



CHATHAM AREA TRANSIT AUTHORITY

**PUBLIC TRANSPORTATION
AGENCY SAFETY PLAN**

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Version and Final Approval

Chatham Area Transit Authority Public Transportation Agency Safety Plan
Process # SAFETY.014.01.2026
Last revised on 3/12/2026

SAFETY COMMITTEE APPROVAL



Signature

4/29/2026

Date

Samuel Kennedy

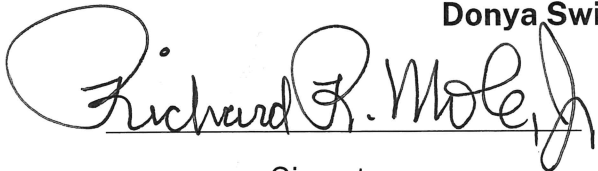


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Date

Donya Swinton

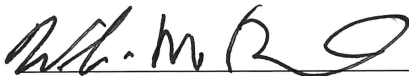


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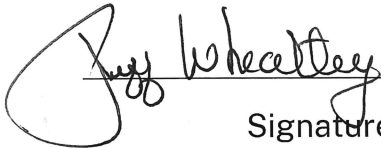


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29 April 2026

Date

Waki Reid

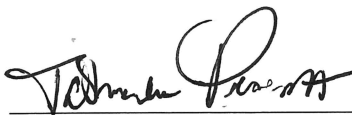


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4/29/2026

Date

Jeff Wheatley



Signature

4/29/2026

Date

Tashonda Prescott

APPROVAL of the BOARD OF DIRECTORS

Signed by:

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6/2/2026

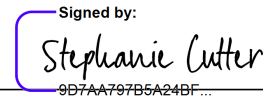
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Date

Detric Leggett

Chairman, Chatham Area Transit Authority Board of Directors

SIGNATURE of the ACCOUNTABLE EXECUTIVE

Signed by:

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6/1/2026

Signature

Date

Stephanie Cutter

Chief Executive Officer, Chatham Area Transit Authority

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1.2 Policy Statement

The Chatham Area Transit Authority (CAT), as a special district government in the State of Georgia, has been tasked with providing safe, reliable, efficient and sustainable multimodal transportation within Chatham County and the greater Savannah region.

The CEO assumes responsibility in the context of the PTASP to develop, implement, administer, evaluate, and revise a comprehensive, integrated and coordinated systemic safety program. The plan shall include components to identify, prevent, control, and resolve unsafe conditions during design, construction, testing, operations, maintenance, and disposal of CAT systems.

The Safety, Security & Risk Manager (SSRM) has been designated by the Chief Executive Officer (CEO) as the Authority’s Chief Safety Officer. In this capacity, the SSRM is invested with broad responsibility to ensure that all administrative and operational functions of the Authority are managed with adequate attention to safety and regulatory compliance, and with an eye to ensuring proper stewardship of public funds as regards risk exposure at all levels of the organization.

The SSRM, or designee, will under all circumstances be provided immediate and unimpeded access to all facilities, vehicles, records, documents, and employees for oversight purposes.

Pursuant to the provisions of the PTASP, the CEO and SSRM shall provide annual certification for all applicable transit modes under CAT’s purview.

Development and implementation of the PTASP has been authorized, approved, endorsed, and accepted by the Board of Directors, CEO, and all members of senior leadership. The plan will be disseminated among all members of CAT to ensure full communication and execution of the plan.

CAT’s PTASP was developed under the guidance of the Georgia Department of Transportation.

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Samuel Kennedy
Safety, Security & Risk Manager
Chief Safety Officer (CSO)

1.3 Public Transportation Agency Safety Plan (PTASP) Overview

In 2013, the Federal Transit Administration (FTA) adopted a Safety Management System (SMS) to improve safety across the national transit industry to address the following:

- Ever increasing complexity in the transit operations
- Need for increased safety performance
- Consistent themes in causes of accidents
- Challenges faced by management in implementing safety programs as identified through audits and investigations

As part of this implementation, public transportation systems such as CAT that are recipients or sub recipients of FTA grant funds must develop safety plans that include the processes and procedures necessary for implementing SMS per 49 CFR Part 673. These processes and procedures will be incorporated into a Public Transportation Agency Plan (PTASP) developed annually by each transit agency.

As a result of this mandate, CAT has adopted an SMS policy and philosophy. By adopting such precepts and mindsets, CAT advances the strategic goals of Safety and Security by defining the safety culture of CAT, underscoring the commitment by the Executive Leadership Team and all levels of management, front-line engagement, management accountability and continual safety process improvements derived from data-driven safety risk assessment.

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 (NPTSP), CAT has adopted 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) . While safety has always been a primary goal at CAT, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule, as amended.

Additionally, FTA recently released proposed revisions to the National Public Transportation Safety Plan (NPTSP) to address the new requirements in the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA) to further advance transit safety. This Plan supersedes the one which FTA published in January 2017. It lays out a performance-based approach to reduce injuries and fatalities on transit systems under FTA's safety jurisdiction.

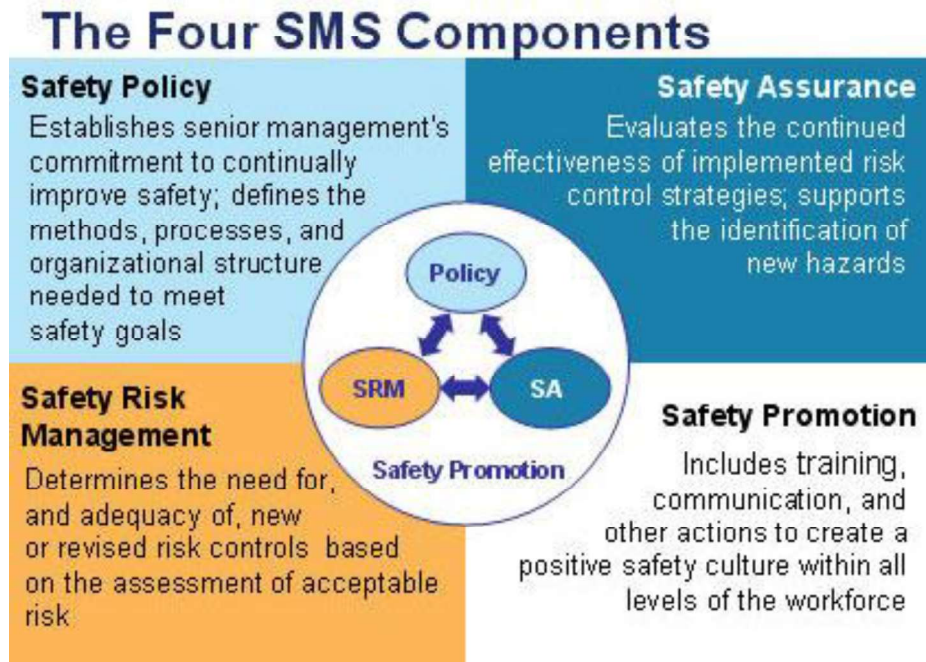
Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At CAT, all levels of management, administration and operations are responsible for the safety of their customers and themselves. To improve public transportation safety to the highest practicable level in the state and comply with FTA requirements, CAT originally developed this PTASP in collaboration the Georgia Department of Transportation (GDOT).

1.4 Safety Management System (SMS)

SMS, by definition, represents a formal, top-down, 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.

The system is comprised of four essential pillars:

- **Safety Management Policy:** CAT’s document commitment to Safety, which defines the agency’s safety objectives, accountabilities, and responsibilities of our employees regarding safety.
- **Safety Risk Management:** CAT’s processes within SMS for identifying hazards, analyzing, assessing, and mitigating risk.
- **Safety Assurance:** The process within CAT’s SMS that will function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that CAT meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Promotion:** The combination of training and communication of safety information to support SMS as applied to the agency’s public transportation system.



CAT’s SMS is an integrated and continuous living process across all four components of the system that requires engagement from all employees, across all departments and enterprises. This organic process shall provide a proactive approach to safety with the overall goal of providing a safe environment for our employees, contractors, and consumers across all modalities.

1.5 Authority for Public Transportation Agency Safety Plan

While the Accountable Executive has the ultimate responsibility for CAT’s implementation of its PTASP, CAT’s executive management has the overall responsibility for safe and secure operations of Chatham Area Transit and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on the employee’s position, in compliance with the PTASP.

Transit Agency	Name		Address
	Chatham Area Transit Authority		900 E. Gwinnett Street
Accountable Executive	Name		Title
	Stephanie Cutter		Chief Executive Officer
Chief Safety Officer	Name		Title
	Samuel Kennedy		Safety, Security & Risk Manager
Mode(s) of Service Covered by This Plan:		List All FTA Funding Types (e.g., 5307, 5337, 5339):	
Motorbus (MB), Demand Response (DR), and Ferry Boats CAT (FB)		5307, 5337, 5339, 5310, 5311, 5310, 5311, Z-230, Z-301	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)			
Motorbus (MB), Demand Response (DR), and Ferry Boat (FB)			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	No	Description of Arrangement(s)
		X	N/A
Transit Agency(ies) or Entity(ies) for Which Service Is Provided	Name		Address
	N/A		N/A

This PTASP officially defines CAT’s technical and managerial safety program for all multimodal operations.

The plan has been developed to comply with Code of Federal Regulations (CFR), Georgia Department of Transportation (GDOT), and Occupational Standards and Health Administration (OSHA), where applicable. Below includes a partial list of federal regulations in which CAT abides by:

- National Public Transportation Safety Plan
- 29 CFR Parts 625, and 625.25: Transit Asset Management
- 49 CFR Part 670: Public Transportation Safety Program
- 49 CFR Part 672: Public Transportation Agency Safety Certification Training Program
- 49 CFR Part 673: Public Transportation Agency Safety Plan

This plan defines CAT’s safety policy; the authorities and responsibilities associated with system safety for all levels of management and employees as well as all organizations or persons under contract to the Authority.

1.6 Plan Development Approval and Updates

The initial plan has been developed by the Safety, Security & Risk Manager, in conjunction with other staff and leadership team members of CAT, and presented with review by the Georgia Department of Transportation. The approved plan will be a living document that will be revised and modified as needed during the calendar year. An annual review of the document will be conducted by the Executive Staff and Safety Committee. Additional approval may be required and obtained as necessary. The updated version of the Plan will be signed by the Executive Director/CEO and approved by the Board of Directors and Safety Committee. The newly authorized version will be reissued to all transit personnel for their perusal and comprehension. CAT will maintain all documents that are related to the implementation of the PTASP and all related SMS processes and activities. Such documentation will be made available to the FTA or any other applicable regulatory entity upon request. All such documentation will be maintained by the Authority for a minimum of three years.

Version Number and Updates			
<i>Complete history of successive versions of this plan</i>			
Version No.	Section/Pages Affected	Reason for Change	Date Issued
2		PTASP Annual Revisions Board Approval	11/16/2021
3		PTASP Annual Revisions Board Approval	5/24/2022
4	1.1, pg. 1	Update current staff title	12/20/2022
4	Table of Contents, pg. 2-3	Add Section 2.5 Interim Chief Safety Officer and Section 8.8 Agency Leadership and Executive Management	12/20/2022
4	1.3, pg. 6	Update current staff title(s)	12/20/2022

4	1.4, pg. 9	Update current staff titles and assignment	12/20/2022
4	1.4.1, pg. 10	Add Safety Committee Approval	12/20/2022
4	1.6, pg. 11	Update current staff title(s)	12/20/2022
4	1.7.3.1, pg. 12	Remove COVID service hours; add temporary modified service hours; update Senior Circular operation	12/20/2022
4	1.7.3.2, pg. 14	Update number of paratransit vehicles	12/20/2022
4	2.1, pg. 14	Update current staff title(s)	12/20/2022
4	2.1.1, pg. 14	Update current staff title(s)	12/20/2022
4	2.2, pg. 15-19	Update current staff titles and assignment designation	12/20/2022
4	2.2.1, pg. 19	Update current staff title(s)	12/20/2022
4	2.3.3, pg. 22	Update 2022 Performance Measures and Targets	12/20/2022
4	2.4.1, pg. 23	Update Safety Committee Expectations	12/20/2022
4	2.5, pg. 24	Add Interim Chief Safety Officer	12/20/2022
4	3.1, pg. 24	Update current staff title(s)	12/20/2022
4	4.3, pg. 27	Update current staff title(s)	12/20/2022
4	4.4, pg. 27	Update department title	12/20/2022
4	4.5, pg. 29-31	Update Policy Review, Physical/Transit Facilities, Safety Promotion, Safety Committee Meetings, Emergency Management and Action Items to reflect current organization structure, assignments and protocols	12/20/2022
4	5.2, pg. 33	Update department title	12/20/2022
4	5.3, pg. 35-36	Update current staff title(s)	12/20/2022
4	5.3.1, pg. 37-38	Update current staff title(s)	12/20/2022
4	5.4, pg. 38	Update current staff title(s)	12/20/2022
4	5.5, pg. 39-40	Update current staff title(s)	12/20/2022

4	5.5.5, pg. 41	Update current staff title(s)	12/20/2022
4	5.6, pg. 42	Update current staff title(s)	12/20/2022
4	8.2.3, pg. 47	Update department title	12/20/2022
4	8.3.3, pg. 51	Update department title	12/20/2022
4	8.4.1, pg. 52	Update department title	12/20/2022
4	10.2, pg. 60-61	Update department title	12/20/2022
4	11.1, pg. 61	Update department title	12/20/2022
4	12.1, pg. 64-65	Update Internal Communications	12/20/2022
4	Appendix A, pg. 69	Added CT, ESRP, MPO, SRM acronyms	12/20/2022
5	Pg. 7	Added BIL language and requirements	12/28/2023
5	Pg. 24	Updated the safety performance targets for 2024	12/28/2023
5	Pg. 3,5,9,10,13,15,19-21, 26-27,29-30,37-44	Update current staff title(s)	12/28/2023
5	1.5, pg. 13	Updated relevant state authority	12/28/2023
5	Pg. 23	Updated organizational chart	12/28/2023
5	All	Minor edits for grammar, clarity, and accuracy	12/28/2023
5	Pg. 72	Added acronyms – OMF, SSRM, CAO, DVIR	12/28/2023
5	All	Formatting and design changes	12/28/2023
5	Pg. 19-20	Added safety department personnel	12/28/2023
5	Pg. 35-37	Update goals for this year’s PTASP	12/28/2023
6	Pg. 27	Update organizational chart	12/11/2024
6	Pg. 31	New language on safety performance targets	12/11/2024
6	Pg. 49-50	New language on infectious disease exposures and mitigation	12/11/2024

6	All	Updated formatting to match other policies	12/11/2024
7	All	Minor edits for grammar and clarity; fixed capitalization errors	11/25/2025
7	Pg. 27	Update organizational chart	11/25/2025
7	Pg. 41	Added language requiring de-escalation and conflict management training	3/12/2026
7	Pg. 34-35	Added additional language to clarify the structure and procedures of the Safety Committee	3/12/2026
7	Pg. 41	Updated goals for this revision of the PTASP.	3/12/2026

1.7 Regulatory/Oversight Agencies, Regulations and Criteria

The State of Georgia and the Federal Transit Administration require that CAT develop and implement a PTASP for the transit system. Additionally, the United States Coast Guard provides oversight for CAT’s maritime operations, which include ferry service across the Savannah River.

1.8 Safety, Security & Risk Department; Implementation of PTASP

There shall exist a division of CAT, designated as the Safety, Security & Risk Department, which shall oversee all matters related to safety, security, risk management, occupational health, litigation, risk exposure, risk mitigation, risk transfer, regulatory compliance, and all other matters which may create exposure for CAT under any applicable statute or regulation, or any measures taken to mitigate such exposure. This department shall be headed by the Safety, Security & Risk Manager (SSRM), who will always be simultaneously designated as the Authority’s Chief Safety Officer under the provisions of the PTASP.

The Safety, Security & Risk Department may be variously referred to as the Safety Department, the Safety & Security Department, the Safety & Risk Department, the Security Department, et cetera according to context. All functions related to safety, security, and risk management are understood to pertain to a single department regardless of designation and shall all fall under the single purview of the SSRM.

Some functions of the Safety, Security & Risk Department may be shared by other CAT departments; however, insofar as these departments deal with processes or information that fall under the purview of the PTASP, such as risk exposure, employee training, regulatory compliance, drug and alcohol testing, contractual transfer of liability, et cetera, they shall be subject to the oversight of the Safety Department.

The CEO has designated the SSRM and the Safety, Security & Risk Department to prepare and implement the PTASP to ensure that the safety of employees, passengers, the general public, emergency responders, and CAT property, facilities, and interests are properly prioritized in all Authority functions. CAT's Safety, Security & Risk Department is authorized to administer and implement this plan. All policies, procedures and work instruction for administration and implementation of this plan and associated programs and processes will be subject to the review of the Safety, Security & Risk Department without delay or hindrance. The Safety Department may initiate an internal audit of any program or process which falls under the PTASP to ensure implementation.

Each CAT division has its own stand-alone policies and procedures to ensure that its activities are compliant with the Safety Management System (SMS) Safety Program, as well as all other governmental and industry regulations. All policies, procedures, and work instructions will be maintained on the CAT website and catalogued on the Authority's internal network storage. It shall be the responsibility of each Chief, Manager, or other department head to update and maintain their respective program.

1.9 Chatham Area Transit Overview

The Chatham Area Transit Authority (CAT) system covers over 632 square miles in the Greater Savannah and Chatham County area. Transit services provided by CAT include transit services to the municipalities and interests of Chatham County.

Chatham Area Transit employs over 280 employees, including bus operators, paratransit drivers, ferry captains, facilities and maintenance personnel, and administrative and support staff. CAT aims to provide a safe, high-quality public service to the greater Savannah, Georgia area, which, as of the 2020 census, includes 295,291 residents. The Authority also provides services to approximately 17 million tourists annually.

Our fixed-route buses, paratransit services, and water ferries provide about 2 million passenger trips annually throughout Savannah, unincorporated Chatham County and portions of Garden City, with additional service to Port Wentworth. Our transit system connects commuters to work and other essential destinations, such as educational institutions, historic locations, and retail establishments. CAT's vision is to increase its multi-modal footprint throughout Chatham County, to the benefit of all residents and visitors.

1.9.1 Physical Facilities

Transit service is supported by transit centers, maintenance facilities, ferries, buses, passenger stations, bus stops, ferry landings, administrative offices, and exclusive right-of-way through the service area. Safety features of transit vehicles meet or exceed federal and state requirements and guidelines, and CAT ensures that all safety measures are consistent with all regulatory rules and guidelines. Further, CAT conducts standardized training on all safety devices, equipment, and processes. For example, staff are provided with regular training on proper wheelchair securement in transit buses and paratransit cutaways. CAT additionally provides all employees with training as it pertains to new equipment and vehicle types.

1.9.2 Transit Facilities

The CAT Operations and Maintenance Facility (OMF) is located at 900 E. Gwinnett St. Savannah, Georgia 31401. This facility houses executive and administrative personnel. It is also the vehicle storage, maintenance, cleaning, and fueling facility. The Authority has also installed infrastructure for electric vehicle charging, a project that began in 2021. The Authority continues to upgrade its electric vehicle infrastructure as it pursues options for sustainable transportation with the support of federal initiatives.

CAT additionally manages the Joe Murray Rivers, Jr. Intermodal Transit Center (ITC), located at 610 W. Oglethorpe Ave. Savannah, Georgia 31401. A portion of the ITC facility is leased to Greyhound Lines, Inc. CAT maintains a separate passenger platform from Greyhound. CAT also has a small contingent of administrative offices at the ITC, which are currently used for customer service personnel. Passengers can purchase bus passes and obtain route information at the ITC.

1.9.3 Modality Descriptions

1.9.3.1 Fixed Route Bus

CAT currently operates 60 buses across 15 fixed routes. These routes connect residential areas with major work sites, retail outlets, restaurants, healthcare facilities, schools, universities, and tourist attractions. Most routes operate 7 days a week, with varying operational times between 5:00 a.m. and 1:00 a.m. under normal, non-COVID operational conditions. Under temporary modified conditions, buses are running varying schedules between 5:00 a.m. and 10:30 p.m.

CAT additionally operates the Downtown Shuttle (dot), a fixed-route service in the Savannah historic district which is provided in partnership with the City of Savannah. This service is free to the public.

CAT directly provides all fixed-route service and uses its employees to supply the necessary labor to operate all revenue vehicles. No contractors are employed in providing fixed-route services, including the dot.

1.9.3.2 Paratransit

The Authority is responsible for overseeing the provision of transportation services for all persons in Chatham County who cannot provide their own transportation or utilize CAT fixed-route services because of age and/or disability. CAT operates 41 cutaway vehicles and vans throughout the greater Savannah area and Chatham County. Rides are prescheduled. The paratransit service extends into areas of Chatham County where fixed routes do not, and meets federal requirements that paratransit service is provided within at least a 0.75 mile radius from any areas serviced by CAT fixed-route service.

1.9.3.3 Ferry Boats

CAT owns and operates six (6) ferries that traverse the Savannah River. The service provides free transportation from River Street (two boarding locations) to Hutchinson Island (one boarding location). Tourists and residents depend on the ferry service for mobility options linking them to both work and recreation.

2 Safety Accountability and Responsibility

2.1 Overview of Management Structure

Chatham Area Transit is a special district government located in the State of Georgia and created by an act of the Chatham County Board of Commissioners. CAT is governed by an eleven-member Board of Directors. Membership is comprised of individuals from communities that CAT serves, including three members appointed by the local legislative delegation, two members of the Chatham County Commission, one resident of Chatham County with a disability, one member of the Savannah City Council, one Savannah resident appointed by the Savannah City Council, one member of the Garden City Council, one member of the Port Wentworth City Council, and one member of the Savannah Convention Center.

The CEO is the Accountable Executive for the purposes of the Authority's PTASP. The SSRM, in the position's capacity as the CSO, reports directly to the CEO. In the position's capacity as the organization's CSO, the SSRM is solely dedicated to safety, security and risk management, and may not serve in any other capacity. The primary responsibilities of the CSO include developing and implementing the PTASP, the Security Plan, the All-Hazards Emergency Operations Plan, the continuity of operations plan, and any other related security, safety, or emergency management plan.

2.1.1 Safety Management Accountability and Responsibility under SMS

All CAT employees are responsible for ensuring system safety, as defined in the PTASP, throughout the organization and for the benefit of employees and the general public. Safety and security measures will extend to contractors, vendors, and visitors where appropriate. All employees are primarily responsible for preserving life and health for themselves and others. All employees are secondarily responsible for the preservation of CAT property. Supervisors, Managers, and Chiefs are responsible for implementing CAT's Safety Management System in day-to-day operations in cooperation with the Safety, Security & Risk Department. Safety Management as a task includes:

- Enforcing the provisions and tasks of the PTASP and applicable safety-related rules, regulations, and codes.
- Performing other Safety activities, including:
- Identify and enforce all regulations and aspects of industrial safety governing the occupational safety and health of CAT employees.
- Review and recommend procedural interpretation or implementation.
- Hazard identification, analysis and resolution.
- Ordering the cessation of unsafe activities or operations, which are evaluated and identified as presenting an immediate and serious hazard.
- Identify tasks for other CAT departments for eliminating or controlling hazards.
- Perform periodic reviews and audits of all training and maintenance procedures, documentation, and operations to verify consistency with approved plans, policies, and rules.
- Conduct periodic inspections of all locations, identify and report problem areas, issue findings and/or recommendations, brief appropriate managers, and follow up on recommendations for compliance.

- Conduct inspections and audits to identify and eliminate unsafe practices, operations or conditions not corrected by immediate management or/supervision.
- Investigate all major accidents, some randomly selected accidents, and those accidents/incidents that have been identified as repetitive by location, type, or other common element.
- Develop a method for design review, configuration management, management of change, policy and procedure review and development.
- Ensure that appropriate training is conducted for all personnel. Review all training plans and documentation for the inclusion of safety topics.
- Enforce all codes and regulations governing construction practices that could impact the safety of CAT employees, passengers, or property.
- Safety reporting to CAT and local, state, and federal agencies as required.

Chiefs, Managers, and Supervisors are accountable for ensuring action is taken, as necessary, to address substandard performance in the SMS.

2.2 Implementation of Activities and Responsibilities

As the Accountable Executive, the CEO shall possess global authority of orchestrating the safety plan. The Safety and Risk Department, under the direction of the SSRM and CEO, has the responsibility for developing and implementing the PTASP; however, each individual division has the primary responsibility for implementing safety programs within its departments during day-to-day operations, and to ensure compliance with the safety program for all of its operations. The following table below outlines an example of the safety program responsibilities and functions that must occur within each division. Although divisions will have the responsibility for implementing programs, communication between employees and other departments to include safety and security are critical to a healthy SMS program and essential for a strong safety culture.

Position Title	Name of Staff Member	Position Description	Safety Responsibilities
Accountable Executive	Stephanie Cutter	<p>49 CFR § 673.5 –</p> <p>Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the PTASP; responsibility for carrying out the agency’s TAM Plan; 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.</p>	<ul style="list-style-type: none"> • Ultimate responsibility for carrying out the PTASP • Responsibility for carrying out the TAM Plan • Control or direction over the human and capital resources needed to develop and maintain both plans • Ensuring the agency’s SMS is effectively implemented throughout the system • Ensuring action is taken, as necessary, to address substandard performance in the agency’s SMS • May delegate specific responsibilities, except ultimate accountability for the agency’s safety performance, which always rests with the Accountable Executive
Chief Safety Officer	Samuel Kennedy	<p>49 CFR § 673.5 –</p> <p>Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a CAT’s chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit</p>	<ul style="list-style-type: none"> • Is adequately trained • Responsibility for safety • Reports directly to agency’s Accountable Executive • Authority and responsibility for day-to-day implementation and operation of agency’s SMS • Maintains a safe working environment • Adheres to all safety policies and procedures • Promotes safety awareness throughout the organization

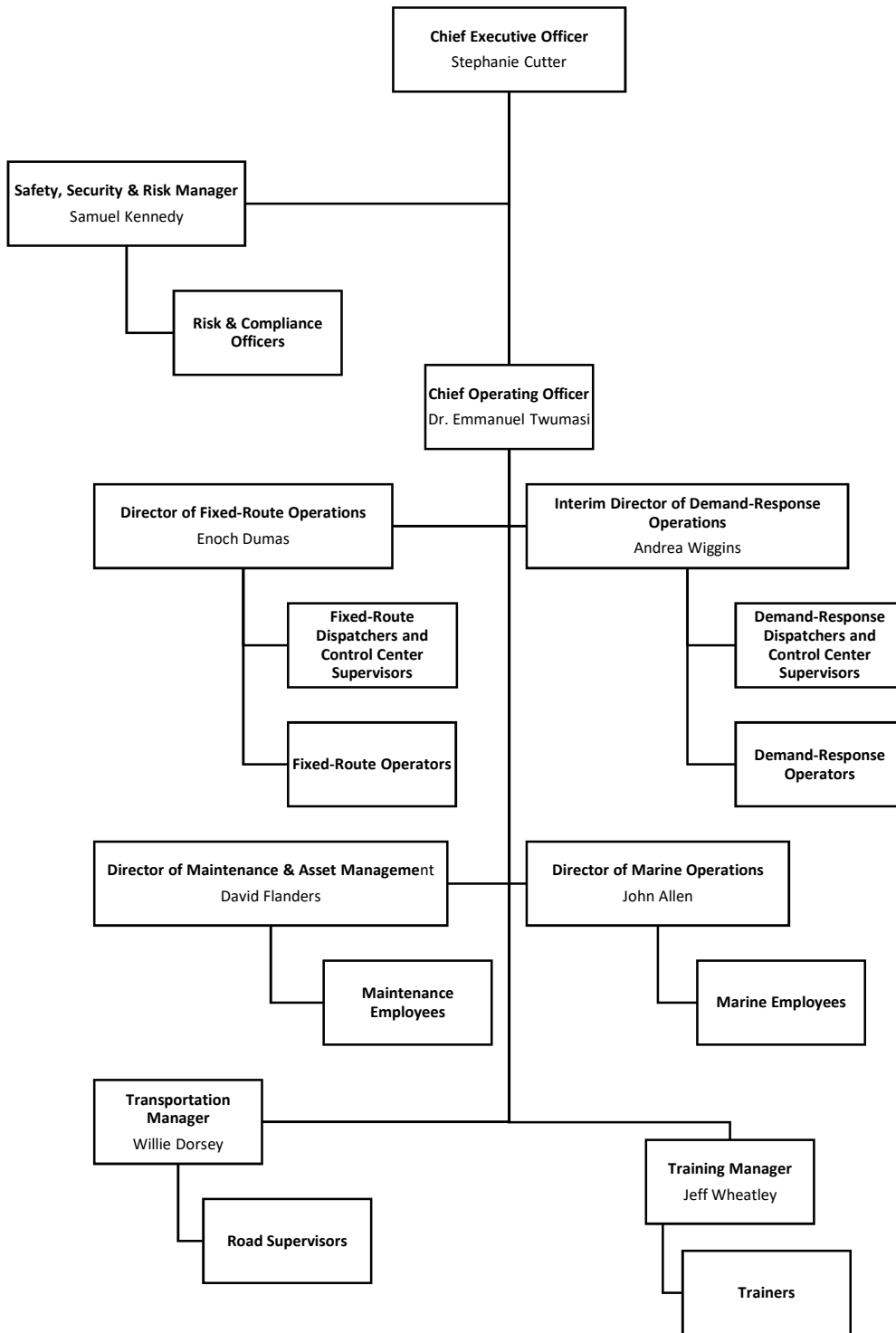
		<p>agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p>	<ul style="list-style-type: none"> • Ensures safety documentation is current and accessible to all employees • Communicates changes in safety documents to all personnel • Monitors effectiveness of corrective actions • Provides periodic reports on safety performance • Renders independent advice to the CEO, senior managers, and other personnel on safety-related matters • Ensures that safety management has a high priority throughout the organization
<p>Risk & Compliance Officers</p>	<p>Two</p>	<p>Employees of the Safety, Security & Risk Department perform everyday duties that are uniquely involved in implementing the PTASP.</p>	<ul style="list-style-type: none"> • Report directly to the SSRM/CSO • Maintain full knowledge of the PTASP as it applies to their immediate duties • Review everyday employee reporting for any potential risk exposure • Monitor and make recommendations to improve safety of facilities and services • Work to protect CAT's employees, customers, and assets from the risk of loss • Investigate safety incidents • Act as resources for departments to implement SMS • Ensure compliance with all relevant regulations,

			<p>policies, and procedures</p> <ul style="list-style-type: none"> • Ensure proper delivery of security services • Implement emergency action plans • Track safety data in order to facilitate continuous improvement
<p>Fixed-Route Supervisor / Paratransit Supervisor / Marine Captains</p>	<p>Approximately 20 budgeted positions</p>	<p>Supervisors and Captains are responsible for communicating the CAT's safety policies to all employees and ensuring those policies are followed in their immediate areas of supervision.</p>	<ul style="list-style-type: none"> • Maintains a safe working environment • Adheres to all safety policies and procedures • Full knowledge of all standard and safety operating procedures • Ensures that drivers make safety a primary concern when on the job • Listens and acts upon any safety concerns raised • Immediately reports safety concerns to the CSO/SMS • Provides leadership and direction to employees during security incidents • Handles minor non-threatening rule violations • Defuses minor arguments • Determines when to call for assistance • Responds to minor complaints, collisions, and other safety incidents • Responds to security related calls with police officers when required, rendering assistance with crowd control, victim/witness information

			<p>gathering, and general on-scene assistance</p> <ul style="list-style-type: none"> • Completes necessary security related reports • Takes photographs of damage and injuries • Coordinates with all outside agencies at incident scenes
Bus Operator	Approximately 150 budgeted positions	Drivers are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies.	<ul style="list-style-type: none"> • Maintains a safe working environment • Adheres to all safety policies and procedures • Takes charge of a hazard incident scene until the arrival of supervisory or emergency personnel • Collects fares in accordance with agency policy • Familiar with CAT's Policies, Procedures, and Work Rules • Attempts to handle minor non-threatening rule violations • Responds verbally to complaints • Attempts to defuse minor arguments • Determines when to call for assistance • Maintains control of the vehicle • Reports all safety incidents to Supervisor on duty • Completes all necessary safety related reports

<p>Maintenance</p>	<p>Approximately 45 budgeted positions</p>	<p>Mechanic performs major running repairs of buses. Fully qualified and completely capable of repairing, maintaining, and rebuilding all parts of all equipment.</p>	<ul style="list-style-type: none"> • Maintains a safe working environment • Adheres to all safety policies and procedures • Responsible for repair of vehicle components, including engine and transmission rebuilds • Conducts all levels of inspections • Assists in all aspects of repair and maintenance work • Makes bus assignments (if needed) • Maintains a safe working environment and adheres to all safety policies and procedures • Makes road calls • Tire changes and repairs • Brake relines • Driver reported defects • Supervises bus-washing activities
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The agency organization chart with safety responsibilities is depicted below:



2.2.1 Safety Management Policy Promotion

Safety Promotion fosters a positive safety culture and improves safety performance by increasing safety awareness through training and communication. Appropriate training for all employees regardless of their position within the agency provides knowledge for a successful safety program. Through communication of lessons learned and safety performance data, employees are made aware of safety priorities and concerns as they relate to their individual job tasks and the entire organization.

CAT staff are informed of their responsibilities related to safety and the requirements of our Safety Plan during onboarding. Promoting the purpose and benefits of this Safety Plan and SMS principles among executive and senior management, supervisors and frontline staff are the most important jobs of all of our employees. All employees understand their respective safety roles and obligations and in identifying and assessing safety risks in the workplace and in agency operations. Fostering and reinforcing these obligations through regular agency-wide communications and programs are critical functions of senior management and the SSRM, including, but not limited to:

- Safety meetings;
- Operator meetings with supervisors and managers;
- Newsletters;
- Safety bulletins;
- Safety emails and text message alerts;
- Radio supervisor communication with operators;
- One-on-one communication between supervisors and frontline employees;
- Meetings with contractors;
- New employee orientation;
- Operator development program;
- Committee meetings; and
- Safety campaigns.

2.3 Goals, Objectives and Scope

This area delineates the goals, objectives, and scope of CAT's PTASP. The goals, objectives, and scope of the plan shall be consistent with the agency's overarching goals and objectives. These plans and organizational attributes are designed to ensure the overall safety and security of CAT's employees, customers, assets, facilities, and interests.

2.3.1 Safety Goals

The following are the implementation strategies to improve safety, security, and risk exposure:

- Empower the CAT Safety Committee to promote a successful safety culture and to solve safety and security problems that cannot be solved at the departmental level.
- Provide guidance, oversight, resources, and technical assistance to facilitate continuous improvement of safety, security, and emergency preparedness.

- Collaborate with other agencies and regulatory entities to assess and target resources and assistance toward the most frequent types of accidents and incidents, and risks to passengers, employees, and property.
- Provide training, education, and outreach to enhance core competencies for safety, security, and emergency preparedness in all CAT transit system operations. This will include tabletop and full scale exercises as needed to ensure readiness.
- Develop and implement continuous improvement and innovation goals for the management of existing and future programs and projects through data collection and analysis, performance metrics, and coordinated program reviews.
- Implement integrated safety, security, and emergency preparedness strategies that include:
 - Fundamental improvements in processes through controls and quality assurance.
 - A comprehensive, systematic program to identify, assess and control hazards
 - An effective configuration management and document control plan.
- Develop and maintain a high level of safety awareness among all CAT employees, managers, and contractor personnel through the following examples:
 - Hazard management and risk analysis
 - Safety Committees
 - Monthly safety messages and promotions
 - Safety and Security Training
- Develop and maintain policies, procedures, and programs to effectively document and communicate CAT's safety expectations of its contractors.
- Develop and maintain an effective safety and security auditing program.
- Continue security threat assessment and reduction, with the assistance of law enforcement agencies.
- Increase lighting at revenue facilities and bus shelters.
- Evaluate the feasibility of installing protective barriers and proceed if budgetary restrictions allow.
- Continue to improve physical security posture through technologies such as enhanced abilities of the access control and CCTV systems.
- Leverage technology and personnel to enhance the cybersecurity capabilities of the Authority.

These strategic goals have been developed in consideration of the following guiding attributes:

- Operational Safety
- Workplace and worksite safety
- Vehicle Maintenance
- Facility Safety
- Customer and employee safety and security
- Bus stop environment
- Cyber safety and security

2.3.2 System Safety Program Objective

CAT will utilize the following objectives, measures, and targets as key performance indicators (KPI) to gauge the effectiveness of the Authority’s safety and security program across all modes of transportation as implemented through SMS.

Objective	Measurement
Eliminate Transit Fatalities	Number of NTD-defined fatalities
Reduce Transit Injuries	Number of NTD-defined injuries
Reduce Transit-Related Collisions	Preventable Collisions per 100,000 revenue miles
Reduce Transit-Related Incidents	Preventable Incidents per 100,000 revenue miles
Reduce Risk of Workplace Injury	Employee work days lost to injury
	Accidents and injuries on jobsites
Ensure Customers Feel Safe While Using CAT Services and Facilities	Driver capability customer satisfaction survey
	Bus stop safety customer satisfaction survey
	Safety onboard bus customer satisfaction survey
Increase Passenger Security	Number of crimes committed on transit property
	Corrective security measures needed
Enhance CAT’s Safety and Security Culture	Number of employees successfully completing safety, security or emergency management courses, classes or seminars
	Number of drivers tested for drugs and percentage of negative test results
	Percentage of new hire bus driver driving records screened
System Reliability	Mean distance between major mechanical failures by mode

2.3.3 Safety Performance Targets

Among the various Key Performance Indicators (KPI) that we use are the five safety performance measures that are required by the National Public Transportation Safety Plan (NPTSP): Fatalities, Injuries, Safety Events and System Reliability, as defined below:

- Fatalities – Total number of reportable fatalities and rate per total vehicle revenue miles (VRM) by mode;
- Injuries – Total number of reportable injuries and rate per total VRM by mode;
- Safety Events – Total number of reportable events and rate per total VRM by mode; and
- System Reliability – Mean distance between major mechanical failures by mode.
- Assaults on Transit Workers - Total number of reportable assaults on transit workers and rate per total VRM by mode.

In compliance with the new FTA regulations requiring a reduction in SPTs, the following methodology will be applied:

1. Annual Review and Reduction of SPTs:

- Each SPT will be reviewed on an annual basis, using the three-year rolling average as the baseline.
- A 5% reduction will be applied to each target to ensure continuous improvement in safety performance.

2. Rounding and Minimum Reduction Criteria:

- If the 5% reduction results in a non-integer value (e.g., 3.8), the target will be rounded up to the nearest whole number.
- If applying a 5% reduction results in a target lower than 1, the target will be set at zero.

3. Implementation and Monitoring:

- The revised SPTs will be incorporated into the PTASP and communicated to all relevant personnel.
- Performance against these targets will be continuously monitored, with adjustments made as necessary to reflect changes in operational conditions.

4. Documentation and Justification:

- The rationale for each reduction, including any rounding adjustments, will be thoroughly documented.

2.3.4 FY 2026 Safety Performance Measures and Targets

Targets below are based on a 5% reduction of the previous three year rolling average of CAT’s safety performance data as reported to the NTD monthly.

MB/DO (per 100,000 VRM)									
Mode - MB	Fatalities	Rate of Fatalities	Injuries	Rate of Injuries	Assaults on Transit Workers	Rate of Assaults	Safety Events	Rate of Safety Events	System Reliability
2022 Actual	0	0.00	41	2.35			41	2.35	158,449
2023 Actual	0	0.00	0	0.00			0	0.00	15,208
2024 Actual	0	0.00	16	1.01	4	0.25	20	1.26	87,858
Average	0.00	0.00	19	1.12	4	0.25	20.33	1.20	87,172
2026 SPT (MB)	0.00	0.00	18	1.06	4	0.24	19	1.14	82,813

DR/DO (per 100,000 VRM)									
Mode - DR	Fatalities	Rate of Fatalities	Injuries	Rate of Injuries	Assaults on Transit Workers	Rate of Assaults	Safety Events	Rate of Safety Events	System Reliability
2022 Actual	0	0.00	0	0.00			0	0.00	83,602
2023 Actual	0	0.00	2	0.28			2	0.28	236,957
2024 Actual	0	0.00	7	0.92	0.00	0.00	8	1.04	762,068
Average	0.00	0.00	3	0.40	0.00	0.00	3.33	0.44	360,876
2026 SPT (DR)	0.00	0.00	2	0.38	0.00	0.00	3	0.41	342,832

*rate = events per 100,000 vehicle revenue miles / **System Reliability = miles between major mechanical failures

Safety Performance Target Coordination

The coordination with the Georgia Department of Transportation (GDOT), Coastal Region (CORE) Metropolitan Planning Organization (MPO) and Chatham Area Transit (CAT). CAT will assume responsibility for annual revisions and subsequent distributions.

CAT’s Board of Directors share our PTASP, including safety performance targets, with the Metropolitan Planning Organization in our service area each year after its formal adoption by the CAT Board of Directors. CAT’s Board of Directors also provides a copy of our formally adopted plan for the MPO safety performance targets upon request.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Georgia Department of Transportation	11/25/2025
Targets Transmitted to Metropolitan Planning Organization(s)	Metropolitan Planning Organization	11/25/2025
	CORE MPO	11/25/2025

2.3.5 Scope

Chatham Area Transit strives to provide a safe and secure transportation system for greater Savannah and Chatham County. For this plan, the term “transit system” is understood to include Fixed-Route, Paratransit and Ferry operations, as well as CAT’s customers, employees, contractors, and properties. The CAT safety program aims to address key concerns. The goal is to reduce hazards as low as reasonably practicable (ALARP) through effective use of all available resources. Elements of the PTASP’s applicability and intent are as follows

- Applicable to all modes of service;
- Comprehensive and properly scaled SMS for CAT;
- Inclusive of all CAT departments and all levels of employees;
- Proactive approach to identify hazards and prevent incidents;
- Strong safety culture to increase awareness and the reporting of hazards;
- Continual review and expansion of the Authority’s safety training program;
- Continual coordination with public safety agencies in our service area;
- When engaged in a contract with a private service provider safety requirements should be established and monitored for compliance; and
- The PTASP will be reviewed and revised annually.

2.4 Safety Committee

Chatham Area Transit has established a Safety Committee to ensure that a concerted, engaged safety plan is implemented throughout the agency. Members of the committee are entrusted with contributing ideas and concerns central to safety and security. Members of the safety committee are also duty-bound to share information discussed in meetings in their respective work areas. This committee is established in accordance with 49 CFR 673 and is intended to support PTASP implementation by permitting structured discussion between the Authority and the Union on issues pertaining to safety.

2.4.1 Safety Committee Purpose

Safety is an essential component of CAT’s operations, and the Safety Committee plays an important role for the agency in acting as the primary means by which frontline workers and management act together to advance SMS implementation and continuous improvement.

In addition to offering a venue for discussion of safety-related matters between workers and management, the Safety Committee reviews and approves the PTASP, identifies and recommends safety risk mitigations, identifies safety risk mitigations that are ineffective, inappropriate, or not working as intended, and identifies safety deficiencies for the purpose of continuous improvement. In keeping with these responsibilities, which are required at 49 CFR 673(d), the Safety Committee has the authority to review safety matters and issue recommendations.

2.4.2 Safety Committee Structure and Procedures

The Safety Committee will be comprised of six (8) members, four (4) of which will be selected by the Authority and four (4) of which will be appointed by the labor organization

representing a plurality of the organization's frontline workers. In the event that a member is absent, the organization which appointed the absent member may substitute a replacement for that meeting. If a member of the Safety Committee misses more than two (2) meetings in any rolling 12-month period, they will be removed from the Committee.

The Committee will be chaired by the Safety, Security & Risk Manager, or by the individual otherwise designated as the Chief Safety Officer for the organization. The Committee Chair has no additional powers except as specifically provided and is primarily responsible for ensuring that meetings adhere to the agenda and procedures are followed.

Safety Committee members will be provided with a copy of the PTASP if they do not already have one and are expected to familiarize themselves with its contents. Additionally, Safety Committee members will complete the Transportation Safety Institute (TSI) SMS Awareness course, which is available online through TSI at no cost.

The Safety Committee will meet with reasonable frequency according to a regular schedule which will be adopted by the Committee. The Committee Chair or the President of the bargaining unit may call an unscheduled meeting of the Committee to address urgent safety concerns.

Prior to each regularly scheduled meeting, the Committee Chair will develop and distribute an agenda for the meeting. Safety Committee meeting minutes will be recorded by the clerk of the Safety Department, or, in their absence, by another member of the Safety Department or by a member of the Safety Committee who volunteers for the task. Minutes from each meeting will be presented to the Safety Committee at the following regularly scheduled meeting.

When the Safety Committee meets, each appointed frontline transit worker representative who attends the meeting in its entirety will receive two hours of pay for the meeting, regardless of the meeting's length.

The Safety Committee may request technical experts, including other transit workers, be made available to advise the Safety Committee. The Safety Committee may also request transit agency information and records. These requests will be honored by the Authority to the extent reasonably practicable.

Decisions will be made by a vote of the Safety Committee members who are present, the result of which will be recorded in the meeting minutes. The Safety Committee will adopt a procedure for resolving disputes, such as votes that result in a tie. In the event that a tie occurs and the Committee has not yet adopted its own process to resolve disputes, the Committee will use the process for arbitration as outlined in the most recent version of the Collective Bargaining Agreement.

Any decisions or recommendations made by the Safety Committee will be communicated to the Accountable Executive and included in the Safety, Security & Risk Department's monthly update to the Board of Directors.

2.5 Chief Safety Officer / Safety, Security & Risk Manager

The Chief Executive Officer has designated the Safety, Security & Risk Manager (SSRM), as the Chief Safety Officer. The Safety, Security & Risk Manager has the following authorities, accountabilities, and responsibilities under this plan:

- Develop SMS policies and procedures.
- Ensure and oversees day-to-day implementation and operation of SMS.
- Manage ESRP.
- Chair the Safety Committee and coordinate the activities of the committee; establish and maintain CAT's Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents.
- Advise the Accountable Executive on SMS progress and status.
- Identify substandard performance in CAT's SMS and action plans for approval by the Accountable Executive.
- Ensure CAT policies are consistent with CAT's safety objectives.
- Provide Safety Risk Management (SRM) expertise and support for other CAT personnel who conduct and oversee activities which affect performance as measured by this plan.
- Perform all internal oversight and auditing functions as related to the goals identified in this plan.

3 Emergency Management

CAT uses the National Incident Management System (NIMS) format for incident management as shall ensure its familiarity with emergency procedures and processes. Specific attention shall be granted toward emergency preparedness relative to hurricane season. Safety and security personnel have been trained in NIMS and the Incident Command System (ICS). CAT partners with the Chatham Emergency Management Agency (CEMA) in the event natural or manmade crisis dictate.

The Safety and Risk Department has the primary responsibility to:

- Support the development of agency-wide emergency procedures
- Ensure that all CAT personnel, including and especially all frontline CAT employees, are properly trained in emergency procedures
- Ensure that first responders are trained with respect to transit specific locations
- Document all emergency preparedness activities

The CAT All-Hazards Preparedness Plan establishes a framework through which the Authority prepares for, responds to, recovers from and mitigates the impacts of a wide variety of disasters. Effective preparation, response, and recovery ensures that the Authority will be at a high state of readiness for any type of adverse event, from workplace violence to terrorism to natural disasters.

CAT also has a Hurricane Plan which provides additional preparedness and response information specifically for hurricanes. These documents provide for activities prior to and during a storm, resumption of normal operations, and recovery from a storm based on the projected path, severity, and actual areas affected by a storm.

The CAT Continuity of Operations Plan (COOP) facilitates the CAT's ability to perform essential functions during all-hazards emergencies or other situations that may disrupt normal operations, by the use of resiliency principles. The COOP outlines minimum

staffing levels and essential personnel for CAT as well as succession planning. It is designed to achieve timely and orderly resumption of essential functions; protect essential facilities, equipment, records and assets; and provides an integrated framework for the resumption of essential services. It further describes the ability to sustain operational capabilities for up to 30 days after implementation or until normal operations are resumed. The COOP has the ability to be activated both with and without warning, and covers notification, alternate facility operations, and transfer of decision-making authority.

4 Management System Documentation and Records

4.1 Safety Documentation and Records

All policies, procedures and work instructions for administration and implementation of this plan and the programs it describes are found on Chatham Area Transit's internal network under the relevant directories.

The below list provides an overview of applicable forms which pertain to CAT's Safety Management System:

- Facility Inspection Worksheet – used during regular facility inspections, and modeled after OSHA aspects, to identify any safety hazards and stored within the safety department.
- Behind the Wheel Form (BTW) - Employees in driving positions are monitored through on-board (BTW) and trail check evaluations and complete forms are located in the training files in the safety department.
- Trail Check Form - Employees in driving positions are monitored through on-board (BTW) and trail check evaluations and complete forms are filed in the training files in the safety department.
- Employee Injury Investigation Form - employees are required to report any injury, regardless of severity, immediately after its occurrence using this form which is stored in the safety department.
- Transit Vehicle Collision Report - employees are required to report any accident or incident, regardless of severity, immediately after its occurrence using this form which is stored in the safety department.
- Incident Report – employees complete incident reports for any unusual occurrences which are not documented using the collision report form.
- Passenger Action Form – security or supervisory employees complete passenger action forms to document any instances in which members of the public must be removed from CAT's vehicles or facilities for policy violations or disruptive behavior. Security employees may use this form to issue a ban to highly problematic individuals.
- Threat and Vulnerability Assessment – a baseline security assessment & checklist, performed annually and stored in the safety department.
- Transportation Blue Print Form – a general comments form available in the transportation control center.

- Emergency Response Plans (Hurricane, COVID) – reviewed and updated annually and kept in the safety department, on the company shared drive, and employee self-service.
- Daily Vehicle Inspection Report (DVIR) - operators are required to conduct and properly document a pre-trip Inspection using a CAT Daily Vehicle Inspection Report before operating a revenue service vehicle; vehicle copy remains with vehicle and driver copy is provided to maintenance department and retained in accordance with DOT standards.
- Preventative Maintenance Inspections (PMI) – PMI are performed and maintained by the maintenance department in accordance with DOT standards.

4.2 Records Retention

All documents originated or archived by the Safety and Security Department are subject to State of Georgia retention schedules unless otherwise stated. Any CAT retention periods that differ from State of Georgia guidelines may exceed but may not be less than those prescribed by the State of Georgia. CAT retains Safety Management System documentation for at least three years.

4.3 Revisions and Control

Chatham Area Transit designates the Safety, Security & Risk Manager as having overall responsibility to effectively implement, monitor, and enforce these written policies and procedures.

- The Safety, Security & Risk Manager, along with field input, will review the existing policies and procedures on an annual basis or as needed to ensure that they are comprehensive and up-to-date.
- Safety standards will be monitored and measured on an ongoing basis to identify and correct unsafe behaviors or conditions.
- Safety, Security & Risk Manager shall prepare and review monthly safety reports and circulate the reports throughout the organization as directed by the CEO.

CAT's Safety and Risk Department shall review the PTASP on an annual basis to ensure that changes to regulatory requirements are incorporated to include any necessary CAT safety and security procedural changes. Each division and department shall ensure all documents, policies, procedures, work instructions and programs are in compliance with Federal, State, local and Authority requirement standards. Records shall be maintained and readily available for review by the CAT Compliance Department and the Safety and Risk Department for compliance and quality assurance.

Proposed changes will be documented by the Safety and Risk Department. Notifications to all appropriate parties, including senior management and/or any affected divisions will be issued electronically. Standard distribution will include all members of divisional leadership and management.

Managers or supervisors are responsible for providing appropriate information to their personnel. Chiefs or managers must submit, to Safety and Security, written

documentation that confirms any issued changes have been distributed to all affected employees. Changes, procedural improvements and/or clarification to the updates shall be provided to employees by management through training, written documentation, meetings, briefings, or other communications that document the compliance of controls and updates. All managers must comment within two weeks of the issuance of the proposed changes unless no comment is needed. An electronic receipt and electronic response shall be maintained by Safety and Security from all parties notified.

4.4 Annual PTASP Certification

The Safety and Risk Department, under the direction of the SSRM, will assess the review, adoption and compliance of the PTASP. The annual review will take place between September and November of each year.

4.5 PTASP Implementation Plan and Strategy

The implementation of the plan is organic and continuous it transcends all departments. Below is the strategy for implementation.

4.5.1 Introduction

The Public Transit Agency Safety Plan Implementation Strategy is a cohesive framework designed to provide an overview of how the plan shall be executed and reviewed. In addition to ensuring agency compliance, the strategy will also identify people/positions, departments, and areas essential to the implementation and management of the plan.

4.5.2 Background

In 2013, the Federal Transit Administration (FTA) adopted a Safety Management System (SMS) to improved safety across the national transit industry to address the following:

- Ever increasing complexity in transit operations
- Need for increased safety performance
- Consistent themes in causes of accidents
- Challenges faced by management in implementing safety programs as identified through audits and investigations

The PTASP was mandated by the Federal Transportation Administration. As part of this implementation, public transportation systems such as CAT that are recipients or sub recipients of FTA grant funds must develop safety plans that include the processes and procedures necessary for implementing SMS per 49 CFR Part 673. These processes and procedures will be incorporated into a Public Transportation Agency Plan (PTASP) developed by each transit agency and updated annually.

The Chatham Area Transit Agency's plan was completed in November of 2020 and adopted by the Board of Directors in December of 2020. It has been furnished to the Georgia Department of Transportation and Chatham/ Savannah the Metropolitan Planning Commission. The Federal Transportation Administration reviews the plan during the agency's Triennial Review.

4.5.3 Policy Review

In accordance with the PTASP, reviewing safety and security policies is an incessant and collective process. However, CAT's Safety Department has begun to review and prepare new versions of key safety policies, as some have not been updated. Additionally, new security-related policies have needed to be created from scratch and will be implemented along with this new version of the PTASP. Major revisions accomplished under this section during the last iteration of the PTASP include significant revisions of the Drug and Alcohol Policy and the Hurricane Plan.

4.5.4 Physical/Transit Facilities

In an effort to safeguard our employees, passengers, physical facilities, and other assets, in April 2022 the Board of Directors authorized staff to upgrade its facility security cameras to a more technologically advanced system. We are in the process of re-evaluating onsite security at CAT facilities. These service improvements will create a safer environment for CAT through the agency's day-to-day operations. CAT has already transitioned security staffing to an in-house model which has enabled superior internal communication, security coverage, policy enforcement, etc.

4.5.5 Safety Promotion

We recognize promoting safety with respect to infectious disease. CAT has established several safety development resources through safety meetings, email communications, trainings, company newsletters and safety bulletins.

4.5.6 Safety Committee Meetings

Pursuant to the Collective Bargaining Agreement, CAT policy, and PTASP expectations, Safety Committee meetings will be scheduled as outlined in the Collective Bargaining Agreement to identify, alleviate, and cure safety problems; and to work toward reducing work related personal injuries.

4.5.7 Forms and Routing

Several key safety-related forms were revised in March 2023, including CAT's internal collision and incident report forms. These new forms offer increased clarity and readability, and have made internal reporting of these occurrences easier. This is in fulfillment of the forms and routing improvements called for in the previous iteration of the PTASP.

In addition to meeting actual reporting requirements, we have also begun evaluating Fixed-Route and Paratransit accidents – especially preventable (per 100,000 revenue mile) and reportable incidents.

4.5.8 NTD Reporting

We have successfully transitioned over all NTD reporting objectives. However, some continued administrative staffing vacancies in the Safety Department have

4.5.9 Training

The Driver Training program is used to prepare individuals to obtain their Commercial Driver's Licenses. The unit also is charged with retraining incumbent operators when returning to duty, after accidents, and in any other necessitating circumstances. The unit

prepares training that is responsive to the safety violations or concerns identified by the Safety and Risk Department. Once areas of improvement have been identified, the training unit retrains the operator. All training and retraining encounters are documented.

The training department may be asked to perform additional training based on needs identified by the Safety and Risk Department. Refresher training classes are set up based on identifiable trends and patterns, such as wheelchair failures. This component of the plan had already been functioning; however, we are looking to make it more effective and efficient through data-driven initiatives.

CAT aims to reduce rates of assault on public transit workers. As part of ongoing efforts to improve personal security and system security, all frontline workers will undergo de-escalation and conflict management training during initial training and as needed following security incidents.

4.5.10 Risk Management

Information extrapolated from Risk Management germane to the PTASP will be used to establish training programs, address Key Performance Indicators, and re-evaluate safety practices. Timely reports from this area will be essential to the overarching Safety and Security program.

The Safety, Security & Risk Department continues to work with our insurance and risk management partners to leverage available data to quantify and mitigate risk. The organization's risk management functions have been fully integrated into the Safety, Security & Risk Department, and appropriate training will be sought for applicable personnel to support CAT's risk management functions.

4.5.11 Emergency Management

Emergency Management represents an integral module to the PTASP. The Hurricane Plan continues to be revised annually, and the most recent approved version reflects changes made to the CEMA Standard Operating Guide. Staff are currently working to draft an all-hazards plan that will address emergency situations holistically, expanding our emergency management framework to address possibilities other than tropical storms.

4.5.12 Action Items

Although we have implemented various facets of the PTASP, the process is organic with many moving parts. Therefore, we are in discussion across all enterprises about the continuous "next steps" in the process. Priorities for this iteration of the PTASP include:

- Expand safety compliance inspections;
- Recruit for current vacancies, including the Risk & Compliance Officer – Security;
- Evaluate security risk mitigation measures, including the installation of more protective driver barriers;
- Evaluate safety risk mitigation measures, including evaluating existing vehicles and new purchases to reduce blind spots;
- Implement a safety incentive program.

4.5.13 Resolution

As mentioned, this is a living document which will always require ongoing change and revision. CAT will continue to implement and improve its SMS program according to the PTASP, and will strive to continuously provide solutions for identified issues across all areas covered by the PTASP, not merely those listed above.

5 Safety Risk Management

CAT will take a proactive approach to reduce all risks to the lowest practicable level in its mission to provide safe, secure and efficient multimodal public transportation. To do so, CAT must identify and mitigate hazards that may occur during the operations of our vehicles, whether bus or ferry as well as those hazards that may be present in our ITC, ferry boat facilities, and administrative and maintenance facilities. CAT's goal is to ensure safety and security throughout the transportation system and in the Authority work environment. To accomplish this, CAT employees at all levels must be trained and engaged in safety risk management. All CAT employees are responsible for identifying hazards in the workplace. Supervisors, managers and directors are responsible for formal documentation and resolution of hazards in their areas, with the assistance of the Safety and Risk Department as necessary to resolve risks to a level as low as reasonably practicable. Employees and management working together using a proactive risk management process will ensure the safety of our employees and customers.

5.1 Employee Safety

Chatham Area Transit provides a safe working environment for employees, taking all reasonable steps to maintain safe, healthy and clean working conditions that will eliminate or minimize accidents and health hazards. Chatham Area Transit follows applicable OSHA and other federal, state and local regulations and requirements, including but not limited to those dealing with:

- Personal Protective Equipment
- Hazard Communication
- Emergency Action Plans
- Bloodborne Pathogens
- Lockout/Tagout
- Recordkeeping
- Infectious disease planning and response in alignment with Georgia Department of Public Health and the Centers for Disease Control and Prevention
- Job Hazard Assessments

CAT aims to take practical and reasonable steps to safeguard employees, passengers on vehicles and the surrounding public from accidents and injuries such as:

- Developing and providing proper safety training to all employees responsible for the operation of company vehicles.

- Ensuring that employees operating public vehicles successfully complete required training programs and have successfully completed a final driving evaluation before being released to service.

Monitoring employee performance and providing ongoing safety training to ensure commitment to safety and accident prevention. CAT aims to enforce the elements of this Safety Plan consistently, thereby supporting CAT's commitment to safety.

- Each supervisor and manager will be provided with a copy of CAT's Safety Plan, and each is responsible for following it at all times.
- During new employee orientation and safety meetings, supervisors and managers will review these policies and procedures and will take an active role in familiarizing employees with these standards on an ongoing basis.
- Supervisors and managers will answer any questions and provide explanations to employees regarding these policies and procedures.
- Following employee review, supervisors and managers will require each employee to sign and date a "Chatham Area Transit Policies and Procedures Acknowledgment" form. Supervisors and managers will sign and date this form, provide a copy to the employee, and keep the original in the employee's personnel file.

CAT aims to recognize and instill in its workforce the concept that safety is a shared responsibility of all employees.

- Supervisors and managers will encourage employees to exercise caution at all times, use all available safeguards and safety equipment, demonstrate behaviors that proactively prevent accidents and injuries, and comply with all rules, regulations, policies and procedures.
- No Supervisor or manager will knowingly tolerate or permit any unsafe act, operation, practice or behavior.
- Supervisors and managers are required to facilitate those safety operations, programs, meetings, inspections and investigations within his/her designated area are carried out according to these policies and procedures.
- Supervisors and managers will consistently and constantly promote Chatham Area Transit Safety Policies and Procedures and set an example for employees by always demonstrating proper safe behaviors.
- Employees will immediately report any unsafe conditions or incidents to their supervisor or manager and are encouraged to make suggestions for improved safety performance and conditions.
- Periodic safety training will be provided to employees to prepare them to perform their jobs according to the Chatham Area Transit Safety Policies and Procedures.
- Employees will be required to attend and actively participate in all quarterly safety meetings.
- Employees will be held responsible for adhering to all safety rules.

All employees are encouraged to report safety or security concerns. CAT has an amnesty policy forbidding retaliation against any employee for the proper reporting of a safety hazard or security concern.

5.2 Contractor and Subcontractor Safety

It is CAT's policy to require a safe working environment for all contractors. Contractors are defined as any or all members of the contractor's work force, all members of subcontractor's and sub-subcontractor's work forces, and all other people who require access to a CAT worksite for performance of the contract. Contractors must adhere to all specified safety and security precautions, rules, and special instructions imposed on CAT staff, to include compliance with all CAT safety and security requirements.

CAT shall require all contractors to fully comply with this PTASP and all other safety requirements, with all federal, state, and local laws, statutes, ordinances, rules, regulations, requirements and guidelines of government authorities, agencies and any other authorities having control or responsibilities bearing on the scope of work. CAT shall also require each contractor providing construction, overhaul, rehabilitation, or major repair services to have a contractor safety plan. This plan shall be reviewed by Safety and Risk Department prior to beginning work, and the contractor will only be allowed to begin work when an adequate contractor safety plan has been approved. Safety and Security shall be responsible for stipulating any special or specific safety provisions prior to any work beginning. Contractors are required to be properly insured, and proper insurance coverage and limits will be verified by the Safety and Risk Department prior to the beginning of work.

Contractor management and site supervision have the responsibility of preventing unsafe acts and hazardous conditions from occurring on CAT property or while working on CAT contracts. All work must be performed in a safe manner to protect all employees, visitors, the public and adjacent properties.

All CAT contractors will meet safety and security requirements prior to accessing CAT property or equipment. All contractors shall be advised, when appropriate, of safety requirements throughout the system, including (but not limited to): facilities, vehicles, rights-of-way, property, and stations.

Contractors and subcontractors will be subject to audit and inspection on an announced or unannounced basis at the discretion of the CAT Safety and Risk Department.

Noncompliance with this PTASP, CAT audit requests or any CAT safety requirements shall be treated the same as non-compliance with a contract item. Any non-compliance will result in work stoppage and potential punitive actions. Willful or repeated non-compliance will result in contractor dismissal.

5.3 Safety Hazard Identification

A safety deficiency is a condition that is a source of hazards and/or allows for the perpetuation of hazards in time. Examples include:

- Ambiguous operational procedures

- Shortcomings in personnel resources or training in safety-critical areas
- Incomplete certification of equipment and facilities
- Unclear management support for employee safety reporting systems
- Deficiency in documented key activities such as hazard identification

A hazard means any real or potential condition that can cause injury, illness, or death to CAT employees or customers; damage to or loss of the facilities, equipment rolling stock, or CAT infrastructure; damage to the environment; or the reduction of the ability to perform a prescribed function.

Hazards can be identified from many sources; examples include but are not limited to the following:

- Operational systems: Fixed-Route, Paratransit and Ferry;
- Environmental hazards: routes, roadways, traffic patterns, terminals, stations, bus stops;
- Design and Technological hazards: fixed route bus, paratransit, ferry multimodal vehicle hazards, communication equipment and devices;
- Operating Procedures and Practices: inadequate/outdated departmental procedures;
- Communications: methods, terminology, language;
- Personnel factors: agency policies for recruitment and training;
- Employee safety reporting programs;
- Customer or contractor reporting programs;
- Facilities work orders submitted by employees;
- Internal and external inspections;
- Internal audits and compliance reviews;
- Accident/Incident and Near Miss investigation reports;
- Safety surveys;
- CAT Safety Committee;
- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets;
- Comments from customers, passengers, and third parties;
- Results of employee retraining and employee evaluations;
- Investigations into safety events and near misses;
- New projects or changes to existing system infrastructure or facilities;
- CAT emergency action and preparedness drills;
- Public safety and emergency management partners;
- State of Good Repair (SGR) condition assessments - TAM Committees; and
- Federal Transit Administration (FTA) and other federal regulatory and oversight agencies.

When a safety concern is observed by CAT's management or supervisory personnel, whatever the source, it is reported to CAT's Safety, Security & Risk Manager. Procedures for reporting hazards to CAT's Safety, Security & Risk Manager are reviewed during staff meetings and in the Safety Committee. CAT's Safety, Security & Risk Manager also

receives employee reports from the ESRP, customer comments related to safety, and the operations pass down and service alerts. CAT's Safety, Security & Risk Manager reviews these sources for hazards and documents them in CAT's safety risk register.

CAT's Safety, Security & Risk Manager also may enter hazards into the safety risk register based on their review of CAT's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

CAT's Safety, Security & Risk Manager may conduct further analyses of hazards and consequences entered into the safety risk register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, CAT's Safety, Security & Risk Manager may:

- Contact the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (video footage, records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

CAT's Safety, Security & Risk Manager will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during scheduled meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Safety, Security & Risk Manager believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or Any State environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

5.3.1 Employee Safety Reporting Program

CAT's ESRP encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, who will add them to the daily operations log.
- Report conditions anonymously via a locked comment box in the driver area.
- Report conditions using their name or anonymously to safety@catchacat.org.
- Report conditions directly to any supervisor, manager, or assistant Chief Operating Officer, who will advance the concern to the SSRM.

Third-Party Reporting Tool

Website: www.lighthouse-services.com/catchacat

Toll-Free Telephone:

English speaking USA and Canada: 833-222-3243

Spanish speaking USA and Canada: 800-216-1288

Spanish speaking Mexico: 01-800-681-5340

French speaking Canada: 855-725-0002

Contact us if you need a toll-free # for North American callers speaking languages other than English, Spanish or French

E-mail: reports@lighthouse-services.com (must include company name with report)

Fax: (215) 689-3885 (must include company name with report)

Anonymous Reporting App: Keyword: catchacat

Use the below scan codes or go to the Apple App Store (<https://www.apple.com/ios/app-store>) or the Google Play store (<https://play.google.com/store>) and search for "Anonymous Reporting".



For iPhone



For Android

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

The Safety, Security & Risk Manager, or designee reviews the dispatch daily Operations pass down, service alerts, safety hotline & designated email, and other related reports (accident/incident, injury, blue print), and documents identified safety conditions in the Safety Risk Register regularly. CAT's Safety, Security & Risk Manager, supported by the Safety Committee as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through CAT's SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through CAT's Safety Assurance process.

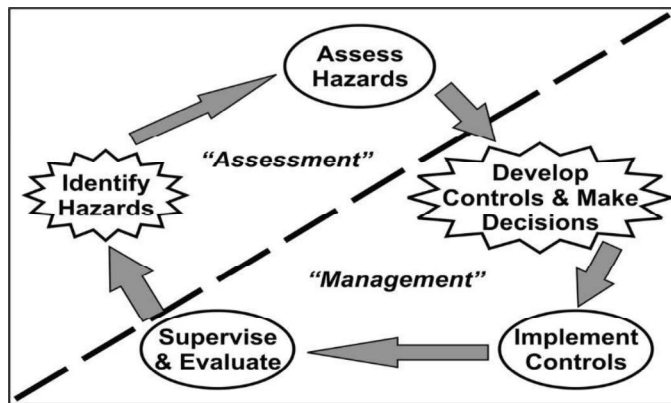
CAT's Safety, Security & Risk Manager discusses actions taken to address reported safety conditions during various meetings (safety meetings, staff meetings, safety committee). Additionally, if the reporting employee provided his or her name during the reporting process, the Safety, Security & Risk Manager or designee follows up directly with the employee when CAT determines whether to take action and after any mitigations are implemented.

CAT encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, CAT may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

5.4 Hazard Analysis

All CAT employees must understand the five (5) step risk management process and the critical part that they have in helping the organization identify and mitigate hazards. The five (5) steps of the risk management process are graphically represented below:



CAT's Safety Plan and its programs must be effective in identifying and minimizing hazards in the operational environment. All operations must be viewed from a systems perspective in that the safety-critical functions of one group may affect those of one or more others. This focus on system safety is meant to foster the understanding of the interdependence of actions on overall safety. As such, our hazard management program involves a multi-disciplinary review process that is ultimately managed by the Safety, Security & Risk Manager and involves the safety committee, as necessary. The applicable objectives are listed below:

- Identify hazards.
- Assess hazards: once identified, hazards will be assessed by supervisors, managers and safety personnel.
- Develop controls and make decisions: Controls will be developed to mitigate the risk to as low as reasonably practicable. For complex hazards, the development of controls may require internal discussions working across departments, through safety committees, with contractors and even State Safety Oversight participation to properly mitigate a hazard. Once controls are developed, the risk severity and probability of the hazard must be reanalyzed to determine if the controls have reduced the risk to an acceptable level.
- Implement controls. Supervisors and managers will be responsible for implementing controls at their levels in their respective departments. Hazards, final risk levels and their associated controls must be communicated to all employees to be effective, and the implementation of a control may require training.
- Supervise, evaluate and follow-up. Supervisors and managers will be responsible for evaluating all controls to determine whether they are ineffective, inappropriate or were not implemented as intended. As part of the controls evaluation, supervisors and managers should also check to ensure that all personnel (to include those on multiple shifts) are properly trained and understand the controls that they are implementing. If the hazard is not mitigated, the process will continue until an acceptable control is in place to mitigate the hazard. The process is a continual cycle. Supervisors should ensure that controls put in place do not create new or additional hazards.

5.5 Safety Risk Assessment

CAT assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

As part of this process, infectious disease exposure control measures are also incorporated into our Safety Risk Assessment to address the specific risks associated with potential infectious disease transmission in transit environments. The assessment will evaluate factors such as:

- Risk of Exposure: Identification of high-contact areas and activities where employees and passengers may face increased exposure to infectious diseases.
- Protective Measures: Availability and use of personal protective equipment (PPE) for staff and appropriate hygiene resources for passengers.
- Hygiene and Sanitization Protocols: Regular cleaning and sanitizing of high-contact surfaces, in accordance with public health guidelines, to reduce the risk of disease transmission.
- Training and Communication: Staff training on infectious disease prevention and on-going communication of public health guidelines and agency policies.

To assess the severity of infectious disease hazards, we will analyze potential outcomes such as transmission rates, workforce health impacts, and operational disruptions. Each of these factors contributes to the overall severity and probability categorizations used to evaluate the risk level. This proactive approach helps identify, mitigate, and monitor infectious disease risks within our operations, ensuring compliance with best practices for health and safety. Hazard severity categories are defined to provide a qualitative measure of the worst credible mishap from resulting from personnel error, environmental conditions, design inadequacies, and procedural deficiencies for a system, subsystem or component failure or malfunction. Table 5.5.1 below summarizes the hazard severity categories. It reflects the principle that not all hazards pose an equal amount of risk to personnel safety.

The Safety, Security & Risk Manager and Safety Committee assess prioritized hazards using CAT's Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require action from CAT to mitigate the safety risk,
- "Medium" hazard ratings will be considered undesirable and require the SSRM, Accountable Executive, and/or Safety Committee to make a decision regarding their acceptability, and

- “Low” hazard ratings may be accepted by the SSRM without additional review.

Using a categorization of High, Medium, or Low allows hazards to be prioritized for mitigation based on their associated safety risk.

The Safety, Security & Risk Manager schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Safety, Security & Risk Manager reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Safety, Security & Risk Manager may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the SSRM will facilitate completion of relevant sections of the safety risk register, using the CAT safety risk assessment matrix, with the Safety Committee. The SSRM will document the Safety Committee’s safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the safety risk register. The SSRM will maintain on file Safety Committee agendas, safety risk assessment packages, additional information collection, and completed safety risk register sections for a period of three years from the date of generation.

5.5.1 Safety Risk Matrix Severity Category

Description	Category	Hazard Severity
Catastrophic	1	Death or serious injury to the public or employees.
Critical	2	Major property damage to the public or employees, major safety-critical system damage or reduced capability, significant reduction in safety margins, or significant increase in crew workload.
Marginal	3	Minor injury to the public or employees or minor safety-critical damage.
Negligible	4	Not serious enough to cause injury to the public or employees or safety-critical system damage.

5.5.2 Safety Risk Matrix Likelihood Rating/Hazard Rating

Description	Level	Individual Item
Frequent	A	Likely to occur often in the life of an item, with a likelihood of occurrence greater than 10 ⁻² in any one mission.

Probable	B	Will occur several times in the life of an item, with a likelihood of occurrence less than 10^{-2} but greater than 10^{-3} in any one mission.
Occasional	C	Likely to occur sometime in the life of an item, with a likelihood of occurrence less than 10^{-3} but greater than 10^{-5} in any one mission.
Remote	D	Unlikely but possible to occur in the life of an item, with a likelihood of occurrence less than 10^{-5} but greater than 10^{-6} in any one mission.
Extremely Remote	E	So unlikely, it can be assumed occurrence may not be experienced, with a likelihood of occurrence less than 10^{-6} in any one mission.

5.5.3 Hazard Risk Assessment Matrix

HAZARD RISK ASSESSMENT MATRIX				
S \ P	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	1A	2A	3A	4A
Probable (B)	1B	2B	3B	4B
Occasional (C)	1C	2C	3C	4C
Remote (D)	1D	2D	3D	4D
Improbable (E)	1E	2E	3E	4E

* P = Probability; S = Severity

5.5.4 Hazard Acceptability

HAZARD ACCEPTANCE MATRIX		
Threat Risk Index	Risk Mitigation Options	Criteria by Index
1A,1B,1C,2B,3A	Avoid, Control, Transfer	Unacceptable
1D,2C,2D,3B,3C	Avoid, Control, Transfer	Undesirable – SAFETY, SECURITY & RISK MANAGER Review and Division Decision

CAT can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. CAT's SSRM tracks and updates safety risk mitigation information in the safety risk register and makes the register available to the Safety Committee during meetings and to CAT staff upon request.

In the safety risk register, the SSRM will also document any specific measures or activities, such as reviews, observations, or audits, which will be conducted to monitor the effectiveness of mitigations once implemented.

The institutional risk methodology is outlined below:

- Assume/accept the risk: Acknowledge the existence of a particular risk and make a deliberate decision to accept it without engaging in special efforts to control it. At CAT, risk can only be accepted at the appropriate managerial level, or it will have to be passed to a higher level for evaluation and/or acceptance. If accepted, the risk should be watched and monitored for changes in the environment that could affect the risk probability/severity requiring it to be elevated to a higher level and/or that makes it unacceptable
- Avoid the risk: Adjust program requirements or constraints to eliminate or reduce the risk. This adjustment could be accompanied by a change in funding, schedule, or technical requirements
- Control the risk: Implement actions to minimize the probability/severity of the risk to an acceptable level. Supervisors and managers should ensure that the implementation of controls does not introduce new hazards.
- Transfer the risk: Reassign organizational accountability, responsibility, and authority to a contractor or vendor willing to assume, avoid, control or watch/monitor the risk.
- Watch/monitor the risk: Monitor the environment for changes that affect the probability or severity of the risk. This is a continuous process for all Supervisors and managers. Items in this category may be added to inspection or audit checklists as part of the safety assurance program to ensure they are periodically reviewed.

CAT will reduce all risks to a level as low as reasonably practicable. However, a hazard with a risk index "**unacceptable**" must be eliminated, or that operation/equipment taken out of service until the risk is reduced to an acceptable level; there is no option for other action by CAT.

6 Hazardous Material

The purpose of the hazardous materials program is to ensure that employees and all end users are provided with adequate safeguards from injury or illness resulting from the improper use or storage of hazardous materials. The program shall ensure CAT's

compliance with OSHA 29 CFR 1910.1200, Hazard Communication, the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), and any other local, state, or federal environmental regulations.

The principal activities necessary to support these requirements include:

- Develop the policies and procedures to maintain compliance with applicable laws and regulations.
- Obtain and maintain a Safety Data Sheet (SDS) for each toxic substance in the CAT workplace. SDS can be found in the CAT maintenance shop affixed to the wall in a prominent location.
- Provide training and work instructions to employees on the existence and location of all hazardous substances in their work area, their proper use, their potential adverse health effects, and what to do in case of an emergency.
- Advise employees of their right to obtain further information from the Toxic Substances Information Center.
- Notify emergency responders of the locations and characteristics of toxic substances regularly present in the workplace.
- Maintain proper labeling and storage requirements on all toxic substances in the workplace.
- Establish procedures for hazardous materials cleanup.
- Review and evaluate all new hazardous materials at the division/department safety committee level in collaboration with Maintenance, Facilities, and Safety prior to that substance being used.
- Maintain current emergency contact information.

Supervisors and managers are responsible for following and enforcing the Hazardous Material Program.

7 Alternative Fuels and Safety

In addition to gasoline and diesel fuel, an increasing proportion of CAT's fleet is battery electric powered. CAT stores and fuels diesel at its CAT Central facility located at 900 E. Gwinnett St. The above-ground tank has a 12,000 gallon capacity. All vehicles using unleaded are fueled at off-site, government-contracted locations. CAT continues to evaluate the unique potential hazards of battery electric vehicles in its fleet, including fires and hazards posed by flooding.

8 Safety Assurance, Performance, Monitoring, and Measurement

Safety Assurance: CAT's Safety Assurance program is critical to the Authority to ensure that safety risk mitigation is occurring, and that the authority meets or exceeds its safety objectives through the collection, analysis, and assessment of safety information. The Safety Assurance program will also ensure that all levels of our organization continuously

practice and implement safety programs in accordance with this PTASP even as the operating environment changes. CAT will accomplish this through implementation of safety performance monitoring and measurement, management of change and through continuous improvement programs.

Safety performance monitoring and measurement are those activities aimed at quantifying CAT's safety effectiveness and efficiency during service delivery operations through a combination of safety data collection and analysis and reviews of performance indicators and safety performance targets and objectives.

8.1 Safety Data Collection and Analysis

CAT will accomplish safety performance monitoring and measurement through a comprehensive safety collection and analysis program that captures safety data necessary for management to support the safety program. Safety committee information, operations and maintenance reports, audits, customer service data and investigations of adverse events are required to measure goals and objectives, to identify hazards and in the development of corrective action plans. Safety and Security will use the safety information provided to establish trends, performance statistics and overall priorities for the safety program

Through our safety assurance process, CAT is:

- Recording and investigating accidents;
- Monitoring service delivery activities to include field observations;
- Ensuring safety involvement in the change management process;
- Monitoring operational and maintenance data;
- Conducting regularly scheduled and preventive maintenance;
- Monitoring onboard camera recordings;
- Assessing employee safety reporting programs;
- Conducting internal audits and inspections;
- Assessing external information;
- Conducting safety surveys;
- Maintaining and analyzing safety statistics, trend information and causal factors;
- Monitoring hazard registries;
- Evaluating our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk;
- Assessing the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;
- Investigating safety events to identify causal factors; and
- Analyzing information from safety reporting, including data about safety failures, defects, or conditions.

8.1.1 Monitoring

Monitoring all components of operations are essential to measuring and improving safety performance. CAT uses several monitoring methodologies to achieve this goal. For

example, the following methods are used to identify safety risk mitigations that may be ineffective, inapposite, or not implemented as intended:

- Observations
- Complaints
- Audits
- Inspections

8.1.2 Safety Events

CAT identifies, document and addresses causal factors, including latent organization factors, which may have contributed to a safety event. For example examining:

- Organization factors such as policies and procedures;
- Equipment and infrastructure such as technology and mechanical failure; and
- Human factors such as policy violations and deliberate indifference.

8.1.3 Safety Reporting

CAT uses several safety reporting processes. Typically, safety issues are immediately reported to a supervisor for immediate attention. Safety deficiencies can also be captured on the daily vehicle inspection report (DVIR), which is completed daily as part of the vehicle pre-trip inspection process. CAT also offers an anonymous reporting platform whereby employees can report safety issues. Finally, CAT has an open-door policy with its safety team. Results from reports are used to track safety performance, structured training, and administer corrective action.

8.2 Accident, Incident and Near Miss Reporting

CAT employees will report all personal injuries, equipment damage, collisions, and other incidents, no matter how minor, as soon as it is safely possible to do so.

Timely accident reporting is critical for our employees and customers to ensure all claims are documented, hazards can be identified and mitigated, accident investigations can be thoroughly conducted, post-accident testing conducted, for internal and external reporting purposes and for trend analysis and safety performance monitoring.

8.2.1 Employee Personal Injury Accident Reporting

CAT employee personal injuries that are considered minor first aid or a near miss, require medical treatment and restricted activity, incur lost work time or result in hospitalization or death will be documented in accordance with CAT's reporting policies and practices.

Upon notification of a work-related injury/illness, the appropriate supervisor or manager will:

- Arrange for appropriate first aid or medical services for any injured/ill employees when the situation requires medical assistance, or when requested to do so by the injured/ill employee.
- Inspect the accident scene for hazards that present serious or immediate danger to employees or the public.

- Individually interview the employee and any witnesses as soon as possible after the incident and document responses.
- Injured employees will complete the employee injury investigation.
- Solicit a signed report from any employees or witnesses involved with the incident.
- Employees who are physically unable to provide a report immediately after the incident will complete a report within 24 hours of the incident or as soon as they are physically able.
- Obtain and preserve all relevant information regarding the incident.

Once information has been filled in, all accident reports must be treated confidentially for protection of our employees and customers.

8.2.2 Internal Notifications and Reporting Procedures for Revenue Service Accident and Incidents

In the event a motor vehicle accident occurs, internal notifications will include dispatch and the appropriate supervisors pursuant to CAT operations policies.

Further, it is the policy of CAT to conduct prompt, accurate and thorough investigations of all accidents, injuries, illnesses and identified hazards, with the goal of promoting safety and preventing recurrences.

8.2.3 External Notification and Reporting of Accidents, Incidents and Occurrences

GDOT, FTA and NTD will be notified of incidents as required by regulatory guidance and the NTD Safety and Security Reporting Manual.

Additional external notifications may be made subject to the decision of the Accountable Executive.

8.2.4 Bus Initial Notification - Accidents

CAT shall report to the National Transit Database (NTD) within 30 days of the date of the event any event meeting the reportable event definition as follows:

- A fatality confirmed within 30 days (including suicide)
- An injury requiring transport away from the scene for medical attention for one or more persons
- Estimated property damage equal to or exceeding \$25,000
- An evacuation for life safety reasons
- Collisions involving a transit revenue vehicle and the towing away of any vehicles (transit or non-transit) from the scene; including suicides, attempted suicides, assaults, or homicides resulting in an injury or fatality that involve contact with a transit vehicle; or that do not involve a transit revenue vehicle but meet a threshold.

CAT shall report to the NTD by the end of the following month any event meeting the reportable event definition as follows:

- The number of assaults on a transit worker that occurred without injury (i.e., with no transport away from the scene for medical attention);
- Safety incidents and the number of persons immediately transported away from

- the scene for medical attention each month due to those occurrences; and Fires with suppression that occurred without injury.

The NTD defines a “reportable event” as a safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility during a transit related maintenance activity or involving a transit revenue vehicle. Excluded from this event reporting requirement are: events that occur off transit property where affected persons, vehicles or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car or other transit service vehicle operating on public roads.

8.2.5 NTD Reporting

Reporting of accidents and incidents to the NTD will be completed pursuant to Accident Reporting to NTD and the NTD Safety and Security Reporting Manual.

8.2.6 Near Miss

A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

8.2.7 Near Miss and Non-Punitive Safety Reporting

The primary purpose of a near miss reporting system is to improve overall safety by encouraging employees to report unsafe conditions or acts voluntarily that would otherwise not be known or detected by transit agency management. Near miss reporting by CAT employees provides an opportunity to proactively improve safety practices and culture within the organization.

A near miss reporting system offers another tool to identify hazards and assess safety risks in transit agency operations. Near miss reporting systems present opportunities to improve a transit agency’s safety performance by producing safety-critical information that can lead to strategies and interventions to prevent accidents and injuries. To be effective, all parties must work together to improve safety, and the system must make all participants feel comfortable reporting their concerns without fear of potential discipline, reprisal, dismissal, or legal discovery.

A near miss reporting system at its best is an opportunity for employees and management to collaborate in achieving a higher goal – safety. An accident or an injury affects everyone, so it is essential that employees and management work together toward building a system of non-punitive near-miss reporting.

8.2.8 Confidential, Non-Punitive, Near Miss Safety Report

Reporting “near misses” is a voluntary reporting system, which will take care in ensuring that identities of reporting individuals cannot be disclosed.

CAT near miss safety reporting systems will provide protection from disciplinary action for employees that submit a qualifying report, which is specifically designed to encourage individuals to voluntarily report safety near misses.

To ensure confidentiality, near miss safety reporting can be accomplished through any of the employee hazard reporting systems as prescribed above.

When sending an anonymous report, it is critical that the sender includes enough information about the hazard or near miss for the hazard to be understood, properly assessed and for the requisite controls to be applied without the ability to follow-up for more information.

The non-punitive reporting will not apply to CAT employees that:

- Conduct deliberate or intentional acts of violence against other employees or customers or that damages CAT property.
- Fail to report a safety accident, incident, or risk exposure as required by CAT operating procedures and policies.
- Performed actions or made decisions involving material negligence, which, in CAT's judgement, no reasonable or prudent employee with relevant training and experience would take.

8.3 Investigation Process

It is the policy of CAT to conduct prompt, accurate and thorough investigations of all accidents, injuries, illnesses and identified hazards, with the goal of promoting safety and preventing recurrences. All vehicle accidents involving CAT vehicles shall be investigated by a local or state law enforcement agency.

- CAT employees are required to report any injury or accident, regardless of severity, immediately after its occurrence.
 - Employees that do not report an accident immediately will result in disciplinary action up to and including termination.
 - Management will be involved with Discipline for all Category I (Preventable Accidents).
- Specific investigation and reporting procedures must be followed to meet requirements set forth by CAT.

Employees involved in preventable vehicle accidents or injuries will participate in post-accident training before returning to revenue service, where practical, and always if the incident is severe

Post-accident training content will be based on the cause(s) of the accident or injury.

- Post-accident retraining for vehicle accidents will be administered in accordance with the Safety Policies and Procedures as well as the Operations Work Rules, but will in any case not be less than one hour.
- A satisfactory final evaluation must be completed before an operator returns to revenue service.

- Employees will demonstrate that they have learned how to avoid the type of accident or injury that occurred before returning to revenue service.

While conducting internal investigations, the following investigative concerns, tools, and regulatory attributes may be considered:

- Each CAT division may be required to identify subject matter experts to assist Safety and Security during and after investigations.
- Safety and Security shall prepare methods, formats, and approaches for performance of, as well as determining response levels for investigations.
- Safety and Security is responsible for submittal of findings, conclusions and recommendations resulting from investigations to the CAT CEO and all other parties as required by law and this PTASP.
- Safety and Security is responsible for notification, preparation, and submittal of reports to local, state, and federal agencies as required.
- Safety and Security shall assist the appropriate divisions in the development of CAPs, and the timely completion of the corrective actions themselves.

8.3.1 External Reporting

CAT will ensure that any report requiring external dissemination will be executed and delivered through proper channels in an appropriate time.

8.3.2 Hazards Identified and Monitored

Documented methods for hazard identification, analysis and resolution are developed and overseen by the Safety and Risk Department; however, within SMS the divisions/departments have the responsibility for correcting any identified deficiencies within their respective areas. Accident/Incident investigations may result in the development of formal findings. In these cases, Corrective Action Plans (CAPs) will be utilized to eliminate or mitigate any identified hazards. The Safety and Risk Department working in conjunction with the affected divisions, will ensure that unacceptable hazards are resolved to a level as low as reasonably practical.

8.3.3 Corrective Action Plan (CAP)

Following the investigation of an accident/incident, CAT will determine whether a CAP is needed to correct the issues and avoid the recurrence of a similar circumstance. A CAP must describe, specifically, the actions that CAT will take to minimize, control, correct, or eliminate the risks and hazards identified by the CAP, the schedule for taking those actions, and the individuals responsible for taking those actions. Divisions/departments have the responsibility of implementing CAPs in their respective areas. CAPs may require several tasks to be completed for an overall CAP to be completed. CAPs will specify:

- Action that must be taken to correct an identified deficiency or area-of-concern.
- Person responsible for developing the CAP.
- Person designated as the owner, who is responsible for correcting the deficiency.
- Date when the correction will be completed.

8.3.4 Writing an Effective CAP

- Step 1: Clearly state the problem or weakness, including the root cause.
- Step 2: List the individual who will be accountable for the results.
- Step 3: Create simple, measurable solutions that address the root cause.
- Step 4: Each solution should have a person that is accountable for it.
- Step 5: Set achievable deadlines.
- Step 6: Monitor the progress of your plan.

8.3.5 CAP Format

The CAP Form will be utilized to help write an effective CAP. Essential element of plan shall include:

- Date of Event – The date of the reported event. A CAP may include a running list of investigative events that occur over a period of time.
- CAP Internal ID Number – A number assigned that will uniquely identify each listed item. The format for numbering will be as follows: Ex: Year (20); Month (11); Day (11); and a two-digit incident number (01). CAP # = 20111101 for incident 1 on 11/11/2020.
- Source of Notification – Describes the internal or external reviewer, department or agency that initiated the event.
- Identified Action Items – Defines the corrective actions to be implemented.
- Proposed Resolution Date – The anticipated completion date for closure.
- Process Owner – A person designated as responsible for correcting the deficiency. If multiple personnel are assigned, the first name listed is the accountable person.
- CAP Status – Generally limited to Open, Closed, or Submitted.
- Date Complete – The date a resolution is issued and accepted by the auditor.
- Internal CAP items will be approved by the internal auditor.
- Issues/resolutions – Notes and comments about delays, roadblocks, or updates on the progress. Issues/Resolutions will be tracked in 30, 60, and 90 day increments to ensure the CAP is completed in a timely manner.

8.4 Facilities and Equipment Inspections

8.4.1 Inspection Criteria

Each division shall maintain a list of facilities, physical equipment and rolling stock subject to inspection and audit. Safety and Security shall assist each division in developing inspection procedures, checklists, and standards to ensure that the requirements of CAT's Safety Assurance Program are met for all facilities, equipment, rolling stock, operations, and maintenance. All items identified as non-compliant following inspections shall be considered an identified system deficiency or hazard and will be added to a manager-level hazard registry. Managers should use their respective hazard registries at Safety Committee meetings to coordinate corrective actions as required. The formal processes and techniques utilized for hazard identification, assessment, resolution, documentation, and trend analysis. All departments will provide copies of internal inspections and hazard registries to the Safety and Risk Department upon request. Safety and Security will also perform safety, security, and quality control inspections on an unannounced basis at all CAT facilities to identify and document compliance with internal, local, state, and federal

regulations. All items identified as non-compliant shall be considered an identified system hazard. The formal processes and techniques utilized for hazard identification, analysis, evaluation, mitigation, and trend analysis will be in accordance with provisions set forth in this plan. The results of all inspections conducted by the Safety Department will be forwarded to the respective managers for inclusion on department hazard registries and for resolution. The Safety Department will assist each department with developing and completing corrective actions as necessary

8.5 Safety and Security Certification

8.5.1 Certification Requirement

Safety and Security Certification is a formal verification that the operating transit system or a part thereof, is safe for patrons, employees, emergency response personnel, and the general public. The following activities are required to support this requirement:

- Develop, maintain, and implement a safety certification plan on all major capital projects.
- Initiate the certification process during the planning/design phases for new, expanded or replacement systems, including the development of safety and security certification plans.
- Participation of all stakeholder departments in the design review process for new or extensively modified equipment or facilities.
- Establish verification programs to ensure that safety and security design criteria are included in the technical specifications and contract documents for the project.
- Establish a hazard resolution process for any hazards identified with system expansions or modifications.
- Verify documentation quality and retention sufficient to support formal evidence as to the level of safety and security.
- Oversee compliance to vendor contractual training associated with major capital projects.
- Develop preventive maintenance and inspection procedures.
- Verifies testing requirements are successfully completed prior to project use
- Prepare and submit a safety certification report that summarizes project readiness for use.
- Prepare and submit documentation for formal certification to State and Federal agencies as applicable.

The Safety and Risk Department is primarily responsible for ensuring the Safety and Security Certification Process is properly administered at CAT.

8.6 Bus Operator Requirements

8.6.1 Purpose

It is the Policy of CAT to incorporate safety into each stage of the employee selection and hiring process. Commitment to safety is a condition of employment at CAT.

Hiring Managers or those individuals with the responsibility of selecting and hiring new employees will adhere to these standards without exceptions, unless indicated in the applicable Procedures.

CAT is committed to providing equal employment opportunities. Human Resource decisions and actions will be conducted without regard to gender, sexual orientation, race, color, age, national origin, ancestry, disability, Veteran status, religion, creed, or other condition in accordance with applicable laws.

Operations management for CAT is responsible for ensuring that all reasonable standards of integrity are maintained when recruiting and hiring drivers for the system. This section establishes the requirements, standards, and procedures to fulfill the statutory requirements regarding the hiring, training and conduct of CAT employees.

8.6.2 Operator Applicant Requirements

The following minimum qualifications refer to individuals applying for driving positions at CAT. To be considered for employment, candidates applying for driving positions will meet the following minimum qualifications:

- Must be 21 years old or older.
- High school diploma or possession of an acceptable equivalency diploma.
- Must possess a Georgia CDL class A or B license with passenger endorsement or passenger permit or have to ability to obtain a Georgia CDL.
- Clean driving record: no more than two (2) traffic violations in the last 36 months or more than one serious traffic violation within the last three (3) years. This includes excessive speed, reckless driving, improper or erratic lane changes, and following the vehicle ahead too closely.
- Must not have had a suspended or revoked driver's license within the immediate past two (2) years, except for the administrative suspensions i.e.) failure to pay child support, insurance, etc.
- Cannot have been convicted of a traffic offense(s) in connection with a fatal traffic accident within the last five (5) years.
- Cannot have been convicted of driving under the influence of a controlled substance or alcohol within the last three (3) years.
- Must not have been convicted for leaving the scene of an accident within the last three (3) years.
- Must not have been convicted for using a commercial vehicle to commit a felony within the last three (3) years.
- Must not have been convicted of using a vehicle to manufacture, distribute, or dispense a controlled substance within the last seven (7) years.
- Must have the ability to read, write and speak English.

Additional considerations for drivers and operators during the selection process include the following:

- Can present a state Motor Vehicle Record (MVR) verifying applicants' driving history and status for the last three (3) years. For drivers with no previous experience

working for a DOT regulated employer during the preceding three years, documentation that no investigation was possible must be placed in the operator's qualification file within the required 30 days of the date the operator's employment begins.

- Applicants must present an original MVR issued within the last 30 days and according to company, state, and contract requirements. Applicants for operator positions must meet the standards set forth under the minimum qualifications above.
- CAT reviews the existence of any criminal violations or convictions and may deny employment based on a violation, conviction, or pattern of violations/convictions indicating safety risk.
- Original MVRs must be obtained before the employment application is acted upon. Copies of MVRs will not be accepted.
- MVRs may be obtained through the appropriate background check vendor, given that the MVR meets company, state and contract requirements.
- Under no circumstances shall an applicant be hired, given a road test, placed in training, or be allowed to drive a company vehicle without an MVR in compliance with this policy.
- Applicants who fail to authorize an MVR check will not be considered for employment.
- Violations that occur during the applicant's personal time are considered as part of the overall driving record.

8.6.3 Operator File Requirements

CAT must ensure that copies of the following documents are on file for each safety-sensitive employee prior to their work assignment. Operator files may be housed in Safety and Security, Human Resources, or within electronic files or platforms. Documents that may be components of Operator Files may include:

- Pre-employment application/information sheet;
- A copy of the initial criminal background check;
- A copy of the most recent Commercial Drivers' License review;
- A verification and documentation of valid driver license;
- Verification of physical exam dated within the immediate past 24 months;
- Documentation of the types of vehicles and special equipment that the driver is qualified to operate;
- Documentation of drug and alcohol testing results;
- Pre-employment drug test document verifying negative result;
- Chain of Custody Form for pre-employment drug test;
- Documentation of the operator's daily and weekly work periods, to include time reported for duty, start time driving manifest, end time driving manifest and time off duty; and/or
- All training and testing documents.

8.6.4 Operator Appearance

Bus operators are responsible for presenting themselves to the client and the general public in a neat and professional manner. All operators are expected to wear uniforms that are consistent with their union labor agreement.

8.6.5 Operator Conduct

Bus operators are expected to always conduct themselves in a professional manner when operating in the system. Conduct expectations are subject to CAT and Labor Agreement policies.

8.6.6 Operator Duties

CAT operators are expected to always perform their duties in a professional manner and act in accordance with all Federal, State, and local laws. Moreover, CAT employee duties are also governed by agency rules, regulations as well as the Collective Bargaining Agreement with Amalgamated Transit Union Local 1324.

8.6.7 Medical Examinations for Bus Operators / Physical Examinations

Applicants must review the job description for the job being applied for. Applicants must be physically able to safely use each piece of equipment necessary to perform assigned duties with or without reasonable accommodation. Furthermore, applicants for operator positions will have to successfully undergo a DOT physical examination.

All CAT bus operators must receive an initial physical examination, subsequent exams at least once every two (2) years unless underlying health issues prevail, then cards may be issued for one (1) year. The determination of the issuance of the DOT card lies solely with the healthcare provider. Human Resources, in tandem with the Security and Safety, is responsible for maintaining this program and ensuring compliance

A return-to-duty medical examination is required for all operators returning to duty after having been off duty for 30 or more days due to an illness or injury. Records and results of physical examinations of bus operators are maintained by the medical provider. CAT shall maintain the Medical Examination Certificate for a minimum of four years.

8.7 Drug and Alcohol Program

8.7.1 Drug and Alcohol Policy

Chatham Area Transit is dedicated to providing safe, dependable transportation services to our passengers. We are also dedicated to providing a safe, drug and alcohol-free workplace for our employees.

CAT has a zero-tolerance policy covering this transit system and is applicable to all Chatham Area Transit employees who are incumbents in safety-sensitive positions, to all applicants or employees who may apply for or who may transfer to a safety-sensitive position and to contractors who perform safety-sensitive job functions

Drug and alcohol testing is mandated by FTA and the USDOT in 49 CFR Part 40, and Part 655, as amended. In addition, drugs are prohibited in the workplace by the "Drug-Free Workplace Act of 1988." The regulations implementing this Act are located in 49 CFR Part 29. CAT is required to comply with regulations set forth in CAT's Drug and Alcohol Policy. The policy addresses the following:

- Employee categories subject to testing
- Prohibited behavior
- Notice of convictions

- Self-referrals for treatment programs
- Circumstances for testing
- Pre-employment
- Reasonable suspicion Post-accident (FTA)
- Random Return to duty and follow-up testing
- Postindustrial accident/employee injury (CAT policy)
- Behavior that constitutes a test refusal
- Testing procedures
- Drug testing methodology
- Alcohol testing methodology
- Testing integrity
- Consequences of drug use and the misuse of alcohol
- Prescription and over the counter medications
- Recordkeeping

8.8 Agency Leadership and Executive Management

CAT Leadership and Executive Management are responsible for the day-to-day SMS or Safety Officer implementation and operation of CAT's SMS under this plan. CAT's Agency Leadership and Executive Management include:

- Director of Fixed-Route Operations;
- Director of Demand-Response Operations;
- Director of Marine Operations;
- Director of Asset Management and Maintenance;
- Transportation Manager;
- Human Resources Manager;
- Procurement Manager; and
- Training Manager.

9 Management of Change

9.1 System Modification, Review and Approval

CAT shall ensure that all changes to systems will be subject to a review and approval process to ensure that rehabilitation, modifications, and revisions go through a safety risk management process to identify, communicate, mitigate and monitor any hazards that may be introduced. All divisions and contractors are subject to change control requirements, and all proposed changes that are reasonably anticipated to affect safety or security require review and approval by the SSRM and/or the Accountable Executive.

9.2 Procurement

The procurement process is part of the system safety program. The CAT Administration Division maintains policies and procedures for Authority-wide procurement practices. All safety-critical purchases are subject to the requirements of this PTASP, including safety certification. Adherence to safety-related procurement practices shall be subject to audit by Safety and Security.

The purchases of vehicles, equipment, goods, and services is conducted through the utilization of existing governmental competitive contracts made available to CAT, except to the extent prohibited by law. In addition, Safety and Security will ensure that safety measures, devices and controls are addressed when obtaining equipment, facilities, or materials. All replacement parts shall comply with manufacturers' standards.

The Facilities and Maintenance Departments will maintain a list of harmful or toxic materials evaluated and approved by Safety and Security and ensure that potential purchases do not include items listed as prohibited.

Any department or division engaged in the procurement process shall assess the need for Safety and Security involvement. Any new purchase or modification to the transit system, facilities, or properties should have Safety and Security input. This involvement should come at the earliest possible time.

When input is provided by the Safety, Security & Risk Department and the Safety Committee, the project manager and procurement department will make every effort to accommodate safety recommendations, including adjusting the specifications of proposed vehicles to reduce blind spots.

10 Continuous Improvement

The Safety Department will evaluate its safety performance programs to verify compliance, identify safety deficiencies or to develop plans to address any identified safety deficiencies with the overall goal of continually improving the CAT's safety programs. To do this, the Safety Department will utilize a comprehensive program of internal audits, external audits and self-assessments as necessary to implement a continuous improvement program.

10.1 Maintenance Audits and Inspections

CAT conducts regular safety audits and inspections of maintenance facilities, equipment, and procedures. All concerns or discrepancies will be reported to the Director of Maintenance for immediate corrective measures.

10.1.1 Maintenance Activities and Responsibilities

All service and maintenance activities are performed in-house by employees unless otherwise stipulated. Maintenance Department management shall be responsible for ensuring proper maintenance is performed and supporting documentation is developed and maintained. Updates, retrofits, modifications, repairs, and preventive maintenance shall be documented in service reports. Proper quality control methods for review and oversight of work performed are the responsibility of maintenance management.

Maintenance practices for all modes originate with original equipment manufacturer's guidance for prescribed maintenance processes, schedules, and frequencies. Industry best practices, bulletins and supplemental training may also determine maintenance procedures, in addition to necessary regulatory compliance. A historical record logging maintenance performed is maintained for each transit vehicle.

Pre-trips, routine inspections, and manufacturer-designed preventive maintenance programs help ensure that no vehicle enters revenue service with critical safety-related faults. Procedures shall be established by maintenance management, as a maintenance plan for all activities, including failure trend analysis, tracking, and resolving deficiencies.

CAT facilities and equipment are routinely inspected by maintenance and Safety and Security to verify compliance with occupational and fire/life safety requirements. Identified problems will be processed as defined in the hazard risk management process. Directors and Managers are responsible for implementing Corrective Action Plans for any identified deficiencies in their respective areas.

10.1.2 Maintenance Audit Process

Safety and Security shall conduct or oversee the internal audit process for all applicable maintenance activities at CAT to determine compliance with established plans and procedures. The maintenance audit process shall include a means of determining that required maintenance activities are performed, and that proper corrective actions are prescribed, implemented, and tracked.

10.1.3 State of Good Repair (SGR)

The safety and performance of CAT's public transportation system depend, in part, on the condition of its assets. When transit assets are not in a good state of repair, the consequences include increased safety risks, decreased system reliability, higher maintenance costs, and lower system performance.

To address SGR, CAT has developed a Transit Asset Management Plan (TAMP) that addresses all requirements outlined in the National Public Transportation Safety Plan and the requirements of 429 CFR Part 625, Transit Asset Management to include the three specific elements connecting safety and transit asset management (TAM):

- A condition assessment that directs and informs CAT's SMS
- CAT's SMS will inform its TAM plan and investment prioritization
- CAT's CEO has a decision-making role in the TAM plan and investment prioritization

To facilitate this process, CAT has organized TAMP Working and Steering Committees that provide an organizational framework with clear authorities, responsibilities, and accountability for implementation. Through these committees, CAT has developed performance targets based on safety performance criteria and state of good repair standards.

10.2 Internal Safety Audits

The CAT Safety Department will conduct and document internal audits to monitor and measure compliance with the agency's PTASP and all other applicable safety-related plans, procedures, operations, and maintenance to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

CAT's Safety Department has developed procedures and schedules for internal safety audits. They are to be conducted according to written checklists by persons technically

qualified to determine compliance with and assess the effectiveness of the PTASP and other security plans.

All CAT departments, divisions and contractors are subject to planned or unannounced periodic audits by CAT Safety Department, with participation from other CAT personnel, as determined by the Safety Department.

The Safety Department shall prepare, communicate, and conduct internal annual audits of this PTASP and as part of the Safety Assurance program.

A formal report of findings for internal audits will be provided to the affected Director, Manager, Supervisor, audit attendees and other CAT management to ensure that effective corrective action is taken to resolve deficiencies.

At the discretion of the CAO, the services of a qualified vendor may be procured for any audits of the Safety, Security & Risk Department in order to avoid a situation in which the department is auditing itself. Many areas of compliance administered by Safety and Security are audited by external regulatory agencies during the triennial audit and by outside consultants at the discretion of CAT's executive leadership.

CAT's leadership monitors the organization's operations and maintenance procedures to ensure that they are sufficient and that employees are complying with procedures.

This requirement applies to all CAT functions and procedures inasmuch as they involve or affect safety or security as provided by the PTASP.

10.3 External Audits and Evaluations

External audits are vital to ensure that CAT is following regulatory guidance and is adhering to its established plans, policies, and procedures. External audits can help identify system safety deficiencies and hazards missed through our own hazard identification processes and internal audits.

All external audit notifications shall be forwarded to the Chief Administrative Officer or his or her designee. The CAO will monitor the status of the audits. Any delays in providing the requested information to outside agencies shall be reported to the CAO. The CAO will report any significant delays and/or issues to CEO.

The exit conference is attended by the CAO or his or her designee and all other relevant personnel. Any issues noted during audits by outside agencies will be assigned to relevant personnel for corrective action plans. All final audit reports and reviews will be kept on file by the CAO.

The CAO or designee will provide an updated listing of all current audits and reviews to the Executive Leadership Team (ELT) at least monthly. This listing will include the status of each audit. All final reports and associated CAT responses/corrective action plans will be provided to the CEO.

11 Safety Promotion

11.1 Training and Qualification Requirements

Division managers, along with members of the Training Department, are responsible for the development and implementation of training programs. Responsibility extends to ensuring the appropriate training for all CAT employees, contractors and emergency response personnel are accomplished in a timely manner. Safety-related training course content, curriculum, and testing must be reviewed and accepted by the Safety Department.

Documentation of programs, course content, lesson plans, training completion, trainer qualifications, and training schedule shall be maintained by each division/department and the Training Department.

Completion of required training will be an ongoing activity conducted on a periodic or as needed basis. All documentation of safety-related training, and certification of personnel are subject to audit by the Safety and Security and Internal Audit departments and shall be included in the internal audit program. Activities or functions deemed to be safety or security critical may require special training and/or certification.

All CAT personnel shall be provided sufficient initial and refresher training for performing all necessary activities. The criteria for training activities include, but are not limited to:

- Each division/department shall identify, document, and retain specific requirements for employee training. This includes initial and refresher training related to procedures and equipment, including manufacturers' training and retraining requirements, and necessary training identified as a result of incident investigations.
- Safety and Security may review all safety critical training programs for compliance with applicable regulations and the CAT SMS Program.
- Specific training with specialized curriculum will be provided to operators, controllers, mechanics, facility maintenance, utility personnel and emergency response personnel upon hiring and when major operational changes occur such as the introduction of new or specialty facilities or vehicles.
- It is the responsibility of each division or department to create, document, and retain specific training needs per Federal, State, local, or CAT requirements.
- Enforcing employee medical standards, such that employees are physically fit, and are expected to remain so. Individuals selected for certain safety-sensitive positions, including operators, mechanics, dispatchers, and communications operators; shall meet or exceed medical standards set forth by CAT or any applicable regulatory agency.
- Ensuring compliance through a regular documented program of efficiency testing. All operators, and maintenance in all modes shall have one announced and one unannounced evaluation by managers or supervisors per year. These evaluations shall be reviewed by senior management and by Safety and Security as necessary to identify retraining or recertification, and to provide a layer of training quality assurance.

- Training files, training curriculum, and comprehensive training plans as required for each respective department regulated by the Federal/State agency are maintained by the Training Department.

CAT training records, for the purpose of appropriate record keeping, shall be maintained within compliance of the following:

- Operator Standard Operation Procedures;
- Medical Examinations for Bus Transit System Drivers;
- Operational and Driving Requirements;;
- Vehicle Equipment Standards and Procurement Criteria
- Bus Safety Inspections;
- Certifications;
- Safety and Security Inspections and Reviews;
- All regulatory agencies’ retention schedules as applicable; and
- Employee exposure records for the duration of employment plus 30 years. Training records must be retained for three years from the date on which the training occurred, although it is advisable to retain training records for the duration of employment.

11.2 Safety Training

In order to implement this PTASP, all CAT personnel must be familiar with system safety. New hires and internal transfers must receive training as soon as practical. All employees must receive training that may include, but is not limited to:

- Hazard identification, analysis, and resolution;
- Hazard/threat/vulnerability reporting;
- SMS familiarity;
- Emergency preparedness and response, including the Incident Command Structure;
- PTASP familiarity;
- Security Program Plan familiarity;
- All-Hazards Preparedness Plan familiarity; and
- Any other regulatory-required training.

CAT manages a system-wide training policy and program that identifies all positions at C and provides the training required for each position. CAT’s leadership is responsible for ensuring a current description of the training and certification requirements for their employees and contractors, including:

- Safety-related work requiring specialized training or certification
- Description of training and certification requirements for employees and contractors in safety-sensitive or essential positions
- Process used to maintain and access employee and contractor training records
- Process used to ensure compliance with training and certification requirements

11.3 Training for CAT Safety Personnel

All individuals designated as CSO will complete the following certifications as soon as reasonably practicable:

- Transit Safety and Security Program (TSSP) provided by the USDOT Transportation Safety Institute (bus track)

Additionally, the completion of an Associate in Risk Management (ARM) is recommended for completion by the SSRM since CAT's Risk Management functions were transferred to the Safety, Security & Risk Department.

12 Safety Communication

Safety communication up, down and across CAT is vital to the success of SMS and the overall safety of our employees, contractors, customers. Safety communication can also play a critical role in proactively preventing damage to equipment and facilities.

Through SMS, CAT will take a proactive approach to safety by utilizing a strong safety promotion program. As part of this program, every CAT employee has the responsibility of communicating safety or security concerns. Contractors and passengers have the right to communicate safety concerns that affect our complex day-to-day operations. It is the obligation of every CAT leadership and supervision to address safety concerns identified by employees, contractors or passengers, and to communicate the controls or mitigations being implemented to address those concerns.

Any safety communication that is communicated or stored that contains safety sensitive data should follow CAT policies to ensure that they follow all ethical, legal or Health Insurance Portability Act (HIPAA) considerations.

CAT has multiple methods for communicating both safety promotion and system safety deficiencies and hazards internally and externally.

12.1 Internal Communications

Internal methods of safety communication through the agency include but are not limited to:

- Employee Hazard Reporting. Reporting of hazards by employees is both important and encouraged. Several methods of reporting hazards are available to CAT employees.
- Safety and Risk Management will communicate a variety of Safety Policy Management, Safety Risk Management, Safety Assurance and Safety Promotion topics.
- Safety Themes. CAT utilizes regular safety promotion themes that are displayed throughout the agency.
- Other Safety Promotion Themes. Various safety promotion themes are conducted throughout the year for special events or periods of time such as Hurricane Season,

St. Patrick’s Day and other national or local events potentially impacting transportation.

- Division or department safety meetings. Divisions and departments may schedule internal safety meetings as needed for their employees.
- CAT newsletters can include safety information, safety messages and employee recognition for safety.
- CAT-wide communications emails are distributed as needed and may communicate additional safety information to employees to include safety themes, messages and hurricane or other emergency information.

12.2 External Safety Communications

CAT employees interact with customers, contractors and media on a daily basis and as such, may receive or communicate safety-related information. CAT has policies, procedures and work instructions in place to receive and communicate safety information to and from customers, contractors and media through several departments. These include, but are not limited to Safety, Administration, Engagement, and System Development. CAT safety policies and procedures can be located on the S drive for internal employees.

All external communicate will be subject to approval by the CEO and/or the Chief Communications Officer. External communications may also be subject to legal and compliance vetting through the Chief Administrative Officer or his or her designee.

13 Glossary of Terms / Acronym List

Accountability: A statement of what an individual is required to achieve, directly or through those to whom the individual has delegated responsibility, with regard to the operation of the SMS.

Asset: Anything considered to have value to the transit system, such as employees, contractors, facilities, and equipment.

Consequence: Potential outcome of the hazard.

Continuous Improvement: A process by which a transit agency examines safety performance to identify safety deficiencies and carry out a plan to address the identified safety deficiencies.

Corrective Action Plan: A plan developed by a transit agency describes the actions the agency will take to minimize, mitigate, correct, or eliminate risks and hazards, and the schedule for taking those actions.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the operation of the transit system, that the incapacity or destruction of such assets, systems, or networks would have a debilitating impact on the system.

Criticality: The extent to which the transit system depends on the functionality of an

asset. Can be expressed as hazard risk and probability combined with consequence.

Emergency: Unexpected, and often dangerous situation requiring immediate action.

Hazard: 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; damage to the environment; or reduction of ability to perform a prescribed function.

Hazard Analysis: Formal activities to analyze potential consequences of hazards during operations related to provisions of services.

Hazard Identification: Formal activities to identify hazards during operations related to provision of services.

Hazard Index: A quantitative measure representing the numerical probability of a threat with the severity of the threat.

Hazard Resolution: The analysis and subsequent actions taken to reduce to the lowest level practical, the risk associated with an identified hazard.

Incident: An unforeseen event or occurrence that where injury, illness, fatality, or damage occurred or could have occurred. 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.

Management of Change: A process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance. If a transit agency determines that a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management Process.

Mitigation: Ongoing and sustained action to reduce the probability of or lessen the impact of an adverse incident.

Near Miss: A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

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.

Prevention: Proactive actions used to avoid or stop a threat or hazard in advance.

Probability: The likelihood that a specific circumstance will occur.

Procedures: Established and documented methods to perform a series of tasks.

Public Transit System: An organization that provides transportation services owned,

operated, or subsidized by governmental agency. The system includes all modes of service, properties, and assets.

Recovery: Capabilities necessary for the transit system to return to normal operating services following an incident.

Response: Capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Responsibility: Functions and duties which describe the purpose of what an individual is required to do with regard to the operation of the SMS.

Risk: The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences. 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.

Safety: Freedom from accidental danger.

Safety Assurance: The processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis and assessment of information.

Safety Deficiency: A condition that is a source of hazards and/r allows the perpetuation of hazards in time.

Safety Management Policy: A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management System: A comprehensive, top-down systematic approach to managing safety that includes provisions for data-driven proactive solutions to safety problems. Includes 4 pillars: Safety Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

Safety Objective: A high-level, global, generic and non-quantifiable statement regarding conceptual safety achievements to be accomplished by an organization regarding its safety performance.

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

Safety Performance Indicator: A data-based, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Monitoring: 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 safety performance targets and objectives.

Safety Performance Target: A specific level of performance for a given performance measure over a specified timeframe related to safety management activities.

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

Safety Risk: The assessment, expressed in terms of predicted probability and severity, of the consequence(s) of a hazard taking as reference the worst foreseeable but credible situation.

Safety Risk Management: A process within a transit agency's SMS for identifying hazards and analyzing, assessing, and mitigating safety risk.

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

Safety Risk Probability: The likelihood that the consequence might occur, considering the worst foreseeable but credible condition.

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

Security: Freedom from intentional danger.

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

System: A combination of facilities, equipment, personnel, procedures, and communications, integrated for a specific purpose.

System Safety: The application of operating, technical, and management techniques and principles to elements of the system throughout its life cycle to reduce hazard risk to the most practical, level through the most effective use of available resources.

Transit Asset Management: Means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing 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.

Unsafe Condition or Act: Any condition or act which creates enough of a hazard to endanger life or property.

Acronym List

ADA – Americans with Disabilities Act
CAO – Chief Administrative Officer
CAP – Corrective Action Plan
CAT – Chatham Area Transit Authority
CCTV – Closed-Circuit Television
CDL – Commercial Driver’s License
CEO - Chief Executive Officer
CFO – Chief Financial Officer
CFR - Code of Federal Regulations
COOP – Continuity of Operations Plan
CT – County Transit
CSO – Chief Safety Officer (interchangeable with SSRM)
CTO – Chief Transportation Officer
DOT – Department of Transportation
DVIR – Daily Vehicle Inspection Report
ELT – Executive Leadership Team
EOC – Emergency Operations Plan
ESRP – Employee Safety Reporting Program
FTA – Federal Transit Administration
GDOT – Georgia Department of Transportation
GHS – Globally Harmonized System
GIS – Geographic Information System
HIPAA – Health Insurance Portability and Accountability Act
HOS - Hours of Service
ICS – Incident Command System
MPO – Metropolitan Planning Organization
NIMS – National Incident Management System
NTD – National Transit Database

NTSB – National Transportation Safety Board

OJT – On-the-job training

OMF – CAT Operations and Maintenance Facility

OPS – Operations

OSHA – Occupational Safety and Health Administration

PTASP – Public Transportation Agency Safety Plan

PTSCTP – Public Transportation Safety Certification Training Program

SDS – Safety Data Sheet

SEPP – Security and Emergency Preparedness Plan

SGR – State of Good Repair

SME – Subject Matter Expert

SMS – Safety Management Systems

SOP – Standard Operating Procedure

SRM – Safety Risk Management

SSRM – Safety, Security & Risk Manager (interchangeable with CSO)

TAM – Transit Asset Management

TVA – Threat Vulnerability Assessment

USC – United States Code

USDOT – United States Department of Transportation

VRM – Vehicle Revenue Miles



900 East Gwinnett Street · Savannah, GA 31401

AGENDA NO: 2026-05-016-015

BOARD MEETING DATE: May 26, 2026

PROJECT NAME: Public Transit Agency Safety Plan (PTASP) 2026 ANNUAL REVIEW AND REVISIONS

DEPARTMENT: Safety, Security & Risk

EXECUTIVE SUMMARY & RECOMMENDATION

Staff requests for the board adoption of the 2026 revision of the Public Transportation Agency Safety Plan, and authorizing the submission of the Plan 2026 updates to the Georgia Department of Transportation (GDOT) and Federal Transit Administration (FTA) for final acceptance.

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION [If applicable]:

N/A

ISSUE:

The Chatham Area Transit Authority Public Transportation Agency Safety Plan (PTASP) is a document that outlines the Authority’s safety program and its implementation of the safety management system (SMS) approach mandated by the Federal Transit Administration (FTA). Adoption of the PTASP, as well as a process for annual review and revision, is required under 49 U.S.C. 5329 and 49 CFR Part 673.

DISCUSSION:

The process for approval and adoption of the PTASP is established by 49 U.S.C. 5329 and 49 CFR Part 673. Proper approval and adoption of the PTASP requires approval by the Authority’s joint management-labor Safety Committee, the signature and endorsement of the Accountable Executive, and adoption by the Board of Directors. However, the most recent version of the PTASP that achieved approval by the Safety Committee was the revision presented in 2023. Federal regulation does not establish a process for moving forward if the Safety Committee cannot reach a decision, which has led to difficulties in approving subsequent annual revisions.

The Safety Committee reached a decision to approve the PTASP, including all revisions to date, in a special meeting on 4/29/2026, and the plan can now be advanced to the Board of Directors for final adoption. Changes in this version of the PTASP include:

1. routine updates of the organizational chart and edits for clarity and correctness.
2. language added requiring conflict management and de-escalation training for all employees who deal with the public, and
3. structure and procedures for the Safety Committee expanded upon improving point-by-point compliance with the requirements of 49 CFR Part 673.

A full list of changes since the 2023 version can be found in the PTASP document.

PROCUREMENT | COMPLIANCE *(provided by the Procurement Officer):*

Compliance statement

FINANCIAL IMPACT *(provided by Chief Financial Officer):*

Project Scope Number	FTA/ Grant Number	CAT Budget Line Item	Budget Line-Item Description	Federal Funding Request	State Funding Request	Local Funding	Total Funding Amount
				0.00	0.00	\$0.00	\$0.00
TOTAL SECTION FUNDS:							\$0.00

NEXT STEPS:

Staff will continue to work to achieve full implementation of the PTASP. The Safety Committee will begin working on the next revision of the PTASP.

ATTACHMENTS:

The Public Transportation Agency Safety Plan, as revised.

COMMITTEE ASSIGNMENT:

N/A

PROPOSED MOTION: (to be read into the minutes)

Move to: Adopt the 2026 revision of the Public Transportation Agency Safety Plan and submission to the GDOT and FTA.

REQUIRED SIGNATURES

Department Item Preparer – Prepared by: Samuel Kennedy, Safety, Security & Risk Manager

Department Chief – Reviewed by: Stephanie Cutter, Executive Director/CEO

Procurement | Compliance – Procurement and Compliance Reviewed by: N/A

Chief Financial Officer – Financial Impact and Budget Reviewed by: N/A

Executive Director/CEO - Final Reviewer: Stephanie Cutter, Executive Director/CEO

Board of Directors – Final Approval [insert board action]

This section is completed by the Board Administrator

Passed and approved this 26th day of May 2026

Motioned by: Director M. Buford

Seconded by: Director R. Bright

Vote: 2-0-3^{NP}

AGENCY BOARD DESIGNEE:

Board Approval (signed by Board Chair or Board Administrator)