

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE WHOLE

COMMITTEE MEMBERS

EVAN BRANNING – CHAIR
JEAN JOSEY

KARLA BROWN – VICE CHAIR
DAVID HAUBERT

DATE: Monday, May 22, 2023

PLACE: LAVTA Offices, Diana Lauterbach Room,
1362 Rutan Court, Suite 100, Livermore, CA

TIME: 4:00p.m.

TELECONFERENCE LOCATIONS

Scott Haggerty Heritage House
4501 Pleasanton Avenue
Pleasanton CA. 94566

Agenda Questions: Please call the Front Desk at (925) 455-7555 or send an email to frontdesk@lavta.org

Documents received after publication of the Agenda and considered by the Projects and Services Committee in its deliberation will be available for inspection only via electronic document transfer, due to the COVID-19 outbreak. See the COVID-19 provisions outlined below. Please call or email the Executive Director during normal business hours if you require access to any such documents.

MEETING PROCEDURE

This Projects and Service Committee meeting will be conducted in person and on the web-video communication platform, Zoom. In order to view and/or participate in this meeting remotely, members of the public will need to download Zoom from its website, www.zoom.us.

We encourage members of the public to access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment. It is recommended that anyone wishing to participate in the meeting remotely complete the download process before the start of the meeting.

Public comments will also be accepted via email until 1:00 p.m. on Monday, May 22, 2023 at frontdesk@lavta.org. Please include “Public Comment – 5/22/2023” and the agenda item in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

There will be zero tolerance for any person addressing the Committee making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting.

How to listen and view meeting video:

- From a PC, Mac, iPad, iPhone or Android device click the link below:
<https://zoom.us/j/85868238171>
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- To supplement a PC, Mac, tablet or device without audio, please also join by phone:
Dial: 1 (669) 900-6833
Webinar ID: 858 6823 8171
Passcode: 622062

To comment by video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.

- Livestream online at: [Livermore Amador Valley Transit Authority YouTube Channel](#)

No option to make Public Comment on YouTube live stream.

How to listen only to the meeting:

- For audio access to the meeting by telephone, use the dial-in information below:
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*Please note to submit public comment via telephone dial *9 on your dial pad. The meeting’s host will be informed that you would like to speak. If you are chosen, you will be notified that your request has been approved and you will be allowed to speak. You will then dial *6 to unmute when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

To submit written comments:

- Provide public written comments prior to the meeting by email, to frontdesk@lavta.org

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, May 22 2023 to frontdesk@lavta.org. Please include “Public Comment – 5/22/2023” and the agenda item to which your comment applies in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction

1. Call to Order and Pledge of Allegiance

2. Roll Call of Members

3. Meeting Open to Public

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

4. Minutes of the March 27, 2023 Meeting of the P&S Committee.

Recommendation: Approval

5. Approval of Updated Public Transportation Agency Safety Plan

Recommendation: Staff recommends the Project & Services Committee refer Resolution 16-2023 to the Board of Directors for approval of the LAVTA updated PTASP document.

6. Preview of Upcoming P&S Committee Agenda Items

7. Matters Initiated by Committee Members

8. Next Meeting Date is Scheduled for: June 26, 2023

9. Adjourn

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.

/s/ Jennifer Suda

LAVTA Administrative Services Department

5/18/2023

Date

On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:

*Executive Director
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Fax: 925.443.1375
Email: frontdesk@lavta.org*

AGENDA

ITEM 4



MINUTES OF THE MARCH 27, 2023
LAVTA PROJECTS AND SERVICES COMMITTEE MEETING

1. Call to Order

Without objection the Committee nominated Brittnei Kiick to be the Chair Pro Tem.

Approved: Testa/Haubert
Aye: Testa, Hernandez, Kiick, Haubert
No: None
Abstain: None
Absent: None

Committee Chair Pro Tem Brittnei Kiick called the meeting to order at 4:02pm.

2. Roll Call of Members

Members Present

Melissa Hernandez, City of Dublin
Brittnei Kiick, City of Livermore
David Haubert, Alameda County
Julie Testa, City of Pleasanton

3. Meeting Open to Public

No comments.

4. Minutes of the February 27, 2023 Meeting of the P&S Committee.

Approved: Haubert/Hernandez
Aye: Testa, Hernandez, Kiick, Haubert
No: None
Abstain: None
Absent: None

5. Wheels Service to the 2023 Alameda County Fair

The Projects and Services Committee recommended forwarding to the LAVTA Board of Directors to operate a dedicated shuttle during the 2023 Alameda County Fair.

Approved: Haubert/Hernandez
Aye: Testa, Hernandez, Kiick, Haubert
No: None
Abstain: None
Absent: None

6. Preview of Upcoming P&S Committee Agenda Items

7. Matters Initiated by Committee Members

None.

8. Next Meeting Date is Scheduled for: April 24, 2023

9. Adjourn

Meeting adjourned at 4:06pm

AGENDA

ITEM 5



STAFF REPORT

SUBJECT: Approval of Updated Public Transportation Agency Safety Plan
FROM: Mike Tobin, Director of Operations
DATE: May 22, 2023

Actions Requested

Staff requests the Projects and Services Committee forward the updated Public Transportation Agency Safety Plan to the Board for approval.

Background

In keeping with LAVTA's organizational focus on safety, staff have developed a robust safety and security program implemented in partnership with both our transit operations contractor and our paratransit contractor.

The Federal Transit Administration (FTA) requires that public transportation systems receiving federal funds develop a Public Transportation Agency Safety Plan (PTASP) that includes the processes and procedures to implement a Safety Management System (SMS). An SMS is a comprehensive approach to bringing management and labor together to control risk better, detect and correct safety problems earlier, and measure safety performance more precisely. The rule (49 CFR Part 673) went into effect on July 19, 2019 with a compliance date of July 20, 2021.

In preparation for the initial deadline, LAVTA prepared a PTASP that underwent multiple FTA reviews to ensure compliance, and which was approved by the LAVTA Board of Directors in December 2019 was submitted to the Metropolitan Transportation Commission (MTC) on March 19, 2020, to fulfill the requirement. This plan formalizes and codifies LAVTA existing safety practices and contractor oversight related to safety in one comprehensive document as well as incorporates the safety plans of the fixed-route and paratransit contractors. The PTASP is not required to be updated unless there are major changes, but it must be reviewed at least annually. LAVTA's PTASP can be viewed on the Wheels website under the "Reports" section or by using the following link: https://wheelsbus.com/wp-content/uploads/2023/05/LAVTA-Agency-Safety-Plan-May-2023-FINAL_Reduced.pdf

The PTASP is based on the SMS approach, which includes four key pillars:

1. Safety Management Policy
2. Safety Risk Management
3. Safety Assurance
4. Safety Promotion

The regulation calls for agencies to prioritize areas of primary safety; the basic requirement is that each agency track and manage the following:

- Total number and rate of Injuries per total vehicle revenue mile;
- Total number and rate of Fatalities per total vehicle revenue mile;
- Total number and rate of Safety Events per total vehicle revenue mile; and
- Mean Distance between Major Mechanical Failures

Discussion

LAVTA has completed the annual review of the PTASP and made some updates to address the change in the Accountable Executive and Chief Safety Officer and the annual safety performance targets were also updated to reflect a rolling average of the last 5 years of LAVTA’s safety performance data, based on FTA’s suggested methodology (see Table 1 below).

Safety Performance Targets							
<i>Annual safety performance targets below based on an average of the previous 5 years of LAVTA’s safety performance data (2018 through 2022).</i>							
Mode of Transit Service	Fatalities (total)	Average Annual Fatalities (per 100 thousand VRM)	Injuries (total)	Average Annual Injuries (per 100 thousand VRM)	Safety Events (total)	Average Annual Safety Events (per 100 thousand VRM)	Average Annual System Reliability (VRM / failures)
Fixed Route Bus	0.00	0.00	0.75	0.05	2.00	0.10	20,851.95
ADA / Paratransit	0.00	0.00	0.40	0.14	0.00	0.00	67,052.52

Table 1 Safety Performance Targets

Furthermore, the FTA on April 26, 2023 issued a Notice of Proposed Rulemaking to update the PTSAP rule that would incorporate explicit statutory changes in the Bipartisan Infrastructure Law (BIL) that was passed in late 2021.

The required changes include the following:

- Establishing safety committees with equal numbers of frontline transit worker and management representatives to address concerns from workers and riders.
- Creating risk reduction programs to reduce accidents, injuries, and assaults on transit workers, and establishing annual targets based on measures FTA will establish in the National Public Transportation Safety Plan.
- Agency Safety Plan must include strategies to minimize exposure to infectious diseases, consistent with guidance from the Centers for Disease Control and Prevention or a state health authority.
- Agencies must incorporate “de-escalation training” for frontline workers into their safety training programs.

Safety Committees

The Safety Committee component was already outlined in the PTASP as consisting of both frontline employees and management staff and was updated last year to ensure that an equal number of representatives from each party are present. The current iteration of the PTASP was updated to require that the Safety Committee reviews and approves any updates that are made to the PTASP.

Risk Reduction

LAVTA staff is currently in the process of implementing an innovative cloud-based software system that enables employees to conveniently report hazards online. This system plays a crucial role in the FTA's SMS program, which focuses on effective risk management in public transportation.

With the new software, LAVTA staff can efficiently track and assess each reported hazard, determining its level of risk. This assessment involves a comprehensive evaluation to gauge the potential impact and likelihood of the hazard occurring. By thoroughly analyzing these factors, staff can assign an appropriate risk mitigation plan tailored to address the specific hazard.

Goals specific to Bus Operator Assaults

Additional efforts toward mitigating bus operator assaults are currently under review with staff and expected to be presented to the board later in 2023. Two specific areas are the proposed adoption of a Code of Conduct and Exclusion Policy, as well as the implementation of new de-escalation training for all current bus operators through its insurance provider Cal-TIP. This training will also be incorporated into the onboarding process for new drivers and will assist drivers by giving them the tools to effectively deal with high stress situations and unruly passengers, thereby increasing their overall safety.

Minimizing Exposure to Infectious Diseases

Finally, the PTASP was updated last year to document LAVTA's ongoing strategies to minimize exposure to infectious diseases. Throughout the COVID-19 pandemic, LAVTA implemented a number of strategies and initiatives that went above and beyond guidelines provided by CDC, Cal/OSHA, and local health authorities. In addition to health checks for symptoms of COVID, social distancing, and mask mandates directed by health authorities, LAVTA had transit vehicles, properties, and high-touch surfaces fogged or disinfected daily. Extra standby vehicles were also prepared in case passenger loads got too high and passengers need to wait for the next pickup. Hand sanitizer stations, continuous on-board air purification systems, and driver germ barriers were installed, as well as implementation of remote meetings and work-from-home policies based on monitoring the rises in COVID cases. Per the FTA requirement, LAVTA will also begin utilizing data from the CDC and Cal/OSHA as a source of hazard identification.

Recommendation

Staff recommends the Project & Services Committee refer Resolution 16-2023 to the Board of Directors for approval of the LAVTA updated PTASP document.

Attachments:

1. PTASP Resolution 16-2023
2. PTASP PowerPoint Presentation

RESOLUTION NO. 16-2023

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY ADOPTING THE UPDATED
LAVTA PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

WHEREAS the Federal Transit Administration (FTA) requires that public transportation systems receiving federal funds develop a Public Transportation Agency Safety Plan (PTASP) that includes the processes and procedures to implement a Safety Management System (SMS); and

WHEREAS the PTASP is a required document that must be reviewed at least annual and updated if necessary; and

WHEREAS LAVTA has updated the PTASP to comply with new requirements of the Bipartisan Infrastructure Law;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors to adopt LAVTA's revised PTASP.

APPROVED AND PASSED this 5th day of June 2023.

David Haubert, Chair

ATTEST:

Christy Wegener, Executive Director

Public Transportation Agency Safety Plan (PTASP) Update

Staff Presentation
Mike Tobin (Chief Safety Officer)

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Background

- FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule in July 2018, requiring Transit Agencies to develop safety plans that include Safety Management Systems (SMS) with processes and procedures
- The deadline to have a PTASP in place was July 21, 2021. Our plan was first approved by the Board in December 2019 and annually we continue to review and make any necessary updates.
- Notice of Proposed Rulemaking (NPRM) proposes to amend the Public Transportation Agency Safety Plans (PTASP) regulation at 49 CFR part 673 with new requirements that would incorporate explicit statutory changes in the Bipartisan Infrastructure Law

Objectives of PTASP

- Implement SMS in a manner that meets LAVTA's safety performance targets and objectives.
- Establish meeting or committee structure necessary for LAVTA to ensure that safety information moves up, down, and across the agency.
- Meet or exceed federal and state requirements in all areas of safety.
- Enforce procedures and requirements that integrate safety into decision-making and operations

Four Pillars of a Safety Management System



**Safety Management
Policy**

**Risk
Management**

**Safety
Assurance**

**Safety
Promotion**

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Changes to PTASP

- Safety Committee must consist of an equal number of frontline employee and management representatives.
- Cooperation with frontline transit worker representatives (includes Safety Committees)
- De-escalation training
- Document strategies to minimize exposure to unsafe conditions and infectious diseases, consistent with guidelines of the CDC or State health authority
- Changes in Accountable Executive & Chief Safety Officer
- Update Safety Performance Targets

Employee Safety Reporting Program (ESRP)

If YOU know there's a HAZARD...



...make sure EVERYONE knows.

PLEASE HELP MAKE OUR WORK ENVIRONMENT SAFER FOR EVERYONE.

Scan the QR code or type in the website address to access the Hazard/Risk Report form. Reporting may be anonymous.

Validated safety hazards reported are eligible for a gift card (*name required*) as a token of our appreciation for your efforts!



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LAVTA

Read About Policy

Anonymous

Name

Email

Phone

Request feedback
 Yes No

Work Location
In Specific, include Work Location and Department

Type
-Select Type-

Safety Issue/Suggestion
Describe Hazard or Safety Suggestion in detail, be sure to include any specific details related to the issue

Where is it happening?
In Specific, include exact building, area, facility name, stop, street location, vehicle #

When is it happening?
Fill in a specific time of day, please add the abbreviation "morning/even", "all the time", "weekend" or "N/A"

What "benefit" is expected? if suggestion is implemented?
Specify if the proposal is applied to a major route area, vehicle stop, or provide a better work environment

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PTASP

- Agency Safety Plan can be viewed on the Wheels website:
- https://wheelsbus.com/wp-content/uploads/2023/05/LAVTA-Agency-Safety-Plan-May-2023-FINAL_Reduced.pdf

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Staff Recommendations

- Staff requests the Projects and Services Committee forward the updated Public Transportation Agency Safety Plan to the Board for approval.

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Questions?



AGENDA

ITEM 6



LAVTA COMMITTEE ITEMS - June 2023 - October 2023

Projects & Services Committee

June

Minutes

Wheels In Motion Update

Clipper Start Program Extension

Action Info

X

X

X

July

Minutes

*Typically July committee meetings are cancelled

Action Info

X

August

Minutes

Fixed Route Customer Satisfaction Survey

Action Info

X

X

September

Minutes

Action Info

X

October

Minutes

Winter Service Changes (effective February)

Action Info

X

X