

2020 Broward County Transit (BCT) Agency Safety Plan



Draft

August 14, 2020

Transportation Department

Insert Approved County Commission Resolution



Transportation Department

TRANSIT DIVISION-Administration

1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

Broward County Transit Management Safety Commitment And Policy Statement

Broward County Transit (BCT) is committed to the highest level of safety, security and emergency preparedness for its Customers, its employees, and the general public. Safety and security are primary concerns which affect all BCT activities including operations, maintenance, planning and scheduling, procurement, IT, and training for all modes of transportation.

BCT management is responsible for providing leadership in promoting safety throughout the department and for ensuring all employees and contractors are committed to the safety of BCT's customers, employees, property, and the general public who come in contract with the transit system. All senior executive staff, Directors, Managers and Superintendents have the responsibility to develop and implement safety polices, rules and procedures in their respective areas. Assistant Superintendents, Bus Traffic Controllers, Dispatchers and Supervisors have the responsibility to monitor and enforce safety rules and procedures. All employees at BCT and our contractors have the duty to carry out daily work assignments in a safe manner in accordance with BCT's safety policies, rules, and procedures.

In the interest of safety and security, and in order to comply with statutory requirements, BCT has developed this Agency Safety Plan (ASP) which complies with the established safety requirements and standards set forth in CFR 49 part 673 and the Florida Administrative Code, Chapter 14-90. This ASP implements a Safety Management System (SMS) at BCT to manage risk, which will help maintain and improve safety performance on a continuous basis. This ASP is intended to document all policies, functions, and responsibilities necessary to achieve a high degree of system safety in all areas of the public transit system.

BCT management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe behaviors and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the ASP, for complying with the policies, rules, procedures, and standards included in this document, and for monitoring safety performance on a continuous basis.

Signature,

Chris Walton, Transportation Department Director

Date



Transportation Department

TRANSIT DIVISION-Administration

1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

**Florida Administrative Code, Chapter 14-90
Safety and Security Certification**

**Name: Broward County Transit Division
1 N. University Drive, Suite 3100A, Box 306
Plantation, FL 33324**

The Bus Transit System named above hereby certifies the following:

1. The adoption of an Agency Safety Plan (ASP), formerly called the System Safety Program Plan (SSPP), and a System Security and Emergency Preparedness Plan (SSEPP), formerly called the Security Program Plan (SPP) in accordance, and at a minimum, with established standards set forth in Chapter 14-90, Florida Administrative Code.
2. Compliance with the adopted standards of the ASP, formerly called the SSPP, and the SSEPP, formerly called the SPP.
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, Florida Administrative Code.
4. That the Transit Division staff has performed all required safety inspections and security reviews at the Bus Transit System’s Maintenance facilities, located at 3201 West Copans Road, Pompano Beach, Florida 33069 and at 5440 Ravenswood Road, Dania Beach, Florida 33312.
5. Safety Performance Targets have been established for fatalities, injuries, safety events and system reliability.

Signature: _____ Date: _____
Title: Chris Walton
Director, Transportation Department

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on this _____ day of _____, 2020, by Chris Walton, who is personally known to me, or produced identification.
(Type of identification produced: _____)

Notary Public
(SEAL)

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Chapter 1: Transit Agency Information

Transit Agency Name	Broward County Transit
Transit Agency Address	1 North University Drive, Suite 3110A Plantation, FL 33324
Name and Title of Accountable Executive	Chris Walton, Transportation Department Director
Name of Chief Safety Officer or SMA Executive	Wanda Del Toro, Acting Safety, Security and Compliance Director
Mode(s) of Service Covered by this Plan	Fixed Route Bus Community Shuttle (Contracted) Paratransit (Contracted)
List of All FTA Funding Types (e.g., 5307, 5337, 5339)	5307, 5337 and 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or Contracted)	Fixed Route Bus Community Shuttle (Interlocal Agreements) Paratransit (Contracted)

Broward County Transit (BCT) was created in 1974 as a Division of the Broward County Transportation Department, which is part of Broward County government, in conformance with the Broward County Charter. BCT's mission is to provide safe and reliable transportation solutions that link people, connect communities, support employment, and contribute to the overall economic growth of our region. BCT has the legal authority to receive and dispense federal funds and is currently an FTA recipient of Section 5307 formula funds for transit capital assistance, Section 5339 funds for Buses and Bus Facilities, and Section 5337 funds for State of Good Repair Programs.

BCT buses connect to Miami-Dade Transit on the south, Palm Tran (Palm Beach County) to the North and to the regional rail system operated by the South Florida Regional Transportation Authority. BCT fixed route bus services include 44 weekday routes, 31 Saturday routes and 29 Sunday routes. In addition to regular fixed route service, BCT also operates the Breeze and Express Bus services, funds and provides buses for the Community Shuttle service, and offers TOPS paratransit service throughout Broward County. BCT also has 4,591 designated bus stops. In FY2019, BCT provided over 30 million annual trips.

BCT's fixed route, "Breeze" and "Express" bus fleet consists of 406 buses which are operated out of two facilities, one on Copan Road in Pompano Beach and one on Ravenswood Road in Dania Beach at the following locations:

Copans Road Operations and Maintenance Facility

3201 West Copans Road
Pompano Beach, FL 33069

Ravenswood Road Operations and Maintenance Facility

5440 Ravenswood Road
Dania Beach, Florida 33312

BCT's annual operating budget is approximately \$186.4 million and is supported by operating revenues from transit fares, advertising, the Broward County Transportation Surtax, state and federal grants, local gas taxes, and local ad valorem taxes. The capital budget for Fiscal Year 2020, as approved by the Broward County Board of County Commissioners (County Commission), totals \$129.6 million with from federal grants, the Broward County Transportation Surtax and local Concurrency funds.

1.1 Accountable Executive

As required by 49 CFR Part 673 which provides the FTA guidance for the development of the Public Transportation Agency's Safety Plan (ASP), Broward County Transit's (BCT's) Accountable Executive is the Director of Transportation. This is BCT's single, identifiable person who has the ultimate responsibility for carrying out the required ASP as well as BCT's Transit Asset Management (TAM) Plan (Appendix A).

The Director of Transportation has the control over the human and capital resources needed to develop and maintain both the ASP and the TAM Plan for BCT. In this role, the accountable executive ensures that BCT's Safety Management System (SMS) is effectively implemented throughout the agency. In addition, the Director of Transportation is accountable of ensuring action is taken, as necessary, to address substandard performance in BCT's SMS. The Accountable Executive delegates specific plan responsibilities throughout the agency, but the ultimate accountability for the ASP and the agency's safety performance rests with the Director of Transportation.

1.2 Chief Safety Officer/SMS Executive

In addition to the Accountable Executive, 49 CFR Part 673 also requires that BCT has a Chief Safety Officer. This responsibility is provided by BCT's Director of Safety, Security and Compliance. This position reports directly to the Director of Transportation. The Director of Safety, Security and Compliance has the authority and responsibility for day-to-day implementation and operation of BCT's SMS. In this role, the Director maintains a strong working relationship with the operations and asset management functions of the agency.

Chapter 2: Plan Development Approvals and Updates

Name of Entity That Drafted This Plan	Safety, Security and Compliance Section Broward County Transit	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Chris Walton, Transportation Dept. Director	9/10/2020
Approval by the Board of Directors or Equivalent Authority	Name of Individual or Entity That approved this Plan	Date of Approval
	Broward Board of County Commissioners	9/10/2020
	Relevant Documentation (Title and Location)	
	Resolution Attached	
Certification of Compliance	Name of Individual or Entity That Certified This Plan	Date of Certification
	Angela Wallace, Assistant County Attorney	9/10/2020
	Relevant Documentation (Title and Location)	
	Approval Documentation included in BCT's "Certifications and Assurances" in FTA Trams System	

2.1 Development of Plan

As an agency with over 100 buses, BCT is defined as a large public transportation provider for the purpose of the development of the ASP. It is required that this plan be developed and implemented no later than December 31, 2020.

2.2 Signature of Accountable Executive

49 CFR Part 673 elevates the accountability for the ASP to the Accountable Executive and the Broward Board of County Commissioners. This BCT Plan was approved by the Director of Transportation as the Accountable Executive and the Broward County Board of County Commissioners on August 25th, 2020. In addition, any subsequent updates must also be signed by the Director of Transportation and Board. These approvals signify that the Broward Board of County Commissioners accepts the Plan as satisfactory, that the Plan complies with each requirement of 49 CFT 673, and that the Plan will be used to effectively guide BCT to manage safety risk.

2.3 Certification of Compliance

BCT is not required to submit the completed ASP to the FTA on a regular basis. Instead, BCT must certify that it has established an ASP that fulfills the requirements as part of its annual approval of FTA's "Certifications and Assurances" in the Trams System. In addition, BCT's compliance with the requirement of 49 CFR 673 will be reviewed and evaluated as part of the FTA's ongoing Triennial Review Process.

2.4 Plan Review and Updates

BCT has a process for the annual review and update of the ASP. The Director of Safety, Security and Compliance will conduct a thorough review and draft an annual plan update no later than July 31st of each year. The Accountable Executive and the Broward County Board of County Commissioner will approve any necessary annual updates no later than September 30th of each year.

BCT will also update its ASP at any point during the year when information, processes, or activities required by 49 CFR Part 673 undergo significant changes. Examples of the situations when BCT will review its ASP during a year are as follows:

- The approach to mitigating safety deficiencies is determined to be ineffective.
- Significant changes in service delivery are made.
- New processes or procedures that may impact safety are introduced.
- Resources available to support SMS are changed or reprioritized.
- Significant changes are made to the organizational structure.

All proposed changes during the year shall be documented by the responsible management as proposed ASP addendums and distributed to all affected directors and managers by the Safety, Security and Compliance Director. All parties must comment within two weeks of the issuance of the proposed changes unless otherwise specified. Following the approval of any modifications to the ASP by the Transportation Department Director, management staff shall distribute the ASP addendum to all affected parties, including contract service operators with a cover memo highlighting the changes. All parties receiving the updates are required to sign for its receipt and acknowledge their responsibility in implementing the changes.

In addition, as BCT collects data through its Safety Risk Management (SRM) and Safety Assurance (SA) process, BCT will be evaluating its Safety Performance Targets (SPT's) to determine whether they need to be changed as well.

2.5 FDOT 14-90 Certification

The Transportation Department Director shall submit an annual safety and security certification to the FDOT utilizing the self-certification form included in Appendix B. The certification shall be submitted no later than February 15th, for the prior calendar year period unless otherwise required by FDOT. The certification shall attest to the following:

- The adoption of an SSPP (now called the ASP) and an SPP (now called the System Security and Emergency Preparedness Plan or SSEPP) in accordance with established standards set forth in Rule Chapter 14-90 of the Florida Administrative Code (Appendix C).
- Compliance with the adopted SSPP (now called the ASP) and SPP (now called the SSEPP).
- Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90.
- Reviews of the SSPP (now called the ASP) and SPP (SSEPP) have been conducted to ensure they are up to date.

- Safety Performance Targets have been established for fatalities, injuries, safety events and system reliability.

The certification shall also include:

- The name and address of Broward County Transit, and the name and address of the entity who performed any bus safety inspections and security assessments during the prior calendar year, if different from Broward County Transit.
- A statement signed by the Chief Executive Officer/signatory authority responsible for the management of Broward County Transit attesting to compliance with Rule 14-90.

Chapter 3: Safety Performance Targets

Safety Performance Targets							
<i>These performance targets are based on the safety performance measures under the National Public Transportation Safety Plan</i>							
Mode of Transit Service	Fatalities (Total)	Fatalities (Rate) 100,000 Rev Miles	Major Injuries (Total)	Major Injuries (Rate) 100,000 Rev Miles	Safety Events (Total)	Safety Events (Rate) 100,000 Rev Miles	System Reliability MDBF(Miles)
Fixed Route Bus	0	0.0	0	0.0	1,320	8.65	3,000
Community Shuttle	0	0.0	0	0.0	9	0.44	3,500
Paratransit	0	0.0	0	0.0	264	2.50	77,579

3.1 Definitions

BCT must include Safety Performance Targets (SPTs) in its ASP. These targets must be specific numerical targets set by BCT and must be based on the safety performance measures established by the FTA in the National Public Transportation Safety Plan. To date, the FTA has adopted four initial safety performance measures:

- Fatalities
- Injuries
- Safety Events
- System Reliability

During the FTA Triennial, the reviewers will not “reject” BCT’s agency specific performance measures; however, they will ensure that each transit agency has identified SPTs that meet 49 CFR Part 673 requirement, including undergoing annual review with the rest of the ASP contents.

3.1.1 Definitions of Terms

The following definitions were developed by the FTA and will be used in the development and use of SPTs:

- **Safety Performance Target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period by the FTA.
- **Fatality** means a person’s death related to public transit operations and/or activities. Rate of Fatality is expressed in number per 100,000 revenue miles.
- **Major Injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes or nose); (3) Causes the hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. Rate of Major Injury is expressed in number per 100,000 revenue miles.
- **Safety Event** means any accident, incident, or occurrence. Rate of Safety Event is expressed in number per 100,000 revenue miles.
- **Accident** means an event that involves any of the following: loss of life; a report of a serious injury to a person; a collision with public transit vehicles; or an evacuation for life safety reasons.

- **Incident** means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Occurrence** means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **System Reliability** means the quantifiable measure of the mechanical reliability of the fleet of vehicles for a transit mode (fixed route, community shuttle or paratransit). Mean Distance Between Failures (MDBF) will be the metric used for the System Reliability Safety Performance Target. A mechanical failure is any incident that precludes a revenue vehicle from completing its trip or beginning its next scheduled trip. Total mechanical failures are then divided by revenue miles over a given time period to calculate the metric.

3.1.2 Sources of Data and Information

The following are the sources of data and information used for safety information and analysis:

- Accident and incident data: This data is maintained in the BCT Database and is exported to Excel for analysis by the BCT Safety Manager on a monthly basis. Identified trends are discussed at Safety Committee meetings to receive interdepartmental input and to determine corrective actions to address identified issues.
- Maintenance data maintained in TransTrack and is analyzed by the Maintenance Section on a monthly basis and referred to Maintenance for corrective action.
- Passenger claims and complaints: This data is maintained in HASTUS and is reported by Marketing and Customer Relations and Communications, on a monthly basis, and referred to the responsible section for corrective action.
- Records of crimes and rule violations occurring in and around the transit agency: this data is maintained in the BCT event database and is analyzed by the BCT Security Manager on a monthly basis. This information may be presented to the Safety Committee or addressed separately by the BCT Security Manager.

3.2 Target Coordination

BCT coordinates with the Broward MPO and the State of Florida concerning the SPTs. To the maximum extent practical, BCT will provide information on updates on SPTs to assist the Broward MPO and the State of Florida with the selection of regional and statewide goals. Letters submitting BCT Safety Performance Targets to the Broward MPO and the Florida Department of Transportation are included in Appendix D.

Safety Performance Target Coordination		
Targets Transmitted to State (Copied on Broward MPO Submittal Documentation)	State Entity Name	Date Targets Transmitted
	Florida Department of Transportation	7/23/20
Targets Transmitted to Metropolitan Planning Organization	Metropolitan Planning Organization Name	Date Targets Transmitted
	Broward Metropolitan Planning Organization	7/23/20

Chapter 4: Safety Management Policy and Goals

4.1 Policy Statement

Broward County Transit (BCT) is committed to the highest level of safety, security and emergency preparedness for its customers, its employees, and the general public. Safety and security are primary concerns which affect all BCT activities including operations, maintenance, planning and scheduling, procurement, IT, and training for all modes of transportation.

BCT management is responsible for providing leadership in promoting safety throughout the department and for ensuring all employees and contractors are committed to the safety of BCT's customers, employees, property, and the general public who come in contract with the transit system. All senior executive staff, Managers and Superintendents have the responsibility to develop and implement safety policies, rules and procedures in their respective areas. Assistant Superintendents, Bus Traffic Controllers, Dispatchers and Supervisors have the responsibility to monitor and enforce safety rules and procedures. All employees at BCT and our contractors have the duty to carry out daily work assignments in a safe manner in accordance with BCT's safety policies, rules, and procedures.

In the interest of safety and security, and in order to comply with statutory requirements, BCT has developed this ASP that complies with the established safety requirements and standards set forth in CFR 49 part 673 and also the Florida Administrative Code Chapter 14-90. This ASP implements a Safety Management System (SMS) at BCT to manage risk, which will help maintain and improve safety performance on a continuous basis. This ASP is intended to document all policies, functions, and responsibilities necessary to achieve a high degree of system safety and apply to all areas of the transportation system.

BCT management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe behaviors and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the ASP and complying with the policies, rules, procedures, and standards included in this document.

4.2 Safety Goals

BCT has established the following goals for the ASP:

- Achieve a high standard of safety in all areas of the transportation system.
- Develop and implement a comprehensive, systematic, and coordinated Safety Management System (SMS) to identify, assess, and control safety hazards.
- Develop and maintain a high level of safety awareness among employees through pre-employment screening, systematic training and testing, and employee communication programs.
- Establish and maintain safety standards for contract service operators and ensure compliance.
- Ensure that system safety is integrated with daily operations through operational standards and procedures, vehicle maintenance, inspections, recordkeeping, audits, quality assurance and quality control.

- Ensure that all vehicles and equipment operated by the agency meet established safety standards.
- Maintain a formal process for event investigation, emergency preparedness and response, and handling security threats.
- Ensure a drug free workplace.
- Comply with all regulatory requirements including Florida Administrative Code Chapter 14-90.

4.3 Purpose

The purpose of this Agency Safety Program (ASP) is to implement a Safety Management System (SMS) at BCT. SMS is a comprehensive approach to managing safety. It brings management and employees together to better control risk, detect and correct safety problems earlier, share and analyze data more effectively, and measure safety performance more precisely.

SMS assists BCT in applying resources to mitigate risk and ensuring that the organizational infrastructure to support decision-making at levels regarding the proper assignment of resources.

The key aspects of SMS are:

- Defined safety roles and responsibilities
- Strong executive leadership
- Formal safety accountabilities and communication
- Effective policies and procedures
- Active employee involvement

In addition to the implementation of SMS, this ASP will also:

- Establish a coordinated and documented process to implement the ASP in order to achieve system safety goals.
- Identify and delegate safety functions and responsibilities to units and personnel within the organization and contract service operators.
- Establish and document system safety policies and procedures in compliance with Florida Administrative Code, Chapter 14-90.
- Facilitate internal and external safety audits to identify, track, and resolve safety program deficiencies.

4.4 State of Florida Administrative Code, Chapter 14-90 Requirements

In accordance with Florida Administrative Code, Chapter 14-90, this ASP addresses the following safety elements and requirements:

- Safety policies and responsibilities
- Vehicle and equipment standards and procurement criteria
- Operational standards and procedures
- Bus driver and employee selection

- Driving requirements
- Bus driver and employee training
- Vehicle maintenance
- Investigations of events
- Hazard identification and resolution
- Equipment for transporting wheelchairs
- Safety data acquisition and analysis
- Wireless communication plan and procedure
- Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with Broward County Transit.

4.5 Policy Statement Communication

The BCT ASP Policy Statement is communicated throughout the agency to its employees, managers, and executives, as well as its contractors and to the Broward Board of County Commissioners.

4.6 Employee Safety Reporting Program

BCT has various processes that allow employees to report safety conditions to senior management. These processes also have protections for employees who report safety conditions to senior management, and a description of employee behaviors that can result in disciplinary action.

4.6.1 Employee Safety Reporting

Safety issues can be reported and identified by various means. Employees can report issues to their management or direct supervision, and they can also report issues to a member of the BCT Safety Committee. Bus Operators may also fill out a “Route Safety Card” to identify safety issues that occur during bus operations and turn these reports into their Bus Dispatcher who will refer any issues to BCT management. Employees also have the option of reporting issues directly to BCT Safety, Security and Compliance and to other county agencies such as the Broward County Risk Management Division, Broward County Professional Standards, and the Broward County Auditor. The purpose of all these reporting options is to allow employees who have an in-depth knowledge of the transit system to report unsafe conditions to management without fear of reprisal so safety risk can be mitigated. In addition, BCT makes the Minutes to the Monthly Safety Meeting available to the employees. BCT believes that having employee safety reporting programs and options helps to support a positive safety culture with the agency.

4.6.2 Employee Disciplinary Actions

Broward County Government and its Transit Division (BCT) have a policy to govern the investigation of violations, including those relating to safety. As a result of this policy, all employees are to be “free of retaliation as a result of bringing forward such allegation or

participating in an investigation of such allegation.” In addition to this policy, all disciplinary actions are governed by Broward County policies and procedures for non-represented employees and the applicable labor agreement for represented employees. These labor agreements detail specific employee behaviors that are subject to disciplinary action as well as the appropriate prescribed remedy.

4.7 SMS Authorities, Accountabilities, and Responsibilities

BCT has developed the appropriate authorities, accountabilities, and responsibilities for the development and management of SMS. This plan identifies the Accountable Executive, the Chief Safety Officer/SMS Executive as well as the senior agency leadership and executive management and other key staff who have a substantial role in safety management at BCT.

4.7.1 Accountable Executive

The Accountable Executive at BCT is the Transportation Department Director. As the BCT Accountable Executive, the Transportation Department Director is accountable for ensuring that the agency’s SMS is effectively implemented throughout the agency. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency’s SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for BCT’s safety performance rests with the Transportation Department Director. The key safety roles of the Accountable Executive are as follows:

- Decision-making about resources to support asset management, SMS activities, and capital investments.
- Approving SMS implementation planning documents.
- Endorsing or approving SMS Implementation team membership.

4.7.2 Chief Safety Officer/SMS Executive

The BCT Accountable Executive is responsible for designating the Safety, Security and Compliance Director as the “Chief Safety Officer/SMS Executive.” The Safety, Security and Compliance Director has the authority and responsibility for day-to-day implementation and operation of BCT’s SMS. In the BCT organization, the Safety, Security and Compliance Director has a direct line of report to the Transportation Department Director. The key safety roles of the Safety, Security and Compliance Director are as follows:

- Developing and maintaining all SMS documentation.
- Directing hazard identification and safety risk assessment.
- Monitoring safety risk mitigation activities.
- Providing monthly reports on safety performance.
- Briefing the Accountable Executive in SMS implementation progress.
- Planning and implementing safety management training programs.

4.7.3 Agency Leadership and Executive Management

In addition to the Accountable Executive and Chief Safety Officer, BCT has other senior leadership positions who have responsibilities for the day-to-day implementation and operation of the SMS. BCT Senior Management has the overall responsibility of safe and secure operations of BCT Transit and contract service operators. The following are the Senior Managers in the Organization.

- Transportation Department Deputy Director
- Assistant General Manager of Operations
- Assistant General Manager of the Capital Program
- Assistant General Manager of Service Planning
- Assistant General Manager of Administration

4.7.4 Key Managerial/Supervisory Staff Position by Position Responsibilities

BCT Management Responsibility by Position provides additional detail on of the assignment of safety responsibilities is outlined in the following pages, and is also included in Appendix E.

4.7.5 Organization Chart

In addition, each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the ASP, the organization charts in Appendix F illustrate the reporting structure for each section.

BCT System Safety Responsibilities by Position (Page 2 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
8	Driver license validity check and record maintenance	Initial hire / Quarterly			X	X	X	X	X	X	X	X					X	X		X	X	X
9	Administrative/Human Resource disciplinary actions	As needed	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X		X		X
10	Safety and security data acquisition and analysis	On an ongoing basis	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	Medical examination of drivers and record keeping	Initial hire / biennium			X	X	X	X	X	X	X	X	X		X		X					X
12	Vehicle and equipment procurement	As needed	X	X	X	X	X	X	X	X	X	X	X		X			X	X	X		X
13	Pre-trip inspections and record keeping	Daily																X	X	X		
14	Vehicle maintenance and record keeping	Daily			X				X			X	X		X			X	X			
15	Bus safety inspections and record keeping	Monthly							X									X	X			
16	Event investigation and record keeping	As needed			X							X	X	X	X			X		X	X	X

Chapter 5: Safety Risk Management

5.1 Safety Hazard Identification

The purpose of “Safety Risk Management” is to prescribe policies, duties and responsibilities for the proper documentation and issuance of compensation to employees during emergency transit operations. Hazard management is a mechanism by which hazards are identified and analyzed for potential impact on the operating system and resolved in a manner acceptable to the management and regulatory agencies. BCT’s hazard management consists of three primary components – hazard identification, hazard categorization, and hazard resolution.

5.2 Safety Hazard Assessment

The purpose of “Safety Hazard Assessment” is to prescribe policies, duties and responsibilities for the proper documentation and issuance of compensation to employees during emergency transit operations. Once the key system hazards have been identified and brought to the attention of the Safety, Security and Compliance Section, the Director or designee, shall categorize the hazard based on severity and probability of occurrence.

Hazard severity is a subjective measure of the hazard, supported by factual data, and shall be categorized as follows:

- Catastrophic – Death or system loss
- Critical – Severe injury, severe occupational illness, or major system damage
- Marginal – Minor injury, minor occupational illness, or minor system damage
- Negligible – less than minor injury, occupational illness, or system damage

Hazard probability is a subjective measure of likelihood that a specific hazard will occur and shall be categorized as follows:

- Frequent – Likely to occur frequently
- Probable – Likely to occur several times
- Occasional – Likely to occur sometime
- Remote – Unlikely but possible to occur
- Improbable – So unlikely that it can be rejected from consideration

5.3 Safety Risk Mitigation

The purpose of “Safety Risk Mitigation” is to prescribe policies, duties and responsibilities for the proper documentation and issuance of compensation to employees during emergency transit operations. Once the hazards are identified and categorized, subsequent analysis shall be undertaken to resolve the issue and eliminate or minimize risk associated with the identified hazard. The following hazard resolution matrix shall be utilized assist in the identification of the level of acceptance for a specific hazard/risk.

Hazard Resolution Matrix	Catastrophic	Critical	Marginal	Negligible
Frequent	Unacceptable	Unacceptable	Unacceptable	Acceptable with reservation
Probable	Unacceptable	Unacceptable	Undesirable	Acceptable with reservation
Occasional	Unacceptable	Undesirable	Undesirable	Acceptable
Remote	Undesirable	Undesirable	Acceptable with reservation	Acceptable
Improbable	Acceptable with reservation	Acceptable with reservation	Acceptable with reservation	Acceptable

The results of the analysis and any proposed mitigation(s) will be presented to the applicable BCT Director(s).

When considering options for corrective action(s) to mitigate the identified hazards/risks, the Hierarchy of Controls in Appendix G shall be used.

Chapter 6: Safety Assurance

6.1 Safety Performance Monitoring and Measurement

The ASP requires the monitoring of the safety performance of BCT. Safety data is collected and reviewed. This data includes injuries to passengers, BCT personnel, the public, potentially hazardous equipment failures, design inadequacies, and rules and procedure violations. Bus safety performance reports are submitted to the Accountable Executive and the senior BCT leadership team on a monthly and annual basis.

6.1.1 Safety Monitoring

Safety performance monitoring and measuring at BCT involves the continual review of the agency's activities to provide senior management with an understanding of actual safety performance. Through these efforts, BCT can determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which the agency is effectively implementing SMS.

6.1.2 Event Investigation

A significant aspect of safety performance is the investigation of safety events. It is critical that BCT understands the causes of accidents, incidents, and occurrences on the system so that the circumstances leading to events can be mitigated in the future.

For the purpose of this ASP, "events for investigation" are only considered accidents or incidents that involve a transit vehicle or take place on BCT controlled property. An "accident" is an event that causes damage to a vehicle, individual, or property while the vehicle is in motion (or when the vehicle is not in motion, but the Operator is in the driver's seat). It may involve a single vehicle or multiple vehicles. An "incident" is defined as an event that causes damage to a vehicle, individual, or property, which does not meet the qualifications of an accident.

Any event resulting in a fatality, injury, or property damage as described below shall be investigated by either by a BCT Operations Supervisor, a qualified member of the Safety Security and Compliance Section, or both:

- A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.
- Injuries requiring immediate medical attention away from the scene for one or more individuals.
- Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property of \$25,000 or more.
- Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational/mechanical issues.

When an event takes place, BCT Bus Operators are required to contact the BCT Communications Center via radio. The BCT Communications Center is then required to immediately contact local law enforcement and /or emergency medical services (as needed).

- BCT's service area operates in multiple municipalities, each of whom has its own designated law enforcement agency that will respond to BCT accidents. The Broward Sheriff's Office also provides service in unincorporated areas of Broward County, as well

as the Florida Highway Patrol on unincorporated state roads. In Miami-Dade and Palm Beach Counties, the Communications Center maintains the information needed to notify the appropriate police agency.

- The Broward Sheriff (Traffic Homicide Investigators) may, in cooperation with the Safety, Security and Compliance Director, or designee, investigate serious injury accidents and all fatalities. A thorough, detailed report will be provided to BCT upon completion of this special investigation.

A Transit Supervisor deployed to the scene of accidents or incidents shall complete a *Transit Supervisor Accident or Incident Investigation Report* (form 702-242. Rev 5/14) included as Appendix H. This report, along with the *Employee Report of Accident-Incident* (form 702-326. Rev 4/17), included as Appendix I, is completed by the vehicle Operator and is required to be submitted to the Dispatcher within 24 hours of the event. The *Employee Report of Accident-Incident* is reviewed and signed by the Operations Superintendent or Assistant Superintendent.

Additionally, the Safety, Security and Compliance Section performs an investigation for events involving fatalities and evacuations due to life safety as well as other select accidents or incidents as deemed appropriate. The BCT Communications Center maintains a critical event call list that includes the Safety Security and Compliance Section Director. When the Director receives a call, the Director may deploy the Safety or Security Manager, Safety Specialist, or designee to perform an in-depth investigation.

The Bus Operations Section shall submit the Operator's and Supervisor's reports to the Safety, Security and Compliance Section who will request videos (and police reports when applicable). The Safety, Security and Compliance Section enters each event into the BCT event database and forwards scanned copies of the event documents to the Broward County Risk Management Division.

6.1.3 Accident Review Team

Bus and other vehicle Accidents are brought to the Accident Review Team (ART) which determines preventability. Appendix J details the format followed by the Accident Review Team (ART).

6.1.4 Supplementary Chapter 14-90 Investigation

If it is learned that an event that has not been previously investigated per Florida Administrative Code, Chapter 14-90 but meets one of the four criteria discussed above, a qualified member of the Safety, Security and Compliance Section shall complete a supplementary 14-90 investigation. This investigation shall be documented on the *14-90 Event Investigation Supplement* form in Appendix K which serves as a final report that includes a description of investigation activities, identified causal factors, and any identified corrective action plan. The individual performing the supplementary investigation shall forward any corrective action items to the responsible person and track each corrective action to completion. The Event Corrective Action Tracking Log will be used by the Safety, Security and Compliance Section for tracking corrective actions.

The supplemental investigation findings and associated corrective action correspondence shall be documented in the BCT event database where it is maintained for a minimum of four years from date of the completion of the investigation.

6.2 Safety Data Acquisition and Analysis

Information regarding accidents, incidents, hazardous conditions and BCT operations are obtained from several different reporting sources. These include, but are not limited to, “The Employee Report of Accident/Incident, the Bus Communications Center, the Bus Accident Database, TransTrack data, Hastus data, the CAD/AVL system and AssetWorks. This information is summarized in the Safety Database and reports are developed. This data becomes the basis for the safety dashboards that are distributed to the Transportation Director and senior BCT leadership.

6.2.1 Accident and Incident Data

This data is maintained in the BCT Safety Database and is exported to Excel for analysis by the BCT Safety Manager on a monthly basis. Identified trends are discussed at Safety Committee meetings to receive interdepartmental input and to determine corrective actions to address same.

6.2.2 Maintenance Data Including Daily Vehicle Inspection Forms

This data is maintained for in AssetWorks and is analyzed by the maintenance sections on a monthly basis and referred to the appropriate Maintenance management personnel for corrective action.

6.2.3 Passenger Claims and Complaints

Passenger complaints are maintained in the Hastus database and referred to the responsible section for corrective action. In addition, this information is reported by Marketing and Customer Service on a monthly basis. The Broward County Risk Management Division also maintains information related to claims in the Broward County claims database called “STARS.”

6.2.4 Records of Rule Violations Occurring in and Around BCT

This data is maintained in the BCT event database and is analyzed by BCT management on a monthly basis. This information may also be presented to the Safety Committee or addressed separately by the Safety Manager.

6.3 Management of Change – Transit Change Review Committee (TCRC)

The Transit Change Review Committee (TCRC) was established to review and approve all proposed changes and modifications to the existing transit system safety baselines. Any additions, modifications, or deletions to transit system procedures, and to the existing safety configuration of transit system’s operating system fixed facilities, rolling stock, and equipment directly related to the operations of rolling stock, are reviewed, and approved by the TCRC. These reviews were established to ensure that system and operational changes are approved prior to implementation. Any drawings, manuals, and other related documents, including training programs, are updated to reflect these changes.

Specifically, TCRC committee members are responsible for the development and review of proposed changes to:

- Operating Rules
- Operating Procedures
- Configuration of transit systems, transit equipment and transit facilities
- Revenue vehicles and non-revenue vehicles

The TCRC may also recommend changes to transit training programs, as identified through accident/incident reviews, audits, and other assessments. Members include the Safety, Security and Compliance Director (Chair), the Transportation Department Deputy Director, Assistant General Manager of Operations, the Rail Operations Director, the Bus Maintenance Director, Bus Operations Director, the Assistant General Manager for Capital Programs, the Paratransit Director (if necessary), the Safety Manager (staff) and the Security Manager (staff) if necessary. All members participate in the evaluation of changes and must reach consensus. Technical experts may attend meetings to clarify proposed changes.

6.3 Continuous Improvement

BCT has a process in place for assessing safety performance. If any deficiencies are identified during a safety performance assessment, BCT will carry out, under the direction of the Transportation Director, a plan to address the identified safety deficiencies. The FTA requires each transit agency to conduct a safety performance assessment annually, at a minimum. The safety performance assessment is typically completed in conjunction with the annual review and update of the ASP as required by 49 CFR 673. The Safety, Security and Compliance Director is responsible for conducting the annual "Safety Performance Assessment" and preparing a report to be presented to the Transportation Department Director and senior executive staff.

Chapter 7: Safety Promotion

7.1 Bus Operator Competencies and Training

7.1.1 New Bus Operators

BCT Bus Operators and contract service providers are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus before driving on a street or highway unsupervised. The Bus Operations Training Superintendent is responsible for ensuring that the required training and testing activities are conducted and documented utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in the suspension or termination of employment.

It is the policy of BCT to screen applicants to eliminate those that pose a safety or security threat to the agency or who would not be capable of carrying out agency safety and security policies.

7.1.2 New Bus Operator Minimum Standards

The BCT Human Resources Officer (HRO) shall ensure that the following minimum standards are met when considering candidates to drive buses:

- Candidate must complete an employment application.
- Candidate must possess a valid Florida driving license, obtain a Florida CDL Permit at least two (2) weeks prior to date-of-hire, and obtain a Florida CDL License before independently operating any BCT Bus.
- Candidate must pass a criminal background check (with local law enforcement to include state of current residence and the Florida Department of Law Enforcement) and driving records check including, but not limited to, the following items:
 - Driving records
 - Instant Social Security Number validations
 - Instant identification of applicant's county of residence for the past seven years
 - County felony criminal history checks for up to three counties per applicant and other criminal records checks
 - Education verification
 - Employment reference checks
 - Personal reference check
 - Workers' Compensation claims
- Candidate must successfully complete a 14-90 pre-employment physical including an eye examination and drug screening test.
- The Safety, Security and Compliance Section maintains a database of current medical certifications for all Bus Operators.
- Candidate must provide a signed acknowledgement of receipt and agreement to comply with drug-free workplace policy.

7.1.3 New Bus Operator Qualifications

The HRO and the Bus Operations Training Superintendent shall ensure the following qualifications are met during the driver selection and hiring process:

- Must have been a licensed driver for at least three years (Time spent driving on a learner's permit does not count toward this requirement).
- NO more than one (1) moving violation in the past three years.
- NO at-fault accidents in the last three years.
- No "Failures to Appear" or "Failures to Pay," in the last three years.
- No Reckless Driving within the last seven years.
- No Driving Under the Influence (DUI) within the last seven years. Two convictions (lifetime), for DUI is an automatic disqualification.
- No suspensions within the last three years. (One suspension for PIP permitted).
- No Manslaughter resulting from the operation of a motor vehicle.
- No Hit-run or hit-run property damage.
- No reckless driving causing injury.
- No driving under the influence (DUI) causing injury.
- No combination of violations which indicate a pattern of irresponsibility or poor judgment.

7.1.4 Acknowledgements

The HRO and the Bus Operations Training Superintendent shall ensure that the following minimum standards are met for any employee who will drive a bus:

- Successful completion of required New-Hire orientation, training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
- Signed acknowledgment of receipt and agreement to comply with BCTs *Operator's Manual-Rules and Regulations* (Appendix L), and other materials included in the Training Folder issued to each new Bus Operator Trainees including:
 - Communication and handling of unsafe conditions, security threats, and emergencies.
 - Knowledge of and compliance with all applicable federal and state laws, rules and regulations.
 - Knowledge of and requirement to perform and submit a daily bus inspection report pursuant to Chapter 14-90.006.
 - Knowledge that noncompliance with any regulatory or agency specific requirement may result in an employee administrative action up to and including suspension or termination of employment.
- Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.

7.1.5 New Bus Operator Training and Testing

BCT Bus Operators and contract service providers are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. The Bus Operations Training Superintendent is responsible for ensuring that the required training and testing

activities are conducted and documented utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in suspension or termination of employment.

Upon hire and prior to being placed into road service, all drivers are required to complete training and testing in the following areas:

Safety and Security

- Safe Vehicle Operation
- Defensive Driving/Accident Prevention
- Hazard Recognition
- Emergency Procedures

Customer Service

- Role of the Transit Operator
- Customer Basics
- Communications
- Difficult Situations
- Customers with Disabilities and ADA

BCT Specific Policies and Procedures

- Broward County and BCT Policies and Procedures
- Fare Policies
- Documentation and Paperwork
- Reporting for Duty
- Appearance
- Code of Conduct
- Bus Operator Manual

Regulatory

- Drug and Alcohol Program Training
- Commercial Driver's License Training
- Occupational Safety and Health Administration (OSHA)
- Americans with Disabilities Training
- Florida Administrative Code, Chapter 14-90
- Other Regulatory Training

Technical Bus Operator Skills (On Bus Training Time)

- Vehicle Familiarization
- Pre/Post Trip Inspections
- Seat Positions/Mirrors
- Vehicle Start-up Procedures
- Steering/Maneuvering
- Lift/Ramp Deployment
- Securement
- Signaling
- Braking
- Routine procedures

- Service Stops/Transfer Facilities
- Driving Conditions/Adverse Weather
- Simulator Training (If Applicable)

Note: *Of the Technical Operator Skills training, each Bus Operator trainee must spend a minimum of ten (10) hours of instruction with a Certified TSI Bus Operator Instructor or equivalent.*

Route/Line Training (On-the-Job Training)

- System and Route Familiarization
- Line Instructor Training and Observation
- On-the-Job Training

Note: *Minimum training standards are for new Bus Operators. Training for experienced Bus Operators relocating to BCT can be adjusted at the discretion of the Bus Operator Training Superintendent.*

BCT uses the Transportation Safety Institute (TSI) lesson plans for new hire training and maintains an *Instructor's Training Manuals* (Appendix M) for new hire training and testing of prospective operators. These manuals contain training course content, curriculum, lesson plans, testing requirements, etc.

As part of the driver training program, drivers are required to successfully undergo a minimum of 80 hours of on the job training in revenue service with an experienced driver covering important aspects of safe vehicle operations.

After successful completion of each training and testing module, the Training Department documents and records the satisfactory completion of the employee's training. Certificates of completion shall be maintained in the driver files for a minimum of five years.

7.1.6 Recurrent Bus Operator Training

The Bus Operations Training Superintendent shall develop and maintain a Training Manual for on-going and refresher training and testing of employees. The manual shall contain training course content, curriculum, lesson plans, testing requirements, etc. On-going/refresher training and testing sessions shall be conducted as necessary to remain compliant with Chapter 14-90. The drivers are required to attend training and testing in all areas specified by Chapter 14-90 at least once every three years. All training and testing activities are to be recorded and retained in files for a minimum of five years.

7.1.7 Remedial Bus Operator Training

BCT provides remedial training for operators who have been involved in two preventable accidents within a 24-month period or have developed unsafe driving behavior or other driving problems. Other causes for remedial training may include persistent customer complaints, supervisor recommendations, or a result of ongoing evaluations. Depending on the circumstances, the Bus Operation Training Superintendent will determine the appropriate remedial training, the results of which will also be documented and retained in the employee files and BCT Accident/Incident Database.

7.2 Records Retention

The Safety, Security and Compliance Section is responsible for implementing a record management program that includes maintenance, retention, distribution, and safe disposal of all safety and security program records of the agency in compliance with state and federal regulations.

All safety and security documents of the agency (ASP, SSEPP, etc.) shall be periodically revised, as needed, to ensure that they are up to date. Revisions and updates shall be communicated with employees, contractors, and regulatory agencies as they occur or as deemed necessary by management, depending on the nature of the revision or update. The SSEPP is considered a confidential document and shall be retained in a secure location by the BCT security manager.

BCT shall maintain and retain the records indicated in the table on the next page for at least four years.

Record	Primary location of information and backup location	Responsible Position
Records of bus driver background checks and qualifications	Primary: Government Center East (GCE)	Broward County Humans Resources
	Back-up: GCW HRO	Human Resources Officer
Detailed descriptions of training administered and completed by each bus driver	Primary: Bus Operator Training	Bus Operations Training Superintendent
	Pending Development of Data base	Bus Operations Training Superintendents
A record of each bus driver's duty status which will include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day	Primary: Midas & Kronos	Bus Dispatch/Supervisors
	Back-up: Manual Documentation	Bus Dispatch/Supervisors
Event investigation reports, corrective action plans, and related supporting documentation	Primary location: BCT Accident/Incident database.	Director of SSC
	Back-up: BC Server	Transit IT
Records of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus	Primary: Assetworks	Maintenance Supervisors / Superintendents
	Back-up: BC Server	Transit IT
Records of annual bus safety inspections and documentation of any required corrective actions	Primary: Assetworks	Maintenance Supervisors / Superintendents
	Back-up: BC Server	Transit IT
Completed and signed medical examination reports for each bus driver	Primary: County's Contracted Medical Services Provider	SSC Director
	Back-up: SSC at GCW	Compliance Manager

BCT shall maintain and retain the records indicated in the following table for at least two weeks:

Record	Where Maintained	Responsible Position
Daily bus inspections(pre-trip and post-trip inspections)	Maintenance at Copans and Ravenswood locations.	Maintenance Supervisors and Superintendents
Corrective action (repairs) completed in response to daily bus inspections (pre-trip and post-trip inspections)	Maintenance at Copans and Ravenswood locations.	Maintenance Supervisors and Superintendents

In addition, BCT will retain records of and any corrective action documentation for a minimum of two weeks.

All sensitive personnel records will be protected from public access. When ready for disposal, both paper and electronic data will be disposed of in a secure manner ensuring that critical information is protected.

7.3 Safety Communication

BCT ensures that all personnel are aware of information relevant to their safety-related roles and responsibilities. At a minimum, BCT shares information about hazards and safety risks, and that actions are taken in response to reports submitted through the various employee safety reporting processes. BCT provides explanations of changes to policies, activities, and procedures. In addition, BCT makes the Minutes to the Monthly Safety Meeting available to the employees. Safety Notices are posted at facilities, memos are issued directly to employees and electronic information monitors are updated with new content as necessary. Bus Operators are able to communicate safety issues by filling out Route Safety Cards (Appendix N) and submitting them to Operations management for follow-up. Employees also have the option of reporting issues directly to BCT Safety, Security and Compliance and to other county agencies.

Chapter 8: Drug and Alcohol Program

8.1 BCT Drug and Alcohol Testing Policy and Procedures

BCT is a Second Chance provider and complies with the requirements mandated by the FTA with regard to substance abuse management and testing as follows:

- 49 CFR Part 655, *Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations*
- 49 CFR Part 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Procedures*.

A copy of the BCTs *Drug and Alcohol Testing Policy and Procedures* dated October 2013, is located in Appendix O.

Chapter 9: Medical Exams for Transit System Bus Operators

9.1 Bus Operator Medical Exam Requirements

This section of the ASP establishes BCTs medical examination requirements for all applicants for Bus Operator positions and for all existing Bus Operators.

- Medical examination requirements include a pre-employment examination for applicants, an examination at least once every two years for existing drivers, and a return to duty examination for any driver prior to returning to duty after having been off duty for 30 or more days due to an illness, medical condition, or injury. The County contracts with a medical provider to perform medical exams for its employees. Physicals are kept at the medical provider's office for a minimum of four years from date of the exam.
- Medical examinations shall be performed and recorded according to FDOT Form Number 725-030-11, *Medical Examination Report for Bus Transit System Driver*, Rev. 05/09, see Appendix P.
- Medical examinations must be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. If medical examinations are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy.
- An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the medical examination as it pertains to visual acuity, field of vision, and color recognition.
- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination form, maintain the original at his or her office and provide a copy to the BCT Safety Security and Compliance Section.
- Upon completion of the medical examination the driver shall provide their driver license number, signature, and date on the medical examination certificate.
- Completed and signed medical examination certificates for each bus driver, dated within the past 24 months, shall be maintained on file for a minimum of four years from the date of the examination.
- BCT shall not allow a driver to operate a transit bus without having on file a completed medical examination certificate dated within the past 24 months.

Chapter 10: Bus and Vehicle Operating Requirements

10.1 BCT Bus Operations and Driving

The BCT Assistant General Manager of Operations is responsible for overall compliance with the following bus and vehicle operating requirements of this ASP.

It is the responsibility of every employee or vendor who performs any driving and/or operational duties to strictly adhere to the following requirements:

- Under no circumstances is a Bus Operator allowed to operate a bus with passengers without having a valid Class A or B CDL with a “P” (Passenger) endorsement in his or her possession.
- Under no circumstances are Bus Mechanics or CSAs allowed to operate a bus without having the Class A or B CDL in his or her possession.
- Under no circumstances is a driver allowed to operate a BCT vehicle without having the appropriate and valid driver's license in his or her possession.
- Bus Operators and other drivers are not permitted to operate a bus or a BCT vehicle when his or her driver license has been suspended, cancelled, or revoked. A driver who receives a notice that his or her license to operate bus or a motor vehicle has been suspended, cancelled, or revoked is required to notify his or her supervisor of the contents of the notice immediately, if possible, otherwise no later than the end of the business day following the day he or she received the notice.
- Buses must be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.
- For the purpose of compliance with Chapter 14-90, BCT defines the “On Duty” and “Off Duty” status of Bus Operators as follows:
 - **“On Duty”** begins when a Bus Operator punches in at the beginning of his or her shift until the Bus Operator punches out at the end of their shift,
 - **“Off-Duty”** means any time the Bus Operator is not on duty, required to be in readiness to work, or under any responsibility to perform work.
- Bus Operators are not permitted to drive more than 12 hours in a 24-hour period or drive after having been on duty for 16 hours in a 24-hour period. A Bus Operator is not permitted to drive until the requirement of a minimum eight consecutive hours off-duty time has been fulfilled. Bus Operators are not permitted to be on duty more than 72 hours in any period of seven consecutive days; however, any 24 consecutive hours of off duty time shall constitute the end of any such period of seven consecutive days.
- A Bus Operator is permitted to drive for more than the regulated hours for the safety and protection of the public when conditions such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident occur.
- BCT uses a computer system (Midas) that flags the Bus Operator as he/she approaches 72 hours of “platform time” which excludes travel time to/from the bus, inspection time and other non-driving time. When a Bus Operator is flagged, Dispatch is responsible for ensuring that the operator does not exceed the allowable driving time.

- Bus Operators and other drivers are not permitted to drive a bus or a BCT vehicle when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.
- Bus Operators and other drivers shall not report for duty or operate any BCT vehicle while under the influence of alcohol or any other substance, legal or illegal, that may impair driving ability. All employees are required to comply with agency's Substance Abuse Policy.
- Bus Operators and other drivers are required to conduct daily bus or BCT vehicle inspections and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.
- AM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on an Operators Bus Pre-Inspection Report form submitted to a Mechanic in the Service Line.
- PM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on an Operators Bus Pre-Inspection Report which is placed in the Bus Operations drop box before exiting the property.
- Any defects found during operations are reported to the Communications Center and documented on a Bus Operators Defect Report (form) and placed in a drop box near the Bus Dispatcher window. Maintenance picks up these reports and a daily basis.
- The Maintenance Section shall review daily inspection reports and Bus Operator Defect Reports and then document corrective actions taken as a result of any deficiencies identified by daily inspections.
- A bus with any passenger doors in the open position shall not be operated with passengers aboard. The doors shall not be opened until the bus is stopped. A bus with any inoperable passenger door shall not be operated with passengers aboard, except to move a bus to a safe location.
- Bus Operators shall ensure that during darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely. If the lighting is not operable, the Bus Operator will report it the Communications Center and the Communications Center will instruct the Bus Operator to take the bus out of passenger service.
- Passengers shall not be permitted in the stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line.
- Passengers shall not be permitted to stand on buses not designed and constructed for that purpose.
- Bus Operators are required to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.
- Buses shall not be left unattended with passengers aboard for longer than 15 minutes. The rear door interlock is activated to allow passenger to exit in the event of an emergency. The parking or holding brake device shall be properly set at any time the bus is left unattended.

- Buses shall not be left unattended in an unsafe condition with passengers aboard at any time.
- Transit vehicles shall not be used at any time for uses other than those that are authorized and permitted according to state and federal program requirements.

BCT Transit uses the “Shield” system that sends out notifications to a comprehensive distribution list on a daily basis, at approximately 3:00 AM – 3:15 AM, when a driver’s license is suspended. The SSC Director is the owner of the Shield System distribution list. Additionally, an employee of the Broward County Human Resources forwards a secondary notification of suspensions and subsequent reinstatement notices to a distribution list, the distribution list used by HR at includes BCT Operations Director and other management staff.

10.2 Wireless Communications Policies

A “wireless communication device” means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs), computer tablets, portable computers (commonly called laptop computers) or any other similar device.

A “personal wireless communications device” means an electronic or electrical device that was not provided by the bus transit system for business purposes. “Use of a wireless communication device” means use of a mobile telephone or other electronic or electrical device, hands-on or hands-free, to conduct an oral communication; to place or receive a telephone call; to send or read electronic mail or a text message; to play a game; to navigate the Internet; to play, view, or listen to a video; to play, view, or listen to a television broadcast; to play or listen to music; to execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from a safety-critical task. Use of an electronic or electrical device that enhances the individual’s physical ability to perform, such as a hearing aid, is not included in this definition.

BCT requires all drivers to fully comply with the following wireless communication policies and procedures:

- The use of a personal wireless communication device is prohibited while the transit vehicle is in motion.
- All personal wireless communication devices must be turned off with any earpieces removed from the operator’s ear while occupying the driver’s seat.
- Drivers are not permitted to use any wireless communication device issued by the bus transit system while the transit vehicle is in motion, except brief radio communications with the communication center. If the driver must use the radio for a long duration, he/she must stop the vehicle in a safe place.
- The use of a wireless communication device is prohibited while loading or unloading a wheelchair patron or while conducting any other safety related duty that require the driver’s undivided attention. If wireless communication is necessary, the driver must use a company issued wireless communication device (i.e., Portable Radio) before or upon completion of the safety related task.
- In the event that the Bus Operator’s Radio is inoperable, employees are permitted to use wireless communication devices, provided that the bus is not in motion and the Bus

Operator is outside of the Bus Operator's area either behind the standee line, or outside the bus, in the following situations:

- Communication between a driver and the BCT Communications Center is necessary.
- A driver requesting medical or emergency assistance.
- A driver reporting an illegal activity, a traffic accident, a road hazard, or a safety or security threat.

In such situations, the Bus Operator must call the direct line to the BCT Communication Center.

- In an emergency, if a Bus Operator is unable to use the radio (e.g., driver is separated from the vehicle due to a need to evacuate, or the radio is inoperable because it is beyond the radio coverage area, or other malfunction), a wireless communication device may be used to contact the BCT Communications Center, using the direct line. The bus must not be in motion and the Bus Operator must be outside of the Bus Operator's area either behind the standee line, or outside the bus.
- In addition to the above, BCT requires all employees to follow the radio operating procedures included in the Operators' Manual.
- BCT's Wireless Communication policy and procedures are included in the new Bus Operator Training Program. The policy and procedures are thoroughly reviewed with each employee. This Wireless Communication policy and procedure training must be acknowledged and signed for by each employee.

Florida 14-90.004 Regulations on Wireless Communications

According to 14-90.004, bus transit systems must implement a wireless communication plan and procedure that provides for the safe operation of the bus transit vehicle. The wireless communication plan and procedure shall assure that:

- a. The use of a personal wireless communication device is prohibited while the transit vehicle is in motion, and*
- b. All personal wireless communications devices are turned off with any earpieces removed from the operator's ear while occupying the driver's seat.*

A policy on the use of a wireless communications device issued to the operator by the bus transit system for business related purposes must be developed that assure:

- a. Guidelines are developed that allow for the use of a wireless communications device in emergency situations, and*
- b. The use of a wireless communications device does not interfere with the operator's safety related duties.*

Also, bus transit systems shall develop a driver educational training program addressing:

- a. The proper use of a wireless communications device issued to the operator by the Bus Transit System while in the performance of their safety related duties, and*
- b. The hazards associated with driving and utilizing a wireless communications device.*

Chapter 11: Vehicle Maintenance Program

The function of the BCT maintenance program is to provide a consistent systematic process to properly maintain and service vehicles to meet or exceed the manufacturer's recommended maintenance schedule.

The BCT vehicle maintenance program ensures that all buses operated and all parts and accessories on such buses, including those specified in Rule 14-90.007 and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements.

The Assistant General Manager of Operations is responsible for ensuring that the Maintenance Plan remains consistent with Rule 14-90 and that all vehicles operated are regularly and systematically inspected, maintained, and lubricated in accordance with the BCT Maintenance Plan and the Preventive Maintenance Program contained therein, as set forth in Appendix Q.

11.1 Daily Vehicle Inspections

Bus Operators are required to perform daily vehicle inspections prior to operating the assigned vehicle, during routes, and after all route schedules are completed. The pre-trip inspection, a copy of which is in Appendix R and it includes an inspection of the following parts and devices to ascertain that they are in safe condition and in good working order:

- Service brakes
- Parking brakes
- Tires and wheels
- Steering
- Horn
- Lighting devices
- Windshield wipers
- Rear vision mirrors
- Passenger doors
- Exhaust system
- Equipment for transporting wheelchairs
- Safety, security, and emergency equipment

During the scheduled trips and at the end of the day, the bus operator shall note any additional findings and submit the daily vehicle inspection forms. The process and form(s) to be utilized for daily vehicle inspections is included in agency's preventive maintenance program. The daily vehicle inspection forms must be complete with the operator's signature and a check in each box to document that the items are "OK" or a defect is noted in the comments section.

If the operator finds any mechanical or other problems that could compromise the safety of the vehicle at any point, the operator shall immediately inform the BCT Communications Center who shall inform maintenance via e-mail or telephone call and the vehicle shall not be scheduled for service until repaired. Failure to report defects by operators may result in an administrative action taken against the employee.

The Maintenance Section reviews the daily inspections and documents the corrective actions taken as a result of any deficiencies identified by the operator. Daily inspection records are retained for a minimum of two weeks.

The on-duty maintenance supervisor will periodically conduct vehicle inspections behind the operators who have completed the vehicle inspections to ensure that the daily vehicle inspections are adequately performed.

Once defects are noted they shall be prioritized and sorted by priority and location into categories for repairs. Once a defect is noted on the inspection form and repaired, the documentation shall be attached to the work/repair order and filed via the Asset Works system.

11.2 Preventive Maintenance

Scheduled preventive maintenance is performed at 6,000 miles intervals. During the preventive maintenance inspection, all safety features of the vehicle are inspected for proper operation. P.M.'s shall be flagged 'due' at 5400 miles and shall be shown 'overdue' at 6600 miles. This reflects 10% plus or minus variable to ensure P.M. schedule compliance. The allowable variance with all preventive maintenance inspections is a minus 600 miles to a plus 600 miles. Any inspection completed within this parameter is considered on time as long as the actual mileage interval meets the manufacturer's recommended maintenance schedule. However, the annual inspection shall be conducted on all vehicles regardless of mileage accrued.

The Maintenance Superintendent/Supervisor at each facility, or designee, shall regularly perform Quality Assurance (QA) checks to ensure that the inspections and repairs, both in-house and contracted, are completed and documented properly. Each vehicle shall have a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. Such records shall be maintained for at least four years and include, at a minimum, the following information:

- Identification of the bus, the make, model, and license number or other means of positive identification and ownership.
- Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed.
- If not owned by BCT, the name of any person furnishing a bus.
- The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair.

For tracking purposes, a maintenance log is maintained in AssetsWorks containing vehicle ID, make and type of vehicle, year, model, special equipment, inspections, maintenance and lubrication intervals, and date or mileage when services are due.

11.3 Bus Maintenance Safety Inspections

Safety inspections are part of the maintenance inspections and are performed as part of the scheduled 6,000-mile Preventative Maintenance Program on all buses operated by BCT and contracted service providers. The Maintenance Superintendent at each facility is responsible for ensuring that each individual performing a bus safety inspection is qualified as follows:

- Understands the requirements set forth in Chapter 14-90 and can identify defective components.

- Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.
- Has at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

Each bus receiving a safety inspection as part of the scheduled 6,000-mile Preventative Maintenance Program shall be checked for compliance with the requirements for safety devices and equipment as referenced or specified by Rule 14-90. Specific operable equipment and devices as required by Rule 14-90 include the following as applicable to Type I and II buses:

- Horn
- Windshield wipers
- Mirrors
- Wiring and batteries
- Service and parking brakes
- Warning devices
- Directional signals
- Hazard warning signals
- Lighting systems and signaling devices
- Handrails and stanchions
- Standee line and warning
- Doors and brake interlock devices
- Stepwells and flooring
- Emergency exits
- Tires and wheels
- Suspension system
- Steering system
- Exhaust system
- Seat belts
- Safety equipment
- Equipment for transporting wheelchairs
- Working speedometer

These activities are documented in AssetsWorks and include the following:

- Identification of the individual(s) performing the inspection
- Identification of the bus transit system operating the bus
- The date of the inspection
- Identification of the bus inspected
- Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective
- Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s)

Records of all buses receiving Preventative Maintenance, including safety inspections are retained in AssetsWorks for a retained for a minimum of four years for compliance review.

Chapter 12: Vehicle Equipment Standards and Procurement Criteria

The BCT Assistant General Manager of Operations is responsible for overall compliance with vehicle equipment standards and procurement criteria. BCT will only procure vehicles adhering to the vehicle equipment standards and procurement criteria specified in Chapter 14-90.007 of the State of Florida Administrative Code.

12.1 Bus Equipment Minimum Gross Vehicle Weight Rating and Safety Standards

The Assistant General Manager of Operations shall ensure that all buses procured and operated must meet the following minimum standards, as applicable:

- The capability and strength to carry the maximum allowed load and not exceed the manufacturer's gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.
- Structural integrity that mitigates or minimizes the adverse effects of collisions.
- The Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403, and 404, as amended.

In addition, proof of strength and structural integrity tests on new buses procured will be submitted by manufacturers or bus transit systems to BCT.

12.2 Bus Equipment Standards

The Maintenance Section shall ensure that every bus operated by the agency is equipped following the minimum standards as follows:

- **Mirrors.** There shall be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses shall have a minimum reflective surface of 50 square inches. Neither the mirror nor the mounting shall protrude farther than the widest part of the vehicle body except to the extent necessary to produce a field of view meeting or exceeding the requirements of this section. All Type I buses shall, in addition to the above requirements, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated and standing passengers. Buses having a passenger exit door that is located inconveniently for the driver's visual control shall be equipped with additional interior mirrors to enable the driver to view the passenger exit door. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.
- **Wiring and Batteries.** Electrical wiring shall be maintained so as not to come in contact with moving parts, heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus is equipped with a storage battery electrical power main disconnect switch. The disconnect switch shall be practicably located in an accessible location adjacent to or near to the battery and be legibly and permanently marked for identification. Every storage battery on a public-sector bus shall be mounted with proper retainment devices in a compartment which provides adequate ventilation and drainage.
- **Brake Interlock Systems.** All Type I buses having a rear exit door shall be equipped with a rear exit door/brake interlock that automatically applies the brake upon driver activation of

the rear exit door to the open position. Brake interlock application shall remain activated until deactivated by the driver and the rear exit door returns to the closed position. The rear exit door brake interlock on such buses shall be equipped with an identified override switch enabling emergency release of the brake interlock function. The override switch shall not be located within reach of the seated driver. Air pressure application to the brake during brake interlock operation, on buses equipped with rear exit door/brake interlock, shall be regulated at the equipment's original manufacturer's specifications.

- **Standee Line and Warning.** Every bus designed and constructed to allow standees shall be plainly marked with a line of contrasting color at least two inches wide, or be equipped with some other means to indicate that all passengers are prohibited from occupying a space forward of a perpendicular plane drawn through the rear of the driver's seat and perpendicular to the longitudinal axis of the bus. A sign shall be posted at or near the front of the bus stating that it is a violation for a bus to be operated with passengers occupying an area forward of the line.
- **Handrails and Stanchions.** Every bus designed and constructed to allow standees shall be equipped with overhead handrails for standee passengers. Overhead handrails shall be continuous, except for a gap at the rear exit door, and terminate into vertical stanchions or turn up into a ceiling fastener. Every Type I and Type II bus designed for carrying more than 16 passengers shall be equipped with handrails, stanchions, or bars at least 10 inches long and installed to permit safe on-board circulation, seating and standing assistance, and boarding and alighting by elderly and handicapped persons. Type I buses shall be equipped with a safety bar and panel directly behind each entry and exit stepwell.
- **Flooring, Steps, and Thresholds.** Flooring, steps, and thresholds on all buses shall have slip resistant surfaces without protruding or sharp edges, lips, or overhangs, in order to prevent tripping hazards. All step edges and thresholds shall have a band of color(s) running the full width of the step or edge which contrasts with the step tread and riser, either light-on-dark or dark-on-light.
- **Doors.** Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.
- **Emergency Exits.** All buses shall have an emergency exit door, or in lieu thereof, shall be provided with emergency escape push-out windows. Each emergency escape window shall be in the form of a parallelogram with dimensions not less than 18" by 24", and each shall contain an area of not less than 432 square inches. There shall be a sufficient number of push-out or kick-out windows in each vehicle to provide a total escape area equivalent to 67 square inches per seat, including the driver's seat. No less than 40% of the total escape area shall be on one side of the vehicle. Emergency escape kick-out or push-out windows and emergency exit doors shall be conspicuously marked with a sign or light and shall always be kept in good working order so that they may be readily opened in an emergency. All such windows and doors shall not be obstructed either inside or outside so as to hinder escape. Buses equipped with an auxiliary door for emergency exit shall be equipped with an audible alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio-visual alarm located in the driver's compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.

- Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.
 - i. No bus shall be operated with a tread groove pattern depth:
 - 1. Less than $\frac{4}{32}$ ($\frac{1}{8}$) of an inch, measured at any point on a major tread groove for tires on the steering axle of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
 - 2. Less than $\frac{2}{32}$ ($\frac{1}{16}$) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
 - ii. No bus shall be operated with recapped, regrooved, or retreaded tires on the steering axle.
 - iii. Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.
- Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts, shall be free from cracks, leaks, or any other defect which may cause its impairment or failure to function properly.
- Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly, and shall be free from cracks and excessive wear of components that may cause excessive free play or loose motion in the steering system or above normal effort in steering control.
- Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209-October 1, 2008, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C. F. R. 571.210 October 1,2008, hereby incorporated by reference.
- Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1 ABC rating and bearing the label of Underwriter's Laboratory, Inc. The fire extinguishers shall be maintained as follows:
 - i. Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or a clearly marked compartment and be readily accessible.
 - ii. Each fire extinguisher shall be maintained in efficient operating condition and equipped with some means of determining if it is fully charged.
 - iii. Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, Florida Statutes.
- Driver Safety Partitions. Every new bus shall be equipped with a safety partition that must provide a high degree of safety mechanisms and construction to protect the bus operator from generally known standard physical and chemical assaults reducing potential harm to the bus driver. The safety barrier shall act as a divider between the bus driver and passenger occupants.

12.3 Bus Equipment ADA Standards

Persons with Disabilities. Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, hereby incorporated by reference, as well as the following:

- Installation of a wheelchair lift, or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.
- Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are located in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.
- The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver's seat shall not be operable from the driver's seat, but shall have an override control at the driver's position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure).
- The installation of the wheelchair lift or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus or vertically beyond the lowest part of the rim of the wheel closest to the lift.
- Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:
 - i. The manufacturer's name and address.
 - ii. The month and year of manufacture.
 - iii. A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.
- Wheelchairs. Wheelchair lifts, ramps, securement devices, and restraints shall be inspected and maintained as required by this Chapter 14-90. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

Chapter 13: Internal and External Safety Audits

The Safety, Security and Compliance Director is responsible for ensuring that announced or unannounced internal safety audits of BCT are conducted at least annually to ensure compliance with all the objectives and requirements of this ASP and Florida Administrative Code Chapter 14-90. The annual audit results shall be documented by the audit team in a report containing the following:

- Identification of the findings, including a detailed description of any deficiency.
- Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.
- Any required suspension of bus transit system service should it be determined that the continued operation of the service or a portion thereof poses an immediate danger to public safety.

In addition, BCT management will work closely with regulatory agencies (FDOT, FTA, etc.) when external audit notifications are received and allocate resources, as necessary, to facilitate the audits.

Appendices

Appendix A: BCT Transit Asset Management (TAM) Plan



2019

Transit Asset Management Plan



November 27, 2019

Appendix B: FDOT 14-90 Self Certification Form



Transportation Department
TRANSIT DIVISION-Administration
1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

April 24, 2020

Florida Administrative Code, Chapter 14-90 Safety and Security Certification

Name: Broward County Transit Division
1 N. University Drive, Suite 3100A, Box 306
Plantation, FL 33324

The Bus Transit System named above hereby certifies the following:

1. The adoption of an Agency Safety Plan (ASP), formerly called the System Safety Program Plan (SSPP), and a Security Program Plan (SPP) in accordance, and at a minimum, with established standards set forth in Chapter 14-90, Florida Administrative Code.
2. Compliance with the adopted standards of the ASP, formerly called the SSPP, and the SPP.
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, Florida Administrative Code.
4. That the Transit Division staff has performed all required safety inspections and security reviews at the Bus Transit System's Maintenance facilities, located at 3201 West Copans Road, Pompano Beach, Florida 33069 and at 5440 Ravenswood Road, Dania Beach, Florida 33312.

Signature: _____
Title: Chris Walton
Director, Transportation Department

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on this _____ day of April, 2020, by Chris Walton, who is personally known to me, or produced identification.
(Type of identification produced: _____)

Notary Public
(SEAL)

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org

Appendix C: Florida Administrative Code, Rule 14-90

CHAPTER 14-90 EQUIPMENT AND OPERATIONAL SAFETY STANDARDS FOR BUS TRANSIT SYSTEMS

14-90.001	Scope (Repealed)
14-90.002	Definitions
14-90.003	Department Responsibilities and Authority (Repealed)
14-90.004	Bus Transit System Operational Standards
14-90.0041	Medical Examinations for Bus Transit System Drivers
14-90.005	Transit Bus Accidents (Repealed)
14-90.006	Operational and Driving Requirements
14-90.007	Vehicle Equipment Standards and Procurement Criteria
14-90.008	Standards for Accessible Buses (Repealed)
14-90.009	Bus Safety Inspections
14-90.010	Certification
14-90.011	Inspection of Buses By Law Enforcement Officers (Repealed)
14-90.012	Safety and Security Inspections and Reviews

14-90.001 Scope.

Rulemaking Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 344.044(12), (21), 341.041(3), 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, 8-2-94, Repealed 8-7-05.

14-90.002 Definitions.

Terms used in this rule chapter shall mean as defined in Section 341.031, F.S., in addition:

(1) “Bus” means any motor vehicle, other than a taxicab, which is designed or constructed for the public transport of persons for compensation and is owned, operated, leased, or controlled by a bus transit system. Buses are designated in two categories:

(a) Type I means over 22 feet in length, including bumpers.

(b) Type II means 22 feet or less in length, including bumpers and paratransit type vehicles, such as minibuses, standard vans, modified vans, station wagons, and sedans.

(2) “Bus Transit System” means a community transportation coordinator; a public transit provider; or a private contract transit provider which owns, operates, leases, or controls buses or taxicabs where such transportation consists of continuous or recurring transportation under the same contract; or a privately owned or operated transit provider that receives operational or capital funding from the Department and owns, operates, leases, or controls buses, other than nonpublic sector buses that provides transportation services available for use by the general riding public.

(3) “Community Transportation Coordinator” means a provider of transportation services or an entity that ensures such services are provided by another bus transit system.

(4) “Department” means the Florida Department of Transportation.

(5) “Drive” or “Operate” means all time spent at the controls of a bus in operation.

(6) “Driver” means any person trained and designated to drive a bus on a street or highway being used for the public transport of persons for compensation.

(7) “FMVSS” means the Federal Motor Vehicle Safety Standards in effect at the time the bus or component is manufactured.

(8) “For Compensation” means for money, property, or anything else of value whether paid, received, or realized, directly or indirectly.

(9) “Manufacturer” means the original producer of the chassis, the producer of any type of bus, or the producer of equipment installed on any bus for the purpose of transporting individuals with disabilities.

(10) “Off-Duty” means any time the driver is not on duty, required to be in readiness to work, or under any responsibility to perform work. Such time shall not be counted towards the maximum allowed on-duty hours within a 24-hour period.

Appendix D: BCT Safety Performance Target Transmittal Letter to MPO



Transportation Department
TRANSIT DIVISION-Administration
1 N. University Drive, Suite 2100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

July 23, 2020

Greg Stuart
Executive Director
Broward Metropolitan Planning Organization
Trade Centre South
100 West Cypress Creek Road
6th Floor, Suite 650
Fort Lauderdale, FL 33309

Re: FTA Agency Safety Plan - Safety Performance Targets for Broward County Transit

Dear Mr. Stuart:

As required by 49 CFR Part 673, each transit agency must include Safety Performance Targets (SPTs) in its Agency Safety Plan (ASP). These SPTs must be specific numerical targets set by the transit agency and they must be based on the safety performance measures established by the FTA. A total of four initial safety performance measures have been adopted by the FTA and they are: (1) Fatalities, (2) Injuries, (3) Safety Events, and (4) System Reliability. In addition, transit agencies must make its SPTs available to their state DOTs and local MPOs to assist them in their efforts to develop statewide and regional SPTs.

As the "accountable executive" for Broward County Transit (BCT), it is my mandated role to develop and transmit SPTs to both the Florida Department of Transportation and the Broward Metropolitan Planning Organization.

The attached document sets the initial annual required SPTs for FY2021 as a critical component of the BCT ASP. Please contact me if you have any questions concerning this submission.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Watson".

Chris Watson
Director
Broward County Transportation Department

cc/wend: Bertha Henry, Broward County Administrator
Tim Garling, Deputy Director, Transportation Department
Wanda Del Toro, Acting Director, Safety, Security and Compliance Section
Ashley Porter, Transit Safety Program Manager, Florida Dept. of Transportation

Appendix E: BCT Managerial/Supervisory Safety Responsibilities

BCT System Safety Responsibilities by Position (Page 1 of 4)

		TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT. DEP DR	SSC DIRECTOR	AGM OPS	AGMS CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
1	Oversee and assure ASP and SPP compliance	Daily		X			X	X	X	X	X	X	X	X			X	X	X	X	X
2	Random Inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)	Quarterly / As needed		X	X	X	X	X	X	X	X	X		X		X	X	X	X		X
3	ASP and SPP review, maintenance, and distribution	Annual / As needed	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X
4	Intra-departmental coordination and safety meetings	Monthly	X	X	X	X					X	X									
5	Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)	As needed	X	X	X						X	X									
6	Employee safety training and testing and record keeping	Initial hire / As needed			X						X	X				X					X
7	Drug free workplace (policy maintenance, employee training and testing, etc.)	Initial hire / As needed			X						X		X								X

Appendix F: BCT Organization Chart



Organization Chart
August 14, 2020

Appendix G: Hazard/Risk Mitigation Hierarchy of Controls

BCT HIERARCHY OF CONTROL

The purpose of this hierarchy is to provide a systematic approach to controlling risks associated with different hazards through elimination, or reduction of the risk and/or the consequences of an incident. Each step is considered less effective than the step above it, therefore, each step should be considered in order, starting with the most effective and ruling out each step before proceeding to the next, less effective step. Steps may be combined to achieve an acceptable risk, e.g. administrative control combined with personal protective equipment.

**MOST
EFFECTIVE**



**LEAST
EFFECTIVE**

Elimination	<ul style="list-style-type: none"> Re-design to eliminate hazards
Substitution	<ul style="list-style-type: none"> Substitute less hazardous materials, processes, operations or equipment Reduce energy (for example, reduce speed, force, amperage, pressure, temperature and noise).
Engineering Controls	<ul style="list-style-type: none"> Ventilation system, machine guarding, Interlock, sound enclosures Platforms and guardrail Lift tables, conveyors and balancers
Warnings	<ul style="list-style-type: none"> Signs, Labels Horns, Beepers, Back-Up Alarms
Administrative Controls	<ul style="list-style-type: none"> Procedures Worker Rotation, Changing Work Schedule Inspections Training
Personal Protective Equipment	<ul style="list-style-type: none"> Safety glasses, face shield, gloves Hearing protection Safety harnesses/lanyards Respirators

Appendix H: Transit Supervisor Accident or Incident Report Investigation Report



TRANSIT SUPERVISOR ACCIDENT OR INCIDENT INVESTIGATION REPORT

This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division.

CASE ID: _____ SUPERVISOR: _____
 DAY: _____ DATE: _____ TIME: _____ OPERATOR: _____
 BUS NUMBER: _____ RUN NUMBER: _____ LOCATION: _____
 OFFICER ON SCENE: _____ MUNICIPALITY: _____

DAMAGE DESCRIPTION: _____

VEHICLE NUMBER 1

YEAR: _____ TAG NUMBER: _____
 STATE: _____
 OWNER'S NAME: _____
 DRIVER'S NAME: _____
 ADDRESS: _____
 CITY _____ STATE _____ ZIP _____
 TELEPHONE NUMBER: _____
 DRIVER'S LICENSE NUMBER: _____
 INSURANCE COMPANY: _____
 POLICY NUMBER: _____

DAMAGE

REAR FRONT
 LEFT SIDE RIGHT SIDE

VEHICLE NUMBER 2

YEAR: _____ TAG NUMBER: _____
 STATE: _____
 OWNER'S NAME: _____
 DRIVER'S NAME: _____
 ADDRESS: _____
 CITY _____ STATE _____ ZIP _____
 TELEPHONE NUMBER: _____
 DRIVER'S LICENSE NUMBER: _____
 INSURANCE COMPANY: _____
 POLICY NUMBER: _____

DAMAGE

REAR FRONT
 LEFT SIDE RIGHT SIDE

WAS A CITATION ISSUED? YES NO
 ISSUED TO OPERATOR? YES NO
 ISSUED TO OTHER DRIVER(S)? YES NO
 WERE PHOTOGRAPHS TAKEN AND DOWNLOADED? YES NO
 DIAGRAM ATTACHED? YES NO

REASON FOR CITATION: _____

Appendix I: Employee Report of Accident or Incident

BROWARD COUNTY *Transit* This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division. POLICE/EMS CASE NUMBER _____ INTERNAL CONTROL NUMBER _____

EMPLOYEE REPORT OF ACCIDENT INCIDENT WITNESS STATEMENT

THIS FORM MUST BE COMPLETED AND TURNED IN WITHIN 24 HOURS OF ACCIDENT/INCIDENT

LOCATION: COPANS RAVENSWOOD

BASIC INFORMATION

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)		TITLE	IF OPERATOR, YRS. DRIVING BCT BUS	LICENSE NUMBER
COUNTY VEHICLE NO.	ROUTE & BLOCK NO.	RUN NO.	NO. OF PASSENGERS	NO. OF PASSENGER COMMENT CARDS
DATE OF OCCURRENCE		DAY OF WEEK	TIME	AM PM
STREET ON WHICH ACCIDENT OCCURRED		NEAREST CROSS STREET	CITY	
TYPE OF ACC./INC. TRAFFIC <input type="checkbox"/> PASSENGER <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> OBSERVATION <input type="checkbox"/> DISTURBANCE <input type="checkbox"/> VANDALISM <input type="checkbox"/>				

REPORTING AT TIME OF THE OCCURRENCE

WAS THERE A POLICE INVESTIGATION? YES <input type="checkbox"/> NO <input type="checkbox"/>	OFFICER'S BADGE NUMBER AND/OR NAME	POLICE AGENCY
WAS A BCT SUPERVISOR AT THE SCENE? YES <input type="checkbox"/> NO <input type="checkbox"/>	BCT SUPERVISOR'S NAME	
WAS BCT DISPATCHER NOTIFIED? YES <input type="checkbox"/> NO <input type="checkbox"/>	IF YES, WHOM?	
WAS CITATION ISSUED YES <input type="checkbox"/> NO <input type="checkbox"/>	TO OPERATOR <input type="checkbox"/> OTHER DRIVER <input type="checkbox"/>	REASON

WERE THERE ANY INJURIES? YES NO (USE SEPARATE SHEET OF PAPER IF NECESSARY)

NAME	ADDRESS, CITY, STATE, ZIP	PHONE	AGE	SEX	NATURE OF INJURIES
ON BCT BUS					
1.					
2.					
3.					
4.					
OTHER VEHICLES					
1.					
2.					
WERE INJURED TRANSPORTED? YES <input type="checkbox"/> NO <input type="checkbox"/>		BY WHOM?		WHERE TAKEN?	
DID OTHER PARTY MAKE ANY STATEMENT AT TIME OF OCCURRENCE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES DESCRIBE BELOW					

OTHER VEHICLE NUMBER 1 NAME (LAST, FIRST, MIDDLE INITIAL) _____ ADDRESS (NUMBER & STREET) _____ CITY _____ ZIP _____ HOME PHONE _____ DRIVER'S LICENSE NUMBER _____ STATE _____ SEX M F BIRTHDATE __/__/____ MAKE _____ MODEL _____ YEAR _____ COLOR _____ LICENSE NUMBER _____ STATE _____ NAME OF REGISTERED OWNER (LAST FIRST MIDDLE INITIAL) _____ ADDRESS OF OWNER _____ INSURANCE COMPANY _____ INSURANCE POLICY # IMPORTANT _____	OTHER VEHICLE NUMBER 2 NAME (LAST, FIRST, MIDDLE INITIAL) _____ ADDRESS (NUMBER & STREET) _____ CITY _____ ZIP _____ HOME PHONE _____ DRIVER'S LICENSE NUMBER _____ STATE _____ SEX M F BIRTHDATE __/__/____ MAKE _____ MODEL _____ YEAR _____ COLOR _____ LICENSE NUMBER _____ STATE _____ NAME OF REGISTERED OWNER (LAST FIRST MIDDLE INITIAL) _____ ADDRESS OF OWNER _____ INSURANCE COMPANY _____ INSURANCE POLICY # IMPORTANT _____
--	--

ON THE DIAGRAM AT THE RIGHT PLEASE INDICATE LOCATION OF INJURED PASSENGER(S) ON THE BUS AND WHERE PASSENGER COMMENT CARDS WERE COLLECTED.



TYPE OF BUS _____ BUS NUMBER _____

702-328 (Rev. 7/17)

Appendix J: Accident Review Team



TRANSIT DIVISION / Administration

1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

January 31, 2018

RE: Letter of Understanding for Creation of Accident Review Team

The purpose of this letter is to document our mutual understanding between Broward County (the "County") and Amalgamated Transit Union, Local 1267 (the "Union") regarding vehicle accidents.

When an employee is involved in an accident, the Accident Review Team ("ART") will meet and determine whether the employee failed to exercise reasonable precaution to prevent the accident. The ART does not have jurisdiction to determine or recommend discipline. (Any determination by ART is not an admission or a determination of fault or negligence in a civil or criminal action.) Discipline is determined by the County. The Union has the right to file a grievance contesting the decision of the ART, discipline administered by the County, or both, utilizing the grievance and arbitration procedures set forth in the Collective Bargaining Agreement ("CBA").

The ART will be composed of: (1) a representative of Transit management; (2) a Union representative; and (3) a County employee outside of the Transportation Department. Each member shall have one vote. The determination shall be based on majority of the votes. Both the County and the Union will have the right to have one additional person to confer with at the meetings, however, these individuals will not have a vote in the determination of the accident. The ART Union representative shall be paid by the County consistent with the change of assignment, however, Extra Board Operators shall be paid a minimum of eight (8) hours.

The ART will meet at least monthly as necessary. The ART will not review accidents without all three (3) members present.

If the ART determines that the employee failed to exercise reasonable precaution to prevent the accident, the County will begin the discipline process within five (5) days of ART's determination. The five (5) days starts on the next business day after ART makes its determination. Within fifteen (15) working days after the conclusion of an Administrative Review, the County will notify the employee and the Union of any disciplinary action to be taken in accordance with Article 10, Section 13 of the CBA.

In the event the Union disagrees with either the determination of ART, the discipline administered by the County, or both, the Union may utilize the grievance and arbitration procedures set forth in the CBA. If the discipline exceeds a three (3) day suspension, the Union may file and process a grievance in the same manner

Broward County Board of County Commissioners
Mark C. Egeles • Beom Eun • Steve Geller • Dale V.C. Honess • Chip LaMotta • Ron H. Rich • Tim Ryan • Barbara Shreif • Michael Uline
www.broward.org

Page 1 of 1

Appendix K: Rule 14-90 Event Investigation Supplement Form

14-90 EVENT INVESTIGATION SUPPLEMENT

ACCIDENT INCIDENT

Event Date: [Click here to enter a date.](#) **Event Time:** **Vehicle Number:**

Operator's Name:

Description of Event:

14-90 Investigation Required Due to the following:

- Fatality (individual confirmed dead within 30 days of event).
- Injuries requiring immediate medical attention away from the scene for 2 or more individuals.
- Property damage to a BCT or non-BCT vehicle, other BCT property or facilities or any other property of \$1,000 or more.
- Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus.

Event Preventability Determination:

The following documents and/or video was used to review the event for preventability:

Operator's Report Supervisor's Report Police Report
 Photographs Video Other _____

The event was determined to be PREVENTABLE NON-PREVENTABLE by the Accident Review Team (ART) / Other: _____ on : [Click here to enter a date.](#)

The event was deemed "preventable" because:

Description of Investigation Activities:			
Identified Causal Factors:			
Corrective Action:	Description of Action Item:	Responsible Person:	Target Due Date:

By: _____ **Date:** _____

OPERATOR'S MANUAL

Rules and Regulations



Appendix M: BCT Bus Operator's Instructor's Manual



U.S. Department of Transportation
Federal Transit Administration

TRANSPORTATION SAFETY INSTITUTE

VEHICLE OPERATIONS

Instructor Guide
Bus Operator Training Program

Program sponsored by
Federal Transit Administration

JANUARY 2009

Appendix N: Route Safety Cards

**BROWARD COUNTY TRANSIT
ROUTE SAFETY CARD**
(Please circle or check box and write clearly)

Problem with:

Sign/Post	Bench	Shelter
Location	Information	Other

Route(s): _____

City: _____

Main Road: _____

Cross Street: _____

Landmark: _____

Distance from cross street: _____ feet

Bus stop location from intersection:

Far-Side Near-Side Mid-Block Opposite

Travel Direction: N S E W

Pedestrian access or obstacle to bus stop?

Sidewalk Dirt Grass Guardrail

Can lift or ramp be deployed in boarding area?

Yes No

Complaint: _____

Suggestion: _____

Please fill in main and cross street and show bus stop with an "X"

BCT Employee: _____

Complaint Date: _____

FOLLOW-UP
(Please circle or check box and write clearly)

Stop #: _____ Location #: _____

Action Date: ____ / ____ / ____

- Stop Relocated
- Stop Removed
- Stop Added
- Route # Changed
- ADA Decal Added
- BCT Logo Placed on Sign
- Sign/U-Channel Repaired
- New Post Installed
- New Sign Installed
- Other: _____

AMENITIES:

- None
- Bench
- Shelter
- Bus Bay
- Turn Lane
- Trash Can
- ADA Accessible Functional None

Previous Location #: _____

Nearest .00 Mile Distance from Previous Stop: _____

Nearest .00 Mile Distance to Next Stop: _____

Next Location #: _____

Feet Distance from Intersection: _____

- Near-Side
- Far-Side
- Mid-Block
- Opposite
- In Front Of

FOR OFFICE USE ONLY:

Name of Caller: _____

Company: _____

Daytime Phone #: _____

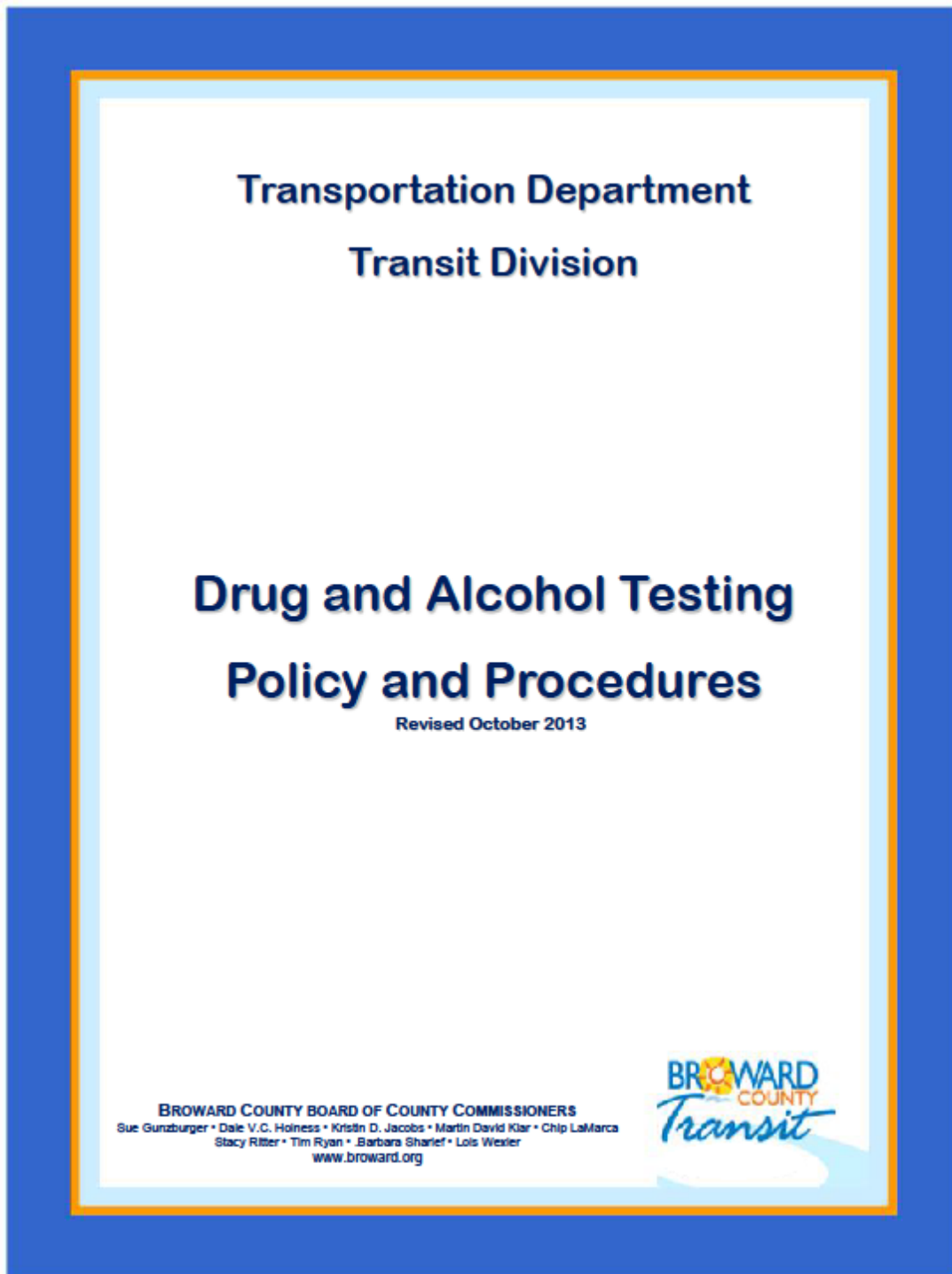
Caller's Address: _____

City: _____

Letter Sent? Yes No Date: ____ / ____ / ____

Notes: _____

Appendix O: BCT Drug and Alcohol Testing Policy and Procedures



Appendix P: Medical Examination Report for Bus Transit System Drivers

Rule 14-90.0041, F.A.C.

FLORIDA DEPARTMENT OF TRANSPORTATION MEDICAL EXAMINATION REPORT FOR BUS TRANSIT SYSTEM DRIVER

725-030-11
Transit
05/09

1. DRIVER'S INFORMATION <small>Driver completes this section.</small>						
Driver's Name (Last, First, Middle)			Birthdate / / MM/DD/YY	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Preemployment <input type="checkbox"/> Biannual <input type="checkbox"/> Follow Up <input type="checkbox"/> Return to Duty
Address		City, State, Zip Code		Work Tel: () - Home Tel: () -	Driver License No. License Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Other	Date of Exam / / Date Issued / /
2. HEALTH HISTORY <small>Driver completes this section indicating any below described illness, medical condition, or injury that currently exists or has occurred. The medical examiner is encouraged to discuss with driver.</small>						
YES NO <input type="checkbox"/> <input type="checkbox"/> Head/Brain injuries, disorders or illness <input type="checkbox"/> <input type="checkbox"/> Seizures, epilepsy <input type="checkbox"/> <input type="checkbox"/> medication _____ <input type="checkbox"/> <input type="checkbox"/> Eye disorders or impaired vision (except corrective lenses) <input type="checkbox"/> <input type="checkbox"/> Ear disorders, loss of hearing or balance <input type="checkbox"/> <input type="checkbox"/> Heart disease or heart attack; other cardiovascular condition <input type="checkbox"/> <input type="checkbox"/> medication _____ <input type="checkbox"/> <input type="checkbox"/> Heart surgery (valve replacement/ bypass, angioplasty, pacemaker) <input type="checkbox"/> <input type="checkbox"/> High blood pressure <input type="checkbox"/> <input type="checkbox"/> medication _____		YES NO <input type="checkbox"/> <input type="checkbox"/> Muscular disease <input type="checkbox"/> <input type="checkbox"/> Shortness of breath <input type="checkbox"/> <input type="checkbox"/> Lung disease, emphysema, asthma, chronic bronchitis <input type="checkbox"/> <input type="checkbox"/> Kidney disease, dialysis <input type="checkbox"/> <input type="checkbox"/> Liver disease <input type="checkbox"/> <input type="checkbox"/> Digestive problems <input type="checkbox"/> <input type="checkbox"/> Diabetes or elevated blood sugar controlled by: <input type="checkbox"/> diet <input type="checkbox"/> pills <input type="checkbox"/> insulin <input type="checkbox"/> <input type="checkbox"/> Nervous or psychiatric disorders, e.g., severe depression <input type="checkbox"/> medication _____		YES NO <input type="checkbox"/> <input type="checkbox"/> Loss of, or altered consciousness <input type="checkbox"/> <input type="checkbox"/> Fainting, dizziness <input type="checkbox"/> <input type="checkbox"/> Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring <input type="checkbox"/> <input type="checkbox"/> Stroke or paralysis <input type="checkbox"/> <input type="checkbox"/> Missing or impaired hand, arm, foot, leg, finger, toe <input type="checkbox"/> <input type="checkbox"/> Spinal injury or disease <input type="checkbox"/> <input type="checkbox"/> Chronic low back pain <input type="checkbox"/> <input type="checkbox"/> Regular, frequent alcohol use <input type="checkbox"/> <input type="checkbox"/> Narcotic or habit forming drug use <input type="checkbox"/> <input type="checkbox"/> Any illness or injury not described by this section		
For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitation. List all medications (including over-the-counter medications) used regularly or recently. _____ _____ _____						

I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and qualification by the Medical Examiner.

Driver's Signature _____
Date

Medical Examiner's Comments on Health History (The medical examiner must review and discuss with the driver any "yes" answers and potential hazards of medications, including over-the-counter medications, while driving.)

TESTING (Medical Examiner completes Section 3 through 7)

3. VISION **Standard:** A person is qualified if that person meets the vision standard established by the State of Florida for a Class A, B, C, or D driver license, as applicable. The use of corrective lenses should be noted by the Medical Examiner.
INSTRUCTIONS: When other than the Snellen chart is used, give test results in Snellen-comparable values. In recording distance vision, use 20 feet as normal. Report visual acuity as a ratio with 20 as numerator and the smallest type read at 20 feet as denominator. If the applicant wears corrective lenses, these should be worn while visual acuity is being tested. If the driver habitually wears contact lenses, or intends to do so while driving, sufficient evidence of good tolerance and adaptation to their use must be obvious.

Numerical readings must be provided.

ACUITY	UNCORRECTED	CORRECTED
Right Eye	20/	20/
Left Eye	20/	20/
Both Eyes	20/	20/

Applicant can recognize and distinguish among traffic control signals and devices showing standard red, green, and amber colors? Yes No
 Applicant meets visual acuity requirement only when wearing: Corrective Lenses
 Monocular Vision: Yes No

Complete next line only if vision testing is done by an Ophthalmologist or Optometrist

Date of Examination Name of Ophthalmologist or Optometrist (print) Tel No. License No./State of Issue Signature

4. HEARING **Standard:** a) Must first perceive forced whispered voice \geq 5ft., with or without hearing aid, or b) average hearing loss in better ear \leq 40dB

Check if hearing aid used for tests. Check if hearing aid required to meet standard.

INSTRUCTIONS: To convert audiometric test results from ISO to ANSI, -14 dB from ISO for 500 Hz, -8.5 dB for 2,000 Hz. To average, add the readings for 3 frequencies tested and divide by 3.

Numerical readings must be recorded.

a) Record distance from individual at which forced whispered voice can first be heard.	Right Ear		Left Ear		b) If audiometer is used, record hearing loss in decibels. (acc. To ANSI Z24.5-1951)			
	Foot	Foot	500 Hz	1000 Hz	2000 Hz	500 Hz	1000 Hz	2000 Hz
			Average:			Average:		

Appendix Q: BCT Maintenance Plan and Preventive Maintenance Program



BUS MAINTENANCE PLAN



Revised 7/17/2020

Appendix R: Pre-trip Inspection Form

BOARD OF COUNTY COMMISSIONERS
BROWARD COUNTY, FLORIDA
TRANSPORTATION DEPARTMENT

OPERATORS' PRE-TRIP BUS INSPECTION REPORT

NAME: _____ DATE: _____

BUS NO.: _____ RUN NO.: _____

FIRE EXT.	NONE	A/C/HEAT	NO A/C	SUSP.	AIR BAG
	USED		NO DEFROSTER		KNEELER
FIRE EXTINGUISHER	JAMMED	BRAKES	NO HEAT	TIRE	LEANS L/R
	LOOSE		FOOT		DAMAGE WORN
GAUGES	NOT REGISTERING	RADIO	PARKING	TRANS.	FLAT TIRE/LOW
	NO READOUT		NOISY		LUG NUTS
	AIR		NO INTERLOCK		HARD SHIFTING
	OIL		PULLS L/R		NOISY
LIGHTS	SPEEDOMETER	DOORS	WON'T TRANSMIT	WIPERS	NO REVERSE
	TEMPERATURE		WON'T RECEIVE		SLIPPING
	VOLTS		OTHER		OIL LEAK
	HEADLIGHTS		TOO FAST		WON'T SHIFT
MIRRORS	DOME	ENGINE	TOO SLOW	SEAT	BROKEN
	MARKER/SIGN		WON'T CLOSE		OTHER
	FARE BOX		SENSITIVE EDGE		INOPERATIVE
	TAIL/BRAKE		WON'T OPEN		STREAKS
DEST. SIGN	TURN SIG.	WCHR.	NO POWER	STEER	CUT SEAT
	DASHBOARD		OVERHEATS		SEAT BELT
	INSIDE		SMOKES		PASSENGER
	OUTSIDE LEFT		HARD START		WHEELCHAIR LOCK
	OUTSIDE RIGHT		WATER/OIL LEAK		HARD
	FRONT		NOISY		LOOSE
	REAR		WON'T CYCLE		SHIMMY
	SIDE		CAMERA LIGHTS? <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> OFF		

MARK EACH DEFECT WITH AN X IN BOX.
IF BUS IS OK, PUT AN X IN THE OK BOX.

OK

OTHER ITEMS

EXHAUST SYS.	DIRTY OUTSIDE	ROOF HATCH
ACCELERATOR PEDAL	DIRTY INSIDE	GRAB RAIL
INSECTS	GRAFFITI	STEPS-FRONT/REAR
PASSENGER SIGNAL	HORN	WHEELCHAIR LIFT/RAMP
COMPART. DOORS	NO TRIANGLES	VISOR
FLOOR MAT	NO REGISTRATION	NO ACC. PACKET

ADDITIONAL INFORMATION

NOTES: _____

702-247 7/18

**MARK AREAS
OF BODY
DAMAGE
ON THE BUS
ILLUSTRATION**

