



SunLine Transit Agency
September 23, 2020
10:55 a.m. – 11:35 a.m.

AGENDA

BOARD OPERATIONS COMMITTEE **Regular Meeting**

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom's Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Board Operations Committee meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/85209047197>

Meeting ID: 852 0904 7197

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 852 0904 7197

One tap mobile
+16699009128,,85209047197#

Phone controls for participants:

The following commands can be used on your phone's dial pad while in Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

For members of the public wishing to submit comment in connection with the Strategic Planning & Operational Committee Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to September 22, 2020 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

**SUNLINE TRANSIT AGENCY
BOARD OPERATIONS COMMITTEE MEETING
SEPTEMBER 23, 2020**

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ITEM **RECOMMENDATION**

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM **RECOMMENDATION**

1. CALL TO ORDER

2. FLAG SALUTE

3. SELECTION OF NEW CHAIR & VICE-CHAIR

APPROVE

4. ROLL CALL

5. PRESENTATIONS

6. FINALIZATION OF AGENDA

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

8. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

**9. REVIEW DECLARATION OF EMERGENCY BY THE
BOARD OF DIRECTORS**

**APPROVE
(PAGE 4-9)**

(Staff: Eric Vail, General Counsel and Lauren Skiver,
CEO/General Manager)

10. EMERGENCY POLICY CHANGES – ACCRUAL LIMIT

**APPROVE
(PAGE 10)**

(Staff: Luis Garcia, Chief Financial Officer)

**SUNLINE TRANSIT AGENCY
BOARD OPERATIONS COMMITTEE MEETING
SEPTEMBER 23, 2020**

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<u>ITEM</u>	<u>RECOMMENDATION</u>
11. RESOLUTION NO. 0782 TO ADOPT THE CONFLICT OF INTEREST CODE (Staff: Eric Vail, General Counsel and Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board)	APPROVE (PAGE 11-24)
12. RESOLUTION NO. 0783 TO AMEND SECTIONS OF THE BOARD BYLAWS (Staff: Eric Vail, General Counsel and Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board)	APPROVE (PAGE 25-28)
13. REVISED SUNLINE SYSTEM SAFETY PROGRAM PLAN (Staff: Vanessa Mora, Deputy Chief Safety Officer)	APPROVE (PAGE 29-74)
14. EX-OFFICIO MEMBERSHIP (Staff: Eric Vail, General Counsel and Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board)	DISCUSSION (PAGE 75)
15. ADJOURN	

**SunLine Transit Agency
SunLine Services Group**

DATE: **September 23, 2020** **ACTION**

TO: **Board Operations Committee
Board of Directors**

FROM: **Eric Vail, General Counsel
Lauren Skiver, CEO/General Manager**

RE: **Review Declaration of Emergency by the Board of Directors**

Recommendation

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775 and make no changes to the current status.

Background

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all currently addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached).

The resolution states that the Board of Directors would review this declaration of emergency “at least once every 60 days, until its termination is proclaimed by the Board of Directors.”

In March, all nine Coachella Valley cities declared a local emergency within their respective jurisdictions and at the May 27, 2020 and July 22, 2020 meetings, the SunLine Board of Directors voted to continue the emergency declaration.

Under Governor Newsom’s new tiered system, Riverside County is still observing Tier 1 – the most restrictive. Therefore, at this time, staff believes that the declaration of emergency should remain as many of the procedures that have been put in place for employees and riders cannot be lifted yet.

In response to the COVID-19 pandemic, SunLine implemented enhanced vehicle, stop and facility cleaning procedures; moved to a Sunday service schedule; instituted free fares and rear door boarding to help with recommended social distancing; closed the Agency’s reception area to visitors; and required riders and employees to wear a face covering when on the bus and inside SunLine facilities. In order to keep these measures in place, it is required to continue the Board of Directors’ declaration of emergency.

Financial Impact

There is no financial impact to keep the resolution in place.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0775

A JOINT RESOLUTION OF THE SUNLINE TRANSIT AGENCY BOARD OF DIRECTORS AND SUNLINE SERVICES GROUP BOARD OF DIRECTORS PROCLAMING THE EXISTENCE OF AN EMERGENCY SITUATION AND LOCAL EMERGENCY DUE TO THE WORLDWIDE SPREAD OF COVID-19

WHEREAS, California Government Code ("CGC") Section 54956.5 authorizes the SunLine Transit Agency Board of Directors and SunLine Services Group Board of Directors (collectively referenced to hereinafter as "SunLine") to hold emergency meetings on shortened notice to address emergency situations as determined by a majority of the Board of Directors; and,

WHEREAS, California Government Code Section 54954.2 authorizes the Board of Directors to take actions not listed on the agenda, where deemed necessary by a majority of the Board of Directors to address emergency situations; and,

WHEREAS, from January 2020 through March 2020, COVID-19 spread throughout the world, with over 156,000 confirmed cases of individuals contracting COVID-19, and approximately 6,000 confirmed cases of individuals dying from COVID-19; and,

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 (Corona Virus Disease 19); and,

WHEREAS, on March 10, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local emergency for all of Riverside County in response to the outbreak of the COVID-19 in California and in Riverside County; and,

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and,

WHEREAS, on March 11, 2020 the President of the United States imposed certain travel bans and limitations in response to COVID-19; and

WHEREAS, on March 12, 2020 Governor Newsom of the State of California issued Executive Order N-25-20, superseded by Executive Order N-29-20 on March 18, 2020, in a further effort to confront and contain COVID-19 that among other things suspended certain provision of the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing; and,

WHEREAS, on March 13, 2020, the Centers for Disease Control and Prevention ("CDC") had confirmed 2,726, cases of COVID-19 in the United States, with 55 cases resulting in death, within the United States, including California; and,

WHEREAS, on March 13, 2020, the President of the United declared a National Emergency due to the continue spread and the effects of COVID-19; and,

WHEREAS, the State of California and numerous Counties, School Districts and other local governmental agencies as well as private entities have announced the cancellation or postponement of all events where social distancing cannot be reasonably achieved; and,

WHEREAS, on March 13, 2020 Dr. Cameron Kaiser, Public Health Officer of the County of Riverside closed all Riverside County public Schools, regular classes, and school activities from March 16 through April 3, 2020; and,

WHEREAS, in response to the COVID-19 pandemic SunLine reasonably anticipates that SunLine will be required to utilize physical, personnel, and financial resources of SunLine and to take action to limit the spread of COVID-19 within the territorial jurisdiction of SunLine in order to provide for the safety of persons served by SunLine, and to provide continuity of essential services provided by SunLine; and,

WHEREAS, SunLine is actively providing support to those impacted by COVID-19 and cooperating with State, Federal and County in their response to the pandemic; and,

WHEREAS, SunLine reasonably anticipates both asking for mutual aid from, and providing mutual aid to, other communities who are addressing the spread and effects of COVID-19 which will require SunLine to utilize the physical, personnel, and financial resources of SunLine Transit Agency.

NOW, THEREFORE, BE IT RESOLVED AND HEREBY ORDERED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AS FOLLOWS:

Section 1. That the above recitals are true and correct and based thereon, SunLine hereby finds that the spread of COVID-19 constitutes a situation that severely impairs the public health and safety within SunLine and constitutes conditions of extreme peril to the safety of persons and property of SunLine.

Section 2. That, as authorized in CGC Sections 8630 and 54956.5. and based on the foregoing finding, an "emergency" as defined in CGC Section 54956.5(a) and a "local emergency" as defined in CGC Section 8558(c) hereby exists within the territorial jurisdiction of SunLine and is deemed to continue to exist, and shall

be reviewed at least once every 60 days, until its termination is proclaimed by the Board of Directors.

Section 3. That SunLine will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Board of Director meetings, and all committee meetings via teleconferencing and other electronic means to permit Board Members and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of SunLine's business in compliance with California Executive Order N-29-20.

ADOPTED THIS 25th DAY OF March, 2020

ATTEST:

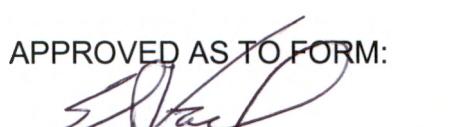


Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group



Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:


General Counsel
Eric Vail

STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE) ss.
)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. 0775 was adopted at a regular meeting of the Board of Directors held on the 25th day of March, 2020, by the following vote:

AYES: 10

NOES: 0

ABSENT: 0

ABSTAIN: 0

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of March, 2020.



Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group

SunLine Transit Agency

DATE: **September 23, 2020** **ACTION**

TO: **Board Operations Committee**
Board of Directors

FROM: **Luis Garcia, Chief Financial Officer**

RE: **Emergency Policy Changes – Accrual Limit**

Recommendation

Recommend that the Board of Directors approve the reinstatement of the 500 hour accrual limit put in place by the CEO/General Manager in response to the COVID-19 pandemic.

Background

This emergency policy change was only temporary in duration and will be reinstated in response to the Agency's dynamic response to the COVID-19 pandemic. SunLine Transit Agency was the first in California to institute many policy changes that provided relief to our employees and our Coachella Valley community. One of the Agency's responses to the emergency situation was the limitation placed on the usage of vacation time. To accommodate the limit of vacation time, the Agency also allowed accruals to exceed the policy limit of 500 hours.

The Agency has removed the restriction on vacation time and is therefore reinstating the 500 hour accrual limit. Employees who have a balance of 500 hours or more, and have not utilized their time after October 10, 2020, will no longer accrue time off until the accrual balance is reduced below 500 hours.

In order to minimize the impact of the reinstated accrual limit, staff is now allowed to use their vacation time and sell back their hours. Additionally, the Agency has notified the Union of the reinstitution of the 500 accrual limit. As of the September 4, 2020 pay date, there were three (3) employees within the Agency whose accruals exceed 500 hours.

Financial Impact

The reinstatement of this policy will cap the Agency's financial liability related to the accrual of leave benefits.

SunLine Transit Agency

DATE: September 23, 2020 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board
Eric Vail, General Counsel

RE: Resolution No. 0782 to Adopt the Conflict of Interest Code

Recommendation

Recommend that the Board of Directors approve Resolution No. 0782 which adopts SunLine Transit Agency's Conflict of Interest Code.

Background

Under the Political Reform Act, local public agencies are required to review their Conflict of Interest Codes biennially, including the listings of designated positions for employees who must disclose along with the types of disclosures required. Upon review by the SunLine Board of Directors, the amended copy is sent to the County of Riverside Board of Supervisors who serves as the local code reviewing body.

Because the review is conducted biennially, it is the recommendation of the local code reviewing body to approve the Conflict of Interest Code by resolution. As such, following adoption of the proposed resolution, staff shall present documents to repeal Ordinance 2018-01 at the next Board meeting.

Resolution No. 0782 outlines the Agency's Conflict of Interest Code and includes Appendix A which has been updated to include titles that have been revised due to position reclassifications. The list of covered positions has been modified to reflect those changes. There are no changes to any other aspects of the Conflict of Interest Code.

Financial Impact

No financial impact.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0782

RESOLUTION ADOPTING SUNLINE TRANSIT AGENCY'S CONFLICT OF INTEREST CODE

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency ("SunLine") is a local government agency required by Government Code Section 87300 to promulgate a Conflict of Interest Code; and

WHEREAS, the Political Reform Act, Government Code sections 81000, et seq., requires local agencies to review their conflict of interest codes in even numbered years and make any amendments that are necessary; and

WHEREAS, the Fair Political Practices Commission has adopted a provision at Title 2, section 18730 of the California Code of Regulations which sets forth the terms of a standard model conflict of interest code which may be incorporated by reference so as to constitute the adoption of a Conflict of Interest Code by SunLine; and

WHEREAS, the provisions of Title 2, section 18730 of the California Code of Regulations require local agencies to prepare a list of designated employees that are required to file a statement of economic interest and the formulation of disclosure categories for such employees; and

WHEREAS, the SunLine Board of Directors previously adopted the provisions of Title 2, section 18730 of the California Code of Regulations as SunLine's Conflict of Interest Code through Ordinance No. 2018-01, which included a list of designated employees that must file statements of economic interests as Appendix A and disclosure categories in Appendix B; and

WHEREAS, the SunLine Board of Directors desires to adopt SunLine Transit Agency's Conflict of Interest Code pursuant to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency that a Conflict of Interest Code is adopted as follows:

CONFLICT OF INTEREST CODE

- A. Code Adopted. The terms of Title 2, section 18730 of the California Code of Regulations as presently constituted or amended by the FPPC are hereby incorporated by reference to operate, along with the balance of this Resolution, as the Conflict of Interest Code for SunLine Transit Agency. The disclosure categories attached in Appendices A and B and the provisions of this Resolution, constitute the Conflict of Interest Code of SunLine Transit Agency.
- B. Filing. Pursuant to Title 2, section 18730(b)(4) of the California Code of Regulations, those employees designated in Appendix A shall file statements of economic interest with the Clerk of the Board to whom the Board of Directors of SunLine Transit Agency hereby delegates the authority to carry out the duties of filing officer.
- C. Public Investments. Those persons who manage public investments and are covered by Title 2, section 18720 of the California Code of Regulations will file statements of economic interests pursuant to Government Code section 87200 as required by the FPPC instead of being deemed to be designated by this Conflict of Interest Code.
- D. Prohibition Concerning Prospective Employment. No SunLine employee shall make, participate in making, or otherwise use his or her official position to influence any governmental decision directly relating to any person with whom he or she is negotiating or has any arrangement concerning, prospective employment. For purposes of this resolution, the term "person" includes any natural person, corporation or other form of business entity and extends to any of its agents.
- E. Federal Transit Administration Requirements. In addition to the Ethics Policy adopted by the Board of Directors, the following shall further apply as written standards of conduct applicable to SunLine's employees and Board of Directors:
1. No employee, officer, agent, immediate family member, or Board member of SunLine shall participate in the selection, award, or administration of a contract supported by FTA funds if a conflict of interest, real or apparent, would be involved.
 2. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:
 - (a) The employee, officer, agent, or Board member,
 - (b) Any member of his/her immediate family,
 - (c) His or her partner, or
 - (d) An organization that employs, or is about to employ, any of the above.

3. SunLine's officers, employees, agents, or Board members shall neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

APPENDIX A

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
CEO/General Manager	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief Financial Officer	I, II, III
Chief Performance Officer	I, II, III
Deputy Chief Performance Officer	I, II, III
Chief of Human Relations	I, II, III
Chief Transportation Officer	I, II, III
Deputy Chief Transportation Officer	I, II, III
Chief Maintenance Officer	I, II, III
Deputy Chief Maintenance Officer	I, II, III
Chief Safety Officer	I, II, III
Deputy Chief Safety Officer	I, II, III
Taxi Administrator	I, II, III
Superintendent of Safety and Training	I, II, III
Superintendent of Transportation	I, II, III
Superintendent of Fleet Maintenance	I, II, III
Superintendent of Facilities Maintenance	I, II, III
Clerk of the Board	I, II, III
Assistant Clerk of the Board	I, II, III
Compliance/Eligibility Officer	I, II, III

<u>Designated Positions</u>	<u>Disclosure Category</u>
Human Resources Manager	I, II, III
Alternative Fuels Manager	I, II, III
Procurement Manager	I, II, III
Contracts Administrator	I, II, III
Contracts Assistant	I, II, III
IT Administrator	I, II, III
Assistant IT Administrator	I, II, III
Fuel Systems Specialist II	I, II, III
Materials & Inventory Manager	I, II, III
Materials Inventory Technician	I, II, III
Project Manager	I, II, III
Project Manager Assistant	I, II, III
Facilities Engineer	I, II, III
Marketing & Events Manager	I, II, III
Consultants ¹	I, II, III
Any other employee at the discretion of the CEO/General Manager	I, II, III

¹ The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

APPENDIX B

CATEGORY NO. I: INTERESTS IN REAL PROPERTY

Category I relates to real property which is located in part or in whole in the jurisdiction of SunLine. As used in this section “jurisdiction” includes: (1) within the jurisdictional boundaries of SunLine Transit Agency (“SunLine”), (2) within two miles of the jurisdictional boundaries of SunLine, or (3) within two miles of land located outside of the jurisdictional boundaries of SunLine Transit Agency which is owned or used by SunLine.

Category I, “interest in real property” includes any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the jurisdiction owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family if the fair market value of the interest is two thousand dollars (\$2,000) or more. Interests in real property of an individual includes a pro rata share of interests in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest of greater. The \$2,000 threshold referenced in this category applies to the value of the interest, not to the value of the property itself.

The terms “interest in real property” and “leasehold interest” does not include the interest of a tenant in a periodic tenancy of one month or less.

CATEGORY NO II: PERSONAL INCOME

Category II relates to income. “Income” means, except as provided in subdivision (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10-percent interest or greater.

(a) “Income,” other than a gift, does not include income received from any source outside the jurisdiction of SunLine, not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this Code. For purposes of this category, “jurisdiction” is limited to the jurisdictional boundaries of SunLine and does not include any radius around it.

- (b) "Income" also does not include:
- (1) Campaign contributions required to be reported under Chapter 4 (commencing with Section 84100 of the Government Code).
 - (2) Salary and reimbursement for expenses or per diem received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
 - (3) Any devise or inheritance.
 - (4) Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency.
 - (5) Dividends, interest, or any other return on a security which is registered with the Securities and Exchange Commission of the United States government or a commodity future registered with the Commodity Futures Trading Commission of the United States government, except proceeds from the sale of these securities and commodities futures.
 - (6) Redemption of a mutual fund.
 - (7) Alimony or child support payments.
 - (8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status if:
 - (A) The loan is secured by the principal residence of the employee; or
 - (B) The balance owed does not exceed ten thousand dollars (\$10,000).
 - (9) Any loan from or payments received on a loan made to an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, or first cousin, or the spouse of any such person, provided that a loan or loan payment received from any such person shall be considered income if he or she is acting as an agent or intermediary for any person not covered by this paragraph.
 - (10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status, so long as the balance owed to the creditor does not exceed ten thousand dollars (\$10,000).
 - (11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).
 - (12) Proceeds from the sale of securities registered with the Securities and Exchange Commission of the United States government or from the sale of commodities futures registered with the Commodity Futures Trading Commission of the United States government if the filer sells the securities or the commodities futures on a stock or commodities exchange and does not know or have reason to know the identity of the purchaser.

CATEGORY NO. III: BUSINESS ENTITIES

Category III relates to business entities, including parents, subsidiaries or otherwise related business entities, which (1) have an interest in real property located in part or in whole within the jurisdictional boundaries of SunLine, within two miles thereof or within two miles of land owned or used by SunLine, (2) do business or plan to do business within the jurisdictional boundaries of SunLine or (3) have done business within the jurisdictional boundaries of SunLine at any time during the two years prior to the time that the disclosure statement of the relevant designated employee is filed. “Business entity” means any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

Category III includes any investment in a business entity. Investment means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term “investment” does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially a 10-percent interest or greater.

Category III includes the disclosure of any business position held by the filer. “Business position” means any business entity in which the filer is a director, officer, partner, trustee, employee, or holds any position of management, if the business entity or any parent, subsidiary, or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction or has done business in the jurisdiction at any time during the two years prior to the date the statement is required to be filed.

ADOPTED THIS ____ DAY OF SEPTEMBER, 2020

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Robert Radi
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE) ss.
)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20___.

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

APPENDIX A – REDLINED COPY

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
CEO/General Manager	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief Financial Officer	I, II, III
Deputy Chief Financial Services	I, II, III
Chief Performance Officer	I, II, III
Deputy Chief Performance Officer	I, II, III
<u>Chief of Human Relations</u>	<u>I, II, III</u>
Chief Administrative Officer	I, II, III
Deputy Chief Administrative Officer	I, II, III
<u>Chief Transportation Officer</u>	<u>I, II, III</u>
<u>Deputy Chief Transportation Officer</u>	<u>I, II, III</u>
<u>Chief Maintenance Officer</u>	<u>I, II, III</u>
<u>Deputy Chief Maintenance Officer</u>	<u>I, II, III</u>
Chief Operations Officer	I, II, III
Deputy Chief Operations Officer - Transportation	I, II, III
Deputy Chief Operations Officer - Maintenance	I, II, III
Chief Safety Officer	I, II, III
Deputy Chief Safety Officer	I, II, III
Taxi Administrator	I, II, III
<u>Superintendent of Safety and Training</u>	<u>I, II, III</u>

<u>Designated Positions</u>	<u>Disclosure Category</u>
<u>Deputy Taxi Administrator</u>	I, II, III
Superintendent of Transportation	I, II, III
<u>Maintenance Superintendent of Fleet Maintenance</u>	I, II, III
<u>Facilities Maintenance Superintendent</u>	I, II, III
<u>Superintendent of Facilities Maintenance</u>	I, II, III
Clerk of the Board	I, II, III
<u>Assistant Clerk of the Board</u>	I, II, III
Compliance/Eligibility Officer	I, II, III
<u>Human Resources Manager</u>	I, II, III
Alternative Fuels Manager	I, II, III
Procurement Manager	I, II, III
Contracts Administrator	I, II, III
Contracts Assistant	I, II, III
IT Administrator	I, II, III
Assistant IT Administrator	I, II, III
Fuel Systems Specialist II	I, II, III
Materials & Inventory Manager	I, II, III
Materials Inventory Technician	I, II, III
Project Manager	I, II, III
Project Manager Assistant	I, II, III
<u>Facilities Engineer</u>	I, II, III
<u>Public Outreach Specialist</u>	I, II, III
<u>Marketing & Events Manager</u>	I, II, III

Consultants¹ I, II, III

Any other employee at the I, II, III
discretion of the CEO/General Manager

¹ The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**SunLine Transit Agency
SunLine Services Group**

DATE:	September 23, 2020	ACTION
TO:	Board Operations Committee Board of Directors	
FROM:	Eric Vail, General Counsel Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board	
RE:	Resolution No. 0783 to Amend Sections of the Board Bylaws	

Recommendation

Recommend that the Board of Directors of SunLine Transit Agency and SunLine Services Group adopt Joint Resolution No. 0783 amending sections of the SunLine Transit Agency and SunLine Services Group Bylaws.

Background

At the July 22, 2020 Board meeting, the SunLine Transit Agency Board of Directors discussed a potential amendment to the bylaws to change the process for the election of Committee Chairs and Vice-Chairs. General Counsel drafted a change to Section 8 Board Committee Bylaws for review:

Section 8.1 Paragraph 3 – Current Text

From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. A majority vote is required for election of Chair and Vice Chair.

Section 8.1 Paragraph 3 – Proposed Text

The Chair of the Board of Directors of SunLine Transit Agency shall appoint the Chair and Vice-Chair of all Board Committees. The Board of SunLine Transit Agency shall receive notice of all appointments within one (1) week of the date of the appointment. At the next regular meeting of the Board of SunLine Transit Agency, all appointments of Chair and Vice Chair of Board Committees shall be ratified. The Chair of the Board of Directors of SunLine Transit Agency shall also fill vacancies on Board Committees as they may arise during the year. Vacancy appointments shall also be ratified at the next regular meeting of the Board of SunLine Transit Agency.

In addition, Section 1.6 Teleconferencing was reviewed to draft language that incorporates the future use of videoconferencing post the Board's emergency declaration:

Section 1.6 Teleconferencing – Current Text

The Board may use teleconferencing in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all provisions of the Brown Act, including but not limited to Government Code Section 54953.

Section 1.6 Teleconferencing – Proposed Text

The Board may use teleconferencing and/or videoconferencing in connection with any meeting or proceeding authorized by law. The Board's use of teleconferencing and/or videoconferencing for a meeting or proceeding shall comply with all provisions of the Brown Act, including but not limited to Government Code Section 54953, and all other applicable laws.

Financial Impact

No financial impact.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0783

**A JOINT RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SUNLINE TRANSIT AGENCY AND SUNLINE
SERVICES GROUP AMENDING SECTION 8.1 AND 1.6 OF
THE RULES OF PROCEDURE ADOPTED BY RESOLUTION
0747 FOR SELECTION OF CHAIR AND VICE-CHAIR OF
THE BOARD COMMITTEES**

WHEREAS, on July 29, 2015, the Board of SunLine Transit Agency and SunLine Service Group unanimously approved Resolution 0747 "A Joint Resolution Amending and Adopting Rules for Board Meetings and Related Functions and Activities, and Adopting Bylaws for all Board Committees";

WHEREAS, Section 8.1 of the Bylaws states that the selection of a Chairperson and Vice-Chairperson of Board Committees shall be selected by a majority vote of the quorum in attendance at their first regular meeting; and

WHEREAS, the Board of Directors of the SunLine Transit Agency and SunLine Services Group desire to amend Section 8.1 of the Bylaws through the adoption of this resolution to provide authorization for the Chair of the Board of Directors to appoint Chairperson and Vice-Chairperson of Board Committees; and

WHEREAS, the Board of Directors of the SunLine Transit Agency and SunLine Services Group also desire to amend Section 1.6 of the Bylaws to provide for the use of videoconferencing in accordance with the Brown Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency:

SECTION 1. Section 8.1 of the Bylaws entitled Board Committee Bylaws, paragraph three (3) shall be amended to read as follows:

"The Chair of the Board of Directors of SunLine Transit Agency shall appoint the Chair and Vice-Chair of all Board Committees. The Board of SunLine Transit Agency shall receive notice of all appointments within one (1) week of the date of the appointment. At the next regular meeting of the Board of SunLine Transit Agency, all appointments of Chair and Vice Chair of Board Committees shall be ratified. The Chair of the Board of Directors of SunLine Transit Agency shall also fill vacancies on Board Committees as they may arise during the year. Vacancy appointments shall also be ratified at the next regular meeting of the Board of SunLine Transit Agency."

SECTION 2. Section 1.6 of the Bylaws entitled Board Committee Bylaws, shall be amended to read as follows:

"The Board may use teleconferencing and/or videoconferencing in connection with any meeting or proceeding authorized by law. The Board's use of teleconferencing and/or videoconferencing for a meeting or proceeding shall comply with all provisions of the Brown Act, including but not limited to Government Code Section 54953, and all other applicable laws."

SECTION 3. This Resolution shall take effect when adopted by the required vote of the Board at a regular Board meeting.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency and SunLine Services Group on this ____ day of September, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Brittney Sowell,
Clerk of the Board
SunLine Transit Agency and
SunLine Services Group

Robert Radi,
Chairperson of the Board
SunLine Transit Agency and
SunLine Services Group

APPROVED AS TO FORM

Eric Vail,
General Counsel
SunLine Transit Agency and
SunLine Services Group

SunLine Transit Agency

DATE:	September 23, 2020	ACTION
TO:	Board Operations Committee Board of Directors	
FROM:	Vanessa Mora, Deputy Chief Safety Officer	
RE:	Revised SunLine System Safety Program Plan	

Recommendation

Recommend that the Board of Directors approve the revised SunLine System Safety Program Plan.

Background

On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires operators of public transportation systems that receive federal funds to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

SunLine Transit Agency has revised its current System Safety Program Plan as required by the PTASP rule, which includes establishing organizational accountabilities and a written statement of safety management policy that includes objectives and performance targets. The SunLine System Safety Program Plan provides specific roles and responsibilities for various personnel in the event of an emergency. Additionally, it establishes the overall goal for the Agency of the elimination of accidents and injuries. This plan must be updated and certified by SunLine annually.

Financial Impact

There is no financial impact.

SunLine Transit Agency - Public Transportation Safety Plan



1. Transit Agency Information

Transit Agency Name	SunLine Transit Agency		
Transit Agency Address	32-505 Harry Oliver Trail, Thousand Palms, CA 92276		
Name and Title of Accountable Executive	Lauren Skiver, CEO/General Manager <i>The Accountable Executive meets all the requirements in §673.5 and §673.23(d)(1) in that this position is ultimately responsible for:</i> <ul style="list-style-type: none">○ carrying out the ASP <u>and</u> the Transit Asset Management (TAM) Plan,○ controlling or directing the human and capital resources needed to develop and maintain the ASP <u>and</u> the TAM Plan, and○ ensuring that the agency's SMS is effectively implemented, and action is taken, as necessary, to address substandard performance in the agency's SMS.		
Name of Chief Safety Officer or SMS Executive	Peter Gregor, Chief Safety Officer <i>The Chief Safety Officer meets the requirements in §673.5 and §673.23(d)(2) in that the CSO:</i> <ul style="list-style-type: none">○ is an adequately trained individual,○ responsible for safety,○ reports directly or holds a direct line of reporting to the Accountable Executive and,○ has the authority and responsibility for day-to-day implementation and operation of the SMS.		
Mode(s) of Service Covered by This Plan	<input checked="" type="checkbox"/> Fixed-Route Bus Service <input checked="" type="checkbox"/> Demand-Response	List All FTA Funding Types (e.g., 5307, 5310, 5311) Describe: 5309, 5313, 5339, CMAQ	<input checked="" type="checkbox"/> 5307 <input checked="" type="checkbox"/> 5310 <input checked="" type="checkbox"/> 5311 <input checked="" type="checkbox"/> Other
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	<p>Under Authority of Title 1, Division 7, Chapter 5 of California Government Code Section 6500 et seq. the jurisdictions in the Coachella Valley, by joint exercise of their common power, created and constituted a separate and distinct entity effective July 1, 1977, named SunLine Transit Agency (SunLine).</p> <p>SunLine Transit complies with all directives of the Transportation Development Act, the Federal Transit Administration and any directives of the Riverside County Transportation Commission, as appropriate</p> <p>SunLine is a Joint Powers Authority formed by nine cities (Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, and Coachella) and the County of Riverside. The</p>		

SunLine Transit Agency - Public Transportation Safety Plan



	<p>Agency is governed by a ten member Board of Directors consisting of one elected official from each of the member entities' governing body.</p> <p>SunLine was the first transit agency to provide a 100% alternatively fueled fleet in the country. In 2004 SunLine introduced the first hydrogen fuel cell bus into the service fleet. Today, the fixed route fleet consists of alternately powered buses: CNG and Hydrogen Hybrid Fuel Cell buses.</p> <p>The SunDial paratransit fleet consists of 100% CNG fueled vehicles.</p> <p>SunLine also maintains a fleet of support vehicles for the maintenance of bus stops and shelters, supervisory personnel and other functions. The support fleet is also powered by alternative fuels .</p> <p>SunLine's facilities include two maintenance garages. One, a 15,000 square foot facility located at SunLine's headquarters in Thousand Palms, California. The other is a 10,000 square foot facility located in Indio, California. SunLine also maintains over 500 bus shelters and bus stops.</p> <p>SunBus, a fixed-route system serving the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, LaQuinta, Indio, Coachella, and the unincorporated areas of east central Riverside County. The service area covers approximately 1,120 square miles.</p> <p>SunDial, an origin-to-destination dial-a-ride paratransit service.</p> <p>Both services operate 7-days per week. All transit services provided in the service area previously described are directly operated, including support services, by SunLine Transit.</p>
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Does the agency provide transit services on behalf of another transit agency or entity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A		

SunLine Transit Agency - Public Transportation Safety Plan



2. Plan Development, Approval, and Updates

This Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.

Name of Entity That Drafted This Plan	SunLine Transit Agency	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	<i>Lauren Skiver, CEO/GM</i>	Click or tap to enter a date.
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
SunLine Board of Directors: <i>Robert Radi, Chair</i>		Click or tap to enter a date.
Relevant Documentation (title and location)		Title 1, Division 7, Chapter 5 of the California Government Code Section 6500 et seq.

Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Riverside County Transportation Commission:	Click or tap to enter a date.
Relevant Documentation (title and location)		
Click or tap here to enter text.		

Version Number and Updates <i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued

SunLine Transit Agency - Public Transportation Safety Plan



Original	All Pages	Original	9/23/2020
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
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SunLine Transit Agency - Public Transportation Safety Plan



Annual Review and Update of the Public Transportation Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

SunLine's Agency Safety Plan is reviewed annually, or at more frequent intervals as appropriate, incorporating any findings from the **SOP Safety - 0027 Safety Review Process**.

- The update process begins at the weekly Chief's meeting as directed by the CEO/General Manager.
- The Chief Safety Officer initiates the process of update.
- The Safety Plan update includes a review of any safety concerns raised by staff, observed by staff, or otherwise brought to the attention of the Chiefs and the Safety Committee throughout the year; and the results of the Safety Review Process.
- Each Director with a potential safety issue is responsible for investigating the issue and recommending changes.
- Any recommended changes to policies/procedures are incorporated into the Safety Plan by the Chief Safety Officer and presented at the Chiefs Meetings for review and first level approval.
- The updated plan is submitted to Department Chiefs for review and approval.
- After updated plan has been approved by the Department Chiefs, the Chief Safety Officer presents the Safety Plan to the CEO/General Manager for approval.
- Minor amendments for the purposes of efficiency or the improvement of standing procedure or policy may be implemented at the discretion of the CEO/General Manager.
- Amendments that represent major management policy change will be approved by the SunLine Board of Directors. The CEO/General Manager may issue amendments, which are required because of changes in Federal or State law or regulation. All amendments require the review of SunLine Counsel for legal sufficiency.

3. Safety Performance Targets

Annual safety performance targets are based on the safety performance measures established under the National Public Transportation Safety Plan. Additionally, data collected from SunLine's previous years' operating statistics is used as a benchmark to establish current year's safety performance targets. These measures are updated annually, or as required based upon system changes.

This plan and data is made available to the SunLine Transit Board of Directors, the Metropolitan Planning Organizations representing the nine cities of the Joint Powers Authority, and/or the California State Department of Transportation.

SunLine Transit Agency - Public Transportation Safety Plan



The accountable executive is available to coordinate any performance targets with the governing bodies.

Safety Performance Targets <i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>									
Mode of Transit Service	Fatalities (Total)	Fatalities (per 100K VRM)	Injuries (Total)	Injuries (per 100K VRM)	Safety Events (Total)	Safety Events (per 100K VRM)	System Reliability (Total)	System Reliability (failures per 100K VRM)	Other
Fixed-Route	0	0	6	.18	7	.21	430	12.72	0
Para-Transit	0	0	0	0	2	.20	40	4.06	0

Safety Performance Target Coordination

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

Click or tap here to enter text.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	California Department of Transportation	Click or tap to enter a date.
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Southern California Associated Governments	4/9/2020
	Click or tap here to enter text.	Click or tap to enter a date.

4. Safety Management Policy

Safety Management Policy Statement

Include the written statement of safety management policy, incorporating safety objectives.

At SunLine, safety is defined as a system-wide coordination of all departments to apply operating practices, technical management techniques, and guiding principles to conserve, life, property, and the environment. At the core of our commitment to safety is our drive to:

- Provide a safe working environment for our employees

SunLine Transit Agency - Public Transportation Safety Plan



- Incorporate safety into our resource management decisions
- Keep our passengers safe
- Be good stewards of the environment

The **Safety Management Policy** is included as **Appendix A**.

Safety Management Policy Communication

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

Upon completion of the review process and securing final Board Approval, the Chief Safety Officer distributes the updated Safety Plan, which includes the Safety Management Policy, to each Department Chief for dissemination to staff.

Authorities, Accountabilities, and Responsibilities

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

Accountable Executive	CEO/GENERAL MANAGER <ul style="list-style-type: none">• Provide oversight of all Safety Plan policies, recommendations, actions, and modifications.• Delegation of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.• Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.• Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.
Chief Safety Officer or SMS Executive	CHIEF SAFETY OFFICER <ul style="list-style-type: none">• Inform all employees of new safety issues and regulations to ensure compliance.• Report to the nearest Occupational Safety and Health Administration (OSHA) office any fatal accidents, or which result in hospitalization of three or more employees.• Prioritize the safety hazards and post a list of hazards in descending order, starting with the most severe hazard first.• Coordinate with the Superintendent of Facility Maintenance in Hazard Identification and Resolution.• Inspect all SunLine facilities on a monthly basis.• Manage the Hazardous Materials Business Plan with the Superintendent of Facility Maintenance.

SunLine Transit Agency - Public Transportation Safety Plan



	<ul style="list-style-type: none">• Coordinate contractor safety programs with the Superintendent of Facility Maintenance.• Ensure that hazardous materials and waste are dealt with properly.• Ensure employees are warned of potential risks and dangers of hazardous materials in accordance with SOP Safety - 0028 Hazardous Materials Communication.• Investigate every industrial injury for cause, preventability, and any necessary post-incident training.• Track, monitor and manage the modified duty program for employees returning to work with restrictions.• Establish and manage the SunLine Safety Incentive Program for all agency employees.• Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.• Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).• Track safety KPI's for all agency employees and departments.• Reports directly to the CEO/General Manager any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment.
Agency Leadership and Executive Management	<p>CHIEF OF HUMAN RELATIONS</p> <ul style="list-style-type: none">• Maintain the CAL-OSHA Log 300. Post the CAL-OSHA Log 300 (the previous years recorded accidents) in the month of February.• Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.• Ensure all employees go through hazardous materials training annually.• Ensure a new employee receives hazardous materials training within six months from the date of hire.• Securely store all health and safety records, files, etc. pertaining to each employee including items such as training signoffs and copies of medical exams & records.• Ensure all Human Resources Department employees attend designated mandatory safety meetings.• Attend safety meetings and support the safety message being presented by the Safety Department. Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture.• Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.

SunLine Transit Agency - Public Transportation Safety Plan



- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

CHIEF TRANSPORTATION OFFICER

The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Prepare and implement safe operating policies, plans, rules, and procedures.
- Develop required policies, plans, rules, procedures, and contingency plans for safe operation reviewed by the Safety Department and approved by the CEO/General Manager. Revise when needed to reflect current operating conditions.
- Provide ongoing training and testing of personnel in the proper performance of safety-related operating policies, plans, rules, and procedures.
- Overview training, testing and certification in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Provide employees with copies of safety and emergency rules, procedures, and policies that affect them.
- Monitor adherence to safety-related operating policies, plans, rules and procedures. Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Chief Safety Officer.
- Correct conditions which have caused or have the potential to cause injury to persons or damage to property/equipment.
- Ensure all Maintenance employees attend on-going tailgate training sessions.
- Ensure all Dispatchers, Supervisors, and any other safety sensitive personnel attend safety meetings as prescribed.
- Attend employee safety meetings and support the safety message being presented by the Operations Department and all other departments with a safety message. Present operations specific information as needed to reinforce the goals of SunLine Transit Agency safety culture.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

SunLine Transit Agency - Public Transportation Safety Plan



	<ul style="list-style-type: none">Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning. DEPUTY CHIEF SAFETY OFFICER <ul style="list-style-type: none">Establish and update operating procedures and communicate them to supervisors so they may follow safety requirements.Organize, plan, and present the agency's employee safety meetings to all active employees.Organize and schedule Safety Committee meetings in accordance with SOP Safety - 0018 Safety Committee.Ensure the Safety Committee meeting minutes are posted for all employees to see.Investigate all SunLine Transit Agency collisions and injuries for preventability.Conduct post collision, injury, and incident retraining of SunLine employees.Submit monthly safety and security data to the National Transit Data base.Conduct monthly facility checks at all SunLine properties using SOP Safety - 0029 Daily Safety Walkthrough Assessment Process CHIEF MAINTENANCE OFFICER <p>The Maintenance Department is assigned the responsibility for the maintaining all vehicles in a safe condition.</p> <p>These responsibilities include:</p> <ul style="list-style-type: none">Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.Preparation and implementation of safe maintenance policies, plans, rules and procedures.Required policies, plans, rules and procedures for safe operation and maintenance are developed by the Maintenance Department and are approved by the Safety Department. They are revised when needed to reflect current operating conditions.Personnel are systematically trained, tested, and certified in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Employees are provided with copies of safety and emergency rules, procedures, and policies that affect them.There is ongoing testing of personnel in the proper performance of safety-related operating and maintenance policies, plans, rules, and procedures. The Department also monitors adherence to safety-related operating and maintenance policies, plans, rules and procedures.Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of
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SunLine Transit Agency - Public Transportation Safety Plan



records which indicate safety violations of rules and procedures. Safety violations are reported to the Safety Department. Conditions are corrected which have caused or have the potential to cause injury to persons or damage to property/equipment.

In addition to the responsibilities listed, specific actions include:

- Act as an interface between SunLine and manufacturers, to correct any severe safety hazards related to equipment and materials.
- Ensures Safety Data Sheets (SDS's) meet the requirements of **SOP Safety - 0028 Hazardous Materials Communication** and that on-line subscription programs are available to all employees.
- Maintain a chemical inventory that is updated monthly.
- Coordinate with the Chief Safety Officer to create and implement SunLine's Hazardous Materials Business Plan.
- Ensure that hazardous materials and waste are dealt with properly. Monitor the areas where hazardous wastes are handled and ensure that employees actions when entering, while within and when exiting are appropriate for existing conditions.
- Ensure all Maintenance Department employees attend designated mandatory safety meetings.
- Ensure all Maintenance Department employees attend weekly tailgate safety meetings.
- Conduct bus stop safety inspections as part of weekly cleaning and maintenance.
- Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present maintenance specific information as needed to reinforce the goals of SunLine Transit Agency safety culture.
- Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

CHIEF FINANCE OFFICER

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all purchases comply with applicable FTA and DOT safety requirements.
- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.

SunLine Transit Agency - Public Transportation Safety Plan



- Work closely with the Superintendent of Facility Maintenance to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment.
- Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present finance specific information as needed to reinforce the goals of SunLine safety culture.
- Ensure all Finance Department employees attend designated mandatory employee safety meetings.
- Participate in emergency disaster planning for the recovery of the financial cost of supporting and providing transit assets during an emergency or disaster situation.
- Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

PLANNING MANAGER

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations.
- Attend employee safety meetings and ensure departmental staff attends meetings.
- Support and enforce all safety and security policies and procedures established by the agency.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

SunLine Transit Agency - Public Transportation Safety Plan



Key Staff	SAFETY COMMITTEE MEMBERS													
	<ul style="list-style-type: none">• Make certain that employees have and use safe tools and equipment (including personal protective equipment) and that equipment is maintained properly.• Report any safety hazard to the Safety Department immediately.• Act as an interface between the employees and the Safety Department.• Ensure employees follow the safety rules and report any employee who violates the safety rules.• Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.• Have the necessary job knowledge relating to all machines and processes in their area of responsibility.• Conduct quarterly site inspections and post results in operations and maintenance lounge.													
	All employees at SunLine Transit have a role in safety. In an effort to ensure that safety responsibilities are understood, the following chart describes the safety roles for each job classification.													
	<table border="1"><caption>SunLine Transit Agency</caption><thead><tr><th>JOB CLASSIFICATION</th><th>JOB DESCRIPTION/RESPONSIBILITY</th><th>APPLICABLE CODES</th></tr></thead><tbody><tr><td>Clerical</td><td>Administrative Assistant, Accounting Tech, Marketing Rep., Receptionist, Customer Service: Tasks include computer operations, telephone, fax, filing, appointments, check processing and copying. Equipment: Computer equipment, copier, telephone, file cabinets, postage meter, 10-key.</td><td>1, 2, 5</td></tr><tr><td>Operations Controller</td><td>Dispatches motor coach operators provides route and schedule information. Equipment: Radios, computer equipment, copier, telephone, typewriter, and file cabinets.</td><td>1, 2</td></tr><tr><td>Operations Operators</td><td>Operates and drives a motor coach along prescribed routes. Equipment: Motor coach and wheelchair lifts.</td><td>1, 5</td></tr></tbody></table>			JOB CLASSIFICATION	JOB DESCRIPTION/RESPONSIBILITY	APPLICABLE CODES	Clerical	Administrative Assistant, Accounting Tech, Marketing Rep., Receptionist, Customer Service: Tasks include computer operations, telephone, fax, filing, appointments, check processing and copying. Equipment: Computer equipment, copier, telephone, file cabinets, postage meter, 10-key.	1, 2, 5	Operations Controller	Dispatches motor coach operators provides route and schedule information. Equipment: Radios, computer equipment, copier, telephone, typewriter, and file cabinets.	1, 2	Operations Operators	Operates and drives a motor coach along prescribed routes. Equipment: Motor coach and wheelchair lifts.
JOB CLASSIFICATION	JOB DESCRIPTION/RESPONSIBILITY	APPLICABLE CODES												
Clerical	Administrative Assistant, Accounting Tech, Marketing Rep., Receptionist, Customer Service: Tasks include computer operations, telephone, fax, filing, appointments, check processing and copying. Equipment: Computer equipment, copier, telephone, file cabinets, postage meter, 10-key.	1, 2, 5												
Operations Controller	Dispatches motor coach operators provides route and schedule information. Equipment: Radios, computer equipment, copier, telephone, typewriter, and file cabinets.	1, 2												
Operations Operators	Operates and drives a motor coach along prescribed routes. Equipment: Motor coach and wheelchair lifts.	1, 5												

SunLine Transit Agency - Public Transportation Safety Plan



	Operations Field Supervisor	Supervises motor coach operators to ensure schedule adherence and safe operation. Equipment: Company vehicles, radios, computer equipment, copier, typewriter, and telephone.	1, 2, 5	
	Maintenance/Utilities	Maintains and cleans vehicles and facilities. Equipment: Vacuums, bus wash, paint, solvents, ladders, scaffolding and hoses.	1, 3, 4, 5	
	Maintenance/Property Maintainers & Supervisors	Maintains, cleans, and installs bus stops. Removes graffiti, steam cleans and empties trash. Equipment: Steam cleaners, sand blasters, standard tools, ladders, solvents, paints, nails, and drills.	1, 3, 4, 5	
	Maintenance/Mechanics & Supervisors	Performs vehicle repair work and diagnostic analysis. Equipment: Mechanics tools, diagnostic equipment, paint, oil and transmission fluids, welding equipment	1,2,3,4,5	
	Maintenance/Facilities	Maintains and cleans exteriors of buildings. Equipment: Lawn and garden equipment, paints, hammers.	1,3, 4, 5	
	Maintenance/Body Technician	Performs vehicle inspections and repairs and directed. Equipment: Welding equipment, lifts, paint spray, mechanic tools, air hose, diagnostic equipment, oils, and fluids.	1,3,4,5	
	Superintendent Of Maintenance	Supervises, trains, and directs the work of mechanics and utility personnel. Equipment: Gas engines, mechanic tools, transmissions, batteries, electrical wiring, CNG, paints and welding materials.	1,2,3,4,5	

SunLine Transit Agency - Public Transportation Safety Plan



Applicable Codes

SOP Safety - 0025 Codes of Safe Practice describes safety requirements for work conditions, safe work practices, and personal protective equipment. These may be used to train new employees and employees who are changing their job assignment.

NOTE: Codes are numbered and correspond with "Safe Practice" description.

Codes of Safe Practices		
Code #	Category	Employees
1	General Safety	All employees
2	Administrative	Clerical/Management
3	Material Handling	Operations/Maintenance
4	Maintenance	Operations/Maintenance
5	Company Vehicles	Operations Operators/Maintenance
6	Confined Space Activities	Maintenance

Employee Safety Reporting Program

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

Reporting unsafe conditions or practices is protected by California law. SunLine's Safety Department will investigate any report or question regarding existing or potential hazards as required by the Injury and Illness Prevention Program Standard (Title 8 California Code of Regulations §3203) and advise the employee who reported the information and the workers in the area it affects, of the results. Additionally, as noted in the Title 8 California Code, this is done in a manner that provides the employee a way to report without fear of reprisal.

(Title 8 California Code of Regulations §3203)

The program... shall... include...provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.

Disciplinary actions at SunLine are based on infractions of SunLine's Rules and Regulations that are necessary for safe and efficient operations. Reporting of safety hazards does not warrant disciplinary action.

All safety risks, potential hazards, unsafe practices, mitigation strategies, and recommendations for improving safety are reviewed, assessed, and maintained by the **Safety Committee**. They are reviewed each month to determine potential consequences if not addressed, possible mitigation strategies, cost and timeline for implementation, and follow-up to ensure mitigation strategies are effective.

Actions taken are maintained and monitored for one year. If an incident occurs as a result of a failed mitigation strategy that was applied to the reported safety risk, the situation is readdressed,

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the calendar for maintaining and monitoring starts over, and the situation is monitored for one year from the incident date. If the situation has been resolved without further incident for one year, the information is maintained in a closed file for three years.

This rolling calendar ensures that safety risks and mitigation strategies are regularly monitored for effectiveness and improvement as needed.

SOP Safety 0038 – Employee Safety Suggestion Program provides employees with written forms to inform management of potential hazards or unsafe conditions and has established a suggestion box for input by employees. Below is a representation of the form.

EMPLOYEE SAFETY SUGGESTION FORM
<p><i>This form is for employees who wish to provide suggestions or report an unsafe workplace condition or practice.</i></p> <p>Description of unsafe condition or practice:</p> <p>Cause or other contributing practices:</p> <p>Employee suggestion for improving safety:</p> <p>Has this been reported to a supervisor? Yes No</p> <p>Employee Name: (Optional)</p> <p>Department:</p> <p><i>Use of this form and other reports about unsafe conditions or practices are protected by law. It is illegal for an employer to act against employees for exercising their right to communicate safety problems.</i></p> <p><i>The employer will investigate any report or question as required by the Injury and Illness Prevention Program Standard (8 CCR §3203) and advise the employee who provided the information, or the workers in the area it effects of results.</i></p>

SOP Safety - 0036 Notification of Injuries, Incidents, and Collisions describes the notification procedures for reporting and disseminating information to the appropriate personnel for action; and the responsibilities for handling the situation. Generally, the procedures are as follows:

- **Driver** shall:
 - notify Dispatch by radio immediately.
 - be prepared to report the circumstances of the injury and/or collision and request the type of help needed, i.e.: just a supervisor, police, paramedics, etc.
 - follow any instructions given by Dispatch.
 - maintain control of the situation until first responders or management arrives

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- complete the **Operator's Injuries, Incidents, Collisions Report** at the scene if possible, so as to gather all of the information concerning the accident/incident necessary for the Safety Department to complete an investigation and analysis of the situation.
- **Supervisor** shall:
 - be notified by the Dispatcher immediately and sent to the scene
 - be in charge of the injury/collision scene to be certain all SunLine procedures are followed
 - remain in contact with Dispatch to:
 - ensure that emergency services/police are summoned, depending on the circumstances
 - keep Dispatch informed of the circumstances as they occur at the scene so the necessary employees and equipment can be made available
- **Controllers** shall:
 - immediately handle the scene, by radio or phone, to ensure complete medical attention or other emergency services are contacted, and that this information is relayed to the Supervisor/Driver at the scene.
 - notify the Deputy Chief Operations Officer- Transportation.
 - follow the instructions of any or all Department Chiefs related to all collisions, injuries, and equipment damage.
- **Deputy Chief Transportation Officer** shall:
 - assess the circumstances of the incident and make the determination of notifying the Chief Operations Officer or other SunLine staff as is warranted under the circumstances.
- **Chief Transportation Officer** shall:
 - assume responsibility of notifying the Chief Safety Officer and CEO/General Manager or other SunLine staff as is warranted under the circumstances.

SOP Safety - 0037 Incident Alert Process describes the process for determining who to notify based upon the situation; and how the notification is to be made.

Events are categorized by type and severity level then reported to the appropriate SunLine employee.

Event Category			
EVENT TYPE	LEVEL A	LEVEL B	LEVEL C
Employee Injury	Fatality or critical injury	Multiple lost time injuries requiring transport & admission	Individual injury requiring transport to medical facility
Collision	Fatality	Major vehicle damage (total loss) Rollover/Tip over Pedestrian contact	Disabling damage requiring Tow Vehicle evacuation Thermal event
Passenger/ 3rd Party Injury	Fatality or critical injury	Injury requiring transport/admission	Injury requiring trans/treat/release

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	Assault	Fatality or critical injury Major violence on Company vehicle or terminal	Injury requiring transport/treatment	Injury requiring first aid	
	Passengers w/ Disabilities	Fatality or critical injury	Injury requiring transport/treatment	Injury requiring first aid	
	Security	Bomb detonation Hijack/terrorism	Bomb device found Theft, robbery Security event	Bomb threat Employee misconduct Passenger misconduct	
	Facility/Property Damage	Loss of Company or third party facility	Property damage \$10K - \$25K	Property damage \$5K – less than \$10K	
	Sleeping Children		Passenger/child left unattended Missing child > 2 hours	Wrong stop w/missing child < 2 hours	
	Media Note: All media events notify FGA Communications	National media	Regional media	Local media	
	Other Events	Labor strike (sudden walk out) Other critical event	Environmental emergency response Regulatory investigation Police investigation (criminal or arrest) Other serious event	Other minor event	

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INCIDENT ALERT DISTRIBUTION LIST

LEVEL A	LEVEL B	LEVEL C
All Parties in Level B and C Chief Executive Officer/General Manager General Counsel Chief Safety Officer Chief Transportation Officer Chief Administrative Officer Chief Financial Officer Chief Performance Officer	All Parties in Level C Deputy Chief Safety Officer Deputy Chief Transportation Officer Deputy Chief Maintenance Officer Deputy Chief Financial Officer Deputy Chief Performance Officer	Superintendent of Transportation Superintendent of Fleet Maintenance Superintendent of Facilities Alternative Fuels Program Manager (<i>If incident involves fueling station</i>)

All records and documentation of hazard identification inspections are maintained by SunLine's Safety Department. The Safety Department also maintains records for collision/injury investigation, safety concern reports and logs for tracking the progress and resolutions.

- Supervisor's Report of Unsafe Condition
- Supervisor's Report of Accident
- Employee reporting of hazards

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

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

SAFETY HAZARD IDENTIFICATION

The objective of SunLine's hazard identification activities is to define those conditions and faults, which have the potential for causing an accident or incident; and the consequences of those hazards.

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Information gathered from the following sources is reviewed regularly by the Deputy Chief Safety Officer to identify potential safety hazards.

- accidents/incidents that occur in the daily operations of the service,
- feedback from employees and customers regarding unsafe practices and/or conditions,
- alerts/notifications from the FTA regarding industry hazards, and
- feedback and/or reports from the oversight authorities regarding unsafe practices and/or conditions observed and safety alerts they may receive.
- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions.
- Monthly facility inspections: Quarterly by Safety Committee members.
- Employees:
 - Worker safety suggestions or complaints
 - Reporting of hazards by employees
- Accident and near-miss investigations.
- Review post-accident analysis conducted by Safety Department.

To ensure that hazard identification is routinely conducted, the following Inspection Schedule has been implemented.

Area/Item	Frequency
Chemical Storage Areas	Weekly
Facility – Thousand Palms	Monthly
Facility – Indio	Monthly
Facility - Coachella	Monthly
Storage Tanks	Monthly
Maintenance Area	Monthly
Waste Storage Area	Monthly
Waste Treatment Areas	Monthly
Bus Stops/Route	As Needed

In addition, the following SOPs have been developed and implemented to help employees identify areas and items in the workplace that may be hazardous.

- **SOP Safety - 0026 Facility Hazard Recognition Manual**
- **SOP Safety - 0029 Daily Safety Walkthrough Assessment**
- **SOP Safety - 0039 Hazardous Tools and Shop Equipment Safe Work Procedures**

SOP Safety - 0040 Safety Data Acquisition & Reporting describes how to define a safety event, the importance of data collection, how to collect the data, and the roles and responsibilities of SunLine employees in a safety event. The information obtained is used in determining causal factors and developing mitigation strategies to prevent the safety event from reoccurring or occurring.

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ASSESSMENT OF SAFETY RISK AND ASSOCIATED CONSEQUENCES

Likelihood of Occurrence of Consequences of Hazards

Determining the likelihood that a hazard could result in consequences that create unsafe conditions is instrumental in keeping SunLine employees and customers safe, and equipment and facilities in safe working order. Additionally, resources can be assigned in a more strategic manner to reduce the likelihood of consequences occurring that may lead to incidents of injury, destruction of property and equipment, and accidents that could lead to fatalities.

Data used to determine the likelihood of a hazard resulting in unsafe consequences is derived from research, analysis, evaluation of safety data from the operating experience of SunLine, and/or historical safety data from similar systems.

Severity of Consequences of Hazards

Determining the severity of the consequences of a hazard, coupled with the likelihood of the consequence occurring, provides SunLine with the data necessary to effectively manage the many potential hazards that are faced during the operation of a transit system. Which hazards to address first, how best to allocate resources, and developing an appropriate timeline to manage the identified hazards and potential consequences are all based on this analysis of consequence likelihood and severity.

There are four categories of severity:

CATEGORY I - CATASTROPHIC

Operating conditions are such that the consequences of human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause death or major system loss**, thereby requiring:

- immediate cessation of the unsafe activity or operation
- immediate evaluation of the contributing factors.
- corrective action implemented
 - activity/operation does not restart until corrective action has been implemented

CATEGORY II - CRITICAL

Operating conditions are such that the consequences of human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause severe injury or illness or major system damage** thereby requiring:

- immediate cessation of the unsafe activity or operation
- immediate evaluation of the contributing factors.
- corrective action implemented
 - activity/operation does not restart until corrective action has been implemented

CATEGORY III - MARGINAL

Operating conditions are such that the consequences **may result in minor injury or illness or minor system damages** such that human error, environment, design deficiencies, sub-system or

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component failure or procedural deficiencies **can be counteracted or controlled without serious injury, illness or major system damage** with counseling or retraining.

CATEGORY IV- NEGLIGIBLE

Operating conditions are such that the consequences of personnel error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **may result in no, or less than minor, illness, injury or system damage**. Counseling may be required to correct situation.

SAFETY RISK MITIGATION

Mitigation of Safety Risk

SOP Safety - 0041 Mitigation of Safety Risk describes the procedures for the mitigation of potential hazards. Generally, upon report of a potential hazard to an immediate supervisor, that supervisor shall report the hazard to the Superintendent of Facility Maintenance and the Chief Safety Officer.

If the hazard has been determined by the Superintendent of Facility Maintenance and the Chief Safety Officer to fall within the Unacceptable or Undesirable category, they will notify the CEO/General Manager of the risk and their plan for mitigation.

After the risk of injury has been eliminated, the Chief Safety Officer will notify the CEO/General Manager of the outcome. During the next year, the Safety Committee will monitor the mitigation strategy to determine its effectiveness. If the risk has not been successfully eliminated it will be readdressed and a modification to the existing strategy or a new strategy will be implemented then monitored for one year from date of the implementation.

Based on the Risk Likelihood and Severity Assessment, Hazard Resolution priority is based on the following criterion:

UNACCEPTABLE/UNDESIRABLE:

These hazards are considered Category 1 – Catastrophic or Category 2 – Critical in severity

- An Unacceptable risk will be corrected immediately after discovery.
- An Undesirable risk is corrected within 24 hours after discovery.

As soon as an unacceptable or undesirable risk has been discovered,

- all individuals are removed from the immediate area,
- bus is immediately evacuated,
- affected work area is immediately cordoned off,
- any on/off switches are set to off,
- appropriate authorities are notified,
- appropriate measures are taken to mitigate the hazard.

If the hazard is determined to be in a product pending delivery, all hazards are mitigated by the manufacturer prior to delivery to SunLine.

ACCEPTABLE WITH REVIEW:

An Acceptable With Review risk is considered a Category 3 – Marginal severity and reviewed within 24 hours after discovery. A complete report is prepared by the Superintendent of the operations area affected for the CEO/General Manager and the Chief Safety Officer.

The Chief Safety Officer shall determine resolution, if appropriate.

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ACCEPTABLE WITHOUT REVIEW:

An Acceptable Without Review risk is considered a Category 4 – Negligible severity and reviewed within 24 hours after discovery. A complete report is prepared by the Chief Safety Officer for the CEO/General Manager.

The condition is monitored at least once weekly and any changes are reported to the Chief Safety Officer for further review to determine if any mitigation strategies are necessary.

APPLYING RESOURCES TO RISK

After a risk has been identified, the Chief Safety Officer and the Superintendent of the area of operations affected by the hazard use the Applying Resources to Risk Evaluation Table to evaluate the likelihood of the hazard reoccurring if an incident relating to the hazard has occurred, or the likelihood of the hazard occurring if it has been identified before an incident has occurred.

Using this table also requires a consideration of the:

- consequences of the risk
- root cause
- affected employees
- mitigation strategy
- resources required for mitigation
- cost of mitigation
- timeline for implementing the mitigation strategy

The goal of using this evaluation table is to ensure that the hazard has been evaluated completely, and resources dedicated appropriately to reduce or eliminate the likelihood of the hazard reoccurring or causing injury or destruction of property.

Applying Resources to Risk Evaluation Table

Acceptable w/o Review	Acceptable w/Review	Undesirable	Unacceptable
<p>Acceptable w/o Review</p> <ul style="list-style-type: none">• counseling may be required	<p>Acceptable w/Review</p> <ul style="list-style-type: none">• counseling• retraining	<p>Undesirable</p> <ul style="list-style-type: none">• immediate cessation of the unsafe activity or operation• immediate evaluation of the contributing factors.• corrective action implemented within 24 hours<ul style="list-style-type: none">○ activity/operation does not restart until corrective action has been implemented	<p>Unacceptable</p> <ul style="list-style-type: none">• immediate cessation of the unsafe activity or operation• immediate evaluation of the contributing factors.• corrective action implemented immediately<ul style="list-style-type: none">○ activity/operation does not restart until corrective action has been implemented

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Likelihood of Occurrence	Frequent <i>(Has occurred and will continue to occur)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Probable <i>(Will occur soon and continue to occur)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Occasional <i>(Likely to occur infrequently)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Remote <i>(Unlikely but possible to occur)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Improbable <i>(So unlikely to occur it may be assumed that it will not occur)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Negligible	Marginal	Critical	Catastrophic
Safety Impact of Consequences					
Risk Being Assessed	Describe: Click or tap here to enter text.				
Consequences of Risk	Describe: Click or tap here to enter text.				
Root Cause	Describe: Click or tap here to enter text.				
Affected Employees	Describe: Click or tap here to enter text.				
Mitigation Strategy	Describe: Click or tap here to enter text.				
Resources Required to Mitigate Risk	Human Resources: Click or tap here to enter text.				

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	Equipment Resources: Click or tap here to enter text. Training Resources: Click or tap here to enter text.												
Cost of Mitigation Resources	<table border="1"><thead><tr><th colspan="3">Resource Cost Calculator</th></tr></thead><tbody><tr><td>Human Resources</td><td>\$</td><td>-</td></tr><tr><td>Equipment Resources</td><td>\$</td><td>-</td></tr><tr><td>Training Resources</td><td>\$</td><td>-</td></tr></tbody></table> <p>(Double-Click Worksheet to Add Dollar Amounts)</p>	Resource Cost Calculator			Human Resources	\$	-	Equipment Resources	\$	-	Training Resources	\$	-
Resource Cost Calculator													
Human Resources	\$	-											
Equipment Resources	\$	-											
Training Resources	\$	-											
Timeline for Implementing Mitigation													
<i>Enter description of each mitigation step into text box. Click on box below each step to enter date each step is to be completed.</i>													
	 												
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.											
	 												
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.											

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Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.

6. Safety Assurance

Safety Performance Monitoring and Measurement
<i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i>
Safety Design Review
Safety reviews are held with participation of all Department Heads to ensure that proposed designs comply with safety requirements. Consideration is given to such areas as:
<ul style="list-style-type: none">• System interactions• Human factors• Environmental parameters• Isolation of energy sources• Materials compatibility• Use and long-term storage of critical materials• Emergency responses, egress, and rescue paths• Fire sources and protection• Equipment layout• Lighting requirement• Operational requirements• Maintenance requirements• Document control• Data entry• Security requirements

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Any system modifications and designs are first approved by Department Heads at weekly Chiefs Meetings where critical safety issues are addressed. The CEO/General Manager and Chief Safety Officer provide final approval of any design modification before it can be implemented.

The Chief Safety Officer is responsible for distributing all modifications to the systems and programs and ensuring their compliance with the changes.

SOP Safety - 0027 Safety Review Process describes the process used at SunLine to review operating conditions and practices for compliance with policies and risk reduction; daily, annually, and as situations occur.

A Safety Review is triggered as hazards and risks are identified by conducting **SOP Safety - 0029 Daily Safety Walkthrough Assessment** and **SOP Safety - 0036 Notification of Injuries, Incidents, and Collisions**; policies/procedures and training techniques change; and accident and incident data generated from **SOP Safety - 0040 – Safety Data Acquisition and Reporting** is reviewed and reveals trends that may indicate unsafe practices.

Additionally, prior to the beginning of each fiscal year, SunLine Transit's Safety Plan is reviewed by Executive management, including Operations, Maintenance, and Administration, and revised based on the safety data collected and analyzed, concerns and complaints received from employees and passengers, and changes to policies and procedures made throughout the year.

SunLine Transit is also subject to various certifications/audits from outside agencies. They include:

CALIFORNIA HIGHWAY PATROL (CHP)

Annual terminal inspections consisting of maintenance records, random inspections of vehicles, driver's records, training records, work schedules, and Pull Notice Program.

INSPECTION OF CONTROLLED SUBSTANCE AND ALCOHOL TESTING (CSAT) PROGRAM

Annual inspection of all results and other records pertaining to controlled substance and alcohol use and testing.

DEPARTMENT OF MOTOR VEHICLES (DMV)

Annual inspections of pre-trip, skills, and road test, driver's records, and verify hours on Verification of Transit Training (VTT) forms and required medical certification SunLine employees must pass all for continued enrollment in the DMV Employer Testing Program.

VERIFICATION OF TRANSIT TRAINING (VTT)

All operators are required to possess a VTT. Training Supervisor documents all hours of training (classroom, behind the wheel, in-service). Each operator must have no less than eight (8) hours annually.

The Chief Safety Officer evaluates these certifications/audits as they happen to determine if any actions need to be taken. The information from the certifications/audits is also included part of annual Internal Safety Assessment.

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

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Internal Safety Assessment

In addition to the activities described in Safety Design Review section of this plan, **SOP Safety - 0042 - Internal Safety Assessment** is completed on an annual basis to ensure that all organizational elements, equipment, procedures, and functions are being performed as intended from a system safety perspective.

The Chief Safety Officer has access to all records and reports.

The Assessment includes:

- an examination of all documentation, including trend analysis prepared since the last Assessment.
- Safety data and information is reviewed and compared to prior year data.
- Equipment, facilities, checklists, and other forms are reviewed.
- Interviews are held with relevant safety personnel.
- Recommendations for corrective actions may be made as a result of the Assessment.

Assessment Responsibility

The Chief Safety Officer is responsible for all internal safety assessments, to be completed no less frequently than annually.

Assessment Reporting

The Chief Safety Officer provides copies of the assessment reports to all Directors at a weekly Director Meeting. The assessment reports include assessment of equipment, procedures, reports, and data.

Assessment Objectives and Techniques

- Verify safety program development/implementation in accordance with the program.
- Assess the effectiveness of the safety programs.
- Identify program deficiencies.
- Identify potential hazards and weaknesses in the safety programs.
- Verify prior corrective actions for closure.
- Recommend improvements to the Safety Plan.
- Provide management with assessment of status and adequacy of the Safety Plan.
- Assure continuing evaluation of safety-related programs, issues, awareness, and reporting.

Assessment Areas

- Staff responsibilities
- Planning
- Scheduling of inspections
- Completion of checklists

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- Performance of all functions
- Notifications per the Safety Plan
- Reporting per the Safety Plan
- Corrective action plans
- Closeout of findings

Evaluation of Documentation

AGENCY DOCUMENTATION	DEPARTMENTAL DOCUMENTATION	INTER-AGENCY DOCUMENTATION	HISTORICAL DOCUMENTATION
<ul style="list-style-type: none">• System Safety Program Plan• Emergency Procedures• Configuration Management Plan• Hazardous Materials Management Plan• Injury & Illness Prevention Program• Fire Codes• Drug and Alcohol Abuse Program• Hazard Identification Procedures• Accident/Incident Procedures• Training Programs• Safety Committee Minutes• Safety Concern Logs and Reports• Annual Employee Safety Meeting Data• Safety Evaluation Logs and Reports• Industrial Injury Policy and Procedures• Modified Duty Policy and Procedures	<ul style="list-style-type: none">• Maintenance Procedures• Training Manuals• Checklist Completion	<ul style="list-style-type: none">• Emergency Preparedness Plan• Facility Safety Inspection Reports• Emergency Evacuation Drill Reports	<ul style="list-style-type: none">• Accident Investigations• Collision/Injury Logs• Collision and Injury Analysis Reports• Audit Reports• APTA Audit Corrective Action Matrix• Checklist Completion• Maintenance Inspections/Repairs• Chemical Inventories

Safety Committee

SOP Safety - 0018 Safety Committee describes the responsibilities of the Safety Committee. The Safety Committee is involved in the planning, revision, and implementation of **SunLine Transit Agency's Injury and Illness Prevention Program**.

The committee meets minimally every quarter and its primary responsibilities include:

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1. Review and discuss
 - a. all occupational accidents and causes of incidents resulting in occupational injury,
 - b. occupational illness, or
 - c. exposure to hazardous substances

and make recommendations to upper management to prevent recurrence.
2. Review investigations of alleged hazardous conditions brought to the attention of any committee member.
3. Review and discuss the company's safety record and make necessary corrections or recommendations.
4. Prepare minutes for each safety meeting using **SOP Safety – 0018a Safety Committee Meeting Log**, post a copy on the bulletin board and distribute to employees.
5. Conduct safety inspections to discover unsafe conditions and practices and make recommendations for their correction.
6. Conduct "good housekeeping" inspections, follow-up on recommended corrective procedures, and post results in operations and maintenance lounge.
7. Make certain that employees have and use safe tools and equipment, including personal protective equipment, and that equipment is maintained properly.
8. Report any safety hazard to the Safety Department immediately.
9. Act as an interface between the employees and the Safety Department.
10. Ensure employees follow the safety rules and report any employee who violates the safety rules.
11. Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.
12. Have the necessary job knowledge relating to all machines and processes in their area of responsibility.
13. Participate in safety promotional activities to arouse and maintain interest in employees and management.
14. Prepare and make available to the affected employees, written records of the safety and health issues discussed at the committee.

The Safety Committee consists of:

- Chief Safety Officer
- Senior Training Supervisor
- Deputy Chief Safety Officer
- A member from the Planning Department
- Maintenance Mechanic
- A member from the Marketing Department
- A member from the Finance Department
- Fixed Route Operator
- Paratransit Operator

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Facilities Inspection

Facilities Inspections occur no less than monthly by the Safety Department and include all operating, maintenance and administrative structures. **SOP Safety - 0026 Facility Hazard Recognition** describes potential hazards, the process used, and the frequency for conducting a safety inspection of the facilities and safety equipment used in the facility.

The following list of facilities/equipment with specific safety-related characteristics is inspected using **SunLine Facility Hazard Recognition Manual**. The list is updated as new equipment is brought on-site to any SunLine facility.

Safety Principles	Emergency Precautions & First Aid
Personal Protective Equipment & Clothing <ul style="list-style-type: none">• Foot Protection• Eye & Face Protection• Safety Glasses• Face Shield & Goggles• Hi-Viz Outer Wear• Hand Protection• Hearing Protection• Respiratory Protection• Clothing & Other Protection• Other PPE	<ul style="list-style-type: none">• Emergency Phone Numbers• Fire Evacuation• First Aid Kits• Eye-Wash Stations• Spill Response Equipment
General Work Environment <ul style="list-style-type: none">• Facility HVAC• Service Pits• Exhaust Ventilation• Work Area Illumination• Noise Levels• Housekeeping	Exits Walkways & Working Surfaces Fire Protection Flammable & Combustible Materials <ul style="list-style-type: none">• Compressed Gases• Gas Bottle Securement & Signage
	Welding <ul style="list-style-type: none">• PPE• Guidelines Electrical Machine Guarding Ladders Wheel Maintenance Vehicle Maintenance

Separate inspections of all passenger facilities such as bus stops and shelters are conducted by the Stops and Zones personnel in accordance with **SOP Safety - 0022 Bus Stop Safety Evaluation**. Any unsafe conditions are reported to their supervisor upon discovery.

Safety inspection documents are maintained, filed, and tracked in the Safety Department. Safety inspection reports are available to the CEO/General Manager and Department Heads

Maintenance

Maintenance operating policies, plans, and procedures are routinely monitored by supervisors to assure employees are performing their maintenance functions in a safe manner. **SOP Safety - 0029 Daily Safety Walkthrough** is a key tool used for this monitoring. Violations of practices

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and conditions which may cause harm to employees, property, or equipment is corrected and reported to the Safety Department.

Additionally, specific actions are taken to ensure implementation of all safety policies including, but not limited to:

The Deputy Chief Maintenance Officer or designee checks tool calibrations on an annual basis and repairs or replaces the tool as appropriate and maintains documentation to support such checks. The Chief Safety Officer is notified of the results of such checks.

All safety related records of the Maintenance Department are maintained with copies provided to the Chief Safety Officer.

The Chief Safety Officer maintains the database of facility safety issues and evaluates that list on an annual basis to determine safety trends. Such evaluation is reported to the Superintendent of Facility Maintenance and the Chief Operations Officer for further action as necessary.

The Deputy Chief Maintenance Officer maintains all safety-related records of the Maintenance Department and will provide copies of those reports to the Chief Safety Officer.

The Maintenance Department has developed a preventative maintenance schedule for vehicles, which is designed to maintain overall system safety at a maximum interval of 6,000 miles between preventive maintenance evaluations. Reported deficiencies and defects in equipment or facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of defects is placed into service.

Describe activities to conduct investigations of safety events to identify causal factors.

The activities described in the previous section of this plan include investigations and identifying the causal factors of safety events. **Include Accident/Incident Investigation procedures plus identifying causal factors including latent organizational factors.**

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

As described earlier, **SOP Safety 0042 – Internal Safety Assessment** is a methodology conducted by the Deputy Chief Safety Officer and Deputy Chiefs of the operating divisions and is used to ensure uniform, coordinated development and implementation of operating, maintenance, and facility procedures.

Several of the tools described earlier in this plan are incorporated into to this process to ensure that data collected throughout SunLine is considered during this review process. Those tools include but are not limited to:

- Weekly Chiefs Meetings
- Internal Assessment
- Daily Safety Walkthrough
- Drivers Report
- Safety Committee reports
- Employee Safety Suggestion program

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Additionally, a **Health & Safety Audit Checklist** is included in the Internal Safety Assessment, which guides the review of safety practices, responsibilities, communication, policies, record keeping, etc.

This data is analyzed then compared to current practices and procedures to ensure that safety concerns have been addressed and procedures are being followed. Where discrepancies are identified, the Deputy Chief of the operating division in question works with supervision and employees to correct the situation.

Should changes to the current practices be required as a result of this review the following steps are taken:

1. The concerns and supporting data are brought to the Chief Safety Officer for review.
2. The Chief Safety Officer works with the review team to develop a solution.
3. The proposed solution is then presented to the affected Department Head for review and approval.
4. After Department Head approval the Chief Safety Officer presents the solution to the CEO/General Manager for review and approval.
5. After CEO/General Manager approval the Chief Safety Officer ensures that the solution is returned to the Department Head for implementation.

This review is scheduled to be conducted annually. Throughout the year, the practices are routinely monitored. Should additional discrepancies be found between the SOP and actual practices, the Health & Safety Audit is repeated when needed to correct the situation.

When necessary, SunLine hires consultants with specific areas of expertise in safety, hazardous materials handling, and hazardous conditions mitigation to assist.

SunLine also stays abreast of industry safety issues and mitigations through membership in several organizations including:

- the American Public Transportation Association (APTA),
- Cal ACT,
- California Transit Association,
- National Safety Council,
- CAL/OSHA Compliance Advisor,
- Safety Compliance Alerts,
- Injury Prevention Alerts,
- Facility Manager Alerts and
- other specific trade organizations.

In addition to their responsibilities described throughout this safety plan, SunLine's management team monitors data for trends and shares their findings shared throughout the organization.

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CEO/GENERAL MANAGER

- Provides oversight of all safety policies, recommendations, actions, and modifications.
- Delegation of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.
- Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.
- Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.

CHIEF SAFETY OFFICER

- Prioritization of the safety hazards and communication to management.
- Coordinate with the Superintendent of Facility Maintenance in Hazard Identification and Resolution.
- Manage the Hazardous Materials Business Plan with the Superintendent of Facility Maintenance.
- Track, monitor and manage the modified duty program for employees returning to work with restrictions.
- Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.
- Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).
- Track safety KPI's for all agency employees and departments.
- Reports directly to the CEO/General Manager any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors, and equipment.

CHIEF OF HUMAN RELATIONS

- Maintain the CAL-OSHA Log 300.
- Post the CAL-OSHA Log 300 (the previous years recorded accidents) in the month of February.
- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all Human Resources Department employees attend designated mandatory safety meetings.
- Attend safety meetings and support the safety message being presented by the Safety Department.
- Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture.
- Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.

CHIEF TRANSPORTATION OFFICER

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The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Monitor adherence to safety-related operating policies, plans, rules and procedures.
 - Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
 - Safety violations are reported to the Chief Safety Officer.
- Ensure all Maintenance employees attend on-going tailgate training sessions.
- Ensure all Dispatchers, Supervisors, and any other safety sensitive personnel attend safety meetings as prescribed.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning.

DEPUTY CHIEF SAFETY OFFICER

- Investigate all SunLine Transit Agency collisions and injuries for preventability.
- Submit monthly safety and security data to the National Transit Data base.

CHIEF OPERATIONS MAINTENANCE OFFICER

The Maintenance Department has developed a preventive maintenance schedule for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected and monitored to ensure safe operations. Only equipment known to be free of safety defects is placed into service. The Maintenance Department is assigned the responsibility for the maintaining all vehicles in a safe condition.

These responsibilities include:

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Monitor adherence to safety-related operating and maintenance policies, plans, rules and procedures.
 - Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
- Ensure all Maintenance Department employees attend designated mandatory safety meetings.
- Ensure all Maintenance Department employees attend weekly tailgate safety meetings.

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- Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.

CHIEF FINANCE OFFICER

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.
- Work closely with the Superintendent of Facility Maintenance to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment.
- Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends.

PLANNING MANAGER

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.

Management of Change (Not Required for Small Public Transportation Providers)

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

Continuous Improvement (Not Required for Small Public Transportation Providers)

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

7. Safety Promotion

Competencies and Training

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

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Safety Training

All training in the Training Department is performed by Transportation Safety Institute (TSI) certified instructors.

All new operators training consists of no less than forty (40) hours of classroom. Classroom consists of TSI courses:

- Bus Maneuvering and Defensive Driving,
- Emergency and Accident Handling Procedures, and
- Passenger Relations.

These are supplemented with other courses that have been incorporated into the training as contained in the Instructors Manual.

Completion of a written final examination for all course subjects is required of each student.

New operator training also consists of no less than forty (40) hours of Behind-the-Wheel training before being tested.

- All new operators are trained on all SunLine vehicles which they will be expected to operate
- An authorized examiner of SunLine administers the road test, following Department of Motor Vehicle guidelines and is recorded on the Certificate of Driving Skill (DL170).
- All training records are kept on file in the Operations Training Supervisor files.

After successful completion of the classroom and Behind-the-Wheel segments of the training program, the operators begin cross training, on route, with line operators, who grade their performance on the **Trainee Progress Report**, which are reviewed by the Training Department.

The total time from classroom to line operator is approximately 6-8 weeks. All hours are documented on **Verification of Transit Training Form** (DL260).

The Safety Department coordinates with training and maintenance training instructors in formulating and refining training programs. Training curriculums are reevaluated for improvements after each training class has been completed. New hire operators are provided course critique sheets to evaluate the driver training course.

Continued safety training to instruct employees on methods to prevent traffic, passenger, and employee accidents is accomplished with:

- safety meetings,
- tailgate meetings,
- special presentations or classes,
- publications,
- newsletters, and
- coaching at work locations.

All training on new Agency vehicles is documented and retained by the Training Department.

Dispatch receives a list of those operators qualified to operate new equipment.

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Initial Training and Re-training is provided as described in the following chart.

Type of Training	Frequency	Comments
Safety Training	Upon Hire	Re-training Monthly
OSHA Training	Quarterly	
Bloodborne Pathogens	Upon Hire	Re-training Annually
Right-to-Know	Upon Hire	Re-training Annually
Equipment Training	Receipt of new equipment	
Emergency Drills	Quarterly	
Fatigue Awareness	Upon Hire	
Alternative Fuel	Upon Hire	As appropriate
General/Specific Safety	Monthly (Maint./Ops.)	Required by MOU
Hazardous Materials	Upon Hire	As appropriate
CNG Fueling	Upon Hire	As appropriated
Disaster Preparedness	Upon Hire	
Forklift	Upon Hire	Re-training Annually

Safety Communication

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

Communication Tools

SunLine uses various tools to communicate safety activities, concerns, and notices to employees. They include but are not limited to:

- Employee Safety meetings
 - Attended by employees from Operations, Maintenance, Human Resource, Planning and Administrative Staff
- Tailgate meetings
- Newsletters
- Publications
- Posting of Safety Committee minutes
- Use of color codes, posters, labels or signs to warn employees of potential hazards.

Safety Incentive Awards

Safety awards are used to encourage individual participation in the safety program.

Presently the Safety Department administers Safe Driving Awards, which recognizes individual yearly miles driven accident free by transit operators.

Our other safety incentive program is our Quarterly Safety Incentive Program that recognizes the safety achievement of employees with a prize.

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Additional Information

Supporting Documentation

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

All SMS documentation and related information, including Standard Operating Procedures, is maintained for three years and is accessible thru the Safety Department. All information is available to the FTA and other oversight agencies upon request.

Safety – 0001 Sharp Containers

Safety – 0005 Safety Vest Procedure

Safety – 0006 How to Use an Automated External Defibrillator (AED)

Safety – 0010 Replay Software System (Bus Tracking)

Safety – 0016 NEO-Safety

Safety – 0030 Control & Response for Infectious Disease

Safety – 0030a MRSA General Information for Employees & Passengers

Safety – 0030b H1N1 General Information for Employees & Passengers

Safety – 0030c Coronavirus (COVID-19) General Information for Employees & Passengers

Safety – 0032 Bus/Work Area Disinfecting

Safety – 0033 Bloodborne Pathogens Exposure Control

Safety – 0023 Active Shooter

Definitions of Special Terms Used in the Safety Plan

Term	Definition
Injury and Illness Prevention Program Standard (Title 8 California Code of Regulations §3203)	<p>Effective July 1, 1991, every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:</p> <ul style="list-style-type: none">(1) Identify the person or persons with authority and responsibility for implementing the Program.(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training

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	programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.
SunBus	A SunLine Transit Agency fixed-route system serving the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella, and the unincorporated areas of east central Riverside County. The service area covers approximately 1,120 square miles.
SunDial	A SunLine Transit Agency origin-to-destination dial-a-ride paratransit service.
SunLine Transit Agency	A Joint Powers Authority formed by nine cities (Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, and Coachella) and the County of Riverside. The Agency is governed by a ten member Board of Directors consisting of one elected official from each of the member entities' governing body.

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
AED	Automated External Defibrillator
APTA	American Public Transportation Association
Cal ACT	California Association for Coordinated Transportation
Cal/OSHA	The Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA
CEO	Chief Executive Officer
CHP	California Highway Patrol
CNG	Compressed Natural Gas
COVID-19	Corona Virus Disease 2019
CSAT	Controlled Substance and Alcohol Testing
DMV	Department of Motor Vehicles

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DOT	Department of Transportation
FTA	Federal Transit Administration
H1N1	Hemagglutinin Type 1 and Neuraminidase Type 1 (influenza strain; aka swine flu)
Hi-Vis	High Visibility
HVAC	Heating, Ventilation, and Air Conditioning
KPI	Key Performance Indicator
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MRSA	Methicillin-Resistant Staphylococcus Aureus infection
NEO	New Employee Orientation
PPE	Personal Protective Equipment
SDS	Safety Data Sheet
SOP	Standard Operating Procedure
TSI	Transportation Safety Institute
VTT	Verification of Transit Training



**Appendix A:
SunLine Safety Management Policy Statement**

SunLine Transit Agency - Public Transportation Safety Plan



SunLine Transit Agency

Adopted: 4/26/17

Safety Management System Policy
Policy No: B190117

SMS POLICY STATEMENT

I. PURPOSE

The purpose of this document is to establish SunLine Transit Agency's commitment to safety, safety procedures, expectations and roles of all employees within the Agency for all employees and the general public.

II. POLICY

The management of safety is one of our core business functions. SunLine Transit Agency is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Chief Executive Officer.

SunLine Transit Agency commitment is to:

1. Resources

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

2. Integration

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

3. Roles and Responsibilities

Clearly define for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organizations safety performance and the performance of our safety management system.

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**SunLine Transit Agency
Safety Management System Policy
Policy No: B190117**

Adopted: 4/26/17

4. Hazard Identification

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

5. Encouragement

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

6. Regulation

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

7. Personnel

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

8. Training

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

9. Review

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

10. Amend

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

11. Standards

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

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**SunLine Transit Agency
Safety Management System Policy
Policy No: B190117**

Adopted: 4/26/17

Approved:

A blue ink signature of the name "Lauren Skiver".

Lauren Skiver
Chief Executive Officer/General Manager

SunLine Transit Agency

DATE: **September 23, 2020** **DISCUSSION**

TO: **Board Operations Committee**

FROM: **Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board**
Eric Vail, General Counsel

RE: **Ex-Officio Membership**

Background

At the July 22, 2020 Board Operations Committee meeting, the Committee further discussed the proposed addition of the Coachella Valley Association of Governments (CVAG) as an ex-officio member to the Strategic Planning & Operational Committee.

The proposed addition stems from work over the last year between SunLine Transit Agency and CVAG, as SunLine seeks opportunities to cooperate and collaborate more on regional issues.

SunLine Transit Agency's CEO/General Manager, Lauren Skiver, currently serves as an ex-officio member (non-voting) on the Transportation Committee. To create a parallel structure, CVAG's Executive Committee approved a motion requesting that CVAG be added to SunLine's Strategic Planning & Operational Committee as an ex-officio member (non-voting).

The Committee asked staff to help set-up calls with members who expressed opposition to this change and bring forth the topic for additional discussion at the September meeting.