



Safety Management Policy Statement (SMPS)

August 25, 2022

To All Staff and Contractors:

The South Central Regional Transit District (SCRTD) is developing a Public Transportation Agency Safety Plan (PTASP), in accordance with the Federal Transit Administration (FTA) final rule 49 CFR Part 673. This rule requires the development of a uniform system of public transit safety management, called the Safety Management System (SMS). As the Executive Director of SCRTD, I will be our Accountable Executive, as specified under the new regulations. Ultimately, I am responsible to ensure the successful implementation of the new safety standards, which will be upheld throughout our organization.

To facilitate this implementation, I will support the efforts to integrate this Policy Statement into SCRTD processes. This statement will serve as a guiding beacon as we adopt and follow the federal safety rules.

Safety has always been a core commitment of SCRTD, including the development, implementation, maintenance, and continuous improvement of our daily practices to ensure the safety of our customers, employees, contractors, and the public. SCRTD will use the safety management processes to guide the prioritization of safety, and allocate our organizational resources (such as people, funding, and technology) to integrate into our everyday operations. We aim to develop and support a robust safety culture, and to achieve the highest levels of safety performance set forth by the FTA.

SCRTD has committed to the following capacities:

Executive Commitment to Safety—Executive Management will lead the development of an organizational culture that promotes safe operations. We will provide appropriate resources to support the PTASP development by fostering and ensuring safe practices, improving procedures when needed, and encouraging effective employee safety reporting and communication. SCRTD will keep every executive, manager, employee, and contractor accountable for our priority of safe operations.

Communication & Training—Employee engagement is crucial to a functioning SMS. Communication systems will be developed and fine-tuned to enable greater awareness of SCRTD safety objectives, performance targets, and ongoing safety communication throughout every level of our organization. All levels of management must proactively engage employees, and

continuously work to keep the lines of safety communication simple, honest, and open. All employees will be made aware of the importance of SCRTD's SMS and will be trained in any new or improved safety reporting procedures.

Responsibility & Accountability—All employees and contractors will be responsible for delivering the safe and quality transit services that represent SCRTD. Each manager will take an active role in the SMS process and will ensure that the Safety Assurance functions are supported and advocated. Managers are also responsible for ensuring that Safety Risk Management is being performed in their operational areas of control, to assure that the safety risk associated with identified safety hazards is assessed and mitigated. Safety performance will be an important part of annual performance evaluations for all SCRTD employees.

Employee Reporting—We will institute a safety reporting program as a viable tool for employees to clearly voice their safety concerns. All frontline employees will be responsible for utilizing this program as part of the SMS. No action will be taken against any employee who communicates a safety condition through the SCRTD safety reporting program, unless such disclosure indicates the following: an illegal act, gross misconduct, or negligence, or a deliberate or willful disregard of SCRTD rules, policies, and procedures.

Performance Monitoring & Measurement—SCRTD will establish realistic measures of safety performance and establish safety performance targets to ensure our continuous improvement. A team of our employees, representing different skillsets within the organization, will work together with management to verify that the resulting safety risk mitigations are appropriate, helpful, and effective.

Review & Evaluation—SCRTD will measure our SMS performance by analyzing our key safety performance measures, reviewing inspections, and evaluating our corrective action reports. These activities will become the basis for revising or developing safety objectives, safety performance targets, and overall PTASP with the goal of continuous, effective safety improvements. The ASP is a living document and frequently monitored for applicability and functionality.

Thank you for your full cooperation in building a safer workplace for all of our customers, employees, contractors, and the public. More details on next steps will be forthcoming as well as meeting times to elicit your input into this process.

Sincerely,

David Armijo

David Armijo
Executive Director