



City of Grand Forks
Staff Report
Committee of the Whole – July 28, 2025
City Council – August 4, 2025

Agenda Item: Cities Area Transit (CAT) Public Transit Agency Safety Plan (PTASP) Changes and Signature Updates.

Submitted by: Dale Bergman, Public Transportation Director
Kristi Slominski, Interim Manager

Staff Recommended Action: Approve Cities Area Transit (CAT) Public Transit Agency Safety Plan (PTASP) Signature Update because of Public Transportation Director leadership changeover from Dale Bergman to Kristi Slominski.

July 28, 2025 – Committee Recommended Action: Motion by Osowski, second by Berg to move item to City Council with a recommendation to approve. Motion carried unanimously.

August 4, 2025 – Council Action:

BACKGROUND:

The CAT has completed an update to its latest PTASP, which was last done in May 2025. In accordance with the Federal Transit Administration (FTA), all transit agencies are required to have a PTASP in place and updated yearly or for a change of leadership as required. The CAT is required to have City Council approval along with NDDOT approval and to forward onto FTA for final review and approval. This plan is a way of managing safety and risk as an essential part of public transit business activity.

ANALYSIS AND FINDINGS OF FACT:

The PTASP summarizes key Federal requirements and recipients of FTA funding must have a current PTASP:

- 1. PTASP** – The plan is created in compliance with FTA Master Agreement for Federal funding. It is designed to help manage safety and risk as an essential part of the public transit business and is a specific element of the agency’s responsibility and establishes safety policies, identifies hazards, controls risk, allows for goal setting and planning, prioritizes resources, and measures performance.

2. **Goals** – The goal of the PTASP is to increase safety within our transit system by proactively implementing the four components of Safety Management System: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. This will help to form behaviors that endorse a formalized, proactive, and data-driven approach to safety and risk management.

The PTASP was reviewed and updated during our 2025 Triennial review from FTA and now needs to have new signatures because of a leadership change of the accountable executive (Public Transportation Director) from Dale Bergman to Kristi Slominski.

SUPPORT MATERIALS:

- 2025 Cities Area Transit PTASP (Public Transit Agency Safety Plan)

Cities Area Transit (CAT)

Public Transportation Agency Safety Plan (PTASP)




Cities Area Transit

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Updated February 2025

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PTASP Introduction

Managing safety and risk is an essential part of our business activities. Cities Area Transit Public Transit Agency Safety Plan (PTASP) is a specific element of the agency's responsibility and establishes safety policies, identifies hazards, controls risk, allows for goal setting and planning, prioritizes resources, and measures performance. The PTASP fosters organizational wide support for transit safety by establishing a culture where management is held accountable for safety, and everyone in the organization takes an active role in maintaining transit safety and security.

The PTASP supports safety across the system. Including the utilization of performance-based targets based upon data collected within Cities Area Transit. The PTASP is an integrated collection of Cities Area Transit policies, processes, and behaviors that endorse a formalized, proactive, and data-driven approach to safety and risk management.

The goal of the PTASP is to increase safety within our transit system by proactively implementing the four components of SMS: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. A strategic approach is flexible and scalable where effectiveness is determined by attaining safety performance targets and standards. The PTASP addresses the following elements:

- Policy Statement - Conveys top-level management's commitment and support for the PTASP. The policy statement is signed by the Public Transit Director, the executive accountable to the agency, FTA, and City Councils of Grand Forks.
- Safety Objectives - Specific measurable and attainable safety objectives to Cities Area Transit annual and defined safety goals.
- Safety Performance Targets - Establishes a list of quantifiable levels of safety performance established as a basis for safety performance measurability.
- Safety Accountabilities and Responsibilities - Clearly defines roles and responsibilities for safety management and provides ownership at every level.
- Employee Safety Reporting Program - Formalizes a reporting structure by empowering and encouraging employees to report safety conditions to all management personnel, void of any repercussions.

- PTASP Review and Record Keeping - Outlines an annual process used to review and update the plan, including a timeline for implementation.
- Safety Risk Management Approach - Provides the formal hazard control processes Cities Area Transit uses to identify hazards; analyze, evaluate, and prioritize safety risks; and develop, implement, and evaluate risk control strategies.
- Safety Assurance - Provides a framework for establishing Performance Indicators (PI) by continuously monitoring and evaluating the effectiveness of the PTASP.
- Safety Training and Communication - Outlines the comprehensive safety training program ensuring staff members are trained and competent to perform their safety-related duties. Provides the means for effectively communicating safety performance and safety management information.



Heinrich's work is claimed as the basis for the **theory** of behavior-based safety by some experts of this field, which holds that as many as 95 percent of all workplace accidents are caused by unsafe acts. Cities Area Transit firmly believes in this theory and by focusing on the unsafe behavior and near misses you will greatly reduce the number of accidents and injuries

Safety Management Policy Statement

Managing risk and safety is one of Cities Area Transit's core business functions. Cities Area Transit is committed to developing, implementing, maintaining, and continuously improving its processes. Cities Area Transit strives to ensure the agency's service delivery activities take place under a balanced allocation of organizational resources. These resources aim at achieving the industry's best safe-work practices and meeting established standards.

Cities Area Transit is devising, implementing, and administering a comprehensive and coordinated PTASP that incorporates Safety Management Systems (SMS). The PTASP is a specific safety plan identifying the procedures and practices we follow to prevent, eliminate, control, and reduce hazards that may occur during the design, construction, procurement, and operational stages of transportation modes (Fixed Route Bus, Dial-a-Ride, and Microtransit).

It is the policy of Cities Area Transit to fully support a proactive safety program in which preventative measures are utilized to identify and resolve hazards. Cities Area Transit recognizes the success of the safety program depends on the sincere and cooperative efforts and active participation of all employees. It is the responsibility of each Cities Area Transit employee to actively participate in the safety process, provide requested information, aid in investigations, and actively report and prevent hazards.

Starting with the Public Transit Director, all levels of management, employees, contractors, and partner cities are accountable and responsible for upholding the best safety performance.

Cities Area Transit/ Grand Forks Safety Coordinator is the agency's designated safety officer and has the oversight authority of the agency's PTASP. The safety officer is responsible for providing resources, safety advocacy, and direction for managing day-to-day implementation and operation of Cities Area Transit PTASP, in conjunction with the Public Transit Director.

Cities Area Transit commits to:

- Support the PTASP through the provision of appropriate resources and visible top-level commitment to safety
- Foster a positive safety culture and embed best practices among the primary responsibilities of all managers and employees
- Actively manage safety with the same attention given to other plans and processes at Cities Area Transit
- Establish a systematic and comprehensive approach to identify, analyze, evaluate, and mitigate agency-wide safety risks
- Integrate the PTASP and SMS into all departments at all levels
- Establish and operate a safety reporting program as a fundamental tool in support of the agency's hazard identification and safety risk evaluation process

- Cities Area Transit encourages the participation and contribution of frontline personnel in the management of safety. Cities Area Transit employees who disclose safety concerns will be protected from disciplinary action unless such disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures
- Provide adequate and appropriate safety-related information and job-specific safety training for all employees with a goal to train employees to a competency level that supports safe work performance
- Provide skilled and trained human resources who are available to implement safety management processes
- Establish and measure safety performance with realistic and data-driven indicators, targets, and goals
- Comply with regulatory requirements and standards
- Work with external systems and services supporting safety performance standards
- In consultation and accordance with the Public Transit Director, apprise the City Administrator and City Council of safety management initiatives to minimize safety risk through the strategic application of available resources

Cities Area Transit Accountable Executive

Date

City of Grand Forks Council President

Date

Purpose and Applicability

The PTASP provides a structured safety management approach by effectively controlling operational safety risks and continuously improving safety performance by implementing the following:

- Document top-down commitments from management, employees, partners, and contractors to achieve safety performance goals
- Establish a chain-of-custody documenting the implementation of the PTASP through guidelines, policies, and procedures
- Identify roles and responsibilities for safety management outlining ownership and assurance of safety at every level
- Establish safety goals and objectives while encouraging agency personnel and others to follow industry safety practices and federal recommendations
- Set safety performance targets and Performance Indicators (PI) to achieve safety objectives
- Define acceptable levels of risk as they pertain to the safety performance of provided services
- Provide a framework and guidance to implement, evaluate, and continuously improve safety policies, the safety risk management processes, and the achievement of related goals and objectives
- Establish safety programs for the PTASP documenting our commitment to safety.

The PTASP applies to all Cities Area Transit operations. All divisions and departments are required to meet or exceed federal, state, and local standards for facilities, equipment, supplies, practices, and procedures. Individual departments are responsible for documenting specific processes tailored to the business need of that department.

Safety Goals

Goal 1: Reduce Casualties and Occurrences - Utilize the SMS framework to identify safety hazards, mitigate risk, reduce injuries, and reduce property loss.

Goal 2: Encourage a Robust Agency-Wide Safety Culture - Establish a culture where management is held accountable for safety; employees take an active role in transit safety; and employees are comfortable and encouraged to bring safety concerns forward.

Goal 3: Enhance System and Equipment Reliability - Provide safe and reliable transit operation by ensuring all vehicles, equipment, and facilities are regularly inspected, maintained, and serviced.

Goal 4: Annual Safety Goals and Objectives - Each calendar year, departments establish safety goals and objectives, which include benchmarks and PI.

Components of SMS

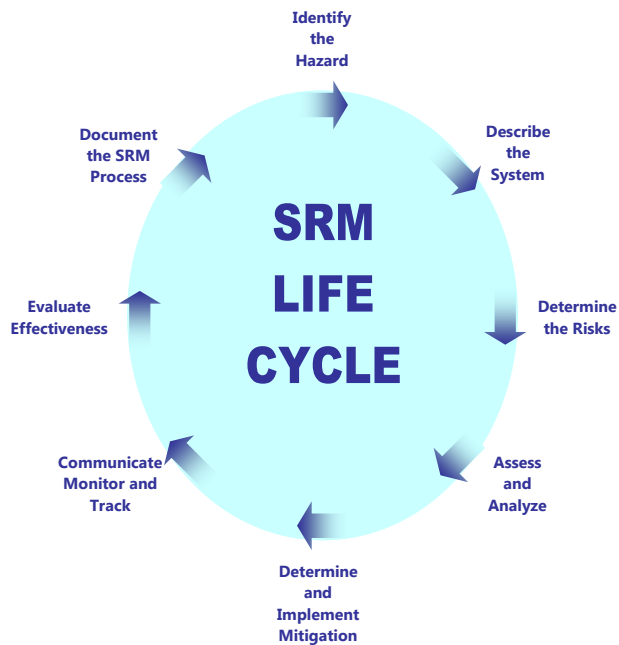
- Safety Policy - Establishes Cities Area Transit commitment to improve safety, by defining the methods, processes, and organizational structure to meet safety goals
- Safety Risk Management (SRM) - Determines the need for, and adequacy of, new or revised risk controls based on the assessment of acceptable risk
- Safety Assurance (SA) - Evaluates the continued effectiveness of implemented risk control strategies; supports the identification of new hazards
- Safety Promotion - Provide training and communication necessary to create a positive safety culture at all levels



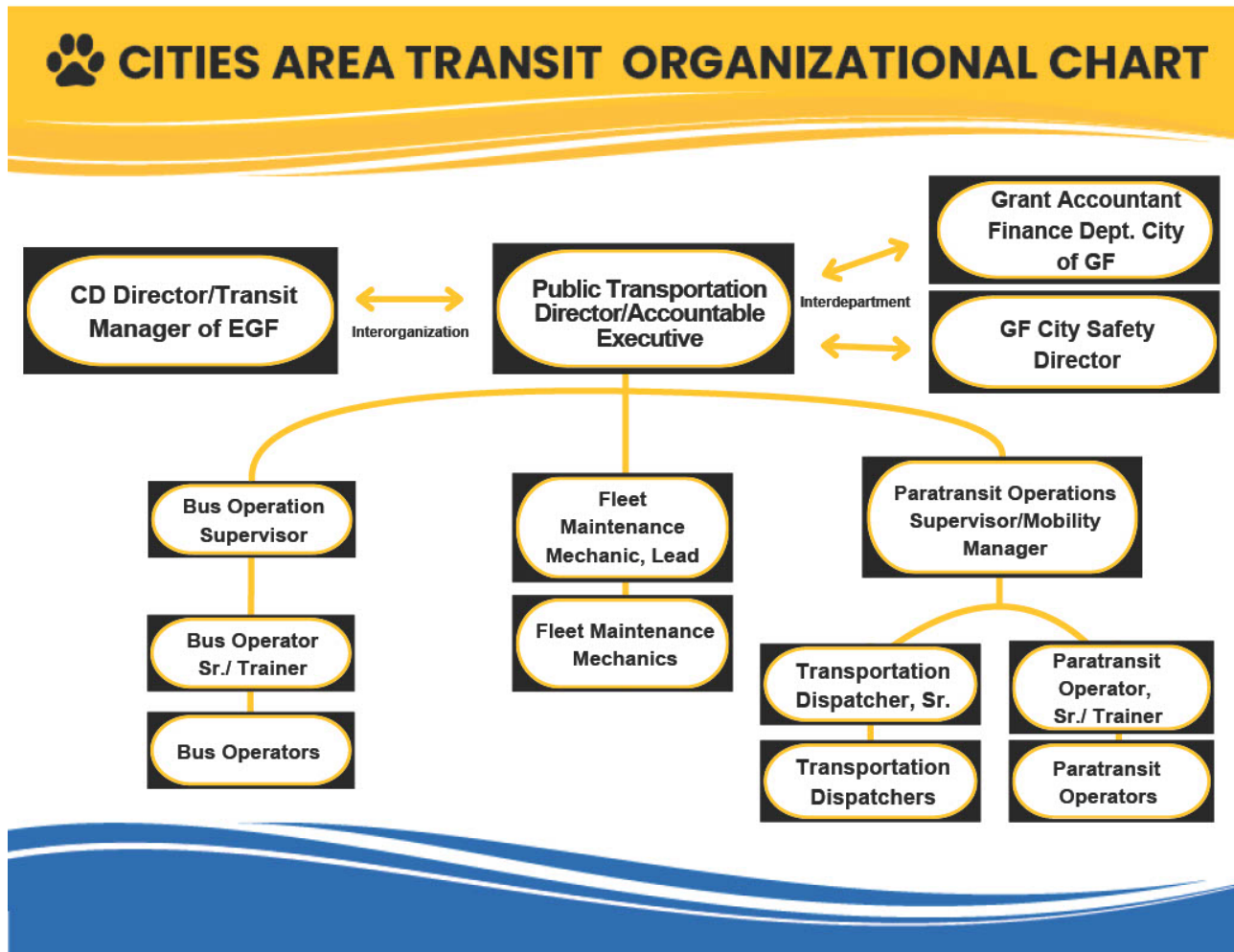
Safety Accountability and Responsibility

Employee safety is a critical component of a transit safety program. NDDOT and FTA requires Cities Area Transit employees be intitled into the following areas:

- A workplace free of recognized hazards
- A written Accident Prevention Program
- Safety committee
- Safety bulletin boards
- First Aid equipment and supplies
- Personal Protective Equipment (PPE)
- Lighting
- Housekeeping
- Potable water, restrooms, emergency wash stations, and washing facilities
- Accident reporting



The Public Transit Director as the accountable executive, has ultimate responsibility for safe and secure operations of Cities Area Transit. Each employee is required to carry out specific system safety responsibilities in compliance with the PTASP. Below outlines the Cities Area Transit current organizational structure.



Org Chart Updated 2025

Safety Responsibilities - CAT Public Transit Director

The Public Transit Director's authority and responsibilities for the PTASP include:

- Cities Area Transit safety advocate
- Human resource issues
- Major financial issues
- Conduct of Cities Area Transit affairs
- Establish and promote safety policy
- Collaborate with the Safety and Operations Departments to establish Cities Area Transit safety targets and objectives
- Final responsibility for the resolution of all safety issues

City of Grand Forks Safety Director

City of Grand Forks Safety Director, appointed by the Accountable Executive, has oversight authority and responsibility for implementation of the PTASP.

In further detail, the job duties include:

- Oversee, develop, and maintain safety policies, plans, procedures, and processes, including processes for safe work practices and the development and maintenance of a proactive PTASP.
- Provide advice during the development of data-driven safety PIs and performance targets
- Jointly engages with the Human Resources and Safety Department in safety audit activities to verify compliance with the PTASP and the Accident Prevention Plan
- Provide advice, interpretation, and recommendations concerning technical matters including safety and system designs for new bus purchases, renovation of facilities, and the decommissioning of equipment; other areas may include standards for safe working, job hazard analysis, and assisting with development of Standard Operating Procedures (SOPs).
- Work closely with the Public Transit Director to coordinate policies, plans, standards, and programs related to bus operator and public safety activities; preventing and mitigating transit worker assaults; emergency response; and security procedures for potential cyber attacks
- Provide support and direction for regionally based programs outlined by the Federal Transit Agency (FTA)
- Participate in the development of safety training, competencies, awareness and health and wellness programs
- Comply with environmental health and safety requirements
- Customization of risk-based safety management programs
- Recommendation for the allocation of resources based on work and associated hazards
- Measure the effectiveness of programs in a useful and relevant format

Operations Supervisors

To demonstrate their ongoing support for the PTASP, Operations Supervisors shall:

- Actively support and promote the PTASP
- Annually review the Plan for information relevant to individual departments
- Cooperate with the safety coordinator
- Follow up on reported safety issues
- Maintain processes and procedures for safe operations
- Provide resources to support the PTASP
- Continually monitor areas of responsibility

Supervisors/ Dispatchers

To effectively implement safety policies, supervisors and dispatchers provide direction to staff using monitoring mechanisms, providing information, instruction, and training. Supervisors will verify compliance with safety policies and report safety-related information to management.

Cities Area Transit Employees

Employees are responsible for and empowered to:

- Maintain safe work areas, and keep equipment in good working condition
- Perform jobs or tasks safely
- Identify, assess, mitigate, and report hazards
- Cooperate with the safety coordinator
- Monitor activity of coworkers and alert them of potential hazards
- Comply with established procedures and policies
- Identify situations not covered by existing procedures
- Ask for assistance if skills, physical capabilities, or knowledge are not sufficient to perform the task
- Stop and report work deemed unsafe
- Model safe work behaviors
- Document safety concerns for buses or facilities in the asset management system
- Use prescribed Personal Protective Equipment (PPE)

Duties and responsibilities of safety personnel are detailed in one or more of the following:

- Safety manuals (Accident Prevention Plan)
- Operator's manual
- Employee Handbook
- Responsibilities housed in this PTASP documentation
- Job Descriptions

Public Safety and Emergency Management Interaction

The Operations and Safety departments are responsible for developing plans and procedures for emergencies. All departments take part in emergency planning.

Operations Department

The Operations department takes the lead in coordination of emergency response and establishes the Emergency Operations Center (EOC). The Public Transit Director and the Operations Supervisors serve as the organization's incident commander(s) during an emergency in conjunction with the Safety Coordinator. During an emergency, transit support will be provided by CAT for each cooperative city.

- Emergency evacuation assistance
- Detour preparation
- Public safety radio communication
- Passenger assistance
- Emergency management liaison
- Other transit-related support activities serving Grand Forks

Maintenance and Facilities Department

The Maintenance Department provides coordination to aid in the emergency response of federal, state, and local agencies, as well as the restoration of essential public transit services during emergency and disaster events. The Maintenance Department is responsible for:

- Ensuring the safe mechanical condition of all Cities Area Transit vehicles
- Inspecting Cities Area Transit facilities after a disaster where necessary
- Responding to bus mechanical malfunctions

Cities Area Transit Maintenance Department provides support to the agency in several aspects of safety. Cities Area Transit uses The Transit Asset Management (TAM) policy statement to establish asset-related safety benchmarks. An asset is determined to be in a State of Good Repair (SGR) when the following standards are met:

- The asset is in sufficient condition to operate at a full performance
- The asset can perform its manufactured design function
- The use of the asset in its current condition does not pose an identified, unacceptable safety risk or deny accessibility
- The asset's life cycle investment needs have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements Useful Life Benchmark (ULB)

Security

The Public Transit Director, Grand Forks City Safety Director and Operations Administration Staff are responsible for developing, implementing, and updating all security and emergency response procedures, including but not limited to:

- Bomb threats
- Active shooters
- Workplace violence
- Physical security
- Fare compliance
- Passenger Issues

Cities Area Transit is responsible for security at transit centers, bus stops, and facilities. Cities Area Transit maintains and updates a Security Emergency Preparedness Plan (SEPP). The SEPP addresses all aspects of transit security for the agency.

Security awareness training is provided for all operations employees by the Training Department. Training is provided during the initial orientation for new operators and during operator safety meetings annually. Cities Area Transit routinely provides information to employees via multiple formats and platforms.

Threat and Vulnerability Assessment

The Threat and Vulnerability Assessment (TVA) evaluates the current passive and active security measures for multiple locations controlled and maintained by Cities Area Transit. The TVA includes general recommendations of security measures that mitigate vulnerabilities. The TVA assesses:

- Threats – specific manmade actions that are potentially criminal in nature and can adversely impact the organization
- Vulnerabilities – gaps in the effectiveness of existing security measures to deter, prevent, or detect threats
- Consequences – potential adverse impact on the organization

Safety Department

The Safety department takes the lead in the coordination, development, and implementation of the PTASP and the Accident Prevention Plan. The department participates in the development

and maintenance of the SEPP and assists the security department with safety-related issues regarding security.

Contractors and Other Agency Agreements

Contractors and vendors doing business with Cities Area Transit must follow the concepts, policies, and procedures outlined in the PTASP and all other safety and security documents. Procurement documents include language identifying the PTASP and providing a framework for the responsibilities vendors and contractors must follow. Upon request, Cities Area Transit makes available copies of all safety-related documents.

Workplace Chemicals

The MSDS Database link can also be found within the asset management system and is available to all employees. Employees notify the Public Transit Director when having difficulty locating an MSDS sheet. The Public Transit Director is responsible for agency inventory.

All employees receive hazard communication training as part of the onboarding process with Cities Area Transit. The training is provided through TAPTCO. The training includes how to read an MSDS sheet. Employees working in the maintenance shop and at facilities may work with industrial chemicals that require additional training. Cities Area Transit provides training as necessary.

Plan Review

The Safety Department coordinates an annual review of the PTASP. Representatives from participating departments, including the City of East Grand Forks review relevant portions of the PTASP and provide feedback for updates and changes.

The City Administrator and City Council approves the PTASP and receives updates to the Plan on an annual basis. Board approval of the PTASP before the annual update only occurs when additions to the document, or removal of items or processes in the document are proposed. Minor changes to the document do not require Council approval.

Safety Risk Management

Cities Area Transit Safety Risk Management (SRM) component includes the processes, activities, and tools the agency uses to identify and analyze hazards, the mitigation of those hazards, and any residual risk. The flow chart below describes the process of SRM. The Safety department serves as the central receiving hub of safety-related data. It serves as a resource for agency departments as it pertains to the establishment of goals, benchmarks, and PIs. Annually, one of the following components of the PTASP is assessed, Safety Policy, Safety Risk Management, Safety Assurance, or Safety Promotion. The appropriate Cities Area Transit personnel and members of executive staff have access to the findings of the annual assessments.

Safety Risk Assessment

Safety Risk Assessment





Safety Risk Likelihood			
Description	Level	Specific Individual Item	Fleet or Inventory
Repetitive	A	Likely to occur often in the life of an item.	Continuously experienced 4 times per month.
Frequent	B	Will occur several times in the life of an item.	Will occur frequently. 1-3 times per month
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times. 2 - 11 times per year.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur. Once in more than two years.
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible. Once in 2 to 10 years.
Extremely Improbable	F	Unlikely to occur. This level is used when potential hazards are identified and later eliminated.	Unlikely to occur. Once in Ten Years

Hazard Identification and Analysis

Hazard identification and analysis are the first two steps in the Safety Risk Assessment process. Cities Area Transit uses this tool to identify and address hazards before they escalate into incidents or accidents. The following activities identify hazards:

- Hazard assessments
- Employee safety reporting
- System Improvement Requests (SIR)
- Asset management system reporting
- Customer service reporting
- Observations of operations
- Safety inspections

- Event reporting and investigation
- Event, injury, and illness history data
- Safety committee topics and points of discussion
- Legislation, industry standards, checklists, or external consultants
- Data trending reports made available through event reports, insurance carriers, and local authorities
- Review and audit of safety policies, procedures, and safety instructions for equipment and materials
- Preventative Maintenance (PM) on rolling stock equipment
- Quality Assurance Program (QAP) rides performed by management

The identified hazards are addressed as follows:

- Immediate resolution if possible
- Reporting of the hazard if an immediate resolution is not evident
- Reporting to the safety committee
- Mitigation and repair of the hazard
- Creation of a policy or procedure
- Training regarding new or revised policies and procedures

Job Hazard Analysis

A Job Hazard Analysis (JHA) outlines the high-risk work activities, the hazards and risks arising from work activities, and the measures to control the risks of the work activities. The JHA encourages teamwork, especially with new employees, and evaluates employee awareness.

The JHA focuses on:

- Job tasks
- Potential hazards associated with the job tasks
- Hazard control measures required to eliminate the risk of injury, or reduce the risk to an acceptable level of risk

The JHA helps supervisors and workers implement and monitor established control measures for safety in high-risk work activities. A JHA:

- Specifies hazards and risks related to the work
- Describes the measure(s) to control the risk
- Describes how the agency implements, monitors, and reviews control measures by considering how workplace circumstances are affected
- Ensures readily accessible and easy to understand documents

The JHA is reviewed, approved, and signed by a supervisor before the start of a task. Upon commencement of employee training, the supervisor documents the date of the training and issues the employee a copy of the JHA. Retraining may occur as required by regulations or when a supervisor observes a noticeable change in how the task is performed. The supervisor and employee need to understand all job tasks. When changes occur, or with the introduction of a new task, the JHA is updated, and the employee retrained.

Employee Safety Reporting Program

The safety objective at Cities Area Transit cultivates and fosters a proactive safety culture encouraging employees to bring safety concerns forward. Cities Area Transit employees are the most familiar with the details of their job, and their input is crucial in monitoring and identifying safety issues and concerns. Employees who witness an unsafe act, such as a near miss, or notice an unsafe condition are encouraged to report it to a supervisor, a member of the safety committee, or other management. The information is immediately reviewed with remedial action taken where appropriate.

Employees will not be penalized for self-reporting safety issues to the attention of management; however, if a safety issue is not self-reported or the information is received from sources outside of Cities Area Transit involves an illegal act, or is a deliberate or willful disregard of promulgated regulations or procedures, the progressive discipline policy is followed.

Following are the reporting methods for Cities Area Transit employees:

- Report directly to their supervisors or managers (preferred)
- Report directly to the Grand Forks City Safety Director
- Report directly to the Public Transit Director
- Report directly to a member of the safety committee
- Report the concern in the asset management program for equipment or facilities

A review of all safety concerns and comments is completed with appropriate follow-up as necessary by the direct supervisor or manager. The Grand Forks City Safety Director may be consulted through this process.

Passenger Reporting

Riders are also partners in safety. Cities Area Transit encourages riders to report safety concerns. Riders can notify a bus operator, a member of the customer service team, or report safety concerns by calling the customer service line at 701-746-2600. Contact information for Cities Area Transit is found on all buses, and bus stop signage.

Observation of Operations and Maintenance

Cities Area Transit uses several measures to help identify and monitor system safety.

Quality Assurance Program

Management, including the Grand Forks City Safety Director, Public Transit Director, and Operations Supervisors at Cities Area Transit are required to ride a bus at least once a month. Observation of the bus, including cleanliness, adherence to vehicle pre and post trip inspection, the follow up on repairs annotated by Bus Operators, and working customer components, are documented through a survey. A bus ride is either on fixed-route or paratransit. Employees are encouraged to report all safety-related concerns or issues.

Dispatch Observation

Dispatchers monitor conditions of the transit system, including operator fitness for duty, emergency response, weather, traffic, and roads. Dispatchers gather information from firsthand reports or observations, governmental websites, and news organizations. Service is primarily monitored through the Computer Aided Dispatch System GMV Syncromatics for Fixed Route and Ecolane for Paratransit. Both will provide Dispatchers clear visibility of where vehicles are traveling at all times through global positioning systems (GPS). All vehicles are equipped with two way radios which will directly contact Dispatch and the Operations Supervisors in case of an emergency.

Operations Supervisors and Trainers

Operations Supervisors and Behind The Wheel Trainers routinely monitor transit operations and facilities for compliance and performance. Supervisors respond to situations to evaluate and assess conditions comprising the integrity of transit service. Observations are communicated to operators, dispatchers, managers, directors, and other city officials as needed.

Security

The local police department monitors transit centers, and will ride buses, conduct fare enforcement, and respond to significant incidents as requested by bus operators or other Cities Area Transit personnel. Cities Area Transit monitors transit facilities and bus routes to identify areas of increased problematic activity adjusting security resources as necessary.

Video Surveillance

All revenue vehicles and transit centers are equipped with a video surveillance system. Captured video may be used to address safety concerns, customer comment investigation, and employee re-training opportunities.

Safety Inspections

Safety inspections are performed by designated department representatives to:

- Promote a safe and healthy work environment by providing a systematic and consistent inspection schedule to identify hazards, risks, and unsafe practices
- Document unsafe practices by noting areas of concern.
 - Easily corrected practices are immediately fixed, and a notation of the corrective action is recorded.
 - Issues that are not easily corrected are noted and entered into the electronic asset management program
- Acknowledge employees complying with safety policies and procedures with positive performance feedback
- Ensure compliance with the TAMS plan

Department representatives' complete monthly inspections of each work area. The Safety committee compares the inspection report with facility-related entries documented in the electronic asset management program. Informal walkthroughs are conducted daily for safe work compliance.

The Grand Forks City Safety Director conducts, at a minimum, annual facility inspections of the Cities Area Transit administration building, and transit centers. Any repairs done to the facility are entered as a work order into RTA. A facility inspection is conducted every quarter by the Management Team. Fire inspection is conducted annually by the fire department.

Using a checklist, operators perform a pre-trip inspection of revenue vehicles before use. The operator immediately reports to a dispatch supervisor items presenting a safety risk. If necessary, the dispatch supervisor will contact the Maintenance department for response and assistance. A mechanic may perform minor mechanical repairs in the shop-assist area. Other repairs that cannot be fixed in the shop-assist area are entered in the electronic asset management system.

All safety-related issues are tracked and recorded by Safety department, and operations personnel. All completed inspection forms are retained for three years. The safety committee chair reports the results of the inspections at the monthly Safety committee meetings.

As required by local code and ordinances and by the National Fire Protection Agency (NFPA), an

inspection of Cities Area Transit fire systems, such as fire alarms, fire detection units, fire sprinklers, and fire extinguishers, is completed by a third-party vendor. Cities Area Transit maintenance department maintains a copy of the inspection reports. All deficiencies identified during the inspection are remedied as soon as possible by Cities Area Transit personnel or a licensed contractor.

Hazard Analysis

A hazard is defined as 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 Cities Area Transit; damage to the environment; or a reduction of the ability to perform a prescribed function. Hazards compromise the overall safety of the agency. Hazard Analysis is an SMS tool to evaluate safety risk. Safety Risk is an assessment, expressed in terms of predicted probability and severity, of the consequence of a hazard taking as reference the worst foreseeable – but credible – condition.



Use of the Hazard Analysis

Hazard analysis is used by the Grand Forks City Safety Director, to determine if changes in the agency or in operational procedures may pose additional risk(s). Examples of change include:

- The purchase of a new type of equipment
- The adoption of a new policy or procedure
- A change in a business practice
- A change in the configuration of existing equipment
- The adoption of a new service
- The removal of an existing service

The Hazard Analysis evaluates the advantages and the consequences of one of the above changes. Conducting an evaluation looks at the potential safety risk severity and probability of the hazard associated with the change. Safety risk severity is the anticipated effects of a consequence, should it materialize, by referencing the worst foreseeable, but credible, condition. Safety risk severity is evaluated based on the potential for the following:

- Illness or injury
- Damage to a bus or facility
- Operational compliance issues
- Monetary value of damage, fines, or loss of revenue
- Harm to the Cities Area Transit public image
- Potential for damage to the environment

Safety risk probability is the likelihood that the consequence might occur, considering the worst foreseeable, and credible condition. The severity and likelihood of a risk is assessed, and a risk- level is assigned using the decision tables below. The safety risk evaluation table determines the appropriate personnel to receive the information, sign off on the change, and determine if mitigation is necessary to reduce the risk. Data from Cities Area Transit, as well as reliable data from other sources, such as NTI, and NDDOT, to assist in the hazard assessment process. The Grand Forks City Safety Director is consulted through this process when needed.

Hazard Evaluation

Hazards are rated in terms of the effect on employees, the public, and the transit system. The severity of the hazard is based on the expected level of injury, damage, and frequency of occurrence.

Severity categories are defined as:

Descriptions	Severity Category	Mishap Result Criteria
Catastrophic	1	Single fatality, total loss of a bus, or total loss of a facility requiring immediate action, including immediate termination of the hazardous activity or operation. Operating conditions that may be caused by human error, the environment, design deficiencies, the elements, subsystems or components failure, or procedural deficiencies.
Critical	2	Multiple severe injuries requiring overnight hospitalization, *severe illness, or major system damage. Operating conditions that may be caused by human error, the environment, design deficiencies, the elements, subsystems or components failure, or procedural deficiencies.
Major	3	Single severe injury requiring hospitalization, *illness, or major system damage. Operating conditions that may be caused by human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies.
Marginal	4	Minor injury/injuries requiring treatment beyond first aid, *minor illness, or minor system damage. Operating conditions that may be caused by human error, environment, design deficiencies, sub-system or component failure or procedural deficiencies can be counteracted or controlled, or minor system damage
Negligible	5	No, or less than, minor *illness, minor injury, or minor system damage. Operating conditions that may be caused by personal error, the environment, design deficiencies, sub-system or component failure, or procedural deficiencies.
No Safety Implication	6	No injury, *illness, or system damage. Operating conditions that may be caused by personal error, environmental design deficiencies, sub-system or component failure, or procedural deficiencies.

Severity of illness determined by the Cumulative Illness Rating Scale

Hazards are also rated based on the expected likelihood. The ratings are as follows:



Safety Risk Likelihood			
Description	Level	Specific Individual Item	Fleet or Inventory
Repetitive	A	Likely to occur often in the life of an item.	Continuously experienced 4 times per month.
Frequent	B	Will occur several times in the life of an item.	Will occur frequently. 1-3 times per month
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times. 2 - 11 times per year.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur. Once in more than two years.
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible. Once in 2 to 10 years.
Extremely Improbable	F	Unlikely to occur. This level is used when potential hazards are identified and later eliminated.	Unlikely to occur. Once in Ten Years





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Safety Risk Level

The combination of the two above tables establishes the Safety Risk Level ranked 1-5 in the table below.

Severity							Likelihood					
	Injury or Illness	Bus, Facility	Operational Compliance	Damage, Fine, Loss of Revenue	Agency Image	Damage to the Environment	Extremely Improbable Once in 10 Years (F)	Improbable Once in 2-10 years (E)	Remote Once in <2 years (D)	Occasional 2-11 times per year (C)	Frequent 1-3 times per month (B)	Repetitive 4+ times per month (A)
Catastrophic (1)	One or more fatalities	Total loss of bus or facility	Potential threat to operation	Damage, fines or loss of revenue >1M	Permanent impact on agency system-wide	Massive environmental effect	4	4	5	5	5	5
Critical (2)	Multiple overnight hospital admissions	Bus or facility out of service for more than 1 month	Regulatory/agency policy and/or procedure deviation with a critical impact on safety	Damage, fines or loss of revenue >1M - 500K	Adverse impact on agency image	Critical environmental effect	3	3	4	5	5	5
Major (3)	Single overnight hospitalization	Bus or facility out of service for 1 month or less	Regulatory/agency policy and/or procedure deviation with major reduction in safety margin	Damage, fines, or loss of revenue - >500K - 100K?	Major effect on agency image	Contained effect to the environment	2	2	3	3	4	4
Minor (4)	Medical treatment beyond first aid	Bus able to operate, minor property damage	Regulatory/agency policy and/or procedure deviation with minor safety implication	Damage, fines or loss of revenue >100K - 30K?	Minor effect on agency image	Minor environmental effect	1	1	2	2	2	3
Negligible (5)	First Aid Treatment	Minor damage to bus or negligible property damage	Regulatory/agency policy and/or procedure deviation with limited safety implication	Damage, fines, loss of revenue >30K	Negligible impact on agency image	Negligible environmental effect	1	1	1	1	1	2
No Safety Implication (6)	No safety implication	No safety implication	No safety implication	No safety implication	No safety implication	No safety implication	0	0	0	0	0	0

Safety Risk Assessment

As mentioned previously in this document, a hazard is a condition that has the potential to cause harm. Risk Management is a systematic approach to manage workplace hazards. It is a critical component that identifies, evaluates, and determines the means of reducing risks to an acceptable level to protect employees, visitors, third party contractors, casual laborers, people who remain physically present at the workplace, and the environment. Risk management also protects assets and considers how to avoid losses.

After the hazard(s) has been identified, and the potential impact of the hazard assessed, Cities Area Transit's management team conducts a Safety Risk Assessment using the Safety Risk Evaluation Table to determine the seriousness of the risk. Once the severity of the risk is established, the following chart identifies the next steps regarding the operational impact, the personnel to notify, and the correct sign-off person for acceptance of the risk.

Safety Risk Evaluation Table

Risk Level	Risk	Operational Impact	Minimum Action	Immediate Notification	Risk Acceptance and Mitigation Responsibility
5	Extreme (unacceptable)	Stop the operation	Mitigation to level 4 or lower prior to operation	Assistant City Manager, Public Transit Director	Assistant City Manager, Public Transit Director
4	High (unacceptable)	Operation permitted with execution of a high priority, systemic mitigation strategy	Immediate mitigation and comprehensive mitigation not level 3 minimum required	Assistant City Manager, Public Transit Director	Assistant City Manager, Grand Forks Safety Director, Public Transit Director
3	Medium (acceptance with mitigation)	Operation permitted	Mitigation strategy required to reduce risk	Public Transit Director Grand Forks City Safety Director	Public Transit Director Grand Forks City Safety Director
2	Low (acceptance)	Operation permitted	Monitor, consider actions to further reduce risk	Public Transit Director who owns process	Manager over area of risk
1	Minimal (acceptance)	Operation permitted	N/A	Manager over area of risk	Manager over area of risk
0	None	Operation permitted	N/A	N/A	N/A

The results of the evaluation prioritize the risk and determine whether the risk is appropriately managed or controlled. If the risks are acceptable, the hazard is monitored. If the risks are unacceptable, steps are taken to lower the risk to an acceptable or tolerable level, remove or avoid the hazard, or obtain the appropriate level of approval from management, as required in the above table. This is called Safety Risk Mitigation.

Safety Risk Mitigation

Safety Risk Mitigation (SRM) is used by Cities Area Transit to control the likelihood or severity of the potential consequences of the hazard under evaluation. If the safety risk is unacceptable, management develops a new risk-control process to eliminate or mitigate the risk. After the development of a new risk control process, the process is reassessed for unintended consequences. A second assessment of the SRM method is conducted following the same procedure from the beginning of the analysis through the Safety Risk Evaluation. When personnel are satisfied, mitigation of the remaining risk is at an acceptable level, documentation, and the new process is implemented.

Many different means are employed to resolve identified hazards. These include design changes, the installation of controls or working devices, and the implementation of special procedures. The order of precedence for resolving hazards is as follows:

- Design for Minimum Risk – eliminate hazards from the first initial design or through design selection
- Safety Devices – hazards that cannot be eliminated or controlled through design selection can be controlled to an acceptable level using fixed, automatic, or other protective safety design features or devices, with a periodic functional check of the safety devices
- Warning Devices – when design or safety devices cannot effectively eliminate or control an identified hazard, warning devices may be used to detect the condition and generate a warning signal. The warning signal may provide enough information for a person to correct the hazard or provide time for evacuation. Warning signals, and their applications are designed to minimize the probability of incorrect human reaction and are standardized with like systems.
- Procedures and Instructions – where it is impossible to eliminate or adequately control a hazard through design selection, engineering, or use of warning devices, procedures and training are used to control the hazard. Safety-critical tasks and activities may require certification.

When hazards are not successfully mitigated to an appropriate level, management accepts and approves the condition. The SRET identifies the required level of approval. The manager completing the Hazard Analysis will obtain approval from the appropriate management level before continuing.

Contractors

Contractors working on transit property must comply with Cities Area Transit safety requirements. The safety of our passengers, transit employees, contracted personnel, and the protection of transit property is essential.

Responsibility is established through OSHA instruction documents, and Safety and Health inspectors. Any unsafe act observed by the contracting business must be addressed, up to and including work stoppage.

Before working on-site, all contractors agree to abide by all local, state, and federal safety regulations outlined in a contract with Cities Area Transit. Contractors submit site-specific safety plans before starting any on-site work. Additionally, contractors perform their work in a safe manner that does not pose a risk to themselves, Cities Area Transit employees, or the public. The Safety department addresses with the Contractors all special safety issues, procedures, or conditions encountered while the contractor's employees are working on-site. The pre-work safety process includes documenting safety expectations for Cities Area Transit to the contractor. The contractor safety plan includes, but is not limited to, the following items:

- General work rules
- Personal protective equipment
- Hazardous chemicals
- Emergency equipment
- Reporting injuries, illness, and incidents
- Material storage and movement
- Safe electrical work practices
- Personal hygiene and housekeeping
- Doorways
- Smoking
- Lockout/Tag-out
- Drug free workplace
- Other safety systems and components as applicable.

Safety Assurance

The purpose of Safety Assurance is to evaluate the overall effectiveness of safety risk controls established under Safety Risk Management and Cities Area Transit PTASP. The Cities Area Transit Safety department and the department personnel in charge of risk management monitor and evaluate Cities Area Transit operations system, including identification of emerging risks, compliance with regulatory requirements applicable to the PTASP, and meets or exceeds Cites Area Transit safety objectives.

Cities Area Transit safety assurance activities for supporting oversight and performance evaluation includes but is not limited to, the following:

- Safety inspection and surveillance surveys
- Internal and external audits
- Employee surveys
- Internal and external findings through observations of operations
- Safety Committee reviews
- TAM

Many actions used in Safety Assurance are the same actions used for hazard identification and analysis. When hazards or system weaknesses are identified, a re-evaluation is required using the Safety Risk Management process. The figure below demonstrates the interaction of Safety Risk Management and Safety Assurance components in the PTASP structures.

Three subcomponents under Safety Assurance are:

1. Safety Performance Monitoring and Measurement
2. Management of Change
3. Continuous Improvement

The following describes the processes and actions that taking place under each subcomponent.



Safety Performance Monitoring and Measurement

The first step in Safety Assurance establishes the safety objectives and performance targets that meet the Cities Area Transit safety goals. Performance Indicators (KPIs) indicate that Cities Area Transit is achieving the safety objectives and performance targets and identifies areas of improvement.

Safety Goals, Objectives, and Performance Targets

Cities Area Transit measures goals monthly and compares the data from the previous two years when available. During the first year of the PTASP implementation, Cities Area Transit expects a 5% reduction in safety-related events. Each subsequent year is assessed to determine the percentage of reduction in all measurements.

Mode of Transit Service	Total Fatalities	Fatalities per 100 Thousand VRM	Total Injuries	Injuries per 100 Thousand VRM	Total Safety Events	Safety Events per 100 Thousand VRM	System Reliability (VRM/Falures)
Fixed Route	0	0	5	0.2	7 or Less	0.28	10,000
ADA/Paratransit	0	0	1	0.1	1 or Less	0.1	70,000

Data Collection

The Safety, Maintenance, and Operations departments work collaboratively as a team to collect, analyze, and disseminate the data necessary to demonstrate the effectiveness of Cities Area Transit operations system and the PTASP Plan. The sources of data for safety tracking are discussed further in this document. It is important to note other sources of safety information data may exist outside of the PTASP and may be used if needed.

Key Performance Indicators

The Safety Department uses collected data to establish KPIs and baselines for realistic safety performance targets. The Safety department also uses KPIs to assess and communicate with affected departments.

Internal and External Audits

A Safety Review and Audit is a formal safety and quality assurance process evaluating the overall effectiveness, efficiency, and reliability of a transit agency's PTASP. Cities Area Transit internal audit process also prepares the agency for the FTA Triennial Review. Scheduled audits do not take the place of regular safety inspections.

An audit determines compliance with Cities Area Transit's safety plan. Additionally, the audit facilitates and implements a corrective action plan based on audit findings. Following are Cities Area Transit's internal audits:

- Assess the effectiveness of the agency's system safety programs
- Identify program deficiencies
- Identify potential hazards in the operational system and weaknesses in the system safety programs
- Verify prior corrective actions are tracked for closure
- Recommend improvements to the system safety program
- Provide management with an assessment of the status and adequacy of the system safety program
- Continual evaluation of safety-related programs, issues, awareness, and reporting
- Promote a clear understanding of success measures
- Promote continuous improvement of the PTASP

The Safety department works collaboratively with all departments in the development and maintenance of schedules for annual internal audits.

Annual Employee Survey Campaigns

An annual employee safety survey campaign provides feedback on the effectiveness of the safety program. The Safety department is the originator of the survey working in cooperation with other departments.

Event/Incident Reporting and Investigation

Incident reporting and investigation identifies causation, records relevant facts, prevents recurrence, and mitigates risk. A structured Root Cause Analysis (RCA) uncovers the underlying cause of safety-related events. The RCA asks the “who, what, when, where, and why” questions repeatedly to establish a root cause.

Event/Accident Procedures

Cities Area Transit employees shall adhere to the Grand Forks City Code Section 8 procedures regarding motor vehicle accidents. For the purposes of this document, a traffic accident is defined as any contact, however minimal, between a Cities Area Transit vehicle and any other object, either moving or stationary.

For the purposes of this document, a passenger accident is defined as any fall, bump, cut, bruise, jolt, or other action resulting in possible injury to a passenger while boarding, riding on, or alighting from a City Bus vehicle.

A written report or accident report form must be filled out for every traffic or passenger accident. The accident report must be made at the end of the Bus Operator's route that day or turned in by the next morning. It must be turned in by the start of the next work day regardless of whether the Bus Operator is scheduled to work that day or not. Any exceptions must be approved before the due time by a supervisor.

A. ACCIDENTS DURING NORMAL OFFICE HOURS

1. Bring the vehicle to a safe stop as quickly as possible
2. Determine if any persons are injured, and if so, how badly
3. Contact the base station with the following information:
 - i. Notification that an accident has occurred
 - ii. Extent of any injuries and if ambulance is needed
 - iii. Location of accident scene
 - iv. Damage to bus and if another bus needs to be sent out to continue service

NOTE: Do not discuss details of the accident on the two-way radio or with anyone other than the police and City Bus officials.

4. Inform passengers and other persons involved that the accident has been reported and the proper authorities will soon be on the scene.
5. Do not allow any passengers to exit the bus until it has been approved by the Police Department

6. Distribute the “courtesy cards” and “witness cards” which should be on the bus at all times. This is extremely important. The Police Department needs to know who was on board any vehicle involved in an accident, regardless of whether or not the person saw what happened.
7. Take photos of the accident area and all vehicles involved
8. Immediately upon return to the Public Transportation Facility complete all required accident report forms
9. Maintain a calm, professional attitude and attempt to reassure and keep order between everyone involved. A Bus Operator should never discuss details of an accident or incident with anyone except for police officers, transit supervisors, or other City officials. A Bus Operator should never become involved in an argument over fault of the accident.

B. ACCIDENTS DURING “OFF” HOURS

1. Complete the above steps as required for accidents during normal office hours
2. Fill out the proper accident reporting paperwork at the Public Transportation Facility as soon as possible. In order not to forget any details, the Bus Operator may want to write down a description of what happened upon returning to the Public Transportation Facility and transfer that information to the proper forms when they are available.
3. Contact a supervisor or Public Transit Director by calling their City cell phone

If a Bus Operator is contacted by investigators, attorneys or anyone else not specifically designated by the City of Grand Forks, the Bus Operator should not discuss the incident in any way, and report the contact to a supervisor. A Bus Operator should not sign any documents unless directed to by supervisory staff and then only when satisfied that information is reported correctly on the document. If a Bus Operator has a question about a document or a person requesting information, the Bus Operator should proceed no further without consulting a supervisor.

DEFENSIVE DRIVING COURSE REQUIREMENTS

The Federal Transit Administration requires public transportation employees to take the Defensive Driving Course every two years. The National Safety Council and Human Resources Department sponsor it. Any Cities Area Transit employee (including seasonal, contracted, and part-time) involved in an accident while driving a City vehicle may be required to attend the next available Defensive Driving Class. Supervisory staff will be responsible for scheduling Defensive Driving classes and informing the individual of the date(s). This policy is not intended to punish those involved in accidents, but rather to provide a refresher course in driver safety, which may save lives and property.

INCIDENTS

DISTURBANCES

From time to time Bus Operators may encounter harassment by a passenger such as a refusal to pay a fare, or a customer using offensive or insulting language. The Bus Operator must remain calm and polite while explaining the policy or rule being enforced. If the situation cannot be handled quickly, the Bus Operator should contact a supervisor for assistance. If the Supervisor is unavailable, the Bus Operator should contact the Public Transit Director. In the absence of the Public Transit Director, the Bus Operator should contact law enforcement personnel if necessary. All incidents must be reported using the prescribed Incident Report Form. (See Appendix).

INTOXICATED PASSENGERS

If the Bus Operator can determine before a passenger boards the bus that he/she is noticeably intoxicated they shall not be permitted to board the vehicle, nor shall any person be allowed to drink intoxicating liquor while on a City Bus.

If an intoxicated person boards the bus, unnoticed by the Bus Operator, is able to take care of him or herself, and does not disturb other passengers or the Bus Operator, that person shall be permitted to ride. If, however, he or she is unable to take care of him or herself, disturbs other passengers or the Bus Operator, or becomes obnoxious, the Bus Operator shall turn that person over to the first police officer that arrives. In no circumstances shall an intoxicated passenger be ejected unless turned over to a police officer. If a police officer is not readily available, the Bus Operator will radio a supervisor to make arrangements to meet a police officer at a designated point. If a supervisor is unavailable, the Bus Operator should contact law enforcement personnel.

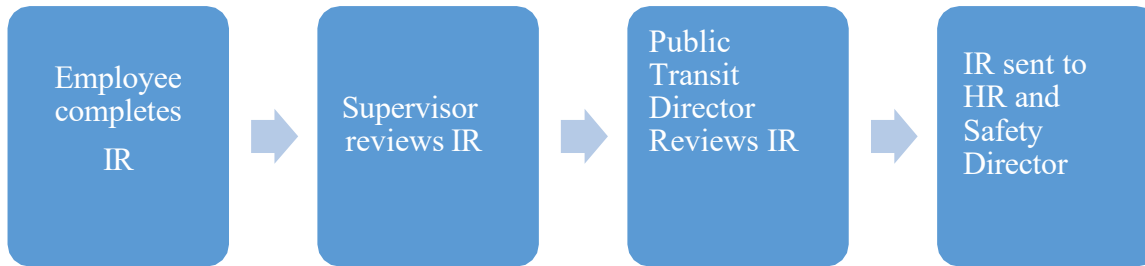
Reporting Policy and Procedure

All employees involved in an event notify a supervisor immediately and complete an IR before the end of shift. An event includes but is not limited to, an accident or occurrence in a coach or staff vehicle, an on-the-job injury, or a serious or high severity incident. When a supervisor or manager instructs an employee to complete an IR, the employee must comply.

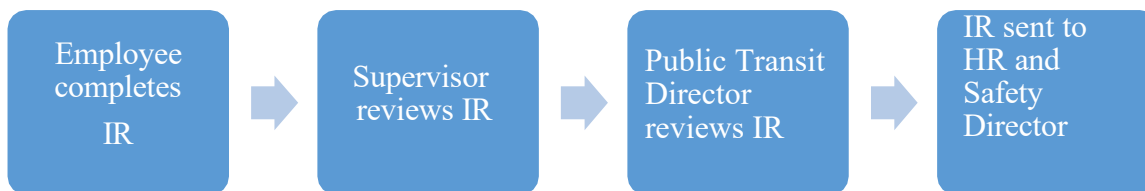
Near Miss & Minor Event Self Reporting

Near-misses or minor events such as a self-reported red-light infraction are not classified as events but are reported to a supervisor.

Incident Reports (IR) are reviewed in the following manner:



Maintenance



Administration



Incident, Injury and Accident History

Cities Area Transit uses incident, injury, and accident statistics to monitor trends, identify areas of risk, and measure the effectiveness of safety programs. Cities Area Transit tracks and maintains the incident, injury, and accident history via the risk and safety software managed by Cities Area Transit’s insurance provider. Cities Area Transit’s Safety department monitors incidents by type and identifies trends.

Practical Drift

Practical Drift means the slow and inconspicuous, yet steady, uncoupling between written procedures and actual practices during the provision of service in the workplace. Workplace practices that deviate from Cities Area Transit procedures develop over time, through experience, and often under the influence of specific workplace culture. These practices are both safe and unsafe and are referred to as “the way we do things around here.” These practices are often enforced through peer pressure and force of habit. Deviating from established procedures creates a safety risk for employees and riders.

Rules and procedures designed to establish safe work methods are evaluated frequently for effectiveness. Employees communicate with their supervisor if they feel pressure from coworkers to deviate from a procedure. If an employee witnesses another employee deviating from a procedure, the employee advises their supervisor of what was witnessed.

When a procedural deviation is reported or witnessed, supervisors inform and instruct employees of the proper procedure. The Safety Risk Evaluation Table is used to evaluate the procedure and guide corrective action.

If safety risks are identified during the procurement process, a hazard analysis is completed, and the changes are documented. If necessary, training is provided to affected employees.

Operations Logs

Fixed-route dispatch supervisors and paratransit dispatch employees maintain a log of daily events. The log documents significant events occurring throughout the day. The dispatchers direct the employee to complete an IR. Completion of an IR typically occurs at the end of the operator's shift or upon return to the yard. When necessary, the dispatcher orders the video from the bus. The operations management team and the Assistant Manager of Risk and Analysis review the log daily.

Management of Change

Unintended hazards result when changes occur to processes or procedures. External changes may include regulatory requirements or modifications within the service area. Internal changes may consist of management changes, new equipment, or new procedures. The completion of a hazard risk analysis mitigates the unintended consequences of a change and allows for the implementation of corrective action.

A formal process for change management considers:

- Criticality of systems and activities
- Stability of systems and operational environments
- Past performance

New equipment, system expansion, modification, and system rehabilitation, require design and procurement efforts. Design and procurement consider safety throughout the process. A hazard risk analysis of new equipment analyzes potential safety issues.

Continuous Improvement

Through the process of monitoring, measurement, and reassessing the safety risk controls, the data from this process identifies the areas of improvement and strengthens the systems.

Three general operational areas apply continuous improvement in the PTASP:

- Operational Safety Management, such as policies and procedures, infrastructure, and equipment
- Employee performance monitoring
- Control measures

Cities Area Transit uses the following best practices for continuous improvement in transportation safety management systems:

- Evidence of lessons learned incorporated into safety policy
- Agency benchmarks and the PTASP program performance compared to the rest of the transit industry
- Safety culture surveys
- Required contractor participation

Safety Promotion

Safety promotion is critical to the success of the PTASP by ensuring the entire organization understands and embraces SMS, policies, procedures, and structure. Established safety culture recognizes the core value of safety, employee training in safety principles, and fosters open communication on safety issues. Cities Area Transit's organizational development training also provides employees with training of safety practices.

Employee Safety Training

All employees receive training as required under Cities Area Transit's Accident Prevention Program. New employee orientation training and annual training requirements cover essential elements of employee safety. Depending on job classification, employees receive additional training in bloodborne pathogens, fall protection, lockout/tag-out, workplace active shooter, and others as required to perform their job safely.

Operator Training

Cities Area Transit provides new operators Commercial Driver's License (CDL) training.

The operator training programs are subject to internal auditing, which includes verification of the trainer's performance and content of the program. Audits assess the number of accidents involving new operators and evaluate the effectiveness of operator training.

Ride-checks provide a chance to correct behaviors before an accident occurs. Reported incidents identify operators in need of a ride-check. Ride-checks evaluate an operator's performance holistically, and includes an evaluation of:

- Health and wellbeing
- Customer service
- Safety
- De-escalation techniques
- Operation skills
- Ergonomics

Every 2 years, all employees are required to go through a 4 hour defensive driving course instructed by the Safety Coordinator. Every quarter, all employees are required to attend a 1 hour safety meeting. Topics focus on safety compliance as required by regulatory agencies, human resource-specific issues, and current event topics.

Maintenance Training

Cities Area Transit encourages vehicle maintenance staff to obtain Automotive Service Excellence (ASE) certification.

Vehicle Maintenance Employees receive training in Preventative Maintenance and Standard Operating Procedures (SOP).

Safety Committee

Cities Area Transit Safety Committee meets monthly to discuss identified safety-related topics. The committee consists of employer and employee selected members. Employee elected members serve a term of one year, with no current restriction on the number of terms. The committee focuses on issues that generate on-the-job-injuries (OJI) and preventative measures to improve safety all around.

Tasks assigned to the committee include tracking and review. The Safety Committee reviews projects or purchases for safety-related issues. Cities Area Transit posts Safety Committee Minutes on the safety bulletin board. The safety bulletin board shows photographs of Safety Committee members for easy identification.

Safety Communication

Safety Bulletin Board

Cities Area Transit maintains a Safety Bulletin Board in the Operations building. The bulletin boards display the required posters for employee review, the latest Safety Committee meeting minutes, pictures of safety committee members, and other safety-related information.

Days Without Accidents/ Injury Notification Boards

Cities Area Transit maintains bulletin boards throughout the operations building and maintenance department to

notify all employees of the number of days without and accident, and injury. This is updated daily by the Operations Supervisors.

Safety Newsletter Articles

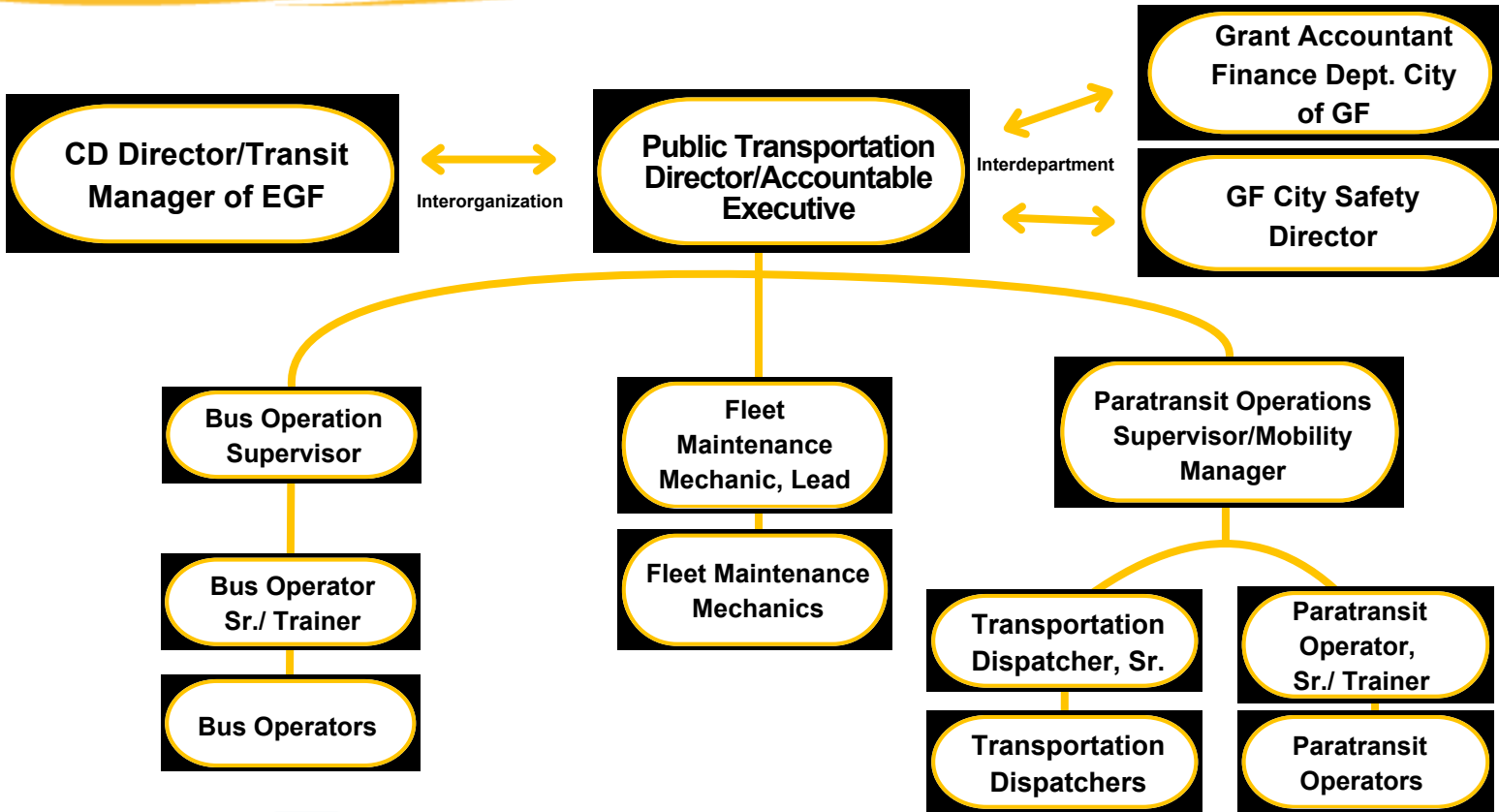
A weekly publication distributed to all employees provides current safety updates and tips on safe work habits.

END

Attachments

- Location Specific Training Plans
- TAPTCO Trainee Syllabus
- Safety Minutes
- Facility Checklists
- Vehicle Inspection Checklists
- Maintenance Plan
- Emergency Evacuation Procedures
- Active Shooter Procedures
- Fleet List

CITIES AREA TRANSIT ORGANIZATIONAL CHART



Paratransit Driver Training Syllabus

DAY ONE 8 hours

CLS	90	Welcome Paperwork with HR(Drug/Alcohol & EEO)/Walk-thru
CLS	30	Introducation to Professional Driving
CLS	90	Safety Best Practices
1 hour Lunch break		
CLS	90	LLLC Defensive Driving
CLS	60	Hazard Identification & Mitigation
CLS	30	Pre and Post Trip Inspections
CLS	30	Mirror Adjustments & Reference Points

DAY TWO 8 hours

CLS	30	Preventing Rear End Collisions
CLS	30	Preventing Intersection Accidents
CLS	30	Railroad Crossings
CLS	30	Pedestrian & Bicycle Awareness
CLS	30	Preventing Backing Accidents
CLS	30	Merging, Lane Changing, & Passing
CLS	30	Adverse Driving Condditions
CLS	30	Preventing Driver Fatigue
1 hour Lunch break		
CLS	30	Preventing Driver Distrations
CLS	30	Bloodborne Pathogens & Other Infectious Diseases
CLS	30	Wayfinding
CLS	30	Hazardous Materials
CLS	30	Employee Safety Reporting Program

DAY THREE 8 hours

CLS	60	Professionalism & Customer Service
CLS	60	Conflict & Agression Management
CLS	30	Duty of Care
CLS	30	ADA Compliance & Sensitivity
CLS	30	Assisting Customers with Mobility Challenges
CLS	30	Mobility Devices
1 hour Lunch break		
CLS	30	Types of Service
CLS	30	Emergency Evacuations
CLS	30	What To Do in the Event of an Accident
CLS	30	ELDT Compliance
CLS	30	Classrom Final Exam
CLS	90	Tablet/Manifest training

<u>DAY FOUR</u>	8 hours	
PDS	60	Mobility Device Securement training
PDS	15	Vehicle Inspection Walk-thru
PDS	30	Pre and Post Trip tablet training
PDS	45	Lift Operations
OBS	90	On-the-road(driving to familiar locations for pick-up/drop off)
1 hour Lunch break		
OBS	180	On-the-road watching/observing trainer drive
PDS	60	Fueling/cleaning vehicle/end of shift training

<u>DAY FIVE</u>	8 hours	
OBS	240	On-the-road watching/observing trainer drive
1 hour Lunch break		
BTW	240	On-the-road behind-the-wheel training with trainer

<u>DAY SIX</u>	8 hours	
BTW	240	On-the-road behind-the-wheel training with trainer
1 hour Lunch break		
BTW	240	On-the-road behind-the-wheel training with trainer

<u>DAY SEVEN</u>	8 hours	
BTW	240	On-the-road behind-the-wheel training with trainer
1 hour Lunch break		
BTW	240	On-the-road behind-the-wheel training with trainer

KEY		TOTAL HOURS
CLS	CLASSROOM	21.5
PDS	PRE-DRIVING SKILLS	3.5
OBS	OBSERVATION	8.5
BTW	BEHIND THE WHEEL	20
		<hr/>
		75

2025 BUS OPERATOR TRAINING SYLLABUS

<u>DAY ONE</u>	<u>8 HOURS</u>	<u>COURSE WORK/DESCRIPTION</u>	<u>NON CDL DRIVER</u>
ORIENTATION	180 MINUTES 60 MINUTES LUNCH BREAK	HR PAPERWORK, DRUG/ALCOHOL AND EOC VIDEOS BUILDING AND MTC TOUR	ALL EMPLOYEES ALL EMPLOYEES
CLASS ROOM	30 MINUTES 60 MINUTES 120 MINUTES 30 MINUTES	CDL-01 INTRODUCTION, RULES AND REGULATIONS CDL-02 VEHICLE INSPECTIONS CDL-03 GENERAL KNOWLEDGE PART 1 QUESTIONS AND REVIEW OF DAY 1	NON CDL DRIVER NON CDL DRIVER NON CDL DRIVER
<u>DAY TWO</u>	<u>8 HOURS</u>	<u>COURSE WORK/DESCRIPTION</u>	
CLASS ROOM	120 MINUTES 30 MINUTES 30 MINUTES 60 MINUTES LUNCH BREAK	CDL-04 GENERAL KNOWLEDGE PART 2 CDL-05 TRANSPORTING CARGO SAFELY CDL-06 PASSENGER ENDORSEMENT CDL-07 AIR BRAKE ENDORSEMENT	NON CDL DRIVER NON CDL DRIVER NON CDL DRIVER NON CDL DRIVER
CLASS ROOM	120 MINUTES 120 MINUTES	CDL-08 CDL PRACTICE QUESTIONS REVIEW FOR CDL PERMIT TEST (IF NEEDED)	NON CDL DRIVER NON CDL DRIVER
<u>DAY ONE</u>	<u>8 HOURS</u>	<u>COURSE WORK/DESCRIPTION</u>	<u>ALL DRIVERS</u>
ORIENTATION	180 MINUTES 60 MINUTES LUNCH BREAK	HR PAPERWORK, DRUG/ALCOHOL AND EOC VIDEOS BUILDING AND MTC TOUR	
CLASS ROOM	30 MINUTES 30 MINUTES 60 MINUTES 60 MINUTES 30 MINUTES 30 MINUTES	ODC-1 INTRODUCTION TO PROFESSIONAL DRIVING ODC-2 FEDERAL REGULATION ODC-3 SAFETY BEST PRACTICES ODC-4 DEFENSIVE DRIVING ODC-5 HAZARD IDENTIFICATION & MITIGATION REVIEW OF DAY 1 AND QUESTIONS	
<u>DAY TWO</u>	<u>8 HOURS</u>	<u>COURSE WORK/DESCRIPTION</u>	<u>ALL DRIVERS</u>
CLASS ROOM	30 MINUTES 30 MINUTES 30 MINUTES 30 MINUTES 60 MINUTES 30 MINUTES 30 MINUTES LUNCH BREAK	ODC-6 INTRODUCTION TO THE BUS ODC-7 PRE AND POST TRIP INSPECTIONS ODC-8 MIRROR ADJUSTMENT AND REFERENCE POINTS ODC-9 PREVENTING REAR END COLLISIONS ODC-10 PREVENTING INTERSECTION ACCIDENTS ODC-11 RAILROAD CROSSINGS ODC-12 PEDESTRIAN & BICYCLE AWARENESS	
CLASS ROOM	30 MINUTES 30 MINUTES 60 MINUTES 60 MINUTES	ODC-13 PREVENTING BACKING ACCIDENTS ODC-14 MERGING, LANE CHANGING AND PASSING ODC-15 ADVERSE DRIVING CONDITIONS ODC-16 OPERATING ELECTRIC POWERED BUSES	
<u>DAY THREE</u>	<u>8 HOURS</u>	<u>COURSE WORK/DESCRIPTION</u>	<u>ALL DRIVERS</u>
CLASS ROOM	30 MINUTES	ODC-17 PREVENTING DRIVER FATIGUE	

30 MINUTES	ODC-18 PREVENTING DRIVER DISTRACTIONS
30 MINUTES	ODC-19 HAZARDOUS MATERIAL COMMUNICATION
30 MINUTES	ODC-20 INJURY PREVENTION-SLIPS, TRIPS AND FALLS
30 MINUTES	ODC-21 USING MAPS & GPS
30 MINUTES	ODC-22 EMPLOYEE SAFETY REPORTING PROGRAM
30 MINUTES	ODC-23 HEALTH AND WELLNESS
30 MINUTES	ODC-24 PROFESSIONALISM & CUSTOMER SERVICE
LUNCH BREAK	
30 MINUTES	ODC-25 CONFLICT AND AGGRESSION MANAGEMENT
30 MINUTES	ODC-26 ADA COMPLIANCE & SENSITIVITY
60 MINUTES	ODC-27 MOBILITY DEVICES
30 MINUTES	ODC-28 WHISTLEBLOWERS
60 MINUTES	ODC-29 PREVENTING HARASSMENT
30 MINUTES	REVIEW OF DAY 3 AND QUESTIONS

<u>DAY FOUR</u>	<u>8 HOURS</u>	<u>COURSE WORK/DESCRIPTION</u>	<u>ALL DRIVERS</u>
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CLASS ROOM	90 MINUTES	ODC-30 CREATING A DRUG AND ALCOHOL FREE WORKPLACE
	60 MINUTES	ODC-31 BLOODBORNE PATHOGENS & OTHER INFECTIOUS DISEASES
	30 MINUTES	ODC-32 EMERGENCY EVACUATIONS
	30 MINUTES	ODC-33 WHAT TO DO IN THE EVENT OF AN ACCIDENT
	45 MINUTES	OSHA COMPLIANCE FOR DRIVERS
LUNCH BREAK		
	30 MINUTES	COURSE REVIEW AND QUESTIONS
	90 MINUTES	ODC-34 FINAL TEST

<u>DAY FIVE</u>	<u>8 HOURS</u>	<u>COURSE WORK/DESCRIPTION</u>	<u>ALL DRIVERS</u>
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CLASS ROOM	60 MINUTES	VEHICLE WALK THRU AND FAMILIARIZATION
	30 MINUTES	TABLET INSPECTION TRAINING, PRE AND POST TRIP
	90 MINUTES	RAMP OR LIFT OPERATION AND MOBILITY DEVICE SECUREMENT
	30 MINUTES	FAREBOX, GETAC TABLE AND DRIVER CONTROLS ORIENTATION
	30 MINUTES	BUS FUELING, DEF AND FAREBOX DOWNLOAD PROCEDURES
LUNCH BREAK		
	30 MINUTES	END OF SHIFT BUS CLEANING, BUS WASH, WINDOWS AND MIRRORS
	30 MINUTES	VEHICLE PARKING SPOTS AND PROPER ALIGNMENT PARKING STALL
	30 MINUTES	LUNCH/RELIEF CAR PROTOCOL AND FUELING
	30 MINUTES	DRIVER'S PACKET, ROUTE MAP, FAREBOX AND VARIOUS INFORMATIONAL HANDOUTS
	60 MINUTES	CLASS ROOM TRAINING COMPLETED, QUESTION AND ANSWER SESSION

<u>DAY 6-15</u>	<u>80 HOURS</u>	<u>BEHIND THE WHEEL TRAINING</u>	NON CDL DRIVER
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BEHIND THE WHEEL	BEGIN CLOSED COURSE EVALUATION OF NEW HIRE. ONCE PERMIT HAS BEEN OBTAINED, TAKE DRIVER TO THE CLOSED COURSE. ONCE PROFICIENT IN BASIC BUS MANUVERS BEGIN, TRAINING FOR THE ROAD TEST TO OBTAIN THE CLASS B COMERCIAL DRIVERS LICENSE. THIS INCLUDES TRAINING ON THE CONE COURSE FOR DRIVING, OFF SET BACKING AND DOCK BACKING. BEGIN ON STREET DRIVER TRAINING ONCE PROFICIENT IN THE CLOSED COURSE SKILLS. THE CONE COURSE TRAINING WILL CONTINUE FOR PRACTICE UP TO THE ROAD TEST FOR THE NON CDL DRIVER.
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NEW HIRES WILL BE EVALUATED IN BOTH CLOSED COURSE AND ON STREET DRIVING BY CITIES AREA TRANSIT SUPERVISOR OR SENIOR OPERATOR/TRAINER

DAY 16-20

40 HOURS

CADET TRAINING AND DRIVER SHADOWING

ALL DRIVERS

BEGIN THE RIDE A LONG PHASE TO LEARN FIXED BUS ROUTES, TIME SCHEDULES, FAREBOX OPERATIONS AND TIME SCHEDULES. THE NEW HIRE WILL RIDE ALONG AND PAY ATTENTION TO CUSTOMER SERVICE DETAILS AND CUSTOMER INTERACTIONS. AT THE POINT THE NEW HIRE IS COMFORTABLE HE/SHE MAY TAKE OVER THE DRIVING AND OPERATE THE BUS WITH THE REGULAR ROUTE DRIVER OBSERVING THE NEW HIRE AND PROVIDING INSTRUCTION OR CORRECTIVE MEASURES TO TEACH THE NEW HIRE THE SAFE AND PROPER WAY TO RUN THE ROUTE AND PROVIDE GOOD CUSTOMER SERVICE TO OUR PASSENGERS. UPON UPON COMPLETION OF THIS PORTION OF THE TRAINING, THE NEW HIRE SHOULD BE ABLE TO RUN THE BUS IN A SAFE AND TIMELY MANOR AND PROVIDE EXCELLENT CUSTOMER SERVICE TO OUR RIDERS

TAPTCO COURSES

TAPTCO CDL-01	INTRODCUTION AND RULES AND REGULATIONS
TAPTCO CDL-02	VEHICLE INSPECTIONS
TAPTCO CDL-03	GENERAL KNOWLEDGE PART 1
TAPTCO CDL-04	GENERAL KNOWLEDGE PART 2
TAPTCO CDL-05	TRANSPORTING CARGO SAFETLY
TAPTCO CDL-06	PASSENGER ENDORSEMENT
TAPTCO CDL-07	AIR BRAKES ENDORSEMENT
TAPTCO CDL-08	PRACTICE QUESTIONS
TAPTCO-CONFLICT/AGGRESSION	
TAPTCO-OSHA COMPLIANCE	
TAPTCO-ODC 01	INTRO TO PROFESSIONAL DRIVING
TAPTCO-ODC 02	FEDERAL REGULATIONS
TAPTCO-ODC 03	SAFETY BEST PRACTICES
TAPTCO-ODC 04	LLLC DEFENSIVE DRIVING
TAPTCO-ODC 05	HAZARD IDENTIFICATION & MITIGATION
TAPTCO-ODC 06	INTRODUCTION TO THE BUS
TAPTCO-ODC 07	PRE-TRIP & POST-TRIP INSPECTIONS
TAPTCO-ODC 08	MIRROR ADJUSTMENT & REFERENCE POINTS
TAPTCO-ODC09	PREVENTING REAR END COLLISIONS
TAPTCO-ODC10	PREVENTING INTERSECTION ACCIDENTS
TAPTCO-ODC11	RAILROAD CROSSINGS
TAPTCO-ODC 12	PEDESTRIAN & BICYCLE AWARENESS
TAPTCO-ODC13	PREVENTING BACKING ACCIDENTS
TAPTCO-ODC 14	MERGING, LANE CHANGING & PASSING
TAPTCO-ODC 15	ADVERSE DRIVING CONDITIONS
TAPTCO-ODC 16	OPERATING ELECTRIC POWERED BUSES

TAPTCO-ODC 17	PREVENTING DRIVER FATIGUE
TAPTCO-ODC 18	PREVENTING DRIVER DISTRACTIONS
TAPTCO-ODC 19	HAZARDOUS MATERIAL COMMUNICATION
TAPTCO-ODC 20	INJURY PREVENTION-SLIPS, TRIPS AND FALLS
TAPTCO-ODC 21	USING MAPS & GPS
TAPTCO-ODC 22	EMPLOYEE SAFETY REPORTING PROGRAM
TAPTCO-ODC 23	HEALTH & WELLNESS
TAPTCO-ODC 24	PROFESSIONALISM & CUSTOMER SERVICE
TAPTCO-ODC 25	CONFLICT AND AGGRESSION MANAGEMENT
TAPTCO-ODC 26	ADA COMPLIANCE & SENSITIVITY
TAPTCO-ODC 27	MOBILITY DEVICES
TAPTCO-ODC 28	WHISTLEBLOWERS
TAPTCO-ODC 29	PREVENTING HARASSMENT
TAPTCO-ODC 30	CREATING A DRUG & ALCOHOL-FREE WORKPLACE
TAPTCO-ODC 31	BLOODBORNE PATHOGENS & OTHER INFECTIOUS DISEASES
TAPTCO-ODC 32	EMERGENCY EVACUATIONS
TAPTCO-ODC 33	WHAT TO DO IN THE EVENT OF AN ACCIDENT
TAPTCO-ODC 34	PFINAL EXAM

SAFETY AUDIT/INSPECTION CHECKLIST

NAME _____

DATE COMPLETED _____

POSTINGS

- Worker's Comp Poster posted on bulletin boards

FLOORS

- No slip, trip, or fall hazards
- Floor openings guarded by cover, guardrail, or equivalent
- Clean, orderly, and free of oil or grease hazards
- Minimal standing water on floors
- Grates over floor drains
- Nonslip surfaces wherever possible
- Any unsafe practices observed

Comment: _____

AISLES

- Unobstructed
- Any unsafe practices observed?

Comment: _____

STAIRS

- Sturdy railings on all open sides
- Safety paint in good condition
- No storage of material on stairs
- Proper lighting on stair areas
- No worn or damaged stair treads
- Any unsafe practices observed?

Comment: _____

LADDERS

- Safety feet in good operable condition
- Clean rungs, unpainted

- No splinters on wood ladders
- No metal or aluminum ladders in electrical areas
- Only one person on a ladder at a time
- Tied at top and properly positioned
- If used above roof, 3-foot extension above roof level
- Any unsafe practices observed

Comment: _____

SCAFFOLDS OR PLATFORMS

- Nonskid flooring
- Level and plumb
- Safe access to platforms
- 4-inch toeboard around all 4 sides of platform
- Working platforms at least 2 feet wide
- No accumulation of tools and materials
- Any unsafe practices observed

Comment: _____

LIGHTING

- Illumination level sufficient for work performed
- Emergency lighting adequate and operating
- Any unsafe practices observed?

Comment: _____

VENTILATION

- Adequate ventilation for the process
- Hoods properly connected to exhaust system
- Fans properly guarded
- Any unsafe practices observed?

Comment: _____

NOISE CONTROL

- Hearing protection provided where sound levels exceed standard

- Employees have a choice of approved hearing protectors
- Employees wearing approved hearing protection
- Any unsafe practices observed?

Comment: _____

FIRST AID AND MEDICAL SERVICES

- Adequate materials and equipment available
- Clear instructions on contacting outside medical resources
- Any unsafe work practices observed?

Comment: _____

EXITS AND EMERGENCY PREPAREDNESS

- Emergency exits adequately illuminated
- Exterior exit surfaces clear for prompt exit
- Exterior exit doors open outward to flat surface
- Written and posted emergency evacuation plan with exit map for all areas
- Panic bars on chlorine room exit
- Any unsafe practices observed?

Comment: _____

FIRE PROTECTION

- Fire equipment of proper type and size
- Fire equipment clearly marked
- Any unsafe work practices observed?

Comment: _____

HAND AND PORTABLE TOOLS AND EQUIPMENT

- Electrically grounded
- Good condition of connecting cords, tools, and air hoses
- Guards and safety fixtures safe and operable
- Employees properly trained in operation of equipment
- Electrical extension cords in good condition
- Any unsafe working practices observed?

Comment: _____

MACHINE TOOLS

- Eye protection available and used where needed
- Emergency stop buttons readily accessible and operable
- Guards or deflect devices provided for chips/sparks from rotating equipment
- Machine tool operators properly trained in operation of equipment
- Any unsafe working practices observed?

Comment: _____

POTENTIALLY HAZARDOUS CHEMICALS

- Up-to-date chemical inventory completed and available for review
- MSDS available for all hazardous chemicals
- Written plant hazard communication program prepared and available
- Employees informed and trained on hazards of each chemical
- Labels on all supplier drums and chemicals
- Labels on in-plant transfer containers
- Adequate storage cabinets provided with proper venting
- Proper absorbent materials on hand for spills
- Containers inspected for corrosion
- Any unsafe work practices observed?

Comment: _____

COMPRESSED GASES

- Special storage area away from heat sources
- Stored upright and chained to prevent falling over
- Contents legibly marked and segregated by item
- Caps hand-tight
- Employees properly trained in operation of equipment
- Any unsafe work practices observed?

Comment: _____

HOISTING AND LIFTING EQUIPMENT

- Load capacity identified

- Overhead guards in place
- Limit stops working effectively
- All hand controls operational
- Operators properly trained in the use of the equipment
- Any worn stress points?
- Any unsafe work practices observed?

Comment: _____

RECEIVING AND IN-PLANT MATERIALS HANDLING

- Dock boards available
- Trailer truck wheel chocks available in receiving/shipping areas
- Paths, aisleways, and stairways clear of obstructions
- Any unsafe work practices observed?

Comment: _____

POWERED INDUSTRIAL TRUCKS (FORKLIFTS)

- All operators trained and certified
- Load capacity labeled
- Overhead guards in place and load backrest extension in place
- Vehicle driven backward with awkward or bulky loads
- Forks placed evenly across load
- No riders
- Dockboards properly secured
- Any unsafe work practices observed?

Comment: _____

POWER SYSTEMS – MECHANICAL

- Proper guarding of any nip points, rotating collars, cams, chucks, couplings, clutches, shafts, flywheels, spindles, bolt ends, key ends
- Emergency stops fully operational
- Correct adjustment of work rest device on grinding wheels
- Grinding wheel surface not damaged or worn
- Any unsafe practices observed?

Comment: _____

POWER SYSTEMS – ELECTRICAL

- Electrical control panels clearly identified and secured
- Explosion-proof fixtures in designated areas
- Flexible extension cords fray- and splice-free
- Any unsafe work practices observed?

Comment: _____

MACHINE GUARDING

- Guard or safety device at each point of operation
- START and STOP controls within easy reach of operator
- Controls clearly labeled
- Emergency stop controls clearly identified and readily accessible
- No operating equipment at unsafe speed
- Any unsafe work practices observed?

Comment: _____

LOCKOUT/TAGOUT SYSTEMS

- Positive lockout systems provided for all power equipment
- Prominent tags indicate use of the lockout system
- Any unsafe work practices observed?

Comment: _____

CONFINED SPACE ENTRY

- Permit-required space identified
- Confined space purged with fresh air
- Lifelines and harness apparatus in place
- Any unsafe work practices observed?

Comment: _____

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Employees trained in PPE procedures – type of PPE needed, when needed, and how to adjust it

- Eye baths and showers readily available and accessible
- Proper signs and instructions at eye baths
- Any unsafe work practices observed?

Comment: _____

EMPLOYEE WORK PRACTICES

- Any unsafe work practices observed?

Comment: _____

EMPLOYEE TRAINING

- New employees trained in safe work practices of their jobs
- Transferred employees trained in the safe work practices of their jobs
- Any unsafe work practices observed?

Comment: _____

OFFICES

- Floors have no slippery surfaces due to excessive polish or wax
- Rugs in hallways or offices are free from holes, tears
- Aisles free of obstructions, including electric cords and outlets
- Stairwells and exits properly lighted
- General housekeeping is good
- Switch and cover plates in place
- Correct type and placement of fire extinguishers
- First-aid facilities available
- Electric fans properly guarded
- Any unsafe work practices observed?

Comment: _____

ELEVATORS

- Fire extinguisher available
- Protection for electrical control panels
- Safe load capacity of elevator marked

- Emergency phone provided and working
- Safety devices tested and working properly
- Elevator inspected – general operation
- Any unsafe work practices observed?

Comment: _____

BUILDING EXTERIOR

- No defective overhanging cornices, parapets, gutters, or tiling
- No loose bricks
- Any unsafe work practices observed?

Comment: _____

YARD AND ROADS

- Good housekeeping in yard areas
- No possibly combustible materials stored in direct sunlight
- No uneven or broken sidewalk surfaces
- Any unsafe work practices observed?

Comment: _____

Circle One:

1st Quarter – January

2nd Quarter – April

3rd Quarter – July

4th Quarter – November

Monthly Building Walk Through Checklist

All automatic doors will be inspected weekly. These include automatic vehicular doors, doors with ADA controls and overhead doors in delivery areas and shops.

Automatic doors

- | | |
|---|--|
| ___ Nut, bolt and fasteners conditions | ___ Operating devices (motors), pneumatic |
| ___ Cleanliness | ___ Lubrication |
| ___ Stability | ___ Structural integrity |
| ___ Shaft conditions | ___ Bearing conditions |
| ___ Overload and relay conditions | ___ Circuit breaker condition |
| ___ Overall appearance for damage/vandalism | ___ Overall operation |
| ___ Weatherproofing/caulking condition | ___ Lubrication of guides, hinges, and locks |
| ___ Roller alignment | ___ Glazing integrity |
| ___ Condition of hinges | ___ Condition of locks and security |
| ___ Alignment | ___ Plumb and building settlement |

Surveillance cameras and monitors

- | | |
|---|-----------------------------|
| ___ Function | ___ Fixture integrity |
| ___ Mounting condition/stability | ___ Location accuracy |
| ___ General console condition/stability | ___ Power source continuity |
| ___ Overall condition | ___ Function |

Alarm Systems

Inspect these items monthly. Adjust as appropriate. Repair immediately

- | | |
|-------------------------------|-------------------------------------|
| ___ Smoke detectors/operation | ___ Battery and hardwire connection |
| ___ Housing condition | ___ Overall condition |

Doors and Windows

- | | |
|---------------------|-----------------------|
| ___ Pane conditions | ___ Screen conditions |
|---------------------|-----------------------|

___ Storm window conditions

___ Lock and security operation

___ Frame alignment and conditions

___ Weather sealing condition

___ Paint or surface conditions

___ Blind function and condition

___ Hardware condition and lubrication

___ Overall condition

Doors and hardware

___ Automatic closure operation

___ Lock operation

___ Hardware condition and lubrication

___ Weather seal condition

___ Paint or surface condition

___ Frame alignment and conditions

___ Door stop placement and stability

___ Alarm system

___ Overall condition

Gas Connections

The following checks are shall be performed monthly. The gas company should be contacted if:

-There is an odor of gas anywhere and at anytime

-Valves cannot be turned off or appear damaged or rusted

-For minor repairs if maintenance personnel do not have adequate training

When gas is detected by odor, occupants should immediately evacuate and call the gas company and fire dept. If possible leak detected do not open or close valves.

___ Operation- perform a bubble test with soap and water or a handheld gas detector.

Restrooms

___ Electrical outlet load

___ Position of flammable materials/heat source

___ Accessible route

___ Visible exit

___ Overall fire safety

___ Accessible toilet stalls for wheelchairs

___ Accessible sinks and mirrors

___ Hand rail stability and condition

___ Overall ADA accessibility and condition

___ Plumbing/leaks or corrosion

___ Faucets function and hardware condition

___ Drain function

- | | |
|---|--|
| ___ Water flow/pressure | ___ Urinals/condition |
| ___ Toilet condition | ___ Water flow/pressure |
| ___ Cap and part conditions | ___ Seat and support condition |
| ___ Dispenser operation soap, paper towel, etc... | ___ Stability and security |
| ___ Surface conditions for worn or sharp areas | ___ Vandalism or deficiencies |
| ___ Trash receptacles | ___ Sanitary condition and stability |
| ___ Mirrors/cracks or sharp edges | ___ Cleanliness of mirrors |
| ___ Overall privacy | ___ Overall cleanliness |
| ___ Fire safety and extinguishers | ___ Placement and housing of fire ext... |
| ___ Expiration of fire extinguishers | ___ Overall fire extinguisher condition |
| ___ Floor condition/wear or tripping hazards | ___ Condition of walls and ceiling |
| ___ Trash receptacles/sanitation and stability | ___ Overall restroom condition |

Offices

- | | |
|--|--|
| ___ Electrical outlet load | ___ Position of flammable materials |
| ___ Accessible route and visible exit | ___ Overall fire safety |
| ___ Floor condition for excessive wear or tears | ___ Walls and ceiling condition |
| ___ Tripping hazards | ___ Furniture is stable |
| ___ Check furniture for sharp or rough edges | ___ Lubrication of hardware as applicable |
| ___ File cabinets are stable | ___ Lock functions work |
| ___ PA system is operational if applicable | ___ Fire extinguishers are charged and current |
| ___ Housing and hose condition of fire extinguishers | ___ Correct placement of fire extinguisher |
| ___ Overall condition of office spaces | |

Kitchen and Dining Areas

- | | |
|---|-------------------------------------|
| ___ Electrical outlet load | ___ Position of flammable materials |
| ___ Accessible routes and visible exits | ___ Overall fire safety |

- | | |
|--|--|
| <input type="checkbox"/> Furniture(counters, tables and chairs condition | <input type="checkbox"/> Fire extinguishers are charged and current |
| <input type="checkbox"/> Placement and housing of fire extinguishers | <input type="checkbox"/> Flooring in good condition |
| <input type="checkbox"/> Sink and drainage in overall good condition | <input type="checkbox"/> Trash receptacles are clean |
| <input type="checkbox"/> Clocks are working | <input type="checkbox"/> Closet door and locks working if applicable |
| <input type="checkbox"/> Employee bulletin board/maps in good condition | <input type="checkbox"/> Fire extinguishers are charged and current |
| <input type="checkbox"/> Correct placement of fire extinguishers | <input type="checkbox"/> Overall condition of Kitchen/dining room |

Bus Wash Weekly Preventative Maintenance

- | | |
|---|---|
| <input type="checkbox"/> Check operation of all proximity switches | <input type="checkbox"/> Test operation of switches on/in panel |
| <input type="checkbox"/> Check levels of soap and/or wax levels | <input type="checkbox"/> Check injection pumps and adjust if need |
| <input type="checkbox"/> Check brushes for foreign objects and debris | <input type="checkbox"/> Check brushes to see all rotate |
| <input type="checkbox"/> Check guide rails for cleanliness and debris | <input type="checkbox"/> Grease bearings on side brushes |

Bus Wash Monthly Preventative Maintenance

- | | |
|--|---|
| <input type="checkbox"/> Check operation of all proximity switches | <input type="checkbox"/> Test operation of switches on/in panel |
| <input type="checkbox"/> Check levels of soap and/or wax levels | <input type="checkbox"/> Check injection pumps and adjust if need |
| <input type="checkbox"/> Check brushes for foreign objects and debris | <input type="checkbox"/> Check to see all brushes rotate |
| <input type="checkbox"/> Check guide rails for cleanliness and debris | <input type="checkbox"/> Grease bearings on side brushes |
| <input type="checkbox"/> Cycle the side brushes and extend/retract | <input type="checkbox"/> Check all nuts and bolts |
| <input type="checkbox"/> Check performance of brushes-10" filaments | <input type="checkbox"/> Check movement of brushes |
| <input type="checkbox"/> Check electric motors/pumps-stability/operation | <input type="checkbox"/> Replace any worn parts as soon as possible |

Landscape

- | | |
|---|---|
| <input type="checkbox"/> Vegetation condition/overgrown/exposed roots | <input type="checkbox"/> Irrigation system/sprinklerheads direction |
| <input type="checkbox"/> Piping integrity | <input type="checkbox"/> Water runoff conditions |
| <input type="checkbox"/> Free of weeds and invasive plants | <input type="checkbox"/> Overall appearance |

Asphalt and concrete

- | | |
|--|--|
| <input type="checkbox"/> Parking bumper condition and position | <input type="checkbox"/> Striping and pavement signage |
|--|--|

___ ADA accessibility

___ Compliance with codes and standards

___ Edging and curbs condition

___ Potholes, softening/cracking erosion

___ Tripping hazards

___ Signs

___ Message currency and visibility

___ Surface conditions

___ Weed and root encroachment

___ Overall condition

Signage

___ Compliance with codes and standards

___ Accuracy of lettering/numbering-message

___ Hardware conditions

___ Paint conditions

___ Cleanliness

___ Adherence to surface/stable

___ Illumination and location/visibility

___ Overall appearance

General Safety and Security

___ Sign visibility and currency

___ Weed encroachment and trash buildup

___ Fence conditions

___ Overall condition

Locks

___ Secure/security

___ Overall operation

___ Lubrication if applicable

___ Overall condition

Painted Surfaces and Structural Condition

___ Stability and joint conditions for deficiencies

___ Overall condition

HVAC and Heating Systems

___ Overall cleanliness

___ Electrical connection conditions

___ Motor/stability and lubrication

___ Connection conditions

___ Unit operation and noise level

___ Window seal and gasket condition

___ Condensation drain condition

___ Filter condition

___ Mounting stability of housing

___ Oil cup conditions

___ Coil conditions

___ Blower motor operation

___ Equipment cleanliness

___ Flow switch operation

___ Mechanical equipment function

___ Overall condition

Irrigation Controllers

___ Electrical connections

___ Timer accuracy if applicable

___ Piping and ground condition

___ Overall condition

Roofing

___ Support structure integrity/cracks or stains

___ Flashing conditions/deficiencies

___ Surface conditions for deficiencies

___ Subsurface/insulation for moisture

___ Membrane conditions for

___ Plumbing stacks and vents

___ Roof ventilation conditions

___ Skylight conditions/deficiencies

___ Structural conditions/settling of components

___ Roof edging conditions/ (fasteners)

___ Expansion joint conditions/punctures, splits

___ Flat roof conditions/bare areas, cracks

___ Chimney condition if applicable

___ Overall condition

Gutters/roof drains

___ Mounting stability/ bolts, screws and strap

___ Discharge area for proper drainage

___ Joint conditions and stability

___ Roof atrium drains /cleanliness

___ Splash block location

___ Seam and elbow condition

___ Caulking conditions

___ Gutter position toward downspouts

___ Overall condition

Solar panel equipment system

___ Mounting stability/bolts, screws, etc...

___ condition of solar panels/cracks or breaks

___ Electrical connections

___ Dirt and debris accumulation

___ Signs of cell degradation

___ Damaged or frayed cable

___ Voltage and current readings

___ System efficiency

___ Structures blocking sunlight

___ Seal integrity around mounting points

____ Signs of rodent damage

____ Corrosion on components

____ Inverters condition

____ Charge controllers condition

____ Overall condition

Any deficiencies noted on inspection requires a Bus Maintenance Facility Work Order to be filled out and completed Promptly by the individual requesting the work.

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- | | |
|---|--|
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| ___ Cleanliness | ___ Lubrication |
| ___ Stability | ___ Structural integrity |
| ___ Shaft conditions | ___ Bearing conditions |
| ___ Overload and relay conditions | ___ Circuit breaker condition |
| ___ Overall appearance for damage/vandalism | ___ Overall operation |
| ___ Weatherproofing/caulking condition | ___ Lubrication of guides, hinges, and locks |
| ___ Roller alignment | ___ Glazing integrity |
| ___ Condition of hinges | ___ Condition of locks and security |
| ___ Alignment | ___ Plumb and building settlement |

Surveillance cameras and monitors

- | | |
|---|-----------------------------|
| ___ Function | ___ Fixture integrity |
| ___ Mounting condition/stability | ___ Location accuracy |
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| ___ Overall condition | ___ Function |

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- | | |
|-------------------------------|-------------------------------------|
| ___ Smoke detectors/operation | ___ Battery and hardwire connection |
| ___ Housing condition | ___ Overall condition |

Doors and Windows

- | | |
|---------------------|-----------------------|
| ___ Pane conditions | ___ Screen conditions |
|---------------------|-----------------------|

_____ Storm window conditions

_____ Lock and security operation

_____ Frame alignment and conditions

_____ Weather sealing condition

_____ Paint or surface conditions

_____ Blind function and condition

_____ Hardware condition and lubrication

_____ Overall condition

Doors and hardware

_____ Automatic closure operation

_____ Lock operation

_____ Hardware condition and lubrication

_____ Weather seal condition

_____ Paint or surface condition

_____ Frame alignment and conditions

_____ Door stop placement and stability

_____ Alarm system

_____ Overall condition

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_____ Operation- perform a bubble test with soap and water or a handheld gas detector.

Restrooms

_____ Electrical outlet load

_____ Position of flammable materials/heat source

_____ Accessible route

_____ Visible exit

_____ Overall fire safety

_____ Accessible toilet stalls for wheelchairs

_____ Accessible sinks and mirrors

_____ Hand rail stability and condition

_____ Overall ADA accessibility and condition

_____ Plumbing/leaks or corrosion

_____ Faucets function and hardware condition

_____ Drain function

- | | |
|---|--|
| ___ Water flow/pressure | ___ Urinals/condition |
| ___ Toilet condition | ___ Water flow/pressure |
| ___ Cap and part conditions | ___ Seat and support condition |
| ___ Dispenser operation soap, paper towel, etc... | ___ Stability and security |
| ___ Surface conditions for worn or sharp areas | ___ Vandalism or deficiencies |
| ___ Trash receptacles | ___ Sanitary condition and stability |
| ___ Mirrors/cracks or sharp edges | ___ Cleanliness of mirrors |
| ___ Overall privacy | ___ Overall cleanliness |
| ___ Fire safety and extinguishers | ___ Placement and housing of fire ext... |
| ___ Expiration of fire extinguishers | ___ Overall fire extinguisher condition |
| ___ Floor condition/wear or tripping hazards | ___ Condition of walls and ceiling |
| ___ Trash receptacles/sanitation and stability | ___ Overall restroom condition |

Offices

- | | |
|--|--|
| ___ Electrical outlet load | ___ Position of flammable materials |
| ___ Accessible route and visible exit | ___ Overall fire safety |
| ___ Floor condition for excessive wear or tears | ___ Walls and ceiling condition |
| ___ Tripping hazards | ___ Furniture is stable |
| ___ Check furniture for sharp or rough edges | ___ Lubrication of hardware as applicable |
| ___ File cabinets are stable | ___ Lock functions work |
| ___ PA system is operational if applicable | ___ Fire extinguishers are charged and current |
| ___ Housing and hose condition of fire extinguishers | ___ Correct placement of fire extinguisher |
| ___ Overall condition of office spaces | |

Kitchen and Dining Areas

- | | |
|---|-------------------------------------|
| ___ Electrical outlet load | ___ Position of flammable materials |
| ___ Accessible routes and visible exits | ___ Overall fire safety |

- | | |
|--|--|
| <input type="checkbox"/> Furniture(counters, tables and chairs condition | <input type="checkbox"/> Fire extinguishers are charged and current |
| <input type="checkbox"/> Placement and housing of fire extinguishers | <input type="checkbox"/> Flooring in good condition |
| <input type="checkbox"/> Sink and drainage in overall good condition | <input type="checkbox"/> Trash receptacles are clean |
| <input type="checkbox"/> Clocks are working | <input type="checkbox"/> Closet door and locks working if applicable |
| <input type="checkbox"/> Employee bulletin board/maps in good condition | <input type="checkbox"/> Fire extinguishers are charged and current |
| <input type="checkbox"/> Correct placement of fire extinguishers | <input type="checkbox"/> Overall condition of Kitchen/dining room |

Bus Wash Weekly Preventative Maintenance

- | | |
|---|---|
| <input type="checkbox"/> Check operation of all proximity switches | <input type="checkbox"/> Test operation of switches on/in panel |
| <input type="checkbox"/> Check levels of soap and/or wax levels | <input type="checkbox"/> Check injection pumps and adjust if need |
| <input type="checkbox"/> Check brushes for foreign objects and debris | <input type="checkbox"/> Check brushes to see all rotate |
| <input type="checkbox"/> Check guide rails for cleanliness and debris | <input type="checkbox"/> Grease bearings on side brushes |

Bus Wash Monthly Preventative Maintenance

- | | |
|--|---|
| <input type="checkbox"/> Check operation of all proximity switches | <input type="checkbox"/> Test operation of switches on/in panel |
| <input type="checkbox"/> Check levels of soap and/or wax levels | <input type="checkbox"/> Check injection pumps and adjust if need |
| <input type="checkbox"/> Check brushes for foreign objects and debris | <input type="checkbox"/> Check to see all brushes rotate |
| <input type="checkbox"/> Check guide rails for cleanliness and debris | <input type="checkbox"/> Grease bearings on side brushes |
| <input type="checkbox"/> Cycle the side brushes and extend/retract | <input type="checkbox"/> Check all nuts and bolts |
| <input type="checkbox"/> Check performance of brushes-1o" filaments | <input type="checkbox"/> Check movement of brushes |
| <input type="checkbox"/> Check electric motors/pumps-stability/operation | <input type="checkbox"/> Replace any worn parts as soon as possible |

Landscape

- | | |
|---|---|
| <input type="checkbox"/> Vegetation condition/overgrown/exposed roots | <input type="checkbox"/> Irrigation system/sprinklerheads direction |
| <input type="checkbox"/> Piping integrity | <input type="checkbox"/> Water runoff conditions |
| <input type="checkbox"/> Free of weeds and invasive plants | <input type="checkbox"/> Overall appearance |

Asphalt and concrete

- | | |
|--|--|
| <input type="checkbox"/> Parking bumper condition and position | <input type="checkbox"/> Striping and pavement signage |
|--|--|

___ ADA accessibility

___ Compliance with codes and standards

___ Edging and curbs condition

___ Potholes, softening/cracking erosion

___ Tripping hazards

___ Signs

___ Message currency and visibility

___ Surface conditions

___ Weed and root encroachment

___ Overall condition

Signage

___ Compliance with codes and standards

___ Accuracy of lettering/numbering-message

___ Hardware conditions

___ Paint conditions

___ Cleanliness

___ Adherence to surface/stable

___ Illumination and location/visibility

___ Overall appearance

General Safety and Security

___ Sign visibility and currency

___ Weed encroachment and trash buildup

___ Fence conditions

___ Overall condition

Locks

___ Secure/security

___ Overall operation

___ Lubrication if applicable

___ Overall condition

Painted Surfaces and Structural Condition

___ Stability and joint conditions for deficiencies

___ Overall condition

HVAC and Heating Systems

___ Overall cleanliness

___ Electrical connection conditions

___ Motor/stability and lubrication

___ Connection conditions

___ Unit operation and noise level

___ Window seal and gasket condition

___ Condensation drain condition

___ Filter condition

___ Mounting stability of housing

___ Oil cup conditions

___ Coil conditions

___ Blower motor operation

___ Equipment cleanliness

___ Flow switch operation

___ Mechanical equipment function

___ Overall condition

Irrigation Controllers

___ Electrical connections

___ Timer accuracy if applicable

___ Piping and ground condition

___ Overall condition

Roofing

___ Support structure integrity/cracks or stains

___ Flashing conditions/deficiencies

___ Surface conditions for deficiencies

___ Subsurface/insulation for moisture

___ Membrane conditions for

___ Plumbing stacks and vents

___ Roof ventilation conditions

___ Skylight conditions/deficiencies

___ Structural conditions/settling of components

___ Roof edging conditions/ (fasteners)

___ Expansion joint conditions/punctures, splits

___ Flat roof conditions/bare areas, cracks

___ Chimney condition if applicable

___ Overall condition

Gutters/roof drains

___ Mounting stability/ bolts, screws and strap

___ Discharge area for proper drainage

___ Joint conditions and stability

___ Roof atrium drains /cleanliness

___ Splash block location

___ Seam and elbow condition

___ Caulking conditions

___ Gutter position toward downspouts

___ Overall condition

Solar panel equipment system

___ Mounting stability/bolts, screws, etc...

___ condition of solar panels/cracks or breaks

___ Electrical connections

___ Dirt and debris accumulation

___ Signs of cell degradation

___ Damaged or frayed cable

___ Voltage and current readings

___ System efficiency

___ Structures blocking sunlight

___ Seal integrity around mounting points

____ Signs of rodent damage

____ Corrosion on components

____ Inverters condition

____ Charge controllers condition

____ Overall condition

Any deficiencies noted on inspection requires a Bus Maintenance Facility Work Order to be filled out and completed Promptly by the individual requesting the work.

Heavy Duty Inground Lift Inspection Sheet

Manuals / Warnings Labels / Capacity Decals			Comments
Check accessibility of the rated load capacity of the lift	Yes	No	
Check accessibility of operating manuals	Yes	No	
Bay Lift			
Confirm that there is adequate clearance around the lift	Yes	No	
Are there any cracks in the floor that may indicate failure of the floor integrity	Yes	No	
Examine all accessible structural components of the lift (including welds) for any signs of fatigue, overloading misuse or abuse	Yes	No	
Superstructure			
Check for debris, corrosion, wear, or damage	Yes	No	
Are adapters in good condition and operate freely	Yes	No	
Are superstructure bolts tight - (Torque to 150 ft. Lbs.)	Yes	No	
Are superstructure - to - jack attachment bolts tight - (Torque to 150 ft. Lbs.)	Yes	No	
Are Moveable Jack u-bolts tightened to [proper torque (35 ft. Lbs.)]	Yes	No	
Trench			
Is there any liquid in the trench (pump out if liquid is present)	Yes	No	
Inspect for debris	Yes	No	
Check roller channel for debris	Yes	No	
Lubricate roller chain, trench chains, sprockets, carriage rollers, and ratchet mechanism	Yes	No	
Lubricate housing door hinges	Yes	No	
Are there any missing or damaged cover plates or shuttle plates	Yes	No	
Do shuttle plates travel smoothly and transition to sub-surface without failure	Yes	No	
Fluid (Cylinder)			
Check fluid for contamination	Yes	No	
Fluid Filling: Factory recommends using a fluid that has a viscosity grade of ISO 32 (SAE 10) with anti-foam, anti-rust, anti-oxidation and anti-air entrainment additives.	Yes	No	
Bleed lift (if needed) (refer to owners manual for instructions)	Yes	No	
Hoses & Cylinders			
Check piping, hoses & cylinders for damage and leaks	Yes	No	
Inspect plungers for rust, burns, scratchers, etc.	Yes	No	
Check plungers for excess movement	Yes	No	

Heavy Duty Inground Lift Inspection Sheet, Con't

Locking Leg			Comments
Remove locking leg and clean out outer pipe	Yes	No	
Inspect and lubricate latch assembly	Yes	No	
Re-install locking leg (Torque to 150 ft. lbs.)	Yes	No	
Inspect and lubricate latch assembly	Yes	No	
Check accessibility of operating manuals	Yes	No	
Seals			
Inspect for leaks	Yes	No	
Are gland bolts tight (Torque to 50 ft. lbs.)	Yes	No	
Tanks			
Check for fluid contamination	Yes	No	
Examine all accessible structural components of the lift (including welds) for any signs of fatigue, overloading misuse or abuse			
Lift Controls			
Inspect for leaks and damage	Yes	No	
Do controls operate freely and smoothly	Yes	No	
Hydraulic Drive			
Inspect for damage	Yes	No	
Check for proper operation forward and reverse	Yes	No	

EMERGENCY ACTION PLAN

CITIES AREA TRANSIT

867 S 48TH St

Grand Forks, ND 58201



March 2025



Cities Area Transit

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WORKPLACE EMERGENCIES

Introduction

This Emergency Action Plan (EAP) establishes guidelines for all reasonably foreseeable workplace emergencies. Because each emergency situation involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

Special Note: Safety and health are the overriding priorities in all emergency situations.
Think before you act and...if you see something, say something!

General Information

Emergencies can be identified as Medical, Fire, Severe Weather, Bomb Threats, Chemical Spills, Terrorist Attacks, Criminal Acts, Extended Power Loss, etc. Personnel should identify these emergencies and report them to the Emergency Coordinator and **CALL 9-1-1** to alert Police.

Assembly Area – Flagpole on the front lawn

Alerting Personnel

The following apply during fires and other workplace emergencies requiring evacuation:

- The fire alarm will be activated, and personnel will calmly evacuate using designated escape routes.
- Personnel will look into rooms as they leave and notify personnel to exit; do not delay your evacuation for this purpose.
- Personnel will assemble and remain in the evacuation Assembly Area. Leaving the group or failing to report to the evacuation Assembly Area can cause unnecessary effort locating personnel believed to be missing.
- Immediately notify the Emergency Coordinator of missing or unaccounted for personnel
- Stay alert and listen for instructions.
- Await guidance to disperse, return to the building or take additional measures.
- In the event of a Medical or other emergency that does NOT require evacuation, **CALL 9-1-1** to alert Police and notify the Emergency Coordinator.

Roles & Responsibilities

Refer to “EAP Position and Personnel Roster”

Authority: Emergency Coordinator and Aides for Persons with Disabilities are responsible only for evacuating personnel out of the building and assisting personnel to the Assembly Area. Building Manager assume responsibility once our personnel exit. Upon their arrival, Emergency Services will assume command.

A. Emergency Coordinator (EC)

Non-Emergency Responsibilities:

- Ensure the dissemination, implementation, and updating of the EAP.
- Review an update EAP annually.
- Ensure personnel are assigned to all EAP positions.
- Conduct exercises as needed to optimize our personnel emergency response.
- Maintain an accurate roster of all employees, which will be updated at least twice a year and upon the arrival of any new personnel.
- The EAP will be maintained in accordance with relevant guidance (OSHA 29 CFR 1910.38) and shall include:
 - Emergency escape procedures and emergency escape route assignments.
 - Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
 - Procedures to account for all personnel following evacuation.

Duties/Responsibilities during an Emergency:

- Coordinate the orderly evacuation of personnel when needed.
- Provide Emergency Response personnel with necessary facility information.
- Upon arrival at the Assembly Area, confirm all personnel are present or are otherwise accounted for.
- Notify Division Director & Emergency Response of unaccounted for personnel.

B. Aide for Persons with Disabilities (APD)

Non-Emergency responsibilities:

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.

Duties/Responsibilities during an Emergency:

- Locate the Mobility Impaired Person(s) and assist them in getting to the designated Assembly Area.

C. All other Personnel

- Understand all information in the EAP.
- Read updates to the EAP when provided.
- Know the names and contact info for personnel serving as the EC/APD, where to find the AED, evacuation routes and procedures, and Assembly Area location.

GENERAL INSTRUCTIONS FOR REPORTING EMERGENCIES

Summon emergency assistance by **CALLING 9-1-1**

Be prepared to provide the following information:

- Your name and location
- Phone number from where the call is being made
- Location of the emergency, including facility name and full address
- Type of emergency:
 - Medical
 - Fire
 - Hazardous Material
 - Criminal Act
 - Bomb Threat
- Other important Information:
 - Number and condition of victims.
 - Location and extent of situation, hazard, fire, etc.
 - Involvement of Hazardous Materials (as available, give product name and/or describe any marking, labels, or placards).
- What is needed

DO NOT HANG UP FIRST. Let emergency personnel hang up first.

After the call, station someone to direct Emergency Response personnel to the scene of the emergency.

MEDICAL EMERGENCIES

Survey the scene; evaluate personal safety issues.

Request assistance (SHOUT FOR HELP)

CALL 9-1-1

Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employees to respond to the victim's location and bring a first aid kit or Automated External Defibrillator (AED).

Location of First Aid Kits and Automated External Defibrillator(s)

First Aid Kit	White wall by employee entrance
Automated External Defibrillator	White wall by employee entrance

Procedures

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

FIRES

Fire Emergency Plan

If a fire is reported, pull the fire alarm (if available and not already activated) to warn occupants to evacuate. Then Dial 9-1-1 to alert Fire Department. Provide the following information

- Business name and street address
- Nature of fire
- Fire location
- Type of fire alarm
- Location of fire alarm
- Name of person reporting fire
- Telephone number for return call

Emergency Coordinator to direct evacuation of personnel

Evacuation Procedures

- Evacuate building along evacuation routes to primary assembly areas outside.
- Redirect building occupants to exits away from the fire.
- Evacuation team to account for all employees and visitors at the Assembly Area.

CHEMICAL SPILLS

The following are locations of:

Spill Containment and Security Equipment: Janitor closet

Personal Protective Equipment (PPE):

MSDS: On white wall by employee entrance

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.)
- Secure the area and alert other site personnel
- Do not attempt to clean the spill unless trained to do so
- Attend to injured personnel and call the medical emergency number, if required
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical spill cleanup.

Name of Spill Cleanup Company: Safety Kleen

Phone Number: 800-323-5040

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering
- Deal with the spill in accordance with the instructions described in the MSDS
- Small spills must be handled in a safe manner, while wearing the proper PPE
- Review the general spill cleanup procedures

ACTIVE SHOOTER AND WORKPLACE VIOLENCE

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

How to respond when an Active Shooter is in your vicinity

1. Evacuate	2. Hide Out	3. Take Action
<ul style="list-style-type: none"> • Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible 	<ul style="list-style-type: none"> • Hide in an area out of the active shooters view • Block entry to you hiding place and lock doors 	<ul style="list-style-type: none"> • As a last resort and only when your life is in imminent danger • Attempt to incapacitate the active shooter • Act with physical aggression and throw items at the active shooter
<p>*****CALL 9-1-1 WHEN IT IS SAFE TO DO SO*****</p>		

How to respond when Law Enforcement arrives on the scene

How you should react when Law Enforcement arrives	
<ul style="list-style-type: none"> • Remain calm and follow officers instructions • Immediately raise hands and spread fingers • Avoid making quick movements towards officers such as attempting to hold on to them for safety 	<ul style="list-style-type: none"> • Avoid pointing, screaming, and/or yelling • Do not stop to ask officer for help or directions when evacuating. Just proceed in the direction from which the officers entered the premises

Information you should provide to Law Enforcement	
<ul style="list-style-type: none"> • Location of active shooter • Number of shooters, if more than one • Physical description of shooter(s) 	<ul style="list-style-type: none"> • Number and type of weapon(s) • Number of potential victims at the location

Bomb Threats

Phone Bomb Threat

- Stay calm – do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by **CALLING 9-1-1**. If supervisor is not present, you make the call.
- Fill out the *Bomb Threat Card* (**See Attachment 2**) to assist responding agency.
- Decision to evacuate the building will be made by law enforcement personnel.
- Take the *Bomb Threat Card* with you if the building is evacuated.

Written Bomb Threat

- Remain calm and leave the message where it is found.
- Do not handle the document any more than necessary to preserve fingerprints and other evidence.
- Do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by **CALLING 9-1-1**. If supervisor is not present, you make the call.
- Do not give information to anyone except supervisor and law enforcement personnel.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek shelter inside. The following are recommended locations for shelter:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
 - When a warning is issued by sirens or other means, seek shelter inside.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.
- Drivers will receive direction from a supervisor if they need to come off the road and return to the bus garage or if they need to seek public shelter (**ATTACHMENT 6**)

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator or the designated official.

Flood:

- Be ready to evacuate as directed by the Emergency Coordinator.
- Follow the recommended evacuation routes.
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.

Blizzard:

- Stay calm and await instructions from the Emergency Coordinator.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.

- Eat and drink. Food provides the body with energy and heat, and fluids prevent dehydration.
- Drivers will receive direction from a supervisor if they need to come off the road and return to the bus garage.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment

- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Potable water lines
 - Toilets

- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

TRAINING

Employee Training

All employees will receive instruction on this Emergency Action Plan as part of new-employee orientation. Additional training must be provided:

- When there are any changes to the plan or facility;
- When an employee's responsibilities change; and
- Annually, as a refresher training

Items for review during the training include:

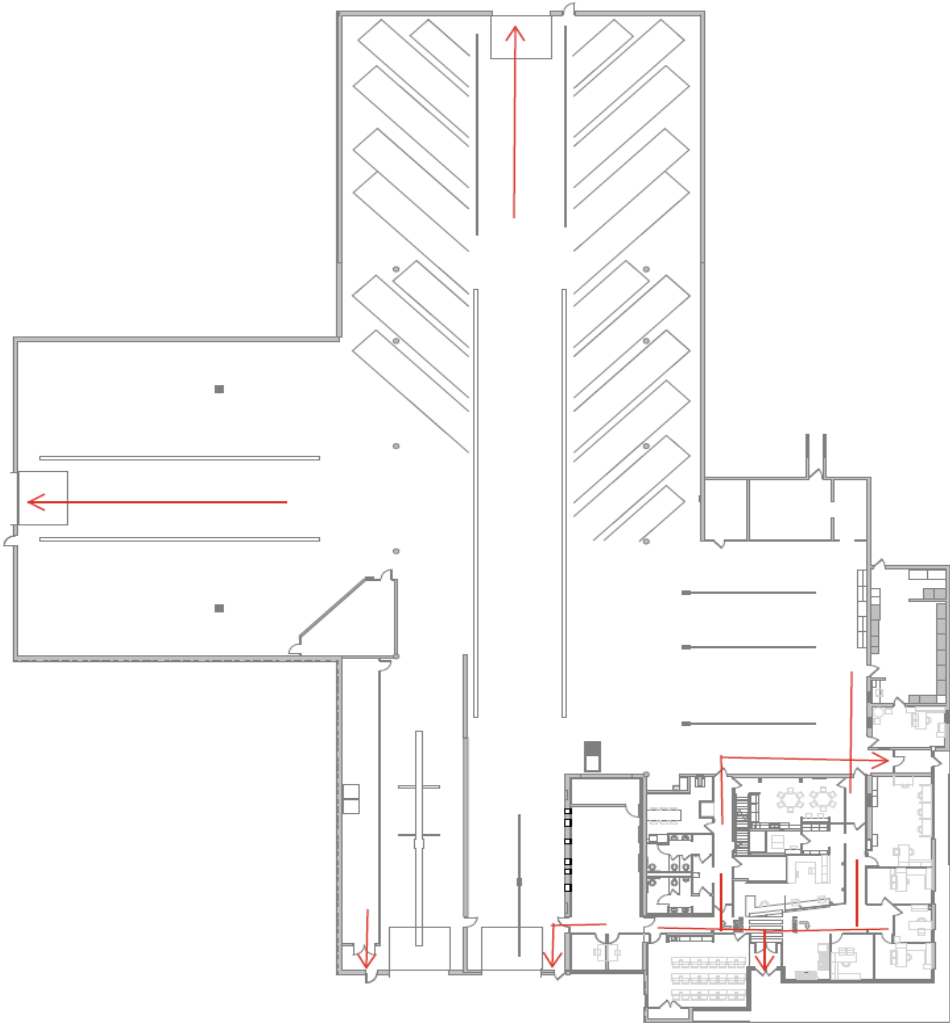
- Fire-prevention practices
- Fire extinguisher locations, usage, and limitations
- Threats, hazards, and protective actions
- Means of reporting fires and other emergencies
- Names of Emergency Plan Coordinators and others who assist
- Individual responsibilities
- Alarm systems
- Escape routes and procedures
- Emergency shut-down procedures
- Procedures for accounting for employees and visitors
- Closing doors
- Sheltering in place
- Severe weather procedures
- Emergency Action Plan availability

PERSONS WITH DISABILITIES

Employee and Supervisor Responsibilities

If you are an employee with a disability, there are critical steps you should take to help ensure that you will be safe during an emergency. First, inform your supervisor if you require assistance in the event of an evacuation. Second, work with your supervisor to develop a plan to ensure your safe evacuation in the event of an emergency. If you do not wish to share your needs with your supervisor, you should review the procedures to be followed in an emergency situation affecting your assigned facility and familiarize yourself with your evacuation route and assembly area.

If you are a supervisor, you are responsible for reviewing your facility's EAP with all employees under your supervision, including those with disabilities, to ensure that each employee clearly understands procedures that must be followed during an emergency event. Be proactive in developing emergency plans to meet the needs of employees with a disability. You should also include your employees with disabilities in the decision-making process when selecting special equipment and developing evacuation procedures in collaboration with your Emergency Coordinator. Ensure the "Aide for Persons with Disabilities" (see Attachment 3) is notified of any employee that may require special assistance in the event of evacuation or emergency.



Emergency Evacuation Route

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Languages
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Division Director:

Name: Dale Bergman

Phone: (701) 746-2590

Emergency Coordinator:

Name: David Tyce

Phone: (701) 746-2591

Assistants to Physically Challenged (If applicable):

Name: Kristi Slominski

Phone: (701) 757-1503

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 9-1-1

PARAMEDICS: 9-1-1

AMBULANCE: 9-1-1

POLICE: 9-1-1

ELECTRIC: Nodak Electric 800-732-4373

WATER: Grand Forks Utility (701) 746-2670

GAS: Xcel Energy 800-895-4999

TELEPHONE: Reliance 800-896-3201

Midco 800-888-1300

FIXED ROUTE PHONE LIST

NAME	PHONE #
ANGIE RUBASH	218-230-4478
BARB BERGUM	218-791-1098
BOB TIBBETTS	406-231-5226
BRADEN TYCE	218-779-5483
BRIAN NORDIN	701-740-6555
CAROL COSTELLO	701-213-8065
DALE BERGMAN	701-740-5895
DARRIN PETERSON	218-207-8576
DAVE BERGUM	218-791-7333
DAVE TYCE	218-779-1437
DAVID DAUCSAVAGE	701-335-9246
DEAN KASSA	701-740-3130
ELORA CARY	218-230-6308
GAVIN OSTER	701-317-5369
GERRY ERMENCE	701-775-0841
JEROMY TYCE	218-779-6997
JOHN FRANK	701-330-2397
JUDY NELSON	701-757-1703
LAURENCE NIZIGYLYLMAN	701-765-4450
MIKE FLATON	218-230-5944
MIKE LEBIECKI	701-226-0742
MIKE MILLER	701-317-4332
NICOLE PAPPENFUSS	701-740-7759
OWEN MRUK	224-281-8555
PETE HURLEY	218-779-2935
PHIL BARTZ	979-476-5668
PHIL RUYBAL	303-809-1843
PRADHUMAN JOSHI	763-528-3831
RANDY KNUTSON	218-779-6548
RANDY SMITH	206-445-3216
RICK GEHL	218-791-3930
ROB NOSS	701-740-6081
ROBERT BUCKLIN	218-779-2799
SHAYNE WATT	701-740-8073
WALI ABDI	701-314-9750
YVONNE BARTZ	979-476-5648
ZANDER HETTWER	701-317-8858

4/11/2025

PARATRANSIT PHONE LIST

NAME	PHONE #
BRETT GNIADEK	331-215-0415
BOB JACQUEMART	701-610-3745
CINDY SANCHEZ	701-610-6790
DAVID ECK	701-610-1086
DUANE HAGEN	701-741-5384
ERIC KNUTSON	507-421-7608
JARROD HILLSTAD	218-431-0540
JEFF LANGEHAUG	701-739-6625
JERRY LOZADA	701-314-3667
JON SWEHLA	701-740-5713
KEITH BENNETT	406-471-6301
KIM DEATS	701-213-2760
KRISTI SLOMINSKI	701-205-7991
LYNN HOLBROOK	701-330-8428
MARCUS BRISSON	701-213-9688
MARK DAUCSAVAGE	701-772-5495
MIKE EMMONS	218-779-3860
MORGAN GEIR	701-741-7931
RENE LASSONDE	701-953-7521
TYLER GOETTIG	612-968-7793
WES DENN	320-247-2527
WILLIE HUOT	701-739-6316

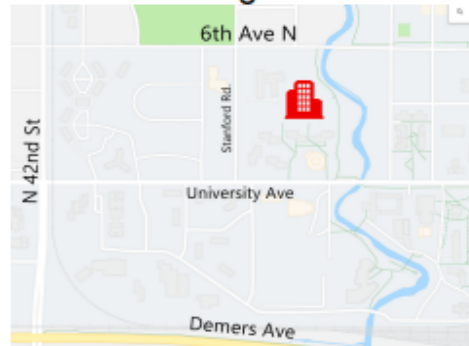
GRAND FORKS STORM SHELTERS

Noren Hall 450 Stanford Rd.

Open During Warnings



Enter Through Main Door

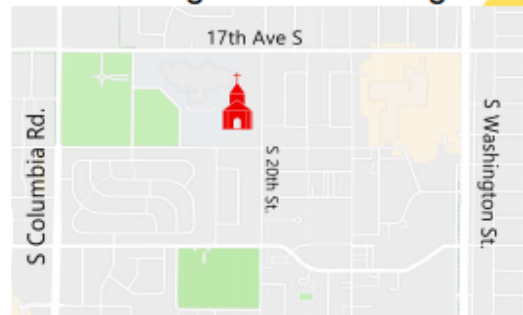


Sharon Lutheran 1720 S 20th St.

Open When Sirens are Sounded



Enter Through Door #3 facing RRHS



BE PREPARED

Have reliable transportation to a shelter

Have your vehicle packed and be ready to leave as soon as you hear the siren

Know where the shelters are and other locations you could seek shelter

Kenneled pets are allowed in the shelters - make sure to have a kennel ready

Bring any medications you may need

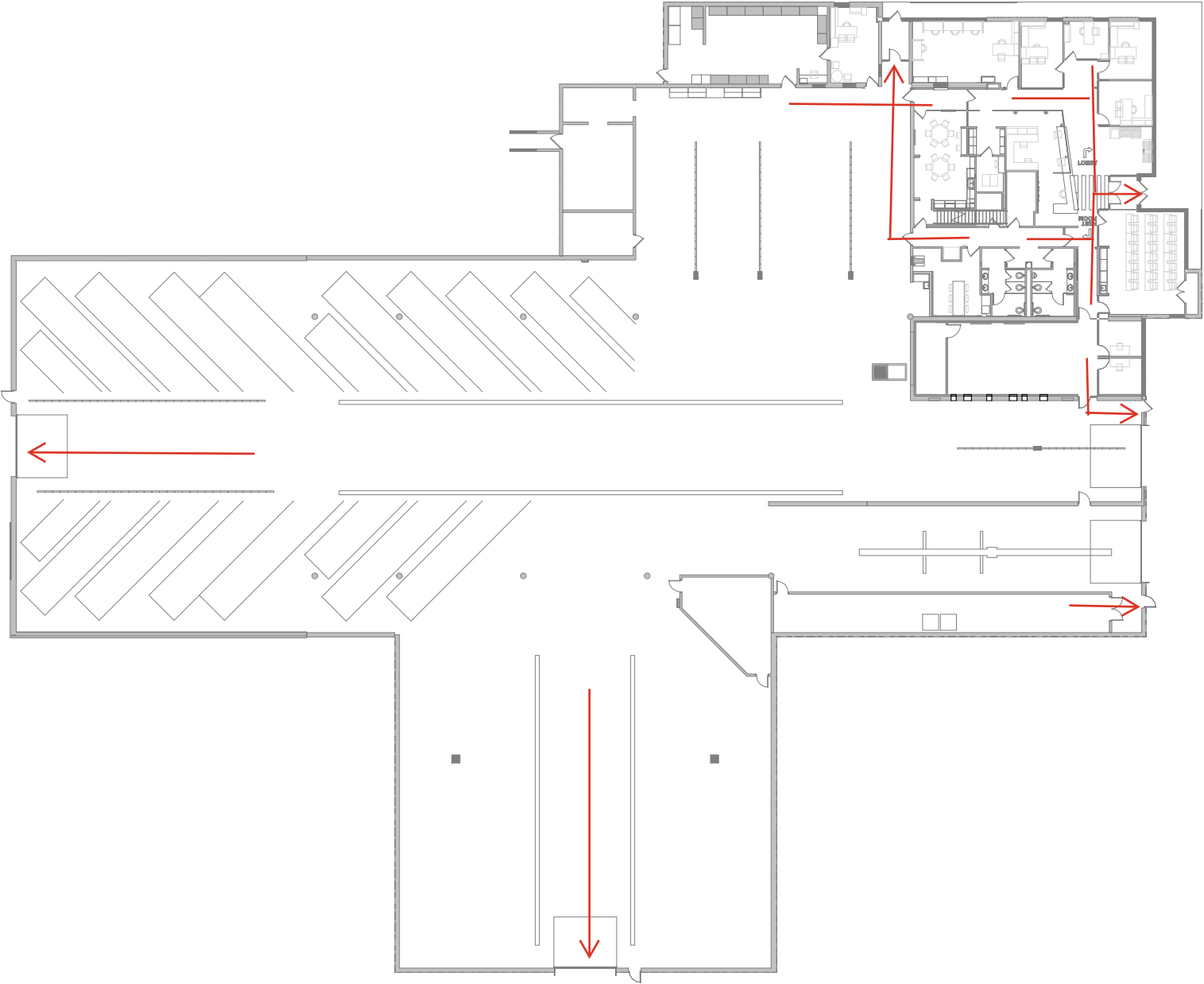
Both Shelters are wheelchair accessible

Make sure to follow us on Facebook

@GrandForksEmerMgmt



Emergency Evacuation Route



Grand Forks North Dakota Cities Area Transit Emergency Evacuation/Security Plan

Introduction: The events of September 11, 2001 have caused Americans everywhere to question their safety and security. People wonder whether they are safe in places that they previously took for granted. The purpose of this Plan is to describe the provisions that have been made to ensure the safe and orderly evacuation of people threatened by hazards.

Purpose: To coordinate the use of transportation resources to support the needs of local governments, voluntary organizations and other emergency support groups requiring transportation by the City of Grand Forks, North Dakota.

General: A Cities Area Transit representative will be available to respond to transportation related requests submitted through the Grand Forks Emergency Operations Center. This person will staff a workstation at the EOC to assure transportation support is activated or on alert as required.

Situation and Assumptions: This section addresses the unknowns of the emergency situation that are associated with evacuation. Assumptions made should focus on the estimated operational situations under disaster conditions, cover unanticipated contingencies, and establish the parameters within which the planning for evacuation will take place. Typical are assumptions that:

- Some people will refuse to evacuate, regardless of the threat.
- Generally, between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- The Cities Area Transit Director working closely with the EOC will designate evacuation routes.
- Evacuation of people at risk for emergency situations occurring with little or no warning will be implemented on an *ad hoc* basis. The individual responsible for implementation should be the Cities Area Transit Director working with the EOC.

**Request for
Emergency
Transportation**

All requests for emergency transportation will include the following information:

- Agency requesting assistance.
- Type and number of vehicles requested.
- Purpose of transportation.
- Reporting location.
- Name of transportation coordinator at the emergency/disaster site.
- Radio frequency/net/phone for contact, if available.

NOTE: During mass evacuations, transportation priorities will be given to hospitals, nursing homes and people with special needs. Public transportation will also be provided to citizens who have no other way to proceed from evacuation zones to public shelters.

**Post-disaster
Transportation**

In the post-disaster timeframe, emergency transportation will be used for:

- The return of patients to hospitals and nursing homes.
- The return of evacuees from public shelters to homes.
- The movement of disaster victims to recovery centers.
- The delivery of people, supplies and equipment to disaster areas.
- Other transportation requirements deemed necessary by the EOC Director.

Hospital Patients

Hospitals must plan for transportation to evacuate their patients and necessary equipment and supplies. Hospitals must have agreements with transportation providers if they do not have sufficient internal transportation assets to evacuate their facility. If an evacuating hospital determines that sufficient transportation is not available, request for transportation support can be submitted to the EOC. The primary modes of transportation support available for emergency operations by Cities Area Transit for hospitals include transit buses and paratransit vans.

People with Special Needs

- Evacuation of people with special needs will be accomplished primarily with wheelchair accessible vehicles, owned or contracted by the city. Most people with special needs will be transported to Special Needs Shelters or regular Red Cross shelters depending on their health/medical condition. A relatively small amount of people may be transported to residences (provided they are out of designated flood zones).
- Nursing homes, Assisted Living Facilities (ALFs) and other residential health care facilities must have current agreements with transportation providers if they do not have sufficient internal transportation assets to evacuate their facility. If a facility determines that sufficient transportation is not available at time of disaster, transportation support may be coordinated with the EOC.

NOTE: Transportation providers must keep detailed records of all personnel/vehicle activities. Suggested information includes number of passengers, dates and times, operator numbers, vehicle numbers, departure/destination location, mileage per day devoted to disaster activities. Support staff hours must also be documented. The EOC will issue specific instructions regarding the return of passengers to their departure locations. Cities Area Transit personnel should continue to keep detailed records on return of evacuees.

Emergency Contacts

Dale Bergman, Transportation Director

Work: (701) 746-2590

Cell: (701) 740-5895

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kslominski@grandforksgov.com

David Tyce, Operations Supervisor

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dtyce@grandforksgov.com

Peter Hurley, Lead Mechanic

Work: (701) 757-1505

Cell: (218) 779-2935

phurley@grandforksgov.com

**Metro Transit
Center and Bus
Garage:**

Bus Garage	701-746-8108
FAX	701-746-2582
Bus Information (MTC)	701-746-2600

Web Address: www.grandforksgov.com/bus

Summary:

Please be assured that Cities Area Transit employees are thoroughly trained to respond to emergency situations. Please cooperate with them, remain as calm as possible, and act quickly when appropriate personnel have given you instructions. Show your patriotism by helping us keep America's Transit System safe and secure.