CITY RESOLUTION NO. CR-016-2025

A RESOLUTION OF THE LAFAYETTE CITY COUNCIL APPROVING THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT SPONSORED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN AND ESTABLISHING SAFETY PERFORMANCE TARGETS FOR THE LAFAYETTE TRANSIT SYSTEM

BE IT RESOLVED by the Lafayette City Council, that:

WHEREAS, safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery, as the Federal Transit Administration (hereinafter referred to as "FTA") has adopted the principles and methods of Safety Management Systems (hereinafter referred to as "SMS") as the basis for enhancing the safety of public transportation in the United States, and

WHEREAS, on July 19, 2018 the FTA published the Public Transportation Agency Safety Plan (hereinafter referred to as "PTASP") Final Rule 49 CFR Part 673, which took effect July 19, 2019, requiring all FTA Section 5307 recipient transit agencies to, within one calendar year after July 19, 2019, establish a PTASP that meets the requirements of Part 673; and

WHEREAS, the Federal Transit Administration (FTA) issued a Final Rule amending 49 CFR Part 673 on April 11, 2024, effective May 13, 2024, strengthening requirements for Public Transportation Agency Safety Plans (PTASP); and

WHEREAS, the updated rule further requires transit agencies in large urbanized areas to establish Safety Committees with equal representation of management and frontline workers, empowered to approve safety plans, set annual safety performance targets, and identify safety deficiencies; and

WHEREAS, the PTASP, and subsequent updates, must be signed by the Accountable Executive and approved by the agency's Board of Directors, or an Equivalent Authority; and

WHEREAS, all transit agencies are now required to implement a Safety Risk Reduction Program that specifically addresses vehicle and pedestrian safety events and assaults on transit workers; and

WHEREAS, PTASP must document the processes and activities related to SMS implementation and include new performance targets based on the safety performance measures established under the National Public Transportation Safety Plan (hereinafter referred to as "NSP"), with those targets being shared with the Acadiana Planning Commission (hereinafter referred to as "APC"), the Louisiana Department of Transportation and Development (hereinafter referred to as "LaDOTD"); and certify compliance with worker participation requirements; and

WHEREAS, transit agencies must annually update safety plans with new performance targets aligned to the National Public Transportation Safety Plan and

WHEREAS, the initial PTASP for Lafayette Transit System (hereinafter referred to as "LTS") has been drafted by LADOTD per 49 CFR 673.11(d) and will remain in effect until the LTS has drafted the next version; and

WHEREAS, LTS is dedicated to ensuring that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, as the SMA helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Lafayette City Council, that:

SECTION 1: All of the aforedescribed "Whereas" clauses are adopted as part of this resolution that:

SECTION 2: The Lafayette City Council approves this PTASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).

SECTION 3: As Safety has always been a primary function at LTS, this PTASP lays out a process to fully implement and review an SMS on a yearly and ongoing basis and approved by Lafayette City Council in order to continue compliance with the PTASP final rule.

SECTION 4: All resolutions, or part thereof, in conflict herewith are hereby repealed.

This resolution having been submitted to a vote, the vote on behalf of the Lafayette City Council thereon as follows:

YEAS: Broussard, Naquin, Hebert, Hooks, Boudreaux

NAYS: None

ABSENT: None

ABSTAIN: None

AND the resolution was declared adopted on this, the 7th day of October, 2025.

JOSEPH GORDON-WILTZ
LAFAYETTE CLERK OF THE COUNCIL

Lafayette City-Parish Consolidated Government

dba

Lafayette Transit System

Public Transportation Agency Safety Plan

Version 2025

Adopted DATE HERE

In compliance with 49 CFR Part 673

Developed in conjunction with the

Louisiana Department of Transportation and Development

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2. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Lafayette Transit System (LTS), all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Louisiana and comply with FTA requirements, the Louisiana Department of Transportation and Development (LADOTD) has developed this Agency Safety Plan (ASP) in collaboration with Lafayette City-Parish Consolidated Government of (LCG), dba LTS.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, LCG City Council and LTS adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).[1] While safety has always been a primary function at LTS, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

[1] Federal Register, Vol. 81, No. 24

A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Warren Abadie, Director of Traffic, Roads, & Bridges

ACCOUNTABLE EXECUTIVE SIGNATURE DATE

The Lafayette Transit System is a division under the Lafayette City-Parish Consolidated Government Department of Traffic, Roads & Bridges.

The Lafayette City-Parish Consolidated Government is a cooperative of two separate governing bodies. The legislative powers are vested in a City Council and a separate Parish Council, each council consisting of five (5) members elected from single member districts.

The Lafayette Transit System only provides service within the corporate limits of the City of Lafayette. Local match funding is provided only from the City general fund. As such, approval of this plan is only required by the Lafayette City Council.

Approval of this plan by the Lafayette City Council occurred on [DATE] and is documented as a Resolution in the official minutes of the Lafayette City Council Meeting. A copy is attached to this document as Appendix B.

A. Plan Adoption – 673.11(a)(1)

Approved by Accountable Executive

Approved by Lafayette City Council

A. Plan Adoption – 673.11(a)(1)

B. Certification of Compliance – 673.13(a)(b)

LADOTD certifies on [6/20/25] that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by Lafayette Transit Service as evidenced by the plan adoption signature and necessary Lafayette City Council approval under Section 2.A of this plan.

3. TRANSIT AGENCY INFORMATION – 673.23(D)

LTS is a division of the Traffic, Roads, & Bridges Department. The Transit & Parking Manager reports to the Director of Traffic, Roads & Bridges who acts as the Accountable Executive. LTS provides fixed route service and paratransit service within the Lafayette city limits. The fixed route day service is provided directly by LTS. The paratransit service is operated by a private contractor. The current contractor is Acadiana Medical Transportation, dba Acadiana Transit.

The City provides 10 fixed routes during the day that operate from 5:45 am to 6:15 pm, Monday through Friday. On Saturday, the system operates from 6:45 am to 6:15 pm. A separate night service offers four fixed routes from 5:30 pm to 9:30 pm, Monday through Saturday. There is no service on Sundays. The American's with Disabilities Act (ADA) complementary paratransit system provides curb-to-curb service during the same days and hours as the fixed route service. Origin-to-destination service is offered to customers as needed. The service area includes the city limits and any area with ¾ miles of a fixed route.

The City maintains a fleet of 26 buses for fixed route service. The current peak requirement is 10 vehicles. The City does not own the paratransit vehicles used in the provision of service. The paratransit vehicles are owned by the contractor.

LTS operates from the Rosa Parks Transportation Center, which opened in 2011 and is located at 101 Jefferson Street, Lafayette, LA 70501. The Rosa Parks Center is adjacent to Lafayette's Intermodal Transfer Center, which opened in 2004 in a reconstructed classic train depot building. Bus routes originate and terminate from the Intermodal Center. The vehicles are maintained by the City's Vehicle Maintenance Division under the Department of Public Works. The buses are also stored at the Dorset Street facility. No additional transit service is provided by LTS on behalf of another transit agency or entity at the time of the development of this plan. An organizational chart for LTS is provided in Figure 1.

4. TRANSIT SAFETY COMMITTEE – 49 CFR 673.19

LTS has formed the transit safety committee in accordance with the PTASP requirements for a large Urbanized Area under 49 CFR 673.19. The safety Committee consists of eight members.

The Safety Committee consists of an equal number of frontline transit worker representatives and management representatives. To the extent practicable members are selected from across major transit service functions including contracted services.

Meetings will be scheduled and administered depending on the task at hand. The duties of the Safety Committee will include at a minimum the items listed in 49 CFR 673.19 (c) and 49 CFR 673.19 (d).

This Public Transit Agency Safety Plan Committee is hereby adopted, certified as compliant, and signed by:

Warren Abadie, Director of Traffic, Roads, and Bridges

_____

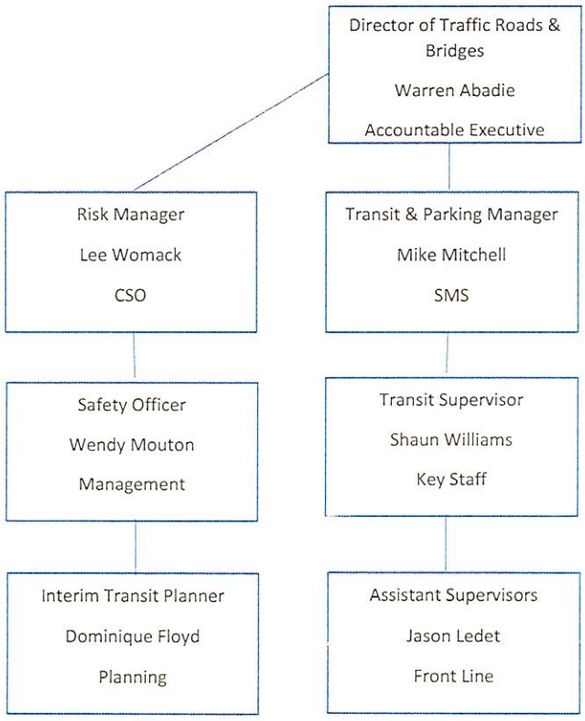
ACCOUNTABLE EXECUTIVE SIGNATURE DATE

Keefe Carney	Planner, Acadiana Planning Commission	APC	Management
Damion Edwards	Fleet Equipment Inspector	LCG	Front Line
Dominique Floyd	Title VI/ADA Coordinator	LCG	Management
Linda George	Operations Manager, Acadiana Transit	ATS	Front Line
Dominique Floyd	Interim Transit Planner	LCG	Management
Jason Ledet	Assistant Transit Supervisor	LCG	Front Line
Heather Martin	Officer, Lafayette Police Department	LCG	Front Line
Wendy Mouton	Safety Officer	LCG	Management

Table 1: Agency Information

Information Type	Information
Full Transit Agency Name	Lafayette City-Parish Consolidated Government, dba Lafayette Transit System
Transit Agency Address	101 Jefferson Street, Lafayette, LA 70501
Name and Title of Accountable Executive 673.23(d)(1)	Warren Abadie, Director of Traffic, Roads, & Bridges
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Suzanne Siner, Risk & Insurance Manager
Key Staff	Shaun Williams, Transit Supervisor
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed Route Bus and Paratransit
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5339, 5310
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus and Paratransit
Number of Vehicles Operated	25

Figure 1: LTS Organizational Chart



Note: CSO is able to communicate directly to Accountable Executive on safety related matters.

B Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), LTS is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has the authority and responsibility to address substandard performance in the LTS SMS, per 673.23(d)(1).

Agency leadership and executive management are those members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the LTS SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

In addition, over the next year, LTS will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.

5. SAFETY POLICIES AND PROCEDURES

A. Policy Statement – 673.23(a)

The LTS is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the SMS.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We also will work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our SPTs and describing the safety risk mitigations we implemented to reduce safety risk.

I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

LTS has an *Employee Grievance Procedure (Policy Number 261-13)* (Appendix A, Table 8, shows the document name, file name, and date of adoption), which is applicable to all complainants internal to the agency. The procedure requires employees to discuss matters with their immediate supervisor within two days of an occurrence. The matter will rise through the chain of command to the CAO should a satisfactory resolution not be reached with the supervisor. Over the next year, LTS will review and modify, if necessary, our *Employee Grievance Procedure* to develop it into a full ESRP to ensure that the procedure complies with 49 CFR Part 673.

In general, the LTS ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy will also spell out what protections are afforded employees who report safety related conditions and will describe employee behaviors that are not covered by those protections. The policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, LTS will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, LTS will develop additional means for receiving, investigating and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

II. Communicating the Policy Throughout the Agency – 673.23(c)

LTS is committed to ensuring the safety of our clientele, personnel and operations. Part of that commitment is developing an SMS and agency-wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency-wide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communications strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency's regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development – 673.11(d)

This PTASP has been developed by LADOTD on behalf of the Acadiana Metropolitan Planning Organization (MPO) and Lafayette City-Parish Consolidated Government, dba Lafayette Transit System, in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. LADOTD mailed a formal call for participation in a State sponsored PTASP development process to all Louisiana Section 5307 small bus transit agencies on December 17, 2018 and followed that call with a series of phone calls and additional correspondence. LTS provided a letter to LADOTD opting into participation on February 26, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The LTS documentation used in the development of this plan is presented in Table 8, in Appendix A.

In support of tracking performance on our SA and SP processes, LTS conducts a yearly safety culture survey. The survey is intended to help LTS assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by LTS' administrators, supervisors, staff and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with LTS to gain a better understanding of the agency. This understanding was necessary to ensure that the ASP was developed to fit LTS' size, operational characteristics, and capabilities.

The draft ASP was delivered to LTS in March 2020 for review and comment. Once review was completed and any adjustments made, the final was delivered to LTS for review and adoption. The Acadiana MPO adopted the PTASP on September 16th, 2020, setting the baseline targets in the Long Range Plan that are attached as part of the plan resolution.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of LTS' ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, LTS will review the ASP and all supporting documentation annually. LTS Transit Safety Committee will coordinate the annual review of the PTASP. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through LTS' annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at LTS. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the City Council whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in

Table 2. As processes are changed to fully implement SMS or new processes are developed, LTS will track those changes for use in the annual review.

Table 2: ASP Annual Update Timeline

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation • *Safety Policy;* • *Risk Management;* • *Safety Assurance; and* • *Safety Promotion.*		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), LADOTD, and Acadiana MPO				→				
Make Any Necessary Adjustments to PTASP					→			
Update Version No., Adopt & Certify Plan Compliance								★

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

Table 3: ASP Record of Changes

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
CHANGE1	Pg. 17 – Pg. 25	FY24 MPO UPDATES	KEEFE CARNEY	11JAN24
Change 2	Section 4 page 8	Formed Safety Committee	Terry	12DEC24
Change 2	Table 1 page 9	Update agency info	Terry	16DEC24
Change 2	Figure 1 page 10	Update LTS org chart	Terry	16DEC24
Change 2	Pages 16 & 17	Populate performance chart items	Terry	18DEC24
Change 2	Page 21 673.25(b)	Add transmission items to hazard list	Terry	18DEC24
Change 2	Page 30 673.29(a)	Add de-escalation training to list	Terry	18DEC24

Commented [KPC1]: Req revision to include all of CHANGE 1 pages edited

The implementation of SMS is an ongoing and dynamic process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

D. PTASP Maintenance – 673.11(a)(2)(c)

LTS will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to

SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as LTS continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, LTS will maintain documents that set forth our ASP, including those documents related to the implementation of LTS' SMS and those documents related to the results from SMS processes and activities. LTS will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out its ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or LADOTD. LTS will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as part of the annual ASP review and updated.

F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

Safety performance targets reflect the structure of agency operations. As indicated earlier, LTS paratransit services, though overseen by LCG staff, are provided by a third-party contractor. Accordingly, the paratransit contractor is subject to performance targets detailed in the contract and performance targets identified in the PTASP. As such, Safety Assurance processes, including the monitoring and measurement and continuous improvement of safety performance, are managed by the contractor. LTS does, however, oversee contractor performance through quality assurance processes.

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

Table 4: NSP Safety Performance Measures

Safety Performance Measure	Safety Performance Target	Safety Performance Rate
Major Events	101	.0343/1000
Vehicle Collisions & breakdowns	82	.0278/1000
All Injuries	22	.0074/1000
Assaults on transit workers	0	.0001/1000
Total 4-year period VRM	3,929,903 miles	

Table 5: Baseline Safety Performance Measures

Mode	Major Events	Rate of Major Events*	Vehicle Collisions	Rate of Vehicle Collisions*	All Injuries	Rate of Injuries*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	101	0.0343	82	0.0278	22	0.0074	2,942,124
Demand Response	0	0.0001	0	0.0001	0	0.0001	987,779

*rate = total number for the year/total revenue vehicle miles traveled/1000

While safety has always been a major component of the LTS operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6 and Table 7 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported five-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.

Table 6: Fixed Route (Bus) Safety Performance Targets

Measure	Baseline	Target
Major Events	101	90
Rate of Major Events*	0.0343	0.0300
Vehicle Collisions	82	75
Rate of Vehicle Collisions*	0.0278	0.0250
All Injuries	22	10
Rate of All Injuries*	0.0074	0.0033
Assaults on transit workers	0	0
Rate of Assaults on transit workers*	0.0001	0.0001
Total Vehicle Revenue Miles Traveled	2,942,124	3,000,000

*rate = total number for the year/total revenue vehicle miles traveled times 1000

Table 7: Demand Response Safety Performance Targets

Measure	Baseline	Target
Major Events	0	<3
Rate of Major Events*	0.0001	<0.0030
Vehicle Collisions	0	<3
Rate of Vehicle Collisions*	0.0001	<0.0030
All Injuries	0	<3
Rate of All Injuries*	0.0001	<0.0030
Assaults on Transit Workers	0	<1
Rate of Assaults on Transit Workers*	0.0001	<0.0030
Total Vehicle Revenue Miles Traveled	987,779	1,000,000

*rate = total number for the year/total revenue vehicle miles traveled times 1000

As part of the annual review of the ASP, LTS will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, LTS may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination – 673.15(a)(b)

The SMS Reporter will make the LTS SPTs available to LADOTD and the Acadiana MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, LTS will coordinate with LADOTD and the Acadiana MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, LTS will transmit any updates to our SPTs to both the Acadiana MPO and LADOTD (unless those agencies specify another time in writing).

6. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As noted previously, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, LTS is adopting SMS as the basis for directing and managing safety and risk at our agency. LTS has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components - SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 1.

Figure 1: Safety Management Systems

Implementing SMS at LTS will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency's risk. LTS has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, LTS will identify SMS roles and responsibilities, key stakeholder groups and key staff to support this process. LTS will also ensure that these key staff receive SMS training, develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress with the City Council and our agency's planning partners.

A. Safety Risk Management – 673.25

By adopting this ASP, LTS is establishing the SRM process presented in Figure 2 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the LTS SMS.

Figure 2: Safety Risk Management Process

The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into LTS' SOPs.

The SRM is focused on implementing and improving actionable strategies that LTS has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 3.

Figure 3: Draft Risk Register

HAZARD	TYPE	LIKELIHOOD	CONSEQUENCE	RESOLUTION
BUS FAILED TO APPLY HAZARD LIGHT FLASHERS WHILE AT STOP	TECHNICAL - OPERATION	B (PROBABLE)	2 (CRITICAL)	1. ISSUE ALERT BULLETIN TO ALL BUS OPERATORS

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps LTS is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

I. Safety Hazard Identification – 673.25(b)

LTS has a *Pre-Trip/Shift Change Inspection* (Appendix A) strategy in place to identify safety and operational risks based on individual assets. Forms are submitted to the employee's supervisor at the end of their shift. Preventative maintenance and safety inspection forms are updated when new model buses are introduced or new hazards are identified. Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, LTS is working to implement the following expanded SRM process.

The LTS SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or, damage to the environment. These hazards are not only physical but may also be chemical, medical, biological or environmental forms of energy or transmission.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. LTS uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, LTS ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that LTS has full use of information from frontline employees for hazard identification.

- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g. *Pre-Trip/Shift Change Inspections* (Appendix A) to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The LTS *Policy and Procedures Manual* (Policy Number 120-1) (Appendix A) contains procedures for flagging and reporting hazards as a part of day-to-day operations and is currently under review for updates.
- Supervisors are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- LTS uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous suggestion box or anonymous online reporting form, or other secure mechanism.
- To increase the safety knowledge of our agency, the CSO, risk management personnel and subject matter experts are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include:
    - ESRP
    - Inspections of personnel job performance, vehicles, facilities and other data
    - Investigations of safety events
    - Safety trend analysis on data currently collected
    - Training and evaluation records
    - Internal safety audits
    - External sources of hazard information could include:
        - FTA and other federal or state authorities
        - Reports from the public

- Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

II. Safety Risk Assessment – 673.25(c)

As part of the new SRM process, LTS has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a risk, LTS may need to perform an investigation. LTS currently investigates accidents or crashes, but will need to develop a full investigation procedure to inform the SRM process. The investigation procedure will start with the framework found in the *Accident Review* (Policy Number 280-7) (Appendix A) and will be developed to cover all risk assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 4.

Figure 4: Safety Risk Assessment Steps in Populating the Risk Register

HAZARD	TYPE	LIKELIHOOD	CONSEQUENCE	RESOLUTION
BUS FAILED TO APPLY HAZARD LIGHT FLASHERS WHILE AT STOP	TECHNICAL - OPERATION	B (PROBABLE)	2 (CRITICAL)	1. ISSUE ALERT BULLETIN TO ALL BUS OPERATORS

The risk assessment is conducted by the CSO and their risk management team through the safety compliance committee supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 5, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

Figure 5: Safety Risk Assessment Matrix

RISK ASSESSMENT MATRIX				
SEVERITY / LIKELIHOOD	CATASTROPHIC (1)	CRITICAL (2)	MARGINAL (3)	NEGLIGIBLE (4)
FREQUENT (A)	HIGH	HIGH	HIGH	MEDIUM
PROBABLE (B)	HIGH	HIGH	MEDIUM	MEDIUM
OCCASIONAL (C)	HIGH	MEDIUM	MEDIUM	LOW
REMOTE (D)	MEDIUM	MEDIUM	LOW	LOW
IMPROBABLE (E)	MEDIUM	LOW	LOW	LOW

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that LTS will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

III. Safety Risk Mitigation – 673.25(d)

Upon completion of the risk assessment, the CSO, Central Safety committee, Departmental Safety Committee, and Risk Management & Group Insurance Division continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level (Figure 6). However, mitigations do not typically eliminate the risk entirely.

Figure 6: Risk Register Mitigation Component

HAZARD	TYPE	LIKELIHOOD	CONSEQUENCE	RESOLUTION
BUS FAILED TO APPLY HAZARD LIGHT FLASHERS WHILE AT STOP	TECHNICAL - OPERATION	B (PROBABLE)	2 (CRITICAL)	1. ISSUE ALERT BULLETIN TO ALL BUS OPERATORS

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution's documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the LTS SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) LTS meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting LTS' critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the LTS SA program, LTS collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. LTS currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, LTS will coordinate directly with the Risk Management & Group Insurance Division in the review and documentation of the safety performance monitoring and measuring processes as part of the annual update of this ASP.

Monitoring Compliance and Sufficiency of Procedures – 673.27 (b)(1)

LTS monitors our system for personnel compliance with operations and maintenance procedures and also monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with LTS SOPs through direct observation and review of information from internal reporting systems such as the *Employee Grievance Procedure*.

LTS addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

Monitoring Operations – 673.27(b)(2)

Safety Committee members of the Risk Management & Group Insurance Division are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

II. Safety Event Investigation – 673.27(B)(3)

LTS currently conducts investigations of safety events and reviews these events through the Safety Committee in coordination with the Risk Management & Group Insurance Division. From an SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that LTS can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

LTS uses the *Accident Review* (Policy Number 280-7) (Appendix A) policy to determine a cause and a possible means of preventing recurrences. The goal of this policy is to minimize the incidence of preventable job-related vehicle accidents and lost-time job injuries. All job-related vehicle accidents and lost-time job injuries are investigated and reviewed by the Departmental Accident Review Committee (DARC). The DARC is comprised of the Safety Officer, the Controller, and the Risk & Insurance Manager.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. LTS gathers a variety of information for identifying and documenting root causes of accidents and incidents, including but not limited to:

1. Obtain from the Operator the following information:
    a. The location of the incident and what direction they were traveling (inbound or outbound); if in station, indicate the situation.
    b. The bus number and the route that they are on.
    c. If there are injuries, describe how serious they appear (don't be too graphic, just generalize).
    d. Provide information about any other vehicles or pedestrians involved and their descriptions.
2. Remind the operator of the safety procedures:
    a. Turn on 4-way flashers. Place traffic warning devices (orange triangles).
    b. Recheck anyone with injuries, do not move the seriously injured.
    c. Render comfort and aid to anyone injured, as may be appropriate.

   d. Evacuate the bus, if necessary.
   e. Keep the two-way radio on and monitored.
   f. Hand out courtesy cards to the passengers and to any witnesses.
   g. Move the vehicle to the side of the road unless it is inoperable.
3. Notify the following:
   a. Call the Police. Call Emergency Medical Personnel (EMP) 911
   b. Notify/call the CSO and Supervisors over Mechanic, and immediate supervisor on duty at the time.
4. The supervisor will:
   a. Determine whether the General Manager or Assistant General Manager needs to be contacted but will give them a report when the supervisor finishes the initial assessment.
   b. Let the Operator know that Police and supervision have been contacted and help and is on the way.
   c. Assign a Standby Operator to pre-trip a bus in case a standby must drive the next round for the operator on that route. When needed, the Standby Operator may take a bus out to continue a route.
   d. Let the Operator know that a Standby Operator and bus have been assigned to continue the route or that support personnel are bringing another bus out to them.
   e. Refer the operator for required drug and alcohol testing in compliance with 49 CFR § 655.44 Post-accident testing, if the safety event meets the definition of accident in 49 CFR § 655.4.
   f. Record all accident information on the Daily Dispatch log, any missed trips, downtime, or bus change outs.
5. Dispatcher on duty will give the Operator an incident report to complete before the Operator leaves that day. Dispatcher will put the Operator's report in the CSO's box.
6. The CSO, working with subject matter experts, evaluates the incident report and other available information to determine the root cause of the accident/event. Follow up with driver or other cognizant parties may be necessary to elicit additional information.
7. The CSO identifies any hazards noted in the incident report and refers those hazards to the SRM process via the SMS reporter.

Monitoring Internal Safety Reporting Programs – 673.27(b)(4)

As a primary part of the internal safety reporting program, our agency monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

Other Safety Assurance Initiatives

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, LTS is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

Over a number of years based on the safety incident reports, LTS has implemented several enhancements on its bus system including:

- On-board video-based recordings, enforcement system on the bus fleet.
- Live video surveillance tracking system on the bus fleet.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that LTS will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

LTS provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes. LTS safety training is an ongoing process, and training records are maintained for agency record.

As part of SMS implementation, LTS will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (LTS is not subject to the requirements under 49 CFR Part 672, but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.

- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.
- Training is keyed to the type of job function. For example, a job requiring frequent interactions with the general public would require more training in communication skills, such as de-escalation training.

II. Safety Communication – 673.29(b)

LTS regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 5.A.I) or other means.

LTS holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. LTS also posts safety related and other pertinent information in a common room for all employees.

LTS will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff.

The PTASP Safety Officer also publishes a monthly city-wide "Health and Safety Newsletter". "Safety First" is usually four pages sometimes six pages. It is distributed to all city employees through the network email system.

7. APPENDIX A

Table 8: PTASP Supporting Documents

File Name	Revision Date	Document Name	Document Owner
5a Recipient Description -Lafayette.docx		I. Recipient Description	
9a c and d Procurement Policies.pdf	Sep-17	Purchasing Procedure	Lafayette Consolidated Government
2023-2026_TIP_Amendment-5-1.pdf		Moving Acadiana: Transportation Improvement Program	Acadiana Metropolitan Planning Organization
2023-2026_TIP_Amendment-5.pdf		Moving Acadiana: Transportation Improvement Program	Acadiana Metropolitan Planning Organization
2035-Transit-Plan.pdf	3/22/2010	Lafayette Metropolitan Planning Organization 2035 Transit Plan	Lafayette Consolidated Government Metropolitan Planning Organization
5940-1 public comment service change.doc		Public Comment for Fare and Service Changes	Lafayette Consolidated Government
5940-2 vehicle maintenance procedures.doc	1/31/2014	Transit Vehicle Maintenance Procedures	Lafayette Consolidated Government
5940-3 grant management.doc	1/31/2014	Financial Management of FTA Grants	Lafayette Consolidated Government
5940-4 Title VI policy.doc		Title VI Service Review and Comment Policy	Lafayette Consolidated Government
5904-5 ECHO draw procedure.doc		Pre-Authorization of ECHO Drawdown	Lafayette Consolidated Government

File Name	Revision Date	Document Name	Document Owner
5904-6 project mangement.docx	2/20/2015	Project Management Oversight	Lafayette Consolidated Government
5904-7 grant close out procedure. docs		Grant Closeout Procedures	Lafayette Consolidated Government
5904-8 TVM Certificates and Procedures.doc	3/6/2017	Transit Vehicle Manufacturers (TVM) Certifications	Lafayette Consolidated Government
5904-9 project progress reports.doc	7/5/2017	Project Progress Report Procedures	Lafayette Consolidated Government
5904-10 FTA Title VI Compliance.doc		FTA Title VI Compliance	Lafayette Consolidated Government
5904-11 Farebox Counting Procedure.doc		Farebox Counting Procedure	Lafayette Consolidated Government
5904-12 Charter Bus Policy & Procedure.docx		Charter Policy & Procedure	Lafayette Consolidated Government
AMPO-_TIP_-handbook_APC.pdf		Transportation Improvement Program (TIP) Selection Process Handbook	Acadiana Metropolitan Planning Organization
AMPO-Consultant-Selection-Process.pdf	3/17/2016	Consultant Selection Process When Federal Funds are Utilized	Acadiana Metropolitan Planning Organization
bus inspection forms.xlxs			
Citizen-Information-and-Participation-Plan-Acadiana-Metropoltan-Plannng-Organization-2015.pdf		Citizen Information and Participation Plan	Acadiana Planning Commission
Policies and Procedures for FTA Related Procurement.docx	Nov-18	Policies and Procedures for FTA/Federal Grant Related Procurement	Lafayette Consolidated Government

File Name	Revision Date	Document Name	Document Owner
PPM 020-1.pdf	1/7/2000	Application for Federal Disaster Assistance	Lafayette Consolidated Government
PPM 120-1.pdf		Policy and Procedure Manual	Lafayette Consolidated Government
PPM 211-2.pdf	5/30/2007	Comprehensive Records Management Program	Lafayette Consolidated Government
PPM 211-3.pdf	6/5/2002	Preparation, Approval, Distribution and Review of PPMs	Lafayette Consolidated Government
PPM 211-4.pdf		Electronic Mail	Lafayette Consolidated Government
PPM 211-5.pdf		Public Records Requests	Lafayette Consolidated Government
PPM 261-13.pdf	10/22/1999	Employee Grievance Procedure	Lafayette Consolidated Government
PPM 261-14.pdf	3/15/2006	Retirement	Lafayette Consolidated Government
PPM 261-15.pdf	3/15/2006	Grievance Procedure - Disability Discrimination	Lafayette Consolidated Government
PPM 261-16.pdf		Employee Personnel Records	Lafayette Consolidated Government
PPM 261-21.pdf	4/25/2006	Dual Employment	Lafayette Consolidated Government
PPM 280-1.pdf	10/14/1982	Risk Management Program	City of Lafayette

File Name	Revision Date	Document Name	Document Owner
PPM 280-3.pdf	4/1/1982	Subrogation Efforts	City of Lafayette
PPM 280-4.pdf	8/18/1986	Safety Meetings	City of Lafayette
PPM 280-5.pdf	2/14/2000	Central Safety Committee and Departmental Safety Committee	Lafayette Consolidated Government
PPM 280-6.pdf	9/21/2005	Driver's License Verification	Lafayette Consolidated Government
PPM 280-7.pdf	10/22/2001	Accident Review	Lafayette Consolidated Government
PPM 280-8.pdf	7/1/1981	Vehicle Repairs	City of Lafayette
PPM 280-9.pdf	4/25/1983	Provision of First-Aid Kits in Vehicles	City of Lafayette
PPM 280-10.pdf	10/14/1982	Fire Extinguishers	City of Lafayette
PPM 280-12.pdf	2/24/2003	Personal Protective Equipment (PPE) Footwear	Lafayette Consolidated Government
PPM 280-14.pdf	8/18/1986	Medical Treatment of on-the-job Injuries	City of Lafayette
PPM 280-15.pdf	2/14/2000	Hard Hats for Safety Wearing	Lafayette Consolidated Government

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and

control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

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.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

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.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Additional Acronyms Used

ADA: Americans with Disabilities Act

ASP: Agency Safety Plan

City/Parish: Lafayette City-Parish Consolidated Government

CAO: Chief Administrative Officer

DARC: Departmental Accident Review Committee

dba: doing business as

EMP: Emergency Medical Personnel

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

LADOTD: Louisiana Department of Transportation and Development

LCG: Lafayette City-Parish Consolidated Government

LTS: Lafayette Transit System

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

SOP: Standard Operating Procedure

SMS Reporter: collects and reports data as required through the NTD process.

8. APPENDIX B

A. Council Minutes or Resolution

Place here

Lafayette
CONSOLIDATED GOVERNMENT

Internal Memorandum

Public Works – Traffic, Roads & Bridges
Transit Operations Division (5940)

TO: Rachel Godeaux

DATE: September 2, 2025

THRU: Warren Abadie

THRU: Mike Mitchell

FROM: Domonique Floyd

SUBJECT: **City Council Agenda Item**
City Resolution for FY 2025 Lafayette Transit Systems
Public Transportation Agency Safety Plan

Attached for your consideration by the Lafayette City Council is a resolution to approve the Lafayette Transit System's Public Transportation Agency Safety Plan (PTASP) for 2025.

The LTS is dedicated to ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Public Transportation Safety Plan and the Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation locally and nationwide.

If you concur, please place this City Resolution on the City Council agenda for Introduction and Final Adoption on October 7, 2025.

Should you have any questions or need additional information or clarification, feel free to contact me.

Dominique Floyd
Title VI/ADA Coordinator

DF/cas

RECEIVED
SEP 04 2025
OFFICE OF THE CAO

t: 337.291.7030 / mmitchell@lafayettela.gov / f: 337.291.7066

LAFAYETTE CITY COUNCIL MEETING

AGENDA ITEM SUBMITTAL FORM

1) **JUSTIFICATION FOR REQUEST:** A Resolution of the Lafayette City Council approving the Louisiana Department of Transportation and Development sponsored Public Transportation Agency Safety Plan and establishing Safety Performance Targets for the Lafayette Transit System.

2) **ACTION REQUESTED:** Adoption of Resolution

3) **REQUESTED ACTION OF COUNCIL:**

A) **INTRODUCTION:** October 7, 2025

B) **FINAL ADOPTION:** October 7, 2025

4) **DOCUMENTATION INCLUDED WITH THIS REQUEST:**

A) Cover Memo (1 page)
B) Submittal Form (1 page)
C) Resolution (2 pages)
D) Agency Safety Plan (40 pages)

5) **FISCAL IMPACT:**

_____ Fiscal Impact

__X__ No Fiscal Impact

RECOMMENDED BY:

WARREN ABADIE
TRAFFIC, ROADS, AND BRIDGES DIRECTOR

APPROVED FOR AGENDA:

RACHEL GODEAUX
CHIEF ADMINISTRATIVE OFFICER