



## STAFF REPORT ON PROPOSED LEGISLATION

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To: Mayor Gavin Buckley  
From: Markus G. Moore, Director  
Date: November 22, 2022  
Subject: Updated Safety Management Plan for Annapolis Transit

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Please find attached an updated Annapolis Department of Transportation's Safety Management Plan (SMS). The original plan was approved by Annapolis City Council Resolution 3-20 in November 2020.

The plan has been updated to comply with the November 2021 Bipartisan Infrastructure Law (P.L. 117-58) that calls for a joint labor-management safety committee with 50% agency management and 50% frontline employee representation. The responsibilities of the joint safety committee are as follows:

- 1) Participate in safety risk assessment program - identify hazards, recommend mitigations, and analyze effectiveness of mitigations;
- 2) Review and approve the safety plan before presenting the plan to the Annapolis City Council.

Also updated are the safety performance targets using safety data for fiscal years 2017, 2018 and 2019.

As a Grantee of the Maryland Transit Administration's Office of Locally Operated Transit Systems, we are required to develop a Safety Management Plan (SMS) as part of our Annual Transportation Plan (ATP) submittal. The Safety Management Plan for Annapolis Transit was developed in accordance with 49 C.F.R. Part 673 and uses a template provided by the Federal Transit Administration. The Safety Management Plan requires City Council approval.

The SMS Plan will guide integration of safety strategies for the Annapolis Transit bus service. This will ensure that the planning, operation, and maintenance of bus transit service meets or exceeds all safety requirements. The Safety Management Plan will accomplish this by:

- (a) Documenting the management philosophy and structures used by Annapolis Transit to support an effective safety program for the bus service;

(b) Establishing management strategies to ensure that hazards, threats and vulnerabilities are identified; their risks assessed; and mitigating actions are developed, tracked and resolved.

The Plan covers all aspects of Annapolis Transit bus service, including fixed facilities (e.g. buildings), equipment including revenue and non-revenue vehicles; and vehicle operations and maintenance.

The scope of the plan includes:

- Safety Performance Targets established under the National Public Transportation Safety Management System Plan.
- Safety Management Policy that incorporates safety objectives, communication and safety reporting program.
- Safety Risk Management including safety hazard identification, safety risk assessment, and mitigation.
- Safety Assurance that describes activities to monitor the transit system for compliance with procedures for operations and maintenance.
- Safety Promotion that describes the safety training program for all transit employees and contractors responsible for safety.

The updated safety plan has been reviewed and approved by the newly formed joint labor-management safety committee on November 22, 2022.

We are seeking City Council approval of the updated Safety Management Plan.