Element 3: Safety Performance Targets (SPTs) for RRP.....	61
7.3.4	Element 4: Safety Committee Role and Mitigation Integration	61
7.3.5	Element 5: Monitoring, Continuous Improvement, and Safety Set-Aside.....	61

TERMS AND ABBREVIATIONS

- Accountable Executive (AE):** Accountable Executive means a single, identifiable individual who has ultimate responsibility for carrying out the PTASP 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 PTASP, per 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan under 49 U.S.C. 5326.
- Administrator:** The Federal Transit Administrator or the Administrator's designee
- Chief Safety Officer (CSO).** An adequately trained individual who has responsibility for safety and security and reports directly to a transit agency's Accountable Executive
- Collision:** Any impact between a rail transit vehicle and any other vehicle, object, or any person
- Contractor:** An entity that performs tasks on behalf of FTA, a State Safety Oversight Agency, or RTA through a contract or other agreement
- Corrective Action Plan (CAP):** A plan developed by a Rail Transit Agency (RTA) that describes the actions RTA will take to minimize, control, correct, or eliminate risks and hazards and the schedule for taking those actions. Either a State Safety Oversight Agency or FTA may require a Rail Transit Agency to develop and carry out a Corrective Action Plan.
- Derailment:** Refers to a safety event in which one or more wheels of a rail transit vehicle unintentionally leaves the rails
- Disabling Damage:** Damage to a rail transit vehicle resulting from a collision, and preventing the vehicle from operating under its own power
- Evacuation for Life Safety Reasons:** Condition that occurs when persons depart from transit vehicles or facilities for life safety reasons, including self-evacuation. A life safety reason may include a situation such as a fire, the presence of smoke or noxious fumes, a fuel leak from any source, an electrical hazard, or other hazard to any person. An evacuation of passengers into the rail right of way (not at a platform or station) for any reason is presumed to be an evacuation for life safety reasons.
- Executive Safety Committee (ESC):** The safety committee consisting of the Accountable Executive and key personnel responsible for setting strategic safety goals, budgeting and staffing safety initiatives, generally assisting the Accountable Executive, and other oversight

responsibilities.

11. **Fatality:** Death confirmed within 30 days of a safety event. Fatalities include suicides but do not include deaths in or on transit property that are a result of drug overdose, exposure to the elements, illness, or natural causes.
12. **FTA:** The Federal Transit Administration is an agency within the United States Department of Transportation
13. **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 rail's fixed guideway public transportation system; or damage to the environment
14. **Hazard Analysis:** The method by which hazards are identified and analyzed to determine their possible effects on the safe operation of the entire system (i.e., Failure Mode and Effect Analysis, Fault Tree Analysis, Stress Analysis, etc.)
15. **Hazard Identification:** formal activities to analyze potential consequences of hazards during operations related to the provisions of service
16. **Hazardous Condition:** An immediate condition that could cause Safety Events involving personal injuries or death
17. **Injury:** Any harm to persons as a result of a safety event that requires immediate medical attention away from the scene. Does not include harm resulting from a drug overdose, exposure to the elements, illness, natural causes, or occupational safety events occurring in administrative buildings
18. **Investigation:** The process of determining the causal and contributing factors of a Safety Events or hazard to prevent recurrence and mitigate risks
19. **MDOT:** Michigan Department of Transportation
20. **National Public Transportation Safety Plan:** The plan to improve the safety of all public transportation systems that receive Federal Financial Assistance under 49 U.S.C. Chapter 53
21. **NTSB:** National Transportation Safety Board, an independent federal agency
22. **Person:** A passenger, employee, contractor, pedestrian, trespasser, or any individual on the property of a rail's fixed guideway public transportation system
23. **Public Transportation Agency Safety Plan (PTASP):** It is the comprehensive agency safety plan for a transit agency, including a Rail Transit Agency, required by 49 U.S.C. 5329(d) and based on a Safety Management System. Until one year after the effective date of FTA's PTASP Final Rule, a System Safety Program Plan (SSPP) developed to comply with 49 CFR part 659 will serve as the rail transit agency's safety plan.
24. **Public Transportation Safety Certification Training Program:** Either the certification training program for Federal and State employees or other designated personnel who conduct safety audits and examinations of public transportation systems and employees of public transportation agencies directly responsible for safety oversight, established through interim provisions per 49 U.S.C. 5329(c)(2), or the program authorized by 49

U.S.C. 5329(c)(1)

25. **Rail fixed guideway public transportation system:** Any fixed guideway system that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration, or any such system at the engineering or construction stage
26. **Rail Transit Agency (RTA):** Any entity that provides services on a fixed-guideway public transportation system
27. **Rail Transit Vehicle:** Any rolling stock used on a rail fixed guideway public transportation system, including but not limited to passenger and maintenance vehicles.
28. **Risk:** The composite of predicted severity and likelihood of the potential effect of a hazard
29. **Risk mitigation:** A method or methods to eliminate or reduce the effects of hazards
30. **Sabotage:** The deliberate destruction of transit property or the slowing down of public transit operations by employees to damage business or the economic condition of the transit agency
31. **Safety Assurance (SA):** Ensures that mitigations are implemented, adhered to, appropriate, effective, and sufficiently address the potential consequences of identified hazards.
32. **Safety Certification:** The process used to verify the RTA Streetcar system meets criteria, codes, regulations, and contract requirements as they relate to safety, fire/life safety, and security
33. **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. A Safety Event must be reported under the notification and reporting threshold outlined in Part 674.
34. **Safety Management Policy:** The written foundation of a public transportation agency's Safety Management System.
35. **Safety Management Systems (SMS):** A method of identifying hazards and controlling risks in the work and operational environment that continually monitors these methods for effectiveness
36. **Safety Promotion:** Provides visibility of executive management's commitment to safety and fosters improved safety performance by increasing safety awareness through safety communication and training
37. **Safety Review Board (SRB):** The safety committee primarily responsible for investigating safety events and near misses, recommending corrective actions, and determining preventability.
38. **Safety Risk Management (SRM):** A process for identifying hazards and analyzing, assessing, and mitigating safety risks
39. **Status Operational Codes:** Codes employed to indicate the readiness to operate in a

designed and safe condition.

- Code 1: Fully as designed, functional, and safe for revenue service
- Code 2: Safe to operate in revenue service with some limitations in functionality
- Code 3: Unsafe to operate, requires focused maintenance efforts

40. **State:** The State of Michigan

41. **State Safety Oversight Agency (SSOA):** An agency established by the State of Michigan that meets the requirements and performs the functions specified by [49 U.S.C. 5329\(e\)](#) and the regulations outlined in this part

42. **Subsystem:** An element of a system that may constitute a system

43. **System Safety Program Plan (SSPP):** It is a document developed and adopted by the transit agency describing its safety policies, objectives, responsibilities, and procedures. Until one year after the effective date of FTA's PTASP Final Rule, an SSPP developed to comply with [49 CFR part 659](#) will serve as the rail transit agency's safety plan.

44. **System-Wide Elements**

- Street Cars
- Stations
- Tech Center
- Overhead Catenary
- Transit Power Substations
- Track
- Switches

45. **System Security Plan (SSP):** A document describing RTA, its security policies, objectives, responsibilities, and procedures

46. **Unintended Train Movement:** Any instance where a revenue vehicle is moving and is not under the control of a driver (whether or not the operator is physically on the vehicle at the time). This applies regardless of whether the event occurred in revenue service.

47. **Vehicle:** Any rolling stock used on a rail's fixed guideway public transportation system, including, but not limited to, passenger and maintenance vehicles owned by RTA

1 Introduction

1.1 System Description

The RTA Streetcar is a modern service designed to fit the neighborhood scale and traffic patterns it travels. The Regional Transit Authority of Southeast Michigan (RTA) is an agency with the mission to manage and secure transportation resources that significantly enhance mobility options, improve quality of life for the residents, and increase economic viability for the region. Streetcar vehicles run in mixed traffic and, except at platform stops, accommodate existing curbside parking and loading. RTA serves a large, urbanized area, the Detroit-Warren-Dearborn, MI Urbanized Area. Detroit, Michigan, had a population of 639,111 in the 2020 U.S. Census.

The RTA directly operates the QLINE streetcar system and does not provide transit service on

behalf of another RFGS or entity. MDOT serves as the SSOA and, as authorized by 49 USC 5329(e) and 49 CFR 674, must review and approve this Public Transportation Agency Safety Plan.

The streetcar facilities have been constructed and operate within existing street Right-Of-Way (ROW), except for the Penske Tech Center (Vehicle Storage and Maintenance Facility), located at Woodward and Custer at the northern terminus of the line.

A fleet of six vehicles serves the system. The Streetcar service has planned peak headways ranging from 7.5 to 20 minutes. Streetcars stop at the stations on demand and when the vehicle's onboard energy storage system requires charging. System-wide elements and their associated sub-elements include:

- Overhead Catenary (OCS)
- Rail and railway
- Traction power substations (TPSS)
- Signals/Switches equipment
- Stations of passenger stops
- Vehicle Storage and Maintenance Facility, also known as the Roger Penske Tech Center
- Streetcar vehicles

1.2 RTA Safety Performance Measures

According to 49 U.S.C. § 5329(d), the RTA PTASP must include safety performance targets based on the FTA National Safety Plan's safety performance measures. The safety performance measures are:

1. FATALITIES: Total number of reportable fatalities and rate per total Vehicle Revenue Miles (VRM)
2. INJURIES: Total number of reportable injuries and rate per total Vehicle Revenue Miles (VRM)
3. SAFETY EVENTS: Total number of reportable events
4. SAFETY EVENTS RATE: Total number of reportable events and rate per total Vehicle Revenue Miles (VRM)
5. SYSTEM RELIABILITY: Mean distance between major mechanical failures
6. PEDESTRIAN COLLISION RATE: Based on collisions "with a person" as defined by the NTD, divided by Vehicle Revenue Miles (VRM)
7. COLLISION RATE: Collision Rate will be based on collisions as reported to the NTD, divided by Vehicle Revenue Miles (VRM)
8. PEDESTRIAN COLLISION RATE: Pedestrian Collision Rate will be based on collisions with a person as defined by the NTD, divided by SAFETY EVENTS RATE: Total number of reportable events
9. VEHICULAR COLLISION RATE: Vehicular Collision Rate will be based on collisions with a motor vehicle as defined by the NTD, divided by Vehicle Revenue Miles (VRM)
10. TRANSIT WORKER FATALITY RATE: Transit Worker Fatality Rate is based on transit worker fatalities as defined by the NTD, including the categories "Transit Employee/Contractor," "Transit Vehicle Operator," and "Other Transit Staff," divided by Vehicle Revenue Miles (VRM)
11. TRANSIT WORKER INJURY RATE: Transit Worker Injury Rate is based on transit worker injuries as defined by the NTD, including the categories "Transit Employee/Contractor," "Transit Vehicle Operator," and "Other Transit Staff," divided by Vehicle Revenue Miles (VRM)
12. ASSAULTS ON TRANSIT WORKERS: This count is based on assaults on transit workers as defined by the NTD

13. RATE OF ASSAULTS ON TRANSIT WORKERS: This rate is based on assaults on transit workers as defined by the NTD, divided by Vehicle Revenue Miles (VRM)

It is the responsibility of RTA Management to track the performance measures discussed in this section. If the performance measures are not met, it is the responsibility of RTA to use its resources to assess the situation and determine the root cause. Once the root cause has been determined, corrective actions are developed to mitigate the problem after review and approval by the JLMSC.

All RTA employees and contractors are responsible for following all rules and procedures established by management to achieve the performance measures set in this document.

RTA coordinates with the Southeast Michigan Council of Governments (SEMCOG), the metropolitan planning organization, in setting regional safety targets annually. RTA and other regional transit providers share their respective safety targets with SEMCOG, which uses this information to analyze trends and establish annual regional safety targets.

1.2.1. Fatalities

Fatality is defined as a death or suicide confirmed within 30 days of a reported event. It does not include deaths in or on transit property resulting from illness or other natural causes.

1.2.2. Injuries

Injuries are defined as damage or harm to persons due to an event requiring immediate medical attention away from the scene.

1.2.3. Safety Events

The safety events measure captures all reported safety events during transit operations and the performance of regular supervisory or maintenance activities.

49 CFR 673.5, as defined by MDOT, describes a Safety Event as:

- A fatality;
- A report of two or more injuries;
- A derailment;
- A collision resulting in one or more injuries;
- A collision between two rail transit vehicles;
- A collision resulting in disabling damage to a rail transit vehicle;
- An evacuation for life safety reasons or;
- An unintended train movement

1.2.4. System Reliability

The system reliability measure expresses the relationship between safety and asset condition. This measures how well a fleet of transit vehicles is maintained and operated. The rate of vehicle failures in service, defined as the mean distance between major mechanical failures, is measured as revenue miles divided by the number of major mechanical failures.

1.2.5. Performance Goal Measures

Performance Measures	2026	2027	2028
FATALITIES	0	0	0
FATALITY RATE	0	0	0
INJURIES	2	2	2
INJURY RATE	0.00002	0.00002	0.00002
SAFETY EVENTS	4	3	2
SAFETY EVENT RATE	0.00004	0.00003	0.00002
SYSTEM RELIABILITY* (Mean Distances Between Failures)	5000	7000	9000
TOTAL COLLISIONS	3	3	3
PEDESTRIAN COLLISION RATE	0	0	0
COLLISION RATE	0	0	0
PEDESTRIAN COLLISION RATE	0	0	0
VEHICULAR COLLISION RATE	0.00002	0.00002	0.00002
TRANSIT WORKER FATALITY RATE	0	0	0
TRANSIT WORKER INJURY RATE	0.000009	0.000009	0.000009
ASSAULTS ON TRANSIT WORKERS	2	2	2
RATE OF ASSAULTS ON TRANSIT WORKERS	0.00001	0.00001	0.00001

- RTA used the total VRM in 2025 (107,165)
- System reliability is measured against the seven System-Wide Elements. When any one of the elements or a combination falls beneath a Code 2 status (Status Operational Code) and disrupts scheduled service for 1 hour or more, a **Failure** has occurred.
- Code 1 - Equipment is fully operational and meets all design conditions
- Code 2 - Equipment is safe to operate with limitations, as noted
- Code 3 - Equipment is unsafe to operate

These performance measures are based on the statistical data from May 2017 to March 2019 and the annualized vehicle revenue service miles.

The collision rate is based on collisions reported to the NTD divided by Vehicle Revenue Miles.

1.3 Emergency Preparedness and Response

1.3.1 Assignments

The following personnel have the enumerated emergency preparedness and response responsibilities:

Regional Transit Authority of Southeast Michigan PTASP

	Executive Director/AE	General Manager	Chief Safety Officer	Operations Manager	Maintenance of Way/Fleet Managers	HR	PIO	CFO	Frequency
Interagency Coordination	A	AW	P	S	S	NR	NR	NR	D
Security Training	AW	S	P	S	S	S	NR	NR	AR
Facility Inspections	AW	R	P	S	S	NR	NR	NR	MD
Equipment Inspections	AW	R	P	S	S	NR	NR	NR	D
Emergency Response Procedures	A	R	P	S	S	S	NR	NR	AR
Operational Documents	AW	R	S	S	S		NR	NR	Y
Public Awareness	A	R	A	S	S	S	P	NR	AR
First Responder Training and Drills	AW	R	P	S	S	S	NR	NR	Y
External Audit Response	A	RE	S	S	S	NR	S	S	Y
Cybersecurity	A	AW	P	S	S	NR	NR	NR	Q
Corrective Action Plans	A	RE	P	S	S	S	NR	NR	AR

EMERGENCY PREPAREDNESS AND RESPONSE MATRIX

RTA has developed a Continuity of Operations Plan (COOP), which formalizes our emergency preparedness and response plans. Additionally, the Accountable Executive controls and directs the human and capital resources needed to develop and maintain the PTASP and SMS.

Please see the RTA Continuity of Operations for the assignment of employee responsibilities during an emergency and coordination with Federal, State, and Local officials.

Tasks are identified below. Also identified are the organizational/participant responsibilities for each task, as designated by the following code:

P - Primary Task Responsibility: The identified participant(s) is (are) responsible for preparing the specified documentation.

S - Secondary or Support Responsibility: The identified participant(s) is (are) to provide the necessary support to accomplish and document the task if warranted.

R - Review/Comment Responsibility: The identified participant(s) is (are) to review and comment on the task or requirement.

A - Approval Responsibility: The identified participant(s) is (are) to review, comment, and subsequently approve the task or requirement.

AW - Awareness of Activity: The identified participant(s) is (are) aware of the activity.

RE - Recommend Approval. The identified participant is recommending approval to the executive in charge.

NR – No Responsibility. The identified participant has no responsibility for the completion of the activity.

*Frequency: Daily (D); Monthly (M); Quarterly (Q); Yearly (Y); As Required (AR)

2 Safety Management Policy

2.1 Safety Management Policy Statement

The Regional Transit Authority of Southeast Michigan (RTA) owns and operates the QLINE Streetcar System. As such, the RTA safety objectives are to provide safe, secure, and efficient transportation services by creating a collective awareness, understanding, involvement, and commitment among RTA employees, contractors, and other resources along the operating corridor to ensure the safety of passengers, employees, property, and the public in the QLINE service area.

Specific accountability for safety performance rests with those managing each function or location. All

employees and contractors are responsible for understanding and implementing this policy to the best of their ability. The Accountable Executive is ultimately accountable for the overall safety of the system.

Performance Measures Per every 100,000 (Vehicle Revenue Miles)	Accountability and Responsibilities
FATALITIES	Accountable Executive
INJURIES	Executive Director, CSO, Contractors, General Manager, Managers, and All Employees
SAFETY EVENTS	Executive Director, CSO, Contractors, General Manager, Managers, and All Employees
SYSTEM RELIABILITY (Mean Distance Between Failures)	Executive Director, Contractors, General Manager, and All Managers

The CSO, under the direction of the Accountable Executive, is tasked to devise, implement, and administer a comprehensive, integrated, and coordinated Public Transit Agency Safety Plan (PTASP), which identifies activities to prevent, eliminate, control, or reduce hazards (unsafe acts or conditions) that may occur during the design, construction, or operational stages of any system under the jurisdiction of the RTA.

The CSO is additionally responsible for safety compliance, as well as verifying and assessing daily operations from a safety-centric perspective. The CSO has the authority to stop any work or process if it represents an imminent hazard.

The Joint Labor-Management Safety Committee consists of an equal number of worker and management representatives. It reviews and approves the PTASP, sets annual safety performance targets for the safety risk reduction program, and supports operation of the RTA's Safety Management System.

RTA Management will review safety program effectiveness and provide resources needed to correct deficiencies. The RTA will work with the Michigan Department of Transportation and other safety oversight agencies to achieve the safest and highest quality system possible.

This policy will be communicated throughout the organization by email and by public posting on bulletin boards throughout the RPTC. **System Reliability**

The system reliability measure expresses the relationship between safety and asset condition. This measures how well a fleet of transit vehicles is maintained and operated. The rate of vehicle failures in service, defined as the mean distance between major mechanical failures, is measured as revenue miles divided by the number of major mechanical failures.

Performance Goal Measures

Performance Measures	2026	2027	2028
FATALITIES	0	0	0
FATALITY RATE	0	0	0
INJURIES	2	2	2

INJURY RATE	0.00002	0.00002	0.00002
SAFETY EVENTS	4	3	2
SAFETY EVENT RATE	0.00004	0.00003	0.00002
SYSTEM RELIABILITY* (Mean Distances Between Failures)	5000	7000	9000
TOTAL COLLISIONS	3	3	3
PEDESTRIAN COLLISION RATE	0	0	0
COLLISION RATE	0	0	0
PEDESTRIAN COLLISION RATE	0	0	0
VEHICULAR COLLISION RATE	0.00002	0.00002	0.00002
TRANSIT WORKER FATALITY RATE	0	0	0
TRANSIT WORKER INJURY RATE	0.000009	0.000009	0.000009
ASSAULTS ON TRANSIT WORKERS	2	2	2
RATE OF ASSAULTS ON TRANSIT WORKERS	0.00001	0.00001	0.00001

- RTA used the total VRM in 2025 (107,165)
- System reliability is measured against the seven System-Wide Elements. When any one of the elements or a combination falls beneath a Code 2 status (Status Operational Code) and disrupts scheduled service for 1 hour or more, a **Failure** has occurred.
- Code 1 - Equipment is fully operational and meets all design conditions
- Code 2 - Equipment is safe to operate with limitations, as noted
- Code 3 - Equipment is unsafe to operate

These performance measures are based on the statistical data from May 2017 to March 2019 and the annualized vehicle revenue service miles.

The collision rate is based on collisions reported to the NTD divided by Vehicle Revenue Miles.

Ben Stupka
Executive Director and Accountable Executive Regional
Transit Authority of Southeast Michigan

Date

2.2 Safety Accountability and Responsibility

2.2.1 RTA Positions

2.2.1.1 Accountable Executive/Executive Director

The Accountable Executive (AE) serves as the executive vested with primary responsibility for RTA's safety and security activities and overall adherence to the safety and security program. The duties of the AE include but are not limited to:

- Ensuring action is taken, as necessary, to address substandard performance in the RTA SMS Program
- Signing the RTA SMS PTASP and subsequent updates
- Ensuring that RTA SMS is effectively implemented throughout the agency's public transportation system
- Delegating specific responsibilities while maintaining ultimate accountability for the transit agency's safety and security performance
- Designating a CSO or SMS Executive
- Ensuring a process is established to assess RTA's safety performance
- Assumes ultimate responsibility for carrying out the RTA Agency Safety Plan and Safety Management System
- Maintaining and carrying out the Agency's Transit Asset Management Plan (TAMP).
- Control and direction over the human and capital resources needed to develop and maintain both the PTASP and TAMP
- Implementation of safety risk mitigations for the safety risk reduction program that are included in the PTASP
- Receiving and considering all other safety risk mitigations recommended by the JLMSC
- Direct and coordinate all operational personnel by establishing and monitoring program and project objectives
- Implement programs in direct support of the System Reliability Measure
- Manage the General Manager and administer all contractual needs
- Assure all safety and security procedures and processes are followed by the resources reporting to that position
- Allocate resources to the CSO on an as-needed basis for Safety and Security requirements
- Hold all RTA employees, contractors, and subcontractors' employees accountable for the safety and security performance of the RTA Streetcar System

2.2.1.2 Chief Safety Officer

The above position has significant roles supporting both safety and security. The following programs fall under the jurisdiction of the Accountable Executive and this position:

- PTASP
- SMS
- SSEPP
- Emergency Preparedness Plan
 - Emergency Management
 - Disaster Recovery (Continuity of Operations Plan)

The Chief Safety Officer role is responsible for overseeing and implementing the RTA PTASP. Reporting directly to the Accountable Executive, this position is responsible for developing and implementing the PTASP as established in 49 CFR 673 and 674. Additionally, the CSO serves as the Chair of the Safety and Security Operations Committee. The CSO will not act in any other operational or maintenance capacity. However, because of the significant connection between safety and security, the added supporting role of the Safety Manager, and the limited size and budget of RTA and its unique structure, the functions have been merged into a single organizational position. However, no other Operational or Maintenance role is included or inferred.

Among the duties the CSO is responsible for:

- Coordinating the development and implementation of the RTA PTASP.
- Coordination of Internal and External PTASP Audits.
- Reviews and updates the PTASP under 49 CFR 674.
- Identifying substandard performance in RTA's SMS and developing action plans for approval of the Accountable Executive.
- Provides Safety Risk Management (SRM) expertise and support for other RTA personnel who conduct and oversee Safety Assurance activities.
- Has primary responsibility for conducting Hazard Risk Analysis and reviewing proposed risk ratings for new safety hazards
- Monitor various safety logs:
 - Hazard
 - Corrective Action Plan
 - Safety Events
 - Unusual Occurrences
 - Blockage
- Coordinating emergency response planning and drills among Detroit law enforcement and other first responder groups. These include, but are not limited to, the US Department of Homeland Security, Detroit Police and Fire departments, private security organizations (i.e., Project Lighthouse), emergency medical units, public health resources, and other police units, including State, MDOT, Wayne State Police Department, and contracted security.
- Overseeing the development of the Continuity of Operations Plan (Disaster Recovery and Emergency Operations)
- Serving as the RTA liaison to the Detroit Emergency Operations Center (EOC) whenever activated due to an event involving or affecting RTA service or property.
- Developing procedures in an SOP to determine when assistance from contracted security or another emergency service is necessary.
- Participating in:
 - Local law enforcement/private security meetings on crime trend analysis
 - Development of crime analysis reports being utilized internally for proactive security awareness
- Regularly meeting all parties along the Streetcar corridor. The primary interaction will be via the Downtown Detroit Safety and Security Monthly meeting sponsored by the Downtown Detroit Partnership and the Midtown CompStat Meeting.
- Bi-annually coordinating, conducting, or participating in safety/security-related drills and exercises with the City of Detroit, Department of Homeland Security, and other agencies, such as Detroit Fire and Detroit Police Department. RTA participation aims to ensure all potential emergency responders are familiar with RTA equipment and property. Participation may include hands-on training, demonstrations, video demonstrations, handouts, or other media. At a minimum, emergency responder training will consist of familiarization with streetcar vehicle and system electrification, streetcar operations and routing, and emergency entry methods into streetcar vehicles. RTA contractors will participate in all drills and exercises as needed.
- Overseeing the implementation of findings approved by the safety committees from emergency drills and exercises and ensuring appropriate and timely employee training occurs, as necessary. After action, reports are developed following emergency drills and exercises, which will be transmitted to the SSO. Furthermore, annual recertification will incorporate discussion and refresher training regarding procedures, practices, actions, and responsibilities to ensure RTA personnel are trained to perform satisfactorily during emergencies.
- Training for employees and local public safety organizations and more extensive discussion is contained in the SSEPP.

- Directing/overseeing the security program in coordination with Homeland Security, State, and Local Law Enforcement.
- Serving as the point of contact between the SSOA, Law Enforcement, and RTA
- Conducting unannounced, random inspections
- Providing safety training as needed
- Chairing Joint Labor-Management Safety Committee
- Monitor contents of classroom training to ensure safety compliance;
- Address safety complaints
- Designated Employer Representative for the Drug and Alcohol Program

2.2.1.3 General Manager

The General Manager is the direct point of contact for the RTA Streetcar system's day-to-day management. The duties assigned to this position are:

- Coordinate the organization, staffing, and operational activities for the streetcar
- Develop and implement goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures; ensure customer satisfaction through efficient and effective delivery of streetcar services
- Establish schedules and recommend methods for providing streetcar service, including overseeing and reviewing timelines and schedules, identifying resource needs, and allocating resources appropriately
- Direct, coordinate, and review the work plan for streetcar operations and activities; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; work with staff to identify and resolve problems
- Oversee streetcar operations and ensure workforce compliance with all related safety rules, regulations, and procedures, as well as ensure that hazards and risks are reported and mitigated as required.
- Maintain and provide documentation for audits and inspections conducted by federal and state agencies
- Oversee compliance with the State of Michigan motor vehicle licensing and testing requirements and ensure that testing complies with applicable rules, regulations, and mandates
- Supervise and assist in the preparation of technical specifications for equipment procurement
- Manages the contracting, contract administration, and contract monitoring processes, including developing
- Maintain and provide documentation for audits and inspections conducted by federal and state agencies
- Oversee compliance with the State of Michigan motor vehicle licensing and testing requirements and ensure that testing complies with applicable rules, regulations, and mandates
- Supervise and assist in the preparation of technical specifications for equipment procurement
- Manages the contracting, contract administration, and contract monitoring processes, including developing bid and proposal packages for annual contract services
- Review and evaluate proposed construction projects and plans; identify impact on streetcar operations; recommend and implement solutions
- Develop operational goals, performance indicators, and related performance measures and the strategic plans to achieve them
- Select, train, coach, motivate, and evaluate streetcar personnel; provide or

coordinate staff training; work with employees to improve performance and perform human resources duties related to employee handbook policies

- Assist in managing employee and labor relations with the Labor Relations and Training Director; participate in the resolution of differences between management and labor
- Participate in the development and administration of a multi-million-dollar operating budget; forecast funds needed for staffing, equipment, material, and supplies; monitor and approve expenditures; recommend adjustments as necessary
- Assure post-Safety Events Drug and Alcohol policies are followed
- Assist in maintaining and carrying out the Agency's Transit Asset Management Plan (TAMP)
- Perform related duties as required

2.2.1.4 Maintenance-of-Way Manager

Under the supervision of the General Manager, the RTA Maintenance-of-Way Manager has, among other duties, the following safety and security responsibilities:

- Coordination of responsibilities for all maintenance personnel and contractors as required for the safe and efficient operation of the Streetcar
- Establishes the Status Operational Condition Code daily for each sub-system
- Monitors and documents preventive maintenance (PM) programs for all rail equipment
- Inspects work in progress, assuring performance is as specified and safely implemented, ensuring the timely quality of completion of work orders
- Coordination of required workload demands and allocation of critical resources under the direct control of this position
- Development and implementation of processes and procedures within the Streetcar maintenance division to ensure the safe and efficient operation of all streetcars, maintenance support equipment, and streetcar facility equipment
- Implementation of Rail Transit System maintenance and management programs, industrial hazard identification, Safety Events and security notification, internal maintenance and safety audits, emergency preparedness, and response
- Regulatory compliance and implementation of training materials in coordination with the RTA Safety Manager and CSO
- Development and execution of comprehensive maintenance plans to consistently improve safety performance across all areas of the RTA and the associated track and power equipment
- Assure safe work methods and communications with personnel to make sure they are notified about new and modified maintenance methods consistent with OEM procedures and policies
- Ensure maintenance personnel are trained, and safety policies and procedures are continuously reviewed
- Hold all maintenance employees, contractors' employees, and subcontractors' employees accountable for following all safety requirements of the RTA Streetcar
- Ensure all employees and subcontractors communicate safety issues, collect data on safety performance, and communicate safety issues to employees
- Support all regulatory or policy-required audit activities, including implementation of Corrective Action Plans
- Assign the appropriate Status Operational Codes to the specific System-Wide Elements daily and support budget reporting and development
- Operation and data integrity of the work order system, accurate inventory accounting, and other maintenance reporting and data acquisition reports

- Act as lead for QA/compliance for contractor maintenance/repair of safety-critical wayside equipment

2.2.1.6 Operations Manager

Under the supervision of the General Manager, the Operations Manager has, among others, the following responsibilities:

- Publish and revise the Daily Train Orders indicating the Operational Condition of the key sub-system components
- Oversee and perform the planning, organizing, coordinating, and directing transit on fixed route or streetcar operations through supervisors, ensuring timely, efficient, and safe customer service
- Provide guidance and direction to supervisors in route and shift coverage to ensure timeliness of service, customer satisfaction, and compliance with safety and security requirements set forth by Federal Transit Administration (FTA) regulations and motor carrier requirements
- Monitor daily operations, meet with route supervisors on service-related issues, such as road closures or special assignments; maintain and analyze complaint files for service improvement
- Assures compliance with all work rules and SOPs and implementation of rail transit system operations and response
- Regulatory compliance and implementation of training materials in coordination with the RTA Safety Manager and CSO
- Oversee and monitor streetcar operations to ensure enough staffing to facilitate passengers' safe and orderly movement per the required service levels.
- Investigate, document, and safety and security reports to the CSO and Safety Manager
- Ensure Safety Events are appropriately investigated and correctly documented
- Assure all operating personnel are fully trained and qualified for their role to ensure safe and secure operational performance
- Actively promote the observation of safe work practices
- Respond to Safety Events, or emergencies to ensure proper investigation
- Ensure all employees and subcontractors communicate safety and security issues, collect data on safety performance, and communicate safety and security issues to employees
- Holding all operations employees and any subcontractors' employees accountable for the safety performance of the RTA Streetcar
- Support all regulatory or policy-required audit activities, including implementation of Corrective Action Plans
- Responsible for the operation and data integrity of the work order system, accurate inventory accounting, and other operations reporting and data acquisition reports.
- Support budget reporting and development

2.2.1.7 Fleet Manager

The Fleet Manager oversees RTA's fleet of Brookville Liberty Streetcars. The Fleet Manager ensures the streetcar vehicles are well-maintained, safe, clean, and available for passenger service. This person serves as a subject matter expert and is expected to lead a team of Streetcar Maintenance Technicians while cultivating a professional and positive work environment for the team. In this role, the Fleet Manager will advocate for the RTA safety culture that aims to continuously improve the safety and well-being of all employees and contractors and will implement and execute required safety programs.

Under the supervision of the General Manager, the Fleet Manager is responsible for the management and oversight of streetcar maintenance and mechanical and electrical engineering programs, systems, and activities related to the maintenance, modification, and improvement of streetcar equipment, whether by in-house or contract staff; designs and implements quality assurance and quality control programs and provides highly responsible and complex technical engineering project management. Additionally, the Fleet Manager will be part of the leadership team and be called upon to coordinate with and provide insight and recommendations on all fleet and maintenance activities.

The Fleet Manager has, among others, the following duties:

- Supervises, coaches, and manages all streetcar maintenance technicians
- Oversees contractors that may be used to assist with streetcar repair
- Ensures that all streetcars and related equipment are maintained following manufacturers' recommended specifications
- Leads the streetcar condition assessment for the Transit Asset Management Plan and implements plan recommendations
- Ensures all reports and forms associated with streetcar inspections and repairs are completed and logged, and that car books are kept current
- Operates streetcars on an as-needed basis
- Provides QA/QC for the streetcar maintenance activities
- Assists with the creation of maintenance Standard Operating Procedures (SOPs)
- Helps create and provides training as needed to employees on streetcar equipment
- May serve as the Employee in Charge (EIC)
- Performs hazard analysis for streetcars and related equipment
- Supports Safety Events investigations and is a lead in all those that involve a streetcar
- Resolves streetcar maintenance hazards by developing Corrective Action Plans (CAPs) with the support of the General Manager and CSO
- Provides weekly, monthly, and annual maintenance reports to the General Manager
- Assists in the development of the 5-year maintenance plan

- Responsible for streetcar parts inventory, ensuring inventory control procedures are met, and part inventory levels are maintained
- On occasion, performs maintenance on vehicles and equipment
- Oversees all streetcar warranties for parts and equipment
- All other duties as assigned

2.2.1.8 Training Manager

Under the supervision of the General Manager, the Training Manager has, among others, the following responsibilities:

- Review existing training programs; suggest enhancements and modifications to improve engagement, learning, and retention and to meet the changing needs of clientele, the organization, or the industry
- Ensures that training materials and programs are current, accurate, and effective
- Maintains knowledge of new methods and techniques for training and training requirements applicable to the organization or industry
- Identifies problems and opportunities, such as operational changes or industry

developments, that training could improve

- Conducts or facilitates required and recommended training sessions
- Collaborates with vendors and third-party training providers to arrange employee registration for and participation in outside training programs
- Ensures that training milestones and goals are met while adhering to the approved training budget
- Prepares and implements training budget
- Organizes and updates employee training files
- Ensures all training records are accurate
- Updates and maintains the Training Matrix
- Documents any employee retraining
- Ensuring all staff are adequately trained in compliance with FTA and MDOT regulations, policies, and procedures

2.2.1.9 Joint Labor-Management Safety Committee

RTA has established a Joint Labor-Management Safety Committee (JLMSC). The JLMSC:

- Has been convened by a joint labor-management process
- Has an equal number of labor and management representatives
- Is appropriately scaled to the size, scope, and complexity of the RTA
- Requires frontline workers to be selected by the labor organization that represents the plurality of workers, with the exception of the Vehicle Maintenance department, which is not unionized and selects its own representative.

The JLMSC is responsible for the following:

- Review and approve the transit agency's Public Transportation Agency Safety Plan (PTASP) and any subsequent updates
- Set the annual safety-performance targets for the Safety Risk Reduction Program
- Identify and recommend safety-risk mitigations needed to lower the likelihood or severity of hazards (including when the agency misses a target)
- Flag safety-risk mitigations that are ineffective, inappropriate, or not implemented as intended
- Identify safety deficiencies for continuous improvement under the agency's Safety Assurance
- Process, define and document the Committee's organizational structure, size, composition, and chairing arrangements (more information can be found in the RTA JLMSC Charter 2025)
 - The JLMSC is chaired by the CSO
 - The JLMSC consists of six members, with three management representatives (including the CSO) and three labor representatives
 - There must be a labor representative from each department (Vehicle Maintenance, Maintenance of Way, and Operations)
- Develop and circulate meeting agendas/notices and record & maintain meeting minutes
- Ensure Committee members receive required training on the PTASP, SMS processes, and supporting tools, including:
 - Annual PTASP training
 - SMS Awareness online training course
 - Overview of the MDOT QLINE Tracking Log and report forms during meetings as they are presented
- Apply the agency's compensation policy for member participation in Committee meetings. Hourly workers will be paid their regular rate, including overtime. Salaried members will be paid their annual salary as usual

- Access technical experts, agency data/resources, and transit-worker safety-reporting submissions to support deliberations
- Establish a decision-making method and formally record Committee decisions
- Coordinate and communicate Committee actions with the Board of Directors (or equivalent) and the Accountable Executive
- Use an agreed-upon dispute-resolution or arbitration process to manage internal Committee disputes
- When addressing vehicular or pedestrian safety events, evaluate mitigations that reduce operator-visibility impairments (e.g., vehicle retrofits, procurement specifications)
- When addressing assaults on transit workers, consider deploying assault-mitigation infrastructure and technology (e.g., operator barriers)

2.2.1.10 Chief Financial Officer

Manages the support of critical business functions affected by an emergency and the recovery of data systems and telecommunications to all facilities. Serves as a member of the RTA Emergency Response and Recovery Team.

For more information, see the RTA Continuity of Operations Plan dated August 8, 2024.

2.2.1.11 Communications/Outreach

Manages outreach to all stakeholders and is the media representative during an emergency. See the current RTA Continuity of Operations Plan for more information.

2.2.1.12 Engineering Support/Planning

Serves as the Cybersecurity Coordinator and is responsible for maintaining and carrying out the cybersecurity policy of RTA.

2.2.1.13 Executive Safety Committee

The Executive Safety Committee is an independent committee established to assist the RTA in fulfilling its responsibilities related to the Safety Management System, and will:

- Immediately review and address unacceptable (imminent danger) safety hazards.
- Set safety performance targets for the organization and continuously monitor them.
- Notify the JLMSC if the organization does not meet its safety performance targets.
- Budget and staff safety initiatives.
- Review safety audit results.
- Review and approve/disprove Management of Change proposals.
- Review Departmental compliance reports.
- Review decisions and recommendations made by the Safety Review Board and JLMSC.
- Ensure that all Safety Management System requirements are being implemented at the RTA.
- Review Corrective Action Plan recommendations from the JLMSC and determine the feasibility of the recommended mitigations.
- Assist the Accountable Executive with the execution of their duties, as delegated.

2.2.1.14 Safety Review Board

The Executive Safety Committee is an independent committee established to assist the RTA in fulfilling its responsibilities related to the Safety Management System, and will:

- Perform safety event investigations for preventability on behalf of the Regional Transit

Authority of Southeast Michigan (RTA) and Michigan Department of Transportation (MDOT).

- Approve safety reports before they are submitted to the MDOT State Safety Oversight Agency.
- Report unacceptable hazardous conditions to RTA's Executive Safety Committee (ESC) as soon as possible.
- Oversee the development, management, and reporting of Corrective Actions Plans and recommend a resolution to the ESC.
- Track corrective actions through to completion.
- Monitor safety performance against its targets by analyzing investigative findings and data.
- Support continuous improvement of the SMS system through corrective actions and lessons learned.
- Inform hazard identification by identifying root causes during an investigation.
- Inform the risk assessment process using collected data to help the RTA better understand the severity and probability of certain risks.
- Provide the results of investigations, identified hazards, and proposed mitigations to the JLMSC.
- Identify ineffective controls and determine whether existing risk controls and mitigations are working as intended.

2.3 Documentation and Record-Keeping

All safety activities on RTA are formally documented. The type of document used will vary depending on the kind of activity. The following is a list of activities and the type of form that may be used to document it:

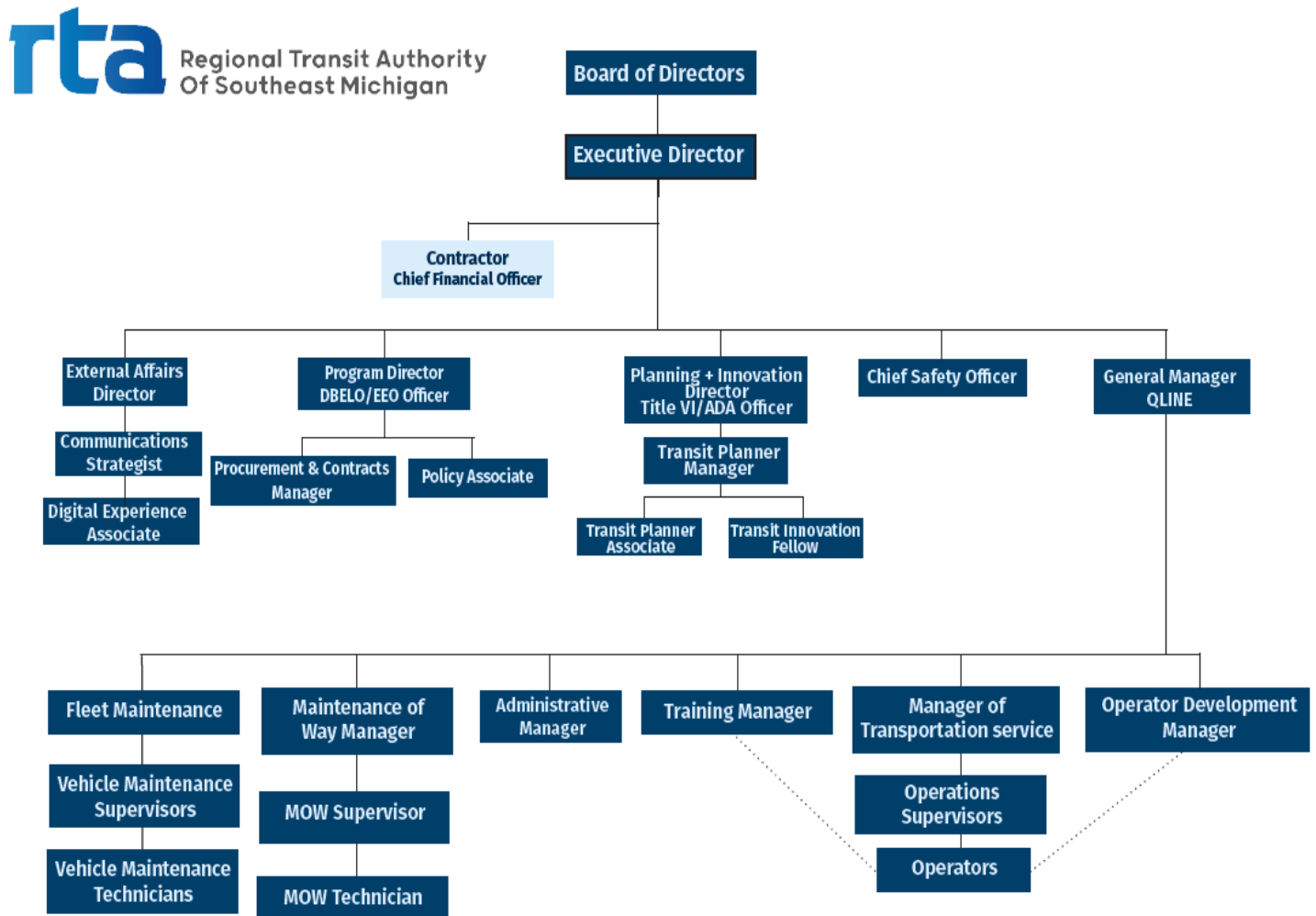
Activity	Type of Document
Inspections	• Checklist • Photos • Evidence that the finding has been corrected • Summary assessment
Audits	• Notification letters • Audit Checklist • Audit report with supportive documentation • Corrective Actions generated by the audit
Safety Meetings	• Agenda • Attendance Sheet
Trainings	• Agenda • Attendance Sheet • Training Materials

RTA uses a Cloud-based commercial storage service (SharePoint). All official documentation generated for Safety and Security purposes must be stored in this cloud-based repository. Examples of safety and security documents stored are audit reports, CAP Log, Hazard Log, and any other documents RTA determines that need to be kept.

Documents generated in hard copy, such as work orders, pre-trip inspections, etc., will be kept on record by the department manager. Those documents must be organized in a location that prevents deterioration and keeps them secure.

Official documents must be kept for no less than three calendar years, including all SMS documents. MDOT, FTA, and any other entity with regulatory oversight can access the RTA documents.

Regional Transit Authority of Southeast Michigan PTASP



3 Safety Risk Management

The objective is to identify hazardous conditions, both physical and task performance-related, document them, develop and apply mitigation strategies, and assess whether the mitigations have eliminated or minimized them to an acceptable risk status.

RTA defines a hazard as any real or potential condition that can cause injury, illness, or death; damage or loss of the facilities, equipment, rolling stock, or infrastructure of a rail fixed guideway public transportation system; or damage to the environment. The CSO is directly responsible for the implementation and ongoing management of the RTA Safety Risk Management process, which includes:

- Developing, updating, and overseeing the auditing of the program;
- Training all designated RTA employees and contractors on the safety risk management process and
- Documenting and tracking all identified hazards up to resolution.

The hazard resolution process is from ‘cradle to grave’ and can be applied throughout the 5 phases of the system life cycle, which are:

1. Planning
2. Design
3. Construction
4. Operations
5. Decommissioning

Hazard analysis attempts to determine the primary events in the hazard generation process. Upon identifying these events, RTA will undertake measures to mitigate, control, or eliminate the generation of hazards to reduce their risk to an acceptable level. Hazard resolution is the corrective action taken in response to the hazard identification and assessment process. Time and resource restrictions may determine the level of resolution that can be accomplished.

The following are actions addressed in hazard resolution:

- Eliminate the hazard, if possible
- Implement training, procedural strategies, or technology approaches, as appropriate, to reduce the hazard
- Provide training to educate the workforce on possible hazards
- If the hazard cannot be eliminated, reduce exposure to it

Monitor the Hazard Mitigation to determine if the risk has been managed to an acceptable level. Refer to SOP 217, entitled “Hazard Management Plan,” for details.

3.1 Safety Hazard Identification

Identifying hazards is the responsibility of all departments and is the key to system safety. Safety hazard identification encompasses a set of methodologies that first search throughout the system for anything with potential physical and occupational harm. The CSO shall review all identified risks. Identified risks are analyzed for severity, occurrence frequency, and cost feasibility of remedial action required to eliminate or reduce the hazard to the lowest practical level.

Hazards can be identified in several ways, such as:

- Design Review

- Safety Events, System Reliability, and Failure Reports
- Ride Checks and Proficiency Checks
- System Inspections
- The FTA and MDOT SSOA
- Internal, FTA, or MDOT Audits and Regulatory Inspections
- Customer, Contractor, and Employee Complaints
- Safety Committee
- Transit Industry Experience
- Employee Safety Reporting
- Occupational task review
- Safety concerns identified through Safety Assurance activities

The Accountable Executive allocates the resources necessary to mitigate safety and security hazards. RTA will use a hazard identification and analysis process before purchasing and accepting new equipment and modifying existing facilities, systems, rolling stock, and infrastructure elements. The ESC will review and approve these modifications before implementation.

Existing mitigations can be found in the QLINE Safety Risk Management Log. For more details, refer to RTA SOP 217 Hazard Management Plan.

3.1.1 Hazard Analysis Methods

Hazard analysis is based on the probability of occurrence and the severity of an event. Hazards with the highest potential to cause serious injury will be given the highest priority for immediate resolution. Hazard analysis also attempts to reduce the severity of Safety Events by introducing protective devices and equipment, procedures or forms, or system modifications that reduce the amount of human and property damage in the event of a Safety Event.

While identifying every hazard is impossible, there are two methods to identify risks: inductive and deductive analysis.

- **The inductive hazard** identification process analyzes system components to identify their respective failure modes and effects on the system. This process assumes the failure of single elements or events and, through analysis, determines the potential consequential impact on the system or subsystem.
- **The deductive hazard** identification process involves defining an undesired effect (e.g., collision, fire) and then deducing the possible conditions or system component faults (or combinations) necessary to cause it.

The CSO will continuously evaluate activity using the above methods to identify new hazards documented in this document.

3.2 Hazard Assessment

Hazard Risk Assessment is a semi-quantitative calculation based on mostly subjective judgments used to determine the risk associated with each hazard and, thus, the urgency for implementing corrective measures to eliminate or reduce risks to an acceptable level. Risk Assessment is comprised of evaluating hazard severity (categorizing the hazard) and estimating hazard probability. The factors considered in this analysis include system safety, schedule, and the impact on the public's perception of the system's safety in the community where the trains operate.

3.2.1 Hazard Severity

Hazard severity is a subjective determination. As data is accumulated over time, an objective decision applicable specifically to RTA can be derived. The finding reflects a credible mishap that could be anticipated to result from human error, procedural deficiencies, design inadequacies, component failure, or malfunction. Hazard Severity at RTA is based on the U.S. Department of Defense Military Standard for Systems Engineering (MIL-STD-882-E) as follows:

Table 1: Definition of Severity

SEVERITY CATEGORIES		
Description	Severity Category	Criteria
Catastrophic	1	Could result in one or more of the following: Death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10 M.
Critical	2	Could result in one or more of the following: Permanent or partial disability, injuries, or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1 M but less than \$10 M.
Marginal	3	Could result in one or more of the following: Injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100 K but less than \$1 M.
Negligible	4	Could result in one or more of the following: Injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100 K.

Hazard categorization is consistent with risk-based severity criteria; it reflects the principle that not all hazards pose an equal amount of risk to personal or system safety.

During hazard analyses, RTA will identify Category 1 Catastrophic and Category 2 Critical hazards. MDOT will be immediately notified of the risks. These issues will be monitored using the Hazard and CAP logs.

3.2.2 Hazard Probability

The probability of an event or hazard occurring may be defined as a ratio of the number of times a specific event happens to the total number of trials. This event may occur during the planned life expectancy of a system. Generally, hazard probability is described qualitatively in potential occurrences per unit of time, miles, trips/runs, or passengers carried. A hazard probability may be derived from analyzing transit system operating experience, evaluation of RTA safety data, or historical safety data from other passenger rail systems. Table 2 identifies the probability thresholds used by RTA for hazard assessment.

Table 2: Definition of Exposure

PROBABILITY LEVELS			
Description	Level	Specific Individual Item	Fleet or Inventory
Frequent	A	Likely to occur often in the life of an item	Continuously experienced
Probable	B	Will occur several times in the life of an item	Will occur frequently
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times
Remote	D	Unlikely, but possible to occur in the life of an item	Unlikely, but can reasonably be expected to occur
Improbable	E	So unlikely, it can be assumed that occurrence may not be experienced in the life of an item	Unlikely to occur, but possible
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated	Incapable of occurrence. This level is used when potential hazards are identified and later

Table 3: Risk Assessment Value

RISK ASSESSMENT MATRIX				
SEVERITY	Catastrophic	Critical	Marginal	Negligible
PROBABILITY	1	2	3	4
Frequent (A)	Unacceptable	Unacceptable	Unacceptable	Acceptable/R review
Probable (B)	Unacceptable	Unacceptable	Undesirable	Acceptable/R review
Occasional (C)	Unacceptable	Undesirable	Undesirable	Acceptable
Remote (D)	Undesirable	Undesirable	Acceptable/Review	Acceptable
Improbable (E)	Acceptable/Review	Acceptable/Re view	Acceptable/Review	Acceptable
Eliminated (F)	Acceptable			

3.3 Hazard Mitigation

The resolution of hazards utilizes the output of the Risk Assessment Process. The objectives of the hazard resolution process are to:

- Identify areas where hazard resolution requires changing the system design, installing safety devices, or developing special procedures.
- Verify that hazards involving interfaces between two or more systems have been resolved and
- Verifying the resolution of a hazard in one system does not create a new risk in another system.
- Include an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations and prioritization of the hazards based on the safety risk.

RTA will consider guidance provided by the SSOA and FTA as a source for safety risk mitigations.

RTA will use the following methodologies to eliminate, mitigate, or control hazards and meet system safety and security objectives.

These controls are implemented throughout design, construction, procurement, and operations:

- Design out hazards or design to minimize hazard severity to the extent permitted by cost and practicality. Identified risks are eliminated or controlled by the equipment, systems, and facilities design.
- Develop mitigating provisions for hazards that cannot reasonably be eliminated or controlled through design to an acceptable level using fixed, automatic, or other protective safety design features or devices. Provisions are made for a periodic performance of functional checks of safety devices and employees' training to meet system safety objectives.
- When design, training, or safety devices cannot reasonably or effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons to the risk.
- Where it is impossible to reasonably eliminate or adequately control a hazard through design, safety, and warning devices, procedures, and training are used to manage the risk. Cautionary notations are standardized for all persons involved, and safety-critical issues will require authorized personnel certification.

The Initial Risk Index defines the magnitude of any specific hazard item without implementing a design, construction, procurement, or operational measure to control or mitigate the risk.

The review process of the mitigating action consists of the following:

- The CSO or any other manager/personnel will identify proposed mitigation actions to eliminate or control each identified risk and submit them to the CSO.
- The CSO will evaluate the proposed mitigating actions.
- The CSO will convene the JLMSC to evaluate the mitigating action.
- If the JLMSC approves the mitigating action (a majority of votes), the CSO will inform AE of the determination of whether the hazard is adequately controlled or mitigated.
- The CSO will evaluate the Residual Risk Index based on those mitigating actions to assess its potential effectiveness.
- The mitigating action will be submitted to MDOT.
- If the mitigation proves unsuccessful, the CSO will reconvene the JLMSC to review the unsuccessful mitigation and facilitate the development of an alternate mitigation method.
- If the JLMSC recommends a mitigation unrelated to the safety risk reduction program and the AE decides not to implement it, the AE must prepare a written statement explaining their decision and submit and present it to the JLMSC and Board of

Directors.

3.4 Coordination with the Michigan Department of Transportation (MDOT)

To ensure an ongoing role in the oversight of RTA's safety risk management process, RTA will establish a Hazard Tracking Log, reflecting the consolidation of information in the safety risk management process. The Hazard Tracking Log will contain all hazards identified through the various methods applied by RTA. The Hazard Tracking Log will be submitted monthly before the 5th day of the month to MDOT as required in Section 6 of the MDOT State Safety Oversight Plan. RTA will meet with MDOT to review the Hazard Tracking Log and other activities associated with the safety risk management process.

The Hazard Tracking log format will be as follows:

HAZARD #	REPORTING SOURCE	HAZARD DATE	HAZARD TIME (24HR)	HAZARD TYPE	HAZARD DESCRIPTION	EFFECT ON SYSTEM	HAZARD RATING BEFORE	TEMPORARY MITIGATION (IF APPLICABLE)	HAZARD RATING AFTER	RESPONSIBLE PARTY	FINAL MITIGATION	CORRESPONDING CAP # (IF APPLICABLE)	CLOSED DATE

- **Hazard** – Refers to the number assigned to the hazard by the JLMSC
- **Reporting Source** – Indicates the mechanism used to identify the hazard, i.e., operator report, near-miss, Safety Events investigation, internal safety or security audit results, rules compliance or training program, maintenance failure, facility or vehicle inspection, trend analysis, formal hazard analysis, etc.

Hazard

Date – Refers to the date the JLMSC identified the hazard

- **Hazard Time** – Refers to the time the JLMSC identified the hazard
- **Hazard Type** – Refers to the specific hazardous condition
- **Hazard Description** – A summary of the hazardous condition
- **Effect on System** – Refers to what the risk applies to
- **Hazard Rating Before** – Refers to the hazard severity and hazard frequency ratings initially assigned to the hazard by the JLMSC before mitigation
- **Temporary Mitigation** – Refers to what action(s) were taken (if any) to address the hazard immediately
- **Hazard Rating After** – Refers to the hazard severity and hazard frequency ratings initially assigned to the hazard by the JLMSC after mitigation
- **Responsible Party** – Refers to a person or entity addressing the hazard
- **Hazard Resolution / CAPs** – Refers to the actions recommended by the JLMSC to address the hazard and to bring it to a level of risk acceptable to management
- **Final Mitigation** – Refers to the status of the recommendations
- **Corresponding CAP** – Refers to any CAP identified with the hazard
- **Closed Date** – Refers to the date JLMSC accepts the final mitigation and completion of any corresponding CAPs

During the application of the safety risk management process for any hazard identified as an 'unacceptable hazard condition,' III A or higher, the CSO or designee will notify the SSO within one business day of discovery of an unacceptable hazard, followed by a preliminary investigation report within twenty-four hours. ESC and the state oversight agency will approve any corrective action plans developed due to the investigation.

3.5 Infectious Disease Prevention Procedure

3.5.1 Purpose and Scope

Purpose: To establish procedures and assign responsibilities for preventing and mitigating the transmission of infectious diseases within the Regional Transit Authority (RTA) transit system, protecting the health and safety of employees, contractors, passengers, and the public, while ensuring service continuity.

Scope: This procedure applies to all RTA employees, contractors, volunteers, facilities (including administrative buildings, maintenance facilities, stations/stops), vehicles (revenue and non-revenue), and operations. It encompasses routine operations and preparedness for heightened response during public health alerts or declared emergencies. This procedure is implemented consistent with the guidance of the Centers for Disease Control and Prevention (CDC) and the Michigan Department of Health and Human Services (MDHHS).

3.5.2 Roles and Responsibilities

3.5.2.1 Accountable Executive (AE): Holds ultimate responsibility for the PTASP, including this procedure. Ensures adequate resources (financial, human) are allocated for implementation and maintenance. Approves significant policy changes related to infectious disease response.

3.5.2.2 CSO / SMS Executive: Responsible for the development, implementation, maintenance, and periodic review/update of this procedure. Serves as the primary liaison with MDOT SSOA, MDHHS, and local public health agencies regarding infectious disease matters. Oversees related training, hazard assessments, and mitigation strategies and ensures integration within the overall SMS.

3.5.2.3 General Manager / Department Managers (Operations, Maintenance, HR, Communications): Responsible for implementing this procedure within their respective departments, ensuring staff are trained, necessary supplies (PPE, cleaning agents) are available, and relevant protocols (cleaning schedules, employee health screening, communication dissemination) are followed.

3.5.2.4 Fleet Manager/Maintenance Manager: Responsible for implementing vehicle cleaning/disinfection protocols, ensuring proper HVAC system maintenance and ventilation settings, and managing related supplies.

3.5.2.5 Training Manager: In coordination with the CSO, the training manager develops and delivers initial and refresher training on infectious disease prevention protocols to all relevant employees and contractors. The manager also maintains training records.

3.5.2.6 Human Resources: Manages employee health policies related to infectious disease (sick leave, return-to-work criteria), consistent with public health guidance and applicable laws. Coordinate communication regarding employee health benefits and requirements.

3.5.2.7 Joint Labor-Management Safety Committee (JLMSC): Reviews infectious disease prevention procedures and practices, particularly regarding employee safety impacts, and

provides recommendations to the CSO and AE.

3.5.2.8 All Employees, Contractors, and Volunteers: Responsible for adhering to all established infectious disease prevention procedures, properly using provided PPE, practicing good hygiene, reporting safety concerns and potential exposures/symptoms per RTA policy, and completing required training.

3.5.3 Prevention Measures

The RTA will implement the following measures, scaling efforts based on current public health guidance (e.g., CDC Community Levels, MDHHS alerts):

3.5.3.1 Hygiene Promotion:

Provide readily accessible alcohol-based hand sanitizer (at least 60% alcohol) for employees and passengers at key locations (e.g., facilities, vehicles).

Maintain stocked and functional handwashing facilities in restrooms and employee areas.

Display signage promoting hand hygiene, respiratory etiquette (covering coughs/sneezes), and staying home when sick, based on CDC/MDHHS recommendations. (Ref: CDC "Stop the Spread of Germs")

3.5.3.2 Cleaning and Disinfection:

- Maintain routine cleaning schedules for all facilities and vehicles.
- Following CDC guidance, implement enhanced cleaning and disinfection protocols for high-touch surfaces (e.g., handrails, fareboxes, door handles, seats, controls) during periods of elevated risk. (Ref: CDC "Cleaning and Disinfecting Your Facility")
- Utilize EPA List N-approved disinfectants effective against relevant pathogens. Ensure staff are trained on proper use, dilution, contact time, and safety precautions.
- Maintain cleaning logs documenting routine and enhanced cleaning activities.

3.5.3.3 Ventilation:

- Maximize fresh air exchange in facilities and vehicles by optimizing HVAC system settings (e.g., increasing outdoor air intake, running fans longer), following CDC and ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning Engineers) guidance where feasible and safe. (Ref: CDC "Ventilation in Buildings")
- Ensure HVAC systems are properly maintained, and filters are replaced according to schedule.
- Encourage opening windows on vehicles when weather and safety conditions permit.

3.5.3.4 Personal Protective Equipment (PPE):

- Establish an RTA policy regarding using face masks/coverings by employees and passengers based on current CDC recommendations (e.g., Community Levels) and

MDHHS or local health department mandates/guidance. Communicate policy.

- Provide employees with appropriate PPE (e.g., masks, gloves, and face shields) based on their job duties, potential exposure risks, and current public health recommendations.
- Train employees on proper PPE selection, use, maintenance, and disposal.
- Maintain an adequate inventory of necessary PPE.

3.5.3.5 Employee Health:

- Require employees to stay home if they exhibit symptoms of communicable infectious disease, consistent with CDC guidance and RTA's HR policies.
- Establish protocols for employees reporting potential exposures or positive tests, including return-to-work criteria based on current CDC/MDHHS guidance. (Managed by HR in coordination with Safety).

3.5.3.6 Communication:

- Utilize various channels (e.g., website, social media, onboard announcements, signage) to communicate relevant infectious disease information, prevention measures, and current policies to passengers.
- Establish clear internal communication channels (e.g., memos, emails, briefings) to inform employees and contractors about procedures, policies, potential risks, and available resources.

3.5.4 Hazard Identification, Risk Assessment, and Mitigation

3.5.4.1 Hazard Identification: The CSO, in coordination with department managers and the JLMSC, will use data and information from the CDC, MDHHS, local health departments, employee reports, and operational data to identify potential infectious disease hazards (e.g., new variants, community outbreaks, specific operational risks).

3.5.4.2 Risk Assessment: Identified hazards will be assessed using the RTA's established Safety Risk Management process (as defined in PTASP Section 3.2), considering likelihood and severity based on current public health conditions and operational context.

3.5.4.3 Risk Mitigation: Based on the risk assessment, mitigation strategies will be developed and implemented, prioritizing measures according to the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, PPE). Guidelines from the CDC and MDHHS will be considered primary sources for mitigation strategies. All mitigations will be documented.

3.5.5 Reporting and Documentation

- Cleaning and disinfection activities shall be documented via logs.
- PPE inventory and distribution shall be tracked.
- Employee training on infectious disease prevention shall be documented in training records.
- Significant infectious disease-related events or clusters affecting operations or employee

health shall be reported internally to the CSO and relevant managers, and externally to MDHHS or local health authorities as required by law or regulation.

- All procedures, risk assessments, mitigation plans, and related documentation will be maintained for at least three years.

3.5.6 Implementation and Training

- All current employees and contractors will receive initial training on this procedure and relevant protocols within 90 days of the effective date, and all new hires will receive it during onboarding.
- Refresher training will be conducted annually or more frequently if significant changes occur in public health guidance or RTA procedures. Training content will be updated to reflect current CDC/MDHHS guidance.
- Training completion will be documented for all participants.

3.5.7 Evaluation and Continuous Improvement

- The effectiveness of this procedure will be evaluated annually as part of the PTASP review process and more frequently during heightened public health alerts.
- Evaluation metrics may include a review of cleaning logs, PPE usage observations, employee absenteeism trends related to illness, feedback from employees and passengers, internal audit findings, and assessment of alignment with current public health guidance.
- Findings from evaluations and audits will be used to identify deficiencies and drive continuous improvement of this procedure, integrated into the Safety Assurance process (PTASP Section 4).

3.5.8 References

- CDC Guidelines "How to Protect Yourself & Others," "Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes," "Core Recommendations for Preventing COVID-19 Spread in Communities"
- MDHHS Guidance - [<https://www.michigan.gov/mdhhs/keep-mi-healthy/infectious-diseases/seasonal-respiratory-viruses>]
- EPA List N: Disinfectants for Coronavirus (COVID-19)
- Relevant RTA SOPs - SOP 003 NTD Safety Data Collection and SOP 217 Hazard Management Plan
- 49 CFR Part 673 Public Transportation Agency Safety Plans
- 49 CFR Part 674 State Safety Oversight
- FTA National Public Transportation Safety Plan (Current Version)
- MDOT System Safety Program Standard (Current Version)
- ASHRAE Guidance (relevant standards for building/transit ventilation)
- OSHA Guidance (relevant standards for PPE, hazard communication, respiratory protection)

4 Safety Assurance

As defined in the SMS, Safety Assurance means the processes within a transit agency's Safety Management System that ensure the implementation and effectiveness of safety risk mitigation

and that the transit agency meets or exceeds its safety objectives through collecting, analyzing, and assessing information. To establish this process, RTA has developed a series of Standard Operating Procedures (SOPs) that establish the specific process on the RTA Streetcar. These SOPs cover operations, maintenance, safety, emergencies, etc. The entire inventory of SOPs is stored in RTA SharePoint.

4.1 Performance Monitoring and Measurement

This section addresses the monitoring and measurement process used to collect safety data on the RTA system. All supervisors and managers are responsible for implementing these policies and collecting data for their departments.

Safety data collection is managed using RTA SOP 003, entitled “NTD Safety Data Collection.” This SOP establishes the framework for management to collect all relevant safety data.

4.1.1 Safety Event Investigation

All RTA employees and contractors are expected to comply with RTA safety event reporting procedures and use the prescribed forms. The policy outlines roles, responsibilities, and safety event reporting thresholds, including Safety Events notification, reporting, and investigation throughout the organization.

Each Safety Event is investigated according to the latest version of the RTA Event Investigation Plan (EIP). The EIP complies with 49 CFR Part 672, 673 & 674, the State Rail Safety Oversight Rule for Rail Safety Events, and 49 CFR Part 1580, the U.S. Department of Homeland Security Rule affecting transit systems.

The EIP will be revised **annually or if** there is a change in the FTA or MDOT regulations and requirements. In addition to the EIP, RTA has several SOPs to address event investigations and management.

4.1.1.1 Safety Event Investigation and Reporting Criteria

Section 674 requires RTA to submit reports to MDOT regarding Safety Events as defined in the MDOT SSO Program. The CSO conducts internal Safety Event investigations on its behalf unless otherwise notified.

All investigations conducted by RTA will follow the RTA Event Investigation Plan (EIP). RTA must submit any updates and revisions of the EIP to MDOT as they are completed and implemented.

Any RTA employees that conduct event investigations must have a current PTSCTP certification.

MDOT may participate in the investigation process when RTA is investigated on MDOT's behalf. If MDOT elects to address an investigation of a Safety Events, the CSO may also conduct an independent investigation.

4.1.1.2 Internal Notification of Safety Events and Unacceptable Hazards

If a Safety Event occurs, the Supervisor or frontline employee will notify the established contact personnel included in the Emergency Notification list that a Safety Event has

occurred. The Supervisor will provide the time of the event, the location, and any other essential details. The Emergency Notification Groups include notifications to the established appointed contacts at RTA.

4.1.1.3 Notification of RTA Safety Events to External Agencies

Michigan Department of Transportation

As Section V of the MDOT SSPS program requires, the CSO or designee will notify the SSO of an event. The CSO must telephone the SSO office at **(517) 896-2799**. If the SSO is unavailable, the CSO or designee must leave a voicemail message with pertinent event information and a call-back number.

As established in MDOT SSPS Section V, upon notifying MDOT of an event, the RTA must provide the following information, to the extent known to the RTA at the time:

- a. Name of caller
- b. Type of event (collision, derailment, etc.)
- c. Location of event
- d. Date/Time of event
- e. Transit vehicles involved (including route, the direction of travel, vehicle number, etc.)
- f. Direction of travel for each involved transit vehicle
- g. Information about any other vehicles involved
- h. Number of fatalities
- i. Number of injuries (individuals requiring immediate medical treatment away from the scene of the event)
- j. A brief description of the event
- k. A brief description of the investigation activities completed or anticipated in the short-term
- l. A preliminary probable cause, if available

If the information is available, RTA must notify MDOT whether the National Transportation Safety Board (NTSB) is investigating or intends to investigate the event. If the NTSB decision is not known to RTA at the time of its initial report, then RTA will notify MDOT as soon as the NTSB's decision becomes known.

The CSO or designee shall notify MDOT, by the methods listed below, within 2 hours after the occurrence of any safety or security event involving a rail transit vehicle or taking place on rail transit-controlled property where one or more of the following occurs:

- Fatality
- Two or more injuries
- Derailment
- Collision resulting in one or more injuries
- Collision between two rail transit vehicles
- Collision resulting in disabling damage to a rail transit vehicle
- Evacuation for life safety reasons
- Unintended train movement

Federal Transit Administration

The following table details the Event types requiring two-hour FTA notification:

Event Types FTA Notification (2 hours)	
Fatalities	Death confirmed within 30 days of a Safety Event.

Injuries	Any harm to persons a result of a Safety Event that requires immediate medical attention away from the scene.
A collision between a rail transit vehicle and another rail transit vehicle	Any rolling stock used on a fixed guideway public transportation system, including but not limited to passenger and maintenance vehicles.
A collision resulting in one or more injuries	Any harm to persons a result of a Safety Event that requires immediate medical attention away from the scene.
A collision resulting in disabling damage to a rail transit vehicle	Damage to a rail transit vehicle resulting from a collision and preventing the vehicle from operating under its own power.
Unintended train movement	Any instance where a revenue vehicle is moving and is not under the control of a driver (whether or not the operator is physically on the vehicle at the time). This applies regardless of whether the event occurred in revenue service.
Evacuations	When persons depart from transit vehicles for life safety reasons, including self-evacuation.
Derailments	All mainline or yard

Per 49 CFR 674.33, the RTAs must notify the FTA of any reportable Safety Events within two hours of awareness. Per the Two-Hour Safety Events Notification Guide issued by FTA on September 24, 2021, RTA must provide notification to the FTA by contacting the U.S. Department of Transportation Crisis Management Center (CMC):

USDOT CMC Email (preferred)	USDOT CMC Phone
TOC-01@dot.gov	202-366-1863

When providing two-hour notifications to FTA, RTA should submit Safety Events information details as specified. RTA should also copy the MDOT SSO in emailed notifications to FTA to increase awareness and ensure compliance with this requirement.

RTA is not required to notify FTA in the event of:

- A fatality resulting from illness, other natural causes, and criminal homicides not related to collisions with a rail transit vehicle or
- A serious injury resulting from illness, or other natural causes or criminal assaults not related to collisions with a rail transit vehicle.

4.1.1.4 National Transportation Safety Board (NTSB)

CSO or designee will notify the NTSB via the National Response Center at **844-373-9922** at the earliest possible time after the occurrence of any of the following railroad Safety Events:

- No later than 2 hours after a Safety Event that results in:
 - A passenger or employee fatality or serious injury to two or more crewmembers or passengers requiring admission to a hospital;
 - The evacuation of a passenger train;

Refer to Appendix L of the Michigan Department of Transportation System Safety Program Standard 2024 for additional information and reporting Forms.

4.1.1.5 Safety Event Reporting and Documentation

All Safety Events reports must follow the RTA Safety Events Investigation Plan requirements, as approved by MDOT. Each RTA investigation conducted on behalf of MDOT must be documented in a final report that includes a description of investigation activities, findings, identified causal factors, and a corrective action plan, if applicable. At its discretion, and as specified in its Safety Events investigation plan, RTA may separate its investigation report into two parts:

- Description of investigation activities, investigation findings, and determination of the most probable cause and additional contributing causes; and
- Recommendations to prevent a recurrence, including a corrective action plan that implements the recommendations.

RTA submits written Safety Events and unacceptable hazardous condition reports on standard forms (approved by MDOT). Such written reports are submitted within 30 days after the last day of the month when the Safety Events occurred or when the unacceptable hazardous condition was identified. Reports contain the most probable cause, other contributing causes, corrective action plans, and a schedule for implementing corrective actions.

The status investigation reports, at a minimum, shall include:

- Minutes of any meeting held by an RTA ad hoc reportable event investigation committee or contractor;
- Disclosure of any immediate corrective actions RTA has planned or completed, principal issues or items currently being evaluated, and
- Overall progress and status of the investigation.

Written reports are filed for all events that fall into the Safety Events category. The CSO files a monthly statement of all Safety Events and unacceptable hazardous conditions and tracks open corrective action items through completion.

Also, RTA files an annual safety performance report in a format approved by MDOT. At any time during an investigation, RTA shall be prepared to provide a full briefing on the known circumstances of the event, the status of RTA or NTSB investigation, and investigation activities.

Upon receipt of the RTA Safety Events investigation report, MDOT will review the information. If MDOT disagrees with the description of the investigation, the identification of primary and contributing causes, or the findings of the RTA report, MDOT shall communicate in writing to the CSO the area(s) of disagreement or concern. MDOT will work with RTA to address these issues in the RTA Safety Events investigation report. If an agreement cannot be reached, MDOT will issue its Safety Events investigation report, which may only state the RTA report and the MDOT dissent.

Reports and records of Safety Events investigations submitted to MDOT by RTA and related reports and records produced by MDOT and RTA will be treated as confidential information. They will not be released without the concurrence of both MDOT and RTA.

To reduce the potential for conflict, MDOT encourages RTA to submit a draft version of the Safety Events investigation report to the MDOT SSO so an agreement may be obtained on the most probable cause, additional contributing causes, corrective action plan, and an implementation schedule before the report is finalized and formally issued by RTA.

4.1.2 Safety Data Acquisition

The CSO is responsible for collecting and analyzing all safety data reports to determine if safety performance meets established safety goals. This data includes injuries to passengers, contractor personnel, and the public, potentially hazardous equipment failures; unacceptable hazardous conditions; and rules and procedure violations. A closed-loop reporting system for

identifying and monitoring safety-related items have been established. Safety verification activities and results are reviewed and audited by the Operations Manager and reviewed by the CSO to close out each event. The CSO is responsible for providing safety data to the safety committees for review.

Tracking of hazard-related data is used to identify trends. These trends are further analyzed or investigated to determine causal factors. The CSO is responsible for facilitating this analysis and providing findings to the safety committees as part of a regular reporting process accomplished through interviews with personnel in the affected department(s) and analysis of pertinent documentation. Identified hazards are submitted with corrective action recommendations or requests for corrective action development.

The CSO is responsible for Safety Events, hazardous conditions, and RTA operations obtained from different reporting mechanisms. These include but are not limited to Safety Events/Injury Reports and Investigations, Incident Reports, Daily Operations Summaries, Operator and Supervisor Reports, Employee/Occupational Injury reports, mining of maintenance data, analysis of vehicle records, and procurement contracts. Additional data sources are other rail transit agencies, such as the SSO and the FTA. Refer to SOP 003 entitled “NTD Safety Data Collection.”

Internal system safety audits are intended to officially evaluate accomplishments, problems, and trends related to RTA safety and evaluate the effectiveness of implementing the RTA PTASP. The CSO is responsible for directing the safety reviews and audits of RTA Streetcar and its contractors to determine performance related to Safety goals and objectives.

Organizational functions subject to the safety audit process include:

- Facility inspections
- Maintenance audits/inspections
- Review of rules, standard operating procedures, special bulletins, and orders
- Review of training/re-certification programs
- Emergency response planning, coordination, training
- Configuration Management
- Systems modifications (review and approval)
- Safety data analysis
- Employee safety programs
- Hazardous materials program
- Interdepartmental safety goals and objectives
- Occupational safety and health programs
- Contractor safety
- Procurement and specification engineering
- Drug and Alcohol Testing Program
- Any aspect or responsibility as outlined in this document

RTA and contractors are subject to safety audits. The critical nature of certain operations requires rigorous development of reviews and audits. These include training, maintenance, and operations activities. Both periodic and no-notice inspections are undertaken to address all aspects of the activity, including documentation, practices, and compliance with the RTA PTASP policy and other requirements. The CSO reviews training, techniques, and procedures to correct deficiencies identified during audits or other safety activities, including inspections and emergency drills.

4.1.2.1 Safety Audit Process

The CSO is responsible for the management of the Internal Safety Audit Program. All RTA employees and contractors must cooperate fully with Safety and Security personnel. Executive staff and managers ensure that their areas participate fully in the safety audit process.

4.1.2.2 Integrity of the Process

To maintain the review process's integrity, an external audit team coordinated by the CSO conducts safety audits. No team member shall audit a process or activity for which they are responsible. The CSO does not perform audits/reviews of those functions and elements it is directly responsible for implementing. All draft and final audit reports are provided to the ESC members for review and concurrence.

4.1.2.3 Auditing Cycle

The RTA Internal Safety Audit Process will be an ongoing, continuous safety review process every three years. It is intended at least two components of the ASP will be audited per year. All ASP elements must be audited at least once per three-year cycle. The CSO must develop and annually submit a comprehensive Internal Safety Audit schedule to MDOT, detailing when it will audit the elements over the three-year period. The schedule is revised as necessary to accommodate schedules for auditors and the audited divisions.

The Audit Schedule is as follows:

Month	June				July				August				September				October				November			
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1.0 Internal Audit Checklist																								
1.1 Develop Internal Audit Checklist																								
2.0 Staff Interviews																								
2.1 Develop Questions																								
2.2 Staff Interviews																								
2.3 Interview Summary Report																								
3.0 Document Record Review																								
3.1 In-Person Records Review																								
3.2 Records Review Report																								
4.0 Internal Audit Report Development																								
4.1 Draft Internal Audit Report																								
4.2 Internal Report Review																								
4.3 Final Report																								

Annual audit schedules must be developed, reviewed, maintained, and updated to evaluate all elements during the three (3) year cycle audit.

The CSO will notify the division/organization and MDOT a minimum of 30 days before a scheduled safety audit.

4.1.2.4 Checklists and Performance of Safety Audits

Audit checklists are developed in advance and submitted to MDOT for review. The checklists include the elements on which the department will be audited. Checklists are prepared to review the RTA PTASP section, documents referenced in the RTA PTASP section, previous audits, and corrective action plans.

The Audit Checklists are provided to MDOT 30 days in advance, at minimum, for their review and input. Audit checklists are then provided to the organization audited as soon as possible after receiving MDOT's revised checklist(s).

The audit team holds pre-audit and post-audit conferences with the entity being audited. The safety audits are comprised of record reviews, interviews, field observations, inspections, and measurements to verify the accuracy of documentation and spot inspections of facilities and equipment to verify compliance with the RTA PTASP, procedures, codes, and regulations.

Materials regarding the conduct and results of the internal safety review must be submitted to the SSOA under the AE's signature.

4.1.3 Corrective Action Plans (CAP)

CAPs are required for findings identified as a result of:

- Event investigations
- NTSB or FTA investigations, special orders, or advisories
- MDOT audits, hazard investigations, or special studies
- An internal or routine RTA audit
- Hazard identification/resolution process
- Emergency drills/exercises

The CSO will enter a corrective action plan (CAP) within 30 calendar days after identifying the need for a CAP. RTA may request additional time to prepare the CAP for complex issues.

The corrective action plan will include:

- Identify noted deficiencies (time, date, location, department, issue)
- Pre- and post-implementation hazard rating
- Process, plan, or mechanism to address and resolve the deficiency
- An anticipated completion date for implementation of the action. The RTA or MDOT may propose interim milestones as appropriate
- Department(s) and person(s) who will be responsible for implementation, as assigned by the RTA
- Other critical information (e.g., monthly or quarterly progress updates)

If the NTSB investigates, RTA shall review the NTSB findings and recommendations to develop a CAP. If the NTSB requires a CAP, RTA shall create it.

The CAP log is reviewed at each SRB and JLMSC meeting, and updates/corrections are reviewed. All corrective actions are prioritized for implementation using the risk assessment matrix. They are assigned a responsible person to lead the corrective action effort and close it after resolution. MDOT requires verification from RTA that the CAP has been implemented by documentation submitted by RTA, independent visual inspection by MDOT, or both.

Once the SRB approves the CAP, the CSO will forward the CAP to MDOT for review and approval. MDOT will notify RTA in writing its acceptance or rejection of the CAP within 30 calendar days after receipt of the plan. An exception to MDOT pre-approval may be made for immediate or emergency corrective actions that must be taken to ensure life safety.

If MDOT rejects the CAP, the CSO will have 30 calendar days to address noted deficiencies in the plan and submit a revised plan to MDOT for evaluation.

RTA shall develop and maintain a CAP tracking log, identifying all CAPs and implementation status. This log must be submitted by the 5th day of each month to MDOT in electronic form via email. The monthly CAP log should contain open CAPs, including status updates and revisions

to plans, responsible parties, and target implementation dates as appropriate. The submittal may be combined with the monthly Event Tracking Log and Hazard Tracking Log submittals

4.1.4 Rule Compliance

All employees of RTA and its contractors are responsible for preventing Safety Events, identifying hazards, and resolving such risks. The appropriate department manager will maintain reports of

all Safety Events, deficiencies, near misses, and defects.

RTA is responsible for the safe operation of the streetcar system. Responsibilities include:

- Preparation and implementation of safe operating policies, plans, rules, and procedures contained in the Streetcar SOP Manual, Streetcar Rule Book, and observance of Memorandum that addresses system changes;
- Required policies, plans, rules, and procedures for safe operation and maintenance are developed by RTA Streetcar. (The Streetcar SOP Manual and Rule Book will be reviewed annually with review and modification dated accordingly. Streetcar SOPs and Rules may be revised to reflect changes in operating conditions. The JLMSC shall review all new or modified SOPs or rules. Revised SOPs or rules will be distributed to all employees; each employee must sign upon receipt.
- Personnel are annually re-trained, tested, and certified in the proper performance of all safety-related rules and procedures that cover their specific job function, which applies to both routine and emergency conditions;
- Ensure the number of hours worked during any seven-day rolling period does not exceed seventy hours;
- Ensure the number of consecutive days worked does not exceed thirteen days;
- Employees are provided access to or copies of safety and emergency rules, procedures, and policies that affect them;
- Monitoring adherence to safety-related operating and maintenance policies, plans, rules, and procedures through periodic in-service evaluations using the "Observation Report Form" by RTA Supervisors or a Manager. All deficiencies are reported to the SRB. Supervisor ride checks and rule conformance checks shall follow the requirements outlined in the Rule Book and relevant SOPs;
- When necessary, the Training Manager performs performance coaching or reinstruction training for Supervisors. Supervisors are expected to comply with all RTA streetcar rules and SOPs and enforce them as they apply to streetcar service and personnel management;
- Additionally, Supervisor operating skills are assessed annually by participation in the Streetcar Recertification Program;
- Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, is identified through records maintenance, indicating safety violations of rules and procedures. RTA maintains a safety/rule violation log, which chronicles safety/rule violations for each month, which must be presented to the SRB.
- RTA will develop a preventive maintenance schedule for each system hardware/software element designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected and monitored to ensure satisfactory resolution. Only equipment known to be free of safety-related defects is placed into service, and
- Monitor the safety/rule violation logs to identify trends requiring re-evaluating a specific procedure or practice.

4.1.5 Inspections

RTA will ensure that all systems, equipment, and facilities operate as required or that operational safety is not compromised in the event of failure or degradation of functionality. This maintenance aspect pertains to RTA Streetcar customers, emergency response agencies, the public, employees, and subcontractors' safety.

The CSO or department heads will conduct safety inspections. The inspections will be unannounced and documented with checklists and photos.

4.1.5.1 Facilities Inspections

All RTA operating and maintenance facilities will undergo a complete inspection at least once per year to ensure employees' safety and health. Individual maintenance shops within the maintenance facilities are inspected monthly. Inspection reports are issued, which list the hazards, and the safety and health problems found during the inspection. Hazards identified during inspection are subject to the safety risk management process. Follow-up inspections and reports are completed within 30 days. If the inspection findings can't be resolved within 24 hours, a work order will be opened and tracked until the finding is determined.

4.1.5.2 Equipment Inspections

Inspections of facility equipment are made per appropriate maintenance manuals and procedures. The Maintenance-of-Way will ensure equipment and facilities are maintained at an optimum level of safety. Hazards identified during inspections are entered into the Hazard Tracking Log as appropriate and tracked until closure.

4.1.5.3 Streetcar Vehicles

Streetcar vehicles are maintained per manufacturer recommendations at a minimum or a higher level. Most of the maintenance is time-driven based maintenance. Maintenance is tracked and coordinated through time schedules. All hard copies are kept in independent books for each vehicle for three years. All work completed for each vehicle is tracked through assigned work order numbers for all repairs or designated maintenance inspection intervals. RTA is responsible for all documentation control.

Streetcar maintenance schedules will follow a progressive preventative maintenance cycle, starting with the lowest mileage (routine inspection) through mid-level and major inspections. All streetcar vehicle inspections cover the progress of streetcar equipment at higher levels of detail for each inspection. Once the highest level of inspection is reached, the cycle repeats. Mid-level and major overhauls are also scheduled in conjunction with the inspection cycle. These are time-based overhauls and rebuilds of major equipment per the manufacturer's requirements.

The maintenance criteria described above are strictly followed. If a streetcar is at the mileage or time requirement and the scheduled maintenance is not completed, the vehicle must be removed from service until the required maintenance is completed. No vehicles can carry passengers in service with any safety-critical faults. All safety-related deficiencies shall be classified as an emergency work order and tracked continuously. All defects are followed in the defect tracking log, which is the responsibility of the Maintenance-of-Way. Copies of defect write-ups and completed work orders will be kept on-site for three years.

4.1.5.4 Maintenance of Way (MOW)

Track and structure inspections (including OCS and TPSS) shall be made per industry-accepted track maintenance standards or OEM recommendations, whichever is greater.

Track inspections shall include, at a minimum, the following:

- Ultrasound inspections to monitor defects and internal flaws
- Gauge, cross-level, and other pertinent geometry measurements
- Routine structure inspections, including trackways, invert, and at-grade structures per an approved inspection cycle
- Walking inspection by trained personnel

Streetcar maintenance-of-way will be the responsibility of the Maintenance Department. All maintenance of way (track-switch-signals) will be performed per current OEM requirements at a minimum. These inspections follow weekly, monthly, and quarterly reviews. All maintenance shall

be reported using maintenance software. All open defects are recorded in Streetcar open defect tracking sheets. All reports are submitted monthly and kept on file at RTA.

4.1.5.5 Overhead Contact Wire

The Overhead Contact System (OCS) maintenance will have regular inspections per industry best practices or OEM recommendations. All inspection and corrective actions are reported monthly through the RTA MMIS process. Defect tracking is done through the Streetcar OCS defect repair tracking spreadsheet. All MMIS records are maintained at the Streetcar facility.

The Overhead Contact System inspections shall be made following OEM and industry-accepted procedures, including, but not limited to, the following:

- Foundations
- Poles
- OCS Structure Free of Trees and Bushes
- Traction System Grounding & Negative Return Connections
- Warning Signs, Pole Number Plates
- Protection Guards / Covers
- Insulators and Cable terminations
- Contact Wire Supports
- Hangers
- Tension Wheel Assembly
- Pole Mounted Switches
- Height

4.1.5.6 Traction Power Substations (TPSS) Interconnect and Distribution Systems

Maintenance will be conducted weekly, monthly, semi-annual, and annual per the manufacturer's recommendations and APTA guidelines. All maintenance and repairs are recorded on inspection forms and submitted to the Maintenance-of-Way for review. The Maintenance-of-Way will track all open defects on an open defect-tracking sheet and keep records at the streetcar office.

Safety-critical equipment that does not meet established requirements is removed from service. Defects reported by Operators to Supervisors are recorded in the defect tracking log.

Traction Power Sub-Stations inspections shall be made following OEM & industry-accepted procedures including, but not limited to, the following:

- Bus bars
- Cable terminations
- Bolted connections
- DC Feeder
- Disconnect switches.
- Switchgear inside
- Emergency Shutdown System

4.1.5.7 Checklists

The Maintenance-of-Way Manager will develop a Facility Safety Inspection Checklist and Stop Safety and Security Inspection Checklist based on OSHA Standards and the Original Equipment Manufacturer (OEM). These checklists shall be used to perform safety-related inspections of facility maintenance equipment. The list will be part of the Operations and Maintenance Plan.

The Facilities and Streetcar inspections will be tracked through the RTA MMIS. The software will issue the work orders for the inspections, and the employees need to close the work order on the system once the task is completed. The Safety Review Board then evaluates the checklists for final approval.

At random intervals, the CSO will perform inspections to verify previous reviews, and maintenance will be performed following the OEM recommendation. If areas of improvement are found, the Maintenance-of-Way Manager will be required to present CAPs to the CSO. Those CAPs will be added to the CAP Log for tracking and closure.

4.1.5.8 Station Inspections

Stations have daily inspections and cleanings, including graffiti removal, spot cleaning of platforms and fixtures, and litter removal, including pedestrian areas. Pressure washing of the platforms and fixtures is scheduled monthly or as needed based on these inspections and the condition of the surfaces. Snow and Ice management will be performed in accordance with RTA SOP 50 Inclement Weather.

4.1.5.9 Resolution of Review/Inspection Findings

Each RTA facility inspection report is reviewed, and the necessary work orders are generated for repairs. All identified hazards are logged in the Hazzard Log and processed per procedure.

4.1.6 Hazardous Material and Local, State and Federal Regulations

The Occupational Safety and Health program aims to achieve a safe working environment for employees and minimize the likelihood of Safety Events. The program emphasizes recognizing, evaluating, and controlling hazards arising in and from the occupational environment.

4.1.6.1 Industrial Hygiene Surveys

Industrial Hygiene surveys shall be conducted by the CSO to evaluate the degree of employee exposure to chemical and physical agents encountered in the workplace. The survey results are utilized to determine the necessary corrective actions, including implementing engineering and administration controls or using personal protective equipment. Industrial hygiene surveys are performed initially on a hazard priority basis to identify and eliminate exposure beyond the Threshold Limit Value (TLV). Industrial hygiene surveys will be conducted periodically after that to monitor the effectiveness of controls

and as conditions change. Any hazards identified during the industrial hygiene surveys will be subject to the hazard analysis process.

4.1.6.2 Hazardous Materials Control

The Hazard Communication Program covers the procurement, receipt, storage, and disposal of hazardous materials. It also documents the maintenance of Safety Data Sheet (SDS) binders and employee training. RTA's Hazard Communication Program complies with Title 29 Code of Federal Regulations Part 1910.1200, Hazard Communication Program.

Hazardous waste/chemical safety inspections are included in the responsibilities for safety inspections by the Safety Manager. Consultants may be hired for special projects such as indoor air quality, chemical vapor, and particulate sampling when necessary.

The SRB will approve all hazardous materials before being brought onto the site. Annually, the Safety Manager will present to the SRB a list of SDS materials, special measures to ensure safe use, and a certification that all appropriate employees have been trained on properly using these

materials. The CSO reserves the right to reject a product if it is deemed too hazardous for employee use.

The Safety Data Sheets (SDS) review/request procedure, which requires review and approval by the CSO or designee, is included in the Hazard Communication Program. These programs are the responsibility of the affected department and the CSO. Program effectiveness is reviewed via the Internal Safety Audit Process. The Maintenance-of-Way reviews Safety Data Sheets (SDS) for all chemicals and other hazardous materials considered for purchase and use for approval. The user furnishes the manufacturer's SDS for hazardous products and information on the planned use and application methods. Follow-up is conducted on approved products to ensure safe/proper handling methods are utilized. The CSO is responsible for ensuring all SDSs are current.

4.1.6.3 Personal Protective Equipment

The CSO reviews and approves all personal protective equipment RTA personnel use according to respiratory, hearing conservation, electrical gloves, and other applicable safety standards.

4.1.7 Drug and Alcohol Program

RTA is a drug-free workplace and complies with all U.S. Department of Transportation, Federal Transit Administration provisions, 49 CFR Part 655, Prevention of Alcohol Misuse in Transit Operations, and 49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

Covered employees and contractors will receive a minimum of 60 minutes of training on the effects and consequences of prohibited drug use and additional training on the impact of alcohol on personal health, safety, the work environment, and the signs and symptoms that may indicate prohibited drug use. In addition to the covered employee training, supervisors will receive an additional minimum of 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable drug use and potential alcohol misuse.

Drug and alcohol testing is required under the following circumstances:

- Pre-employment, including placement of an existing employee in a safety-sensitive position (drug test only)
- Reasonable suspicion an employee has used a prohibited drug or misused alcohol
- Post-event following specific types of Safety Events
- Random testing for safety-sensitive personnel
- Return to duty following completion of drug/alcohol rehabilitation program
- Follow-up testing for employees who have sought and completed a treatment program

Under the FTA drug testing regulations for employees in safety-sensitive positions, laboratory tests on urine specimens are conducted for five types of drugs or their metabolites. These drugs are:

- Marijuana
- Cocaine
- Phencyclidine (PCP)
- Amphetamines (e.g., racemic amphetamine, dextroamphetamine, and methamphetamine)
- Opiates (e.g., heroin, morphine, codeine)

4.1.8 Employee Safety Reporting

The RTA has implemented an Employee Safety Reporting Program that will:

- Encourages employees to report any safety-related situation
- Emphasizes benefits for safety, not safety record
- Establishes clear guidelines for unacceptable behavior
- Balances learning and accountability
- Establishes several methods for employees to report safety issues.

The guidelines for the employee safety reporting system are in RTA SOP 214, Employee Safety Reporting Program. Self-reporting is not an out-of-jail card; it is a process that focuses on identifying mistakes made in good faith and providing re-education on safe practices, not punitive actions.

The following table presents a guideline in cases of safety events:

Human Error	At-Risk Behavior	Reckless Behavior
An inadvertent action – slip, lapse, mistake	A choice – a risk not recognized or believed justified	Conscious disregard of unreasonable risk
Manage through: ➤ Processes & procedures ➤ Checklists ➤ Training ➤ Design	Manage through: ➤ Increase situational awareness ➤ Remove incentives for at-risk behavior ➤ Create incentives for safe behavior	Manage through: ➤ Remedial action ➤ Punitive action

Every month, in addition to the implementation of the Training Matrix covering all SOPs and required OSHA training, the CSO will report to all employees via regularly scheduled safety meetings the status and disposition of Safety emails, event investigations, hazards, and safety risks identified, as well as updates of the safety performance measures.

The Maintenance Manager will report to all employees via daily job safety briefings and toolbox meetings operator daily orders any hazards or safety risks identified.

4.2 Management of Change

Configuration management requirements will be included in all contracts to ensure changes to equipment and facilities are adequately documented and approved. The configuration management process uses baseline management to ensure that the technical baseline is defined and controlled throughout the maintenance and operation phase and that the end products satisfy the technical and operational requirements derived from the system's needs. Selected documentation, such as as-built drawings, manuals, procedures, and other documents, are formally designated and approved as part of the technical baseline and are under the control of RTA. For future capital projects, all documents related to the segment/phase under the supervision of a contractor will be turned over to RTA for control and maintenance following said phase.

RTA or their designated contractor shall be responsible for quality control testing and inspections if required under an approved Quality Control Plan for future capital or maintenance improvement projects.

For more details, refer to the current RTA Procurement Policy.

Additions, modifications, or deletions to rail SOPs and the existing configuration of presently

operating rail system fixed facilities, rail rolling stock, and equipment directly related to rail rolling stock operation are approved by the ESC. These reviews are established to ensure system and operational changes are approved before implementation, and drawings, manuals, and other related documents, including training programs, are updated to reflect these changes, which are also reflected in the Maintenance Management Plan.

Upon approving any system or operations change, RTA will create a Special Instruction or create or revise current SOPs to advise affected employees. Supervisors will distribute new control documents during targeted training to employees, ensuring they understand the operational change as it applies to their jobs.

4.2.1 Purpose and Policy

The Regional Transit Authority of Southeast Michigan (RTA) is committed to managing changes to its system, operations, procedures, and organization to ensure the continued safety of its passengers, employees, contractors, and the public. This Management of Change (MoC) process establishes the SMS framework required by 49 CFR § 673.27(c) to proactively identify changes, assess their potential impact on safety performance, and implement necessary controls before changes are made. This process is integral to RTA's Safety Management System (SMS) and Safety Assurance activities.

4.2.2 Scope and Definition of Change

- For this MoC process, a "change" includes, but is not limited to, any proposed modification, addition, or removal related to:
- **Configuration Items:** (as primarily addressed by SOP 007)
 - Rolling stock (vehicles) design, configuration, or major components
 - Track, special trackwork, O/M Signage, Rights-of-Way
 - Signal and Power Systems, Traction Power Substations (TPSS)
 - QLINE Facilities and modifications/rehabilitations
 - Communications Equipment
 - Fire Life Safety Systems
 - Hazardous Materials / Environmental Controls
 - OEM Modifications impacting form, fit, function, safety, or warranty
- **Operational & Organizational Items:** (Also covered under this PTASP MoC framework)
 - Operational policies, rules, or procedures (Operating/Maintenance/Safety)
 - Software or technology systems used for operations, maintenance, or safety management
 - Organizational structure, staffing levels, or roles/responsibilities impacting safety functions
 - Significant changes to training programs or requirements (Safety/Security, Drug & Alcohol)
 - Implementation of new regulations, standards, or legal requirements
 - Introduction of new contractors performing safety-sensitive functions
 - Significant changes to emergency preparedness and response plans or procedures
 - Changes impacting ADA compliance

4.2.3 Management of Change Process

RTA shall follow these steps to manage changes:

1. **Change Identification and Proposal:** Any employee, contractor, or stakeholder can identify a potential need for change. Proposed changes shall be formally documented using the process defined in SOP 007 (e.g., Engineering Change Request - ECR) or an equivalent RTA-approved format for non-configuration changes and submitted to the relevant Department Manager and the CSO.
2. **Initial Safety Screening:** The CSO or designee shall conduct an initial screening of the proposed change regardless of whether it is primarily configuration-related or operational/organizational. The purpose is to determine if the change could potentially introduce new hazards, affect existing safety controls, or otherwise impact the agency's safety performance, potentially meeting the definition of safety/security-critical (per SOP 007 Sec VI.A). This screening will consider the change's nature, scope, and potential interactions. The screening decision and rationale shall be documented.
3. **Safety Impact Determination & SRM Trigger:**
 - If the initial screening determines the change results in **no significant hazard** (e.g., Negligible/Low risk per PTASP Risk Index/Hazard Acceptance Criteria), the CSO shall document this finding, advise the Accountable Executive (AE), and notify the ESC as per SOP 007. The change may proceed through normal administrative/operational approval channels (potentially as a Class II change if configuration-related per SOP 007) outside the formal SRM process while still adhering to applicable configuration management and documentation procedures where relevant.
 - If the initial screening determines the change may impact safety performance or introduce **significant hazards** (e.g., Critical/Catastrophic risk; red/yellow designations per PTASP Risk Index/Hazard Acceptance Criteria), the change must be evaluated through RTA's Safety Risk Management (SRM) process, as mandated by 49 CFR § 673.27(c)(2) and detailed in Section 3 of this PTASP.
4. **Application of Safety Risk Management (SRM) Process:** For changes requiring SRM evaluation:
 - The CSO shall initiate the SRM process detailed in PTASP Section 3 with assistance from subject matter experts.
 - Relevant subject matter experts and departments shall participate in identifying potential hazards associated with the change.
 - A formal Safety Risk Assessment (per Section 3.2) will be conducted to determine the severity and likelihood of potential consequences, considering existing and proposed mitigations.
 - Appropriate Safety Risk Mitigation (per Section 3.3) shall be developed for any unacceptable risks identified. Recommendations for corrective actions will be prepared as described in SOP 007 Sec VIII.A.4.
 - The results of the SRM assessment, including identified risks and required mitigations/corrective actions, shall be documented and presented to the ESC.
5. **Change Approval:**
 - Based on the outcomes of the initial screening or the SRM process, the ESC shall decide on the proposed change. Options include:
 - Proceed with the change as planned (if the risk is acceptable or mitigated).

- Implement corrective action and proceed with the change.
- Implement a different change (subject to MoC review).
- Provide guidance on alternate means to eliminate hazards.
- Disapprove of the change.
- The AE has the final decision-making authority. Approval documentation shall confirm that required SRM activities were completed and that necessary risk mitigations/corrective actions are included in the implementation plan.

6. Implementation:

- An implementation plan detailing the steps, timeline, and responsible parties shall be developed for all approved changes.
- For changes impacting safety, the plan must include implementing all required risk mitigations/corrective actions before or concurrent with the change taking effect.
- Relevant procedures, manuals, drawings, and other documentation shall be updated consistent with the configuration control processes detailed in SOP 007 and supporting document control procedures.
- Necessary training for affected personnel shall be completed before the implementation of the change.

7. Communication: Changes and associated safety requirements or mitigations shall be communicated to all relevant personnel, contractors, and stakeholders before implementation, consistent with Section 5.2 (Safety Communication).

8. Post-Implementation Monitoring & Verification: For changes that underwent SRM, the CSO or designee shall monitor the implementation and effectiveness of the change and associated risk mitigations. This may include targeted inspections, audits, or performance data analysis to verify expected safety performance and identify unintended consequences. The results shall be documented.

4.2.4 Roles and Responsibilities

- **Change Initiator:** Responsible for completing and submitting the change control document (per SOP 007 Sec V.C).
- **Relevant Stakeholder/Department Managers:** Responsible for compliance within their assets, developing internal procedures (per SOP 007 Sec V.B), reviewing changes, participating in SRM, implementing approved changes, and ensuring staff are trained.
- **CSO:** Responsible for monitoring compliance with MoC/CCMP, overseeing the MoC process, conducting/assigning initial safety screenings, initiating/overseeing SRM assessments, reviewing changes with SMEs, preparing briefs/recommendations for ESC, presenting findings to ESC, maintaining MoC records, and verifying post-implementation effectiveness.
- **Executive Safety Committee (ESC):** Responsible for reviewing proposed changes with significant hazards, deciding on the course of action (SOP 007 Sec VIII.A.6), and approving stakeholder procedures (SOP 007 Sec V.B).
- **Accountable Executive (AE):** Holds ultimate accountability for SMS/MoC/CCMP oversight, makes final decisions on safety/security criticality and change classification, provides

direction to CSO on hazard briefs, and approves changes based on ESC recommendation/risk level.

4.2.5 Documentation and Recordkeeping

All activities and decisions associated with this Management of Change process shall be documented as required by SOP 007 Sec IX, including Change Proposals/ECRs, screening results, SRM assessments (if applicable), risk mitigation/corrective action plans, ESC/AE decisions, approval records, communication records, implementation verification, and post-implementation monitoring results. Detailed change configuration records form the basis for ongoing life cycle control and ensure an audit trail. Records shall be maintained under Section 2.3 of this PTASP and applicable RTA record retention policies.

4.3 Continuous Improvement

Continuous improvement is measured through monitoring RTA safety performance indicators.

4.3.1 Purpose

RTA is committed to improving safety on an ongoing basis by proactively identifying and addressing safety deficiencies within its SMS processes and safety performance. This section outlines RTA's process for meeting the continuous improvement requirements of 49 CFR § 673.27(d), ensuring a systematic approach to enhancing safety.

4.3.2 Annual Safety Performance Assessment Process

RTA shall conduct a comprehensive safety performance assessment at least annually.

1. Timing and Leadership: This assessment will typically be conducted during the fourth quarter of the calendar year under the leadership of the CSO, with participation from relevant Department Managers and the Joint Labor-Management Safety Committee (JLMSC).
2. Inputs: The assessment shall review, at a minimum:
 - Safety performance data is compared against the safety performance targets established in Section 1.2 of this PTASP and the National Public Transportation Safety Plan (NPTSP).
 - Results from Safety Assurance activities (Section 4.1), including internal/external audits, inspections, investigations, and employee safety reports.
 - Analysis of Corrective Action Plan (CAP) implementation effectiveness and trends (Section 4.1.3).
 - Outcomes and effectiveness of the Management of Change (MoC) process (Section 4.2).
 - Recommendations and feedback from the JLMSC (Section 2.2.1.10).
 - Results of relevant internal safety reviews required or conducted by the MDOT State Safety Oversight Agency (SSOA).
 - Communications or directives from FTA or other regulatory bodies.
3. Assessment Activities: The review team will analyze the inputs to evaluate the effectiveness of SMS processes and determine overall safety performance against established targets.

4. Outputs - Deficiency Identification: The assessment will formally identify and document any deficiencies, including:

- SMS Process Deficiencies: Weaknesses or non-conformities in the implementation or effectiveness of RTA's documented SMS policies, procedures, and practices (Sections 2, 3, 4, 5).
- Safety Performance Deficiencies: Instances where RTA failed to meet one or more of its established annual safety performance targets (Section 1.2).
- Deficiencies identified through MDOT SSOA internal safety reviews or audits.

4.3.3 Addressing Identified Deficiencies

All deficiencies identified during the Annual Safety Performance Assessment require documented action:

1. SMS Process Deficiencies: These deficiencies will typically be addressed through:

- Revising relevant policies, procedures, or checklists (potentially triggering the MoC process, Section 4.2).
- Implementing specific Corrective Action Plans (CAPs) following the process in Section 4.1.3.
- Providing additional training or communication (Section 5).

2. Safety Performance Deficiencies (Failure to Meet Targets): When the annual assessment identifies a failure to meet an established safety performance target, RTA shall apply the principles mandated for LUAPs in 49 CFR § 673.27(d)(3) as a best practice for robust SMS and continuous improvement, at a minimum:

- Assess Associated Safety Risk: Utilize the Safety Risk Management (SRM) process (Section 3) to analyze the contributing factors behind the performance shortfall and assess the associated safety risk(s).
- Mitigate Associated Safety Risk: Based on the SRM assessment, develop and implement specific safety risk mitigations (using methods described in Section 3.3) designed to address the root causes of the performance deficiency and reduce the identified safety risk(s).
- Prioritize Resources: Under the direction of the Accountable Executive, RTA Management will prioritize resources and actions toward implementing the identified risk mitigations that are reasonably likely to improve performance and assist RTA in meeting the safety performance target in the future.

4.3.4 Continuous Improvement Plan

Following the Annual Safety Performance Assessment, the CSO shall oversee the development of a formal, documented Continuous Improvement Plan.

1. AE Direction: This plan shall be developed and carried out under the direction of the RTA Accountable Executive, ensuring top management commitment and oversight as required by 49 CFR § 673.27(d)(4).
2. Content: The plan will consolidate all deficiencies identified during the annual assessment (both SMS process and safety performance deficiencies) and detail the actions required to address them. This includes outlining specific tasks (e.g., procedure updates, training, SRM-derived risk mitigations), responsible parties/departments, and timelines for completion.
3. Tracking and Verification: The CSO will monitor progress on the Continuous Improvement Plan actions and report to the safety committees and the AE. Subsequent safety Assurance activities (Section 4.1) will verify the completion and effectiveness of actions and review them during the next Annual Safety Performance Assessment cycle.
4. Documentation: The Continuous Improvement Plan and supporting assessment documentation shall be maintained under Section 2.3 of this PTASP.

4.3.5 Integration with Other Processes

This continuous improvement process is intrinsically linked to other elements of the RTA SMS. Deficiencies may trigger actions managed through the CAP process (Sec 4.1.3) or the MoC process (Sec 4.2). Performance monitoring (Sec 4.1) provides critical input, and SRM (Sec 3) is required to analyze performance shortfalls. Safety Promotion (Sec 5) activities may be utilized to communicate improvements and reinforce expectations.

4.4 RTA PTASP Annual Review Process

RTA has the authority to develop, implement, and manage the RTA ASP. The CSO, with support from all other employees and contractors, has the primary responsibility of assuring the implementation of the ASP with oversight and review by the JLMSC. Annual review of the ASP is mandatory, and specific responsibilities of other contractors within the ASP framework include but are not limited to:

- By September 1 of each year, notify the CSO in writing of any recommended changes to the ASP for review and approval by the ESC.
- The review, under the direction of the CSO, will be completed by December 31 of that year
- Revisiting the ASP annually to reflect changes in organizational structure and new systems that require significant changes in operation
- Review progress on goals and objectives
- Refine and improve on the current goals and objectives of the SMS program
- Identify new tasks or objectives to respond to system growth or any new regulations that affect QLINE safety and security
- Identify any additional or emerging safety or fire/life safety-related tasks and responsibilities
- Submit revisions to the SSOA by February 1 of the following year

PTASP ANNUAL REVIEW ACTIVITIES	
SEPT 1	Recommendations for updates received by CSO
DEC 1	CSO reviews recommendations and updates PTASP

JAN 1	CSO submits updated PTASP to Joint Labor Management Safety Committee and Board of Directors for approval, any updates, and signature of AE
FEB 1	CSO submits PTASP to SSO for acceptance

5 Safety Promotion

5.1 Competency and Training Program

5.1.1 Overview

Safety training is conducted on RTA facilities, equipment, and vehicles. The CSO oversees the formulation of training programs and records. Operating rules and standard operating procedures (SOPs) will be approved by the JLMSC and provided to all personnel.

The CSO periodically completes reviews and oversight activities associated with the program. Activities or functions judged to be safety-critical may require special training or certification. This ongoing training is included in regular safety meetings, and all documentation is kept at the RTA facility.

Operations and maintenance employees undergo refresher training at least annually and when situations related to employee performance warrant it. Emergency responders are also trained during the pre-revenue period and during drills that occur at least annually. These are also documented, and the records are retained at the RTA facility.

The training program includes safety concern identification and reporting training, which is included in the annual PTASP training.

5.1.2 Employee Safety

5.1.2.1 Operating Personnel Training

All non-administrative operating personnel must complete the streetcar operation training program to become certified "revenue operations" qualified.

All new non-administrative personnel will be given the Streetcar Operating Training Course. This course covers Standard Operating Procedures and Operator Rules governing streetcar alignment and operation. Operating time across all shifts and known operating events will be performed and documented. Qualified individuals are issued access to manuals for the streetcar.

New non-administrative personnel are also evaluated by established certified Management/Supervisors using an Observation Report Form. New personnel must meet all criteria satisfactorily or receive additional training, or they will not become certified. The Training Manager, on a separate occasion before certification, will determine whether the individual demonstrates safe control of the streetcar. Each individual is certified with written and practical testing to validate operational readiness.

Annually, each individual is given a refresher course on the rules and procedures and will re-certify with written and practical testing. The re-certification may consist of one or more of the following: a quiz or test and a demonstration of troubleshooting operating techniques. Any operator who fails the annual examination may be given special retraining. Failure to recertify will result in the inability to operate the vehicle.

Updated training materials will be developed in coordination with the Managers of Operations

Maintenance, Safety, and Supervisors by the Training Manager before opening any new rail extension or major modification to the existing streetcar line. Operations personnel will be certified by written and practical testing.

RTA will require Certified operators to be subjected to periodic in-service evaluation by Operations Supervisors who monitor their compliance with rules and procedures outlined in the Rule Book and SOPs. The Supervisor should complete an Observation Report Form after the in-service evaluation and review the information in the report with the Operator. Positive reinforcement is given as warranted. Operators observed violating any rules or procedures may be subject to retraining or recertification.

The Safety Compliance Coordinator will maintain a Rule Violation Log that chronicles violations monthly and administers all actions, retraining, and re-instructions. Supervision determines the consequence of any rule violations for all personnel routinely on-site.

5.1.2.2 Maintenance Personnel Training

Manuals, handbooks, and other documentation developed to train and certify maintenance personnel will describe maintenance requirements, methods, and procedures for RTA facility equipment and systems. The training program also includes personal protective equipment, emergency equipment, and safety instructions.

Maintenance personnel that are required to operate streetcars (both revenue and non-revenue modes), hi-rail equipment, heavy equipment, or other specialized vehicles/equipment/apparatus and will be certified by both written and practical testing to document the employee's knowledge of safety and operating procedures and skill in the proper and safe operation and procedures. Annually, each employee will be recertified for correctly and safely using the equipment/vehicles, with written and practical testing. Failure to certify will result in an individual's inability to operate the required equipment. Any employee who fails the annual examination may be given special retraining. The Training Manager will administer and maintain all Maintenance training records.

5.1.2.3 Employee Safety Certification Program

Safety training is conducted on all RTA equipment. The JLMSC oversees the formulation of the training programs, SOPs, and rules prepared and implemented by the RTA. RTA management will issue operating rules and SOPs to all operating personnel and contractors. The JLMSC must approve all respective rules and SOPs.

5.1.2.4 Safety Training

Safety information on approved methods and procedures described in OEM manuals, handbooks, and other best practice documentation will be used to develop certification and training. The training documentation and instruction include identifying protective devices and emergency equipment. Also, as appropriate, safety posters and notices are used to enhance awareness during all phases of system operations. Proficiency demonstrations and certifications are required of all operators and maintenance personnel. Safety concerns are incorporated in briefings given to personnel before working with hardware or facilities. The CSO will review the safety training program at least every six months to ensure training materials and programs remain consistent with the needs of RTA. Recommended modifications will be submitted to SRB for review and approval.

5.1.2.5 Safety/Industrial Hygiene Training and Education

RTA will train employees in basic safe work practices and hazard identification for all personnel routinely on-site. Employees exposed to chemicals or overexposed to physical agents will receive training in industrial hygiene principles, use and care of personal protective equipment and

hazards, and safe handling of chemicals/agents.

5.1.2.6 Emergency Response Personnel Training

Training to familiarize fire, police, and emergency service personnel with special streetcar and facility requirements is coordinated through and conducted by RTA. The CSO coordinates and develops emergency preparedness and response drills, including multi-agency participation. The training classes, exercises, and after-action reviews are then conducted with emergency service personnel to:

- Ensure the adequacy of emergency plans and procedures
- Ensure readiness of personnel to perform under emergency conditions, and
- Ensure effective coordination between RTA and emergency response personnel and agencies.

After Action reviews that generate improvement, recommendations shall be reviewed by the CSO, and if necessary, a Corrective Action Plan will be established to mitigate the impacts of the recommendations. The ESC shall review and accept or reject the Correction Action Plan.

5.1.2.7 Assault Awareness Prevention Training

RTA operations, maintenance, and safety personnel will complete de-escalation training developed by the National Transit Institute/Rutgers University annually.

5.1.2.8 Roadway Worker Protection Program

This RTA 2025 RWPP Manual 111725 prescribes safety standards related to the movement of streetcar roadway maintenance machines where such movements affect the safety of roadway workers. This program has been adopted to prevent collisions and casualties caused by public vehicles, streetcars, or roadway maintenance machines striking roadway workers or maintenance machines.

5.1.3 Third-party Contractor Safety around and within RTA facilities

Construction safety and operations management are privately contracted per City of Detroit procedures. Contractors not part of the construction or operations activities associated with RTA must seek and obtain approval, in writing, from RTA to perform work on or near RTA property and infrastructure. Third parties working under the direction of RTA shall secure a Work Order specifying the scope and duration of activities to be performed. The Maintenance-of-Way shall review all third-party work on and within RTA facilities and approve all means and methods of work.

The Maintenance-of-Way Manager must ensure the requesting party abides by the safety requirements established by RTA. Requirements include but are not limited to orange/yellow reflective safety vests, proper hand signaling to streetcar operators, and understanding the inherent dangers of the energized overhead and underground electrical distribution system.

RTA shall require contractors to attend Track Access classes before approval and issuance of an Access Permit. The Safety Manager will plan for contractors to participate in such courses and receive certification before approving and distributing a Track Access permit when necessary.

5.1.4 Record Keeping

The Training Manager maintains personnel records of all employees, contractors, and other third parties, including first responders, training activities at the RTA facility. The CSO will ensure compliance with current certification or non-expired training. Untrained first responders should consult with RTA Management before entering RTA facilities.

5.1.5 Compliance with Training Requirements

The internal audit process includes determining that all necessary training is conducted and documented, including the proper qualification of operating and maintenance personnel. Training materials, testing, and grading processes are evaluated for completeness and accuracy. The Training Manager may not perform or oversee this audit activity.

The audit process is guided by the following criteria related to training compliance:

- Identify training requirements for all safety-related RTA personnel, which encompasses initial and refresher training of procedures, the equipment uses, and manufacturers' training. Also reviewed are retraining requirements identified due to Safety Event investigations, revised or equipment enhancements, and regulatory changes.
- Review all training programs identified for safety adequacy.
- Assess the training program's effectiveness and on-the-job experience by conducting emergency scenarios, drills, audits, and evaluations. These job evaluations are based on job performance, statistical trends, and public feedback.
- Review employee performance, including employee records, and conduct in-person interviews to confirm technical knowledge and issues.
- Evaluate training provided to all personnel and emergency response personnel when substantive operational changes are made or with the introduction of new equipment, facilities, or specialty vehicles

5.2 Safety Communication

The RTA safety communication will be implemented using the following tools to spread information throughout the system:

- Monthly Safety Meetings: Participation in this meeting is mandatory for all operating employees and supervisors. The CSO leads this meeting.
- Maintenance safety toolbox: This is a monthly meeting of the maintenance staff to discuss safety issues and present the monthly safety video for maintenance. The supervisor documents these toolbox sessions and provides them to the Safety Manager for retention.
- Job briefings: Every time non-routine work is performed, a job safety briefing is held to discuss the task's hazards. Safety protocols and special tool usage will be discussed and documented. Copies are provided to the Safety Manager for retention.

6 Risk-Based Inspections – Policy and Procedures

RTA and MDOT have consulted and established policies and procedures describing the SSOA's access to RTA to conduct risk-based inspections. These policies and procedures may be found in the MDOT Program Standard and include detailed descriptions of the processes the MDOT will use to conduct inspections of RTA both with and without advance notice.

RTA and MDOT have established clear policies and procedures that describe how MDOT's risk-based inspections will be conducted. These policies and procedures are documented in the MDOT Program Standard and referenced in this ASP. The policies and procedures address:

- Scheduling inspections
- Inspection reports
- Immediate safety concerns

A risk-based inspection program requires collecting and analyzing large sets of complex data and a mechanism for evaluating that data to inform inspection activities. RTA will share safety data with MDOT as required in the Program Standard. This includes the data the SSOA requires and agreed upon in the RBI policies and procedures developed in consultation with MDOT. It will also consist of the data RTA collects when identifying hazards and assessing and mitigating safety risks.

RTA will follow the policies and procedures developed in consultation with MDOT for submitting the data sets to be shared, the processes for sharing each data set, and the frequency at which the data will be shared.

RTA policies and procedures are developed in consultation with the SSOA to provide access to the required data for the SSOA's risk-based inspection program.

7 Risk Reduction Program (RRP)

7.1 Introduction and Purpose

The Risk Reduction Program (RRP) is established as an integral component of the RTA's Safety Management System (SMS) and Public Transportation Agency Safety Plan (PTASP). It addresses the requirements outlined in 49 CFR § 673.11(a)(7). It aligns with the principles and objectives of the Federal Transit Administration's (FTA) National Public Transportation Safety Plan (NPTSP) and the Michigan Department of Transportation's (MDOT) System Safety Program Standard (SSPS).

The primary purpose of this RRP is to proactively improve safety performance across RTA's transit operations by systematically reducing the number and rates of:

- Reportable Safety Events (as defined by FTA and MDOT)
- Injuries to passengers, employees, contractors, and the public
- Assaults on transit workers
- This program utilizes a data-driven, risk-based approach, integrating hazard identification, safety risk management, safety assurance, and safety promotion principles to achieve measurable safety improvements.

7.2 Scope

This RRP applies to all transit operations conducted by RTA, including all modes of service, facilities, equipment, personnel (employees and contractors), and procedures involved in the provision of public transportation service.

7.3 Program Elements

This RRP comprises the following core elements designed to meet regulatory requirements and enhance operational safety:

7.3.1 Element 1: Reduction and Mitigation of Vehicular and Pedestrian Safety Events

- Objective: To reduce the frequency and severity of safety events involving RTA transit vehicles, pedestrians, or other vehicles.
- Methodology (Aligned with 49 CFR 673.25 (SRM) and 673.27 (SA)):
 - Data Collection & Analysis: Continuously collect and analyze vehicular and pedestrian event data. Identify trends, high-risk locations, and contributing factors.
 - Hazard Identification: Utilize the RTA's established SRM process (PTASP Section 3) to identify hazards.
 - Safety Risk Assessment: Assess the identified hazards using the RTA's risk assessment matrix (PTASP Section 3.2). Consideration will be given to factors contributing to visibility impairments for transit vehicle operators, per § 673.25(d)(3).
 - Safety Risk Mitigation: Develop and implement mitigations consistent with § 673.25(d)(3) and the RTA's SRM process. Mitigations may include vehicle modifications or retrofits to reduce visibility impairments or specifications for future vehicle procurements that address visibility.
 - Safety Committee Role: The Joint Labor-Management Safety Committee (JLMSC) will review risk assessments and recommend safety risk mitigations related to vehicular and pedestrian safety for inclusion in this program and the PTASP (§ 673.25(d)(5)).
 - Monitoring & Evaluation: Track the effectiveness of implemented mitigations through ongoing data analysis and performance monitoring against established Safety Performance Targets (SPTs) (see 7.3.3).

7.3.2 Element 2: Reduction and Mitigation of Assaults on Transit Workers

- Objective: To reduce the frequency and severity of assaults on RTA transit workers while performing their duties.
- Methodology (Aligned with SRM § 673.25 & SA § 673.27):
 - Data Collection & Analysis: Collect and analyze data on worker assaults.
 - Hazard Identification: Utilize the RTA's SRM process (PTASP Section 3) and worker safety reports.
 - Safety Risk Assessment: Assess identified assault-related hazards using the RTA's risk assessment matrix (PTASP Section 3.2).
 - Safety Risk Mitigation: Develop and implement mitigations consistent with § 673.25(d)(4) and the RTA's SRM process. Mitigations may include:
 - De-escalation and Conflict Resolution Training (see 7.3.2.1).
 - Deployment of assault mitigation infrastructure and technology on vehicles and in facilities, such as operator compartment barriers, enhanced communication systems (silent alarms), and high-visibility cameras (§ 673.25(d)(4)).
 - Safety Committee Role: The JLMSC will review risk assessments and recommend safety risk mitigations related to worker assaults for inclusion in this program and the PTASP (§ 673.25(d)(5)).
 - Monitoring & Evaluation: Track the effectiveness of implemented mitigations through ongoing data analysis and performance monitoring against established SPTs (see 7.3.3).

7.3.2.1 De-escalation Training

- RTA commits to providing comprehensive de-escalation and conflict resolution training consistent with § 673.29(a).
- This training will equip employees with techniques to recognize potentially volatile situations.
- Refresher training will be provided annually.
- Funding: RTA recognizes that costs associated with providing de-escalation training for frontline employees are eligible expenses under the Section 5307 Urbanized Area Formula

Grant program. RTA will pursue these funds as appropriate to support this critical training initiative.

7.3.3 Element 3: Safety Performance Targets (SPTs) for RRP

- Objective: To establish measurable targets for assessing the effectiveness of the RRP
- Methodology (Aligned with § 673.11(a)(3), § 673.11(a)(7)(iii), § 673.19(d)(2)):
 - Target Setting: The RTA JLMSC, per § 673.19(d)(2), is responsible for setting annual SPTs for the safety risk reduction program performance measures established in the NPTSP.
 - Data Basis: These targets must be set based on a three-year rolling average of RTA's data submitted to the National Transit Database (NTD), where available.
 - Scope: Targets will be set for all applicable modes.
 - NTD Detail Level: Targets will be set based on the level of detail RTA is required to report to the NTD. The JLMSC does not need to set a target until RTA has been required to report three years of corresponding data.
- Coordination: RTA will coordinate SPTs with MDOT and the Southeast Michigan Council of Governments (SEMCOG).
- Review: SPTs will be reviewed and updated annually (PTASP Section 4.4).

7.3.4 Element 4: Safety Committee Role and Mitigation Integration

- Objective: To formally integrate the JLMSC's recommendations into the RRP and PTASP.
- Methodology (Aligned with § 673.11(a)(7)(iv), § 673.19(d), § 673.25(d)(5)):
 - Mitigation Recommendation: As part of the SRM process applied within Elements 1 and 2 (7.3.1, 7.3.2), the JLMSC will identify and formally recommend safety risk mitigations.
 - PTASP Integration: RTA must include or incorporate by reference these safety risk mitigations recommended by the JLMSC (based on SRM assessments under § 673.25(c)) into this RRP section and the overall PTASP, as required by § 673.11(a)(7)(iv) and § 673.25(d)(5).
 - Accountable Executive Consideration: The Accountable Executive will also receive and must consider all other safety risk mitigations recommended by the JLMSC. Documentation of decisions will be maintained per § 673.31.

7.3.5 Element 5: Monitoring, Continuous Improvement, and Safety Set-Aside

- Objective: To ensure the RRP is effective and continuously improved and meets requirements when SPTs are unmet.
- Methodology (Aligned with Safety Assurance § 673.27):
 - Performance Monitoring: RTA will continuously monitor safety performance against the RRP SPTs set by the JLMSC (§ 673.27(b), § 673.27(d)(2)) (PTASP Section 4).
 - Annual Assessment: The RRP's effectiveness will be assessed annually. Deficiencies in performance against RRP SPTs will be identified (§ 673.27(d)(1)(ii)).
 - Actions if Targets Not Met: If RTA does not meet an established annual RRP SPT set by the JLMSC, RTA must, per § 673.27(d)(3):
 - Assess the associated safety risk using the SRM process (§ 673.25(c)).
 - Mitigate the associated safety risk using the SRM process (§ 673.25(d)), including these mitigations in the PTASP per § 673.25(d)(5).
 - Allocate its Safety Set-Aside (not less than 0.75% of Section 5307 funds, per definition in § 673.5) in the following fiscal year to safety-related projects reasonably likely to help meet the missed target in the future.
- Improvement Plan: Under the direction of the Accountable Executive, RTA will develop and carry out a plan to address any deficiencies identified through the safety performance assessment related to this RRP (§ 673.27(d)(4)).



Regional Transit Authority of Southeast Michigan Resolution No. 61

RTA Resolution No. 61, a resolution recognizing and honoring the dedicated service of Alma Wheeler Smith upon the completion of her public service from the Board of Directors of the Regional Transit Authority (RTA) of Southeast Michigan.

WHEREAS, Alma Wheeler Smith was appointed to the RTA Board of Directors by the Washtenaw County Board of Commissioners, a trusted voice in good governance and policy making, and has faithfully served the residents of Washtenaw County and across Southeast Michigan for more than twelve years since 2014; and

WHEREAS, Ms. Wheeler Smith served as Treasurer for the RTA Board of Directors from 2021 through 2026, providing more than five years of leadership and service in that role; and

WHEREAS, throughout her tenure, Ms. Wheeler Smith provided thoughtful leadership, steady guidance, and a strong commitment to advancing regional mobility, public transportation access, and collaboration with regional stakeholders; and

WHEREAS, Ms. Wheeler Smith served during multiple transitional periods for the RTA, contributing to important discussions, policies, and initiatives that strengthened regional transit planning, including the ownership transfer of the QLINE streetcar, and helped position the organization for future growth and opportunity; and

WHEREAS, Ms. Wheeler Smith consistently demonstrated a deep belief in public service and the importance of creating a more connected, equitable, and accessible Southeast Michigan region for residents, workers, students, seniors, and visitors alike; and

WHEREAS, Ms. Wheeler Smith has departed from her position on the Regional Transit Authority Board of Directors effective July 16, 2026.

NOW, THEREFORE, BE IT RESOLVED that the RTA Board of Directors, executive leadership, and staff hereby formally recognize and express appreciation for the time and expertise Ms. Wheeler Smith contributed to the RTA and the region;

BE IT FINALLY RESOLVED that the RTA Board of Directors hereby expresses its best wishes for Ms. Wheeler Smith's continued success in her endeavors.

Authorizing signature: _____ (David Massaron, Chair of the Board)

Date: July 16, 2026