



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: J. Rick Gordon, Director

Date: December 17, 2019

Subject: ADOT Safety Management Plan

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. Both the ATP and the SMS require 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; and
- (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 Plan was developed in coordination with the Maryland Transit Administration Office of Local Transit Support (MTA OLTS) and reviewed by the City of Annapolis Office of Emergency Management and Risk Management.

Prepared by J. Rick Gordon, Director