



Mayor Timothy M. Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

April 24, 2020

TO: Pat Davis, President, City Council

FROM: Timothy M. Keller, Mayor 

SUBJECT: Approval of the 2020 Public Transportation Agency Safety Plan

The Federal Transit Administration (FTA) of the U.S. Department of Transportation requires any state or local governmental authority or any other operator of a public transportation system that receives Federal financial assistance under 49 U.S.C Chapter 53 to have a Public Transportation Agency Safety Plan in place by July 20, 2020. Over the past year, the Transit Department has created this plan using the FTA's template. The plan includes all elements required by the FTA.

The FTA requires Council approval of the PTASP as part of plan certification process. If the Council does not approve the plan, the FTA will no longer provide financial assistance to the City under 49 U.S.C. Chapter 53.

Cover Analysis

1. What is it?

A request for approval of the Transit Department's Public Transportation Agency Safety Plan (PTASP) as required by the Federal Transit Administration (FTA) under 49 U.S.C. SS 5329, for any state or local governmental authority or any other operator of a public transportation system that receives Federal financial assistance under 49 U.S.C. Chapter 53.

2. What will this piece of legislation do?

This resolution will approve the Transit Department's Public Transportation Agency Safety Plan (PTASP) so it will be ready for FTA review before the July 20, 2020 deadline.

3. Why is this project needed?

The Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) requires the City of Albuquerque, as a recipient of FTA grant funds, to develop a safety plan that include the processes and procedures necessary for implementing Safety Management Systems (SMS). The final rule, effective July 19, 2019, requires each transit operator to certify that it has a safety plan meeting the requirements of the rule by July 20, 2020. The Transit Department has created this plan using the template provided by FTA and has incorporated all required plan elements. The FTA requires City Council approval of the PTASP as part of plan certification process. If the Council does not approve the plan, FTA will not provide grant funding to the City.

4. How much will it cost and what is the funding source?

There is no additional cost to the City.

5. Is there a revenue source associated with this Plan? If so, what level of income is projected?

None.

FISCAL IMPACT ANALYSIS

TITLE: Approval of the Public Transportation Agency Safety Plan

R: O:
 FUND: 661
 DEPT: Transit

X No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.

(If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2020	2021	2022	Total
Base Salary/Wages	-	-	-	-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses	-	-	-	-
Property	-	-	-	-
Indirect Costs 1.79%	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
[x] Estimated revenues not affected				
[] Estimated revenue impact				
Amount of Grant	-	-	-	-
City Cash Match	-	-	-	-
City Inkind Match	-	-	-	-
City IDOH*	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -

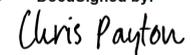
*The IDOH is part of the overall budget and will be billed by grant based on cost share ratio.

Number of Positions created: 0

COMMENTS: The Federal Transit Administration (FTA) of the U.S. Department of Transportation requires any State, local governmental authority, or any other operator of a public transportation system that receives Federal financial assistance under 49 U.S.C Chapter 53 to have a Public Transportation Agency Safety Plan in place by July 20, 2020. During the past year the Transit Department has created this plan using the FTA's template and including all FTA required elements.

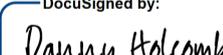
COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

DocuSigned by:

 5/21/2020
9AB42E444E1E456...

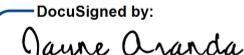
FISCAL ANALYST

APPROVED:

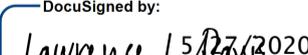
DocuSigned by:

 5/27/2020
53306160F463424...

DIRECTOR

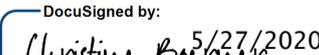
REVIEWED BY:

DocuSigned by:

 5/27/2020
540A07D83A354C7...

EXECUTIVE BUDGET ANALYST

DocuSigned by:

 5/27/2020
BD22ED7BFD9344E...

BUDGET OFFICER (date)

DocuSigned by:

 5/27/2020
E02C282349CC47D...

CITY ECONOMIST

City of Albuquerque Public Transportation Agency Safety Plan

(Based on FTA Template for Bus Transit)

Version 1, issued 07/19/18

The Federal Transit Administration (FTA) is providing the *Public Transportation Agency Safety Plan Template for Bus Transit* and accompanying *Reference Guide* to assist with the development of a Public Transportation Agency Safety Plan (Safety Plan) for bus transit modes. Use of this template is voluntary. The template and reference guide are intended for use by States and operators of public transportation systems that are required to draft a Safety Plan in accordance with 49 C.F.R. Part 673 (Part 673). The full text of Part 673 is available at <http://www.transit.dot.gov/PTASP>.

Certain requirements in Part 673 do not apply to small public transportation providers¹. The relevant sections in this template are noted in red to indicate where requirements differ. Transit operators that are subject to Part 673 may choose to include additional sections beyond what is required in Part 673.

Under Part 673, a transit agency is required to maintain documents that describe its Safety Plan, including those related to implementation and results from processes and activities. Also, a transit operator may have existing documentation that describes processes, procedures, and other information required in Part 673. You may reference these documents in your Safety Plan by specifying the document names and locations within the appropriate sections of the plan.

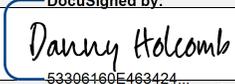
1. Transit Agency Information

Transit Agency Name	City of Albuquerque Transit Department (ABQ RIDE)		
Transit Agency Address	100 1 st Street SW Albuquerque, New Mexico 87102		
Name and Title of Accountable Executive	Danny Holcomb, Director		
Name of Chief Safety Officer or SMS Executive	Martin Garcia, Risk Management Safety Compliance Specialist		
Mode(s) of Service Covered by This Plan	DR, MB, RB	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5309, 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	DR, MB, RB		

¹ A small public transportation provider is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. § 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system. 49 C.F.R. § 673.5.

Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Description of Arrangement(s)	Bernalillo County: pays for ABQ RIDE to provide service on routes that leave the City boundaries within the County. Rio Metro: pays for ABQ RIDE to provide service on routes that provide service in Rio Rancho.
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	Bernalillo County One Civic Plaza NW, 10th Floor, Albuquerque, NM 87102 Rio Metro Regional Transit District 809 Copper Ave. NW Albuquerque, NM 87102			

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	City of Albuquerque Transit Department (ABQ RIDE)		
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature	
	<small>DocuSigned by:</small>  53306160E463424...	5/27/2020	
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval	
	Albuquerque City Council	<i>Pending</i>	
	Relevant Documentation (title and location)		
	<i>Pending resolution of approval; will be available online.</i>		
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification	
	Esteban A. Aguilar Jr., City Attorney	<i>Pending Council Approval</i>	
	Relevant Documentation (title and location)		
	City of Albuquerque's FTA Certifications and Assurances filed on TrAMS (<i>pending</i>)		

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.0	All	Initial plan	4/21/2020

Annual Review and Update of the Public Transportation Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

The Department's Accountable Executive, Chief Safety Officer, and agency leadership meet periodically throughout the year to review the implementation status of the plan and consider the need for changes or updates. This review includes examination of the safety performance assessment including safety performance targets, progress toward achieving those targets, and whether any adjustment to the targets is warranted for the following year. In addition, the review includes whether any changes are warranted to the safety management policy, risk management process, safety assurance activities, and safety promotion program. Any changes and updates are completed by the end of June when the Department's fiscal year ends and are approved by the Accountable Executive and the City Council.

3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Mode of Transit Service	Fatalities		Injuries		Safety Events		System Reliability Avg. Miles Between Major Mech. Failures
	Annual Total	Rate Per 100,000 Revenue Miles	Annual Total	Rate Per 100,000 Revenue Miles	Annual Total	Rate Per 100,000 Revenue Miles	
DR	0	0	26	1.2	12	0.6	1,040,000
MB	0	0	125	2.3	81	1.5	17,500
RB	0	0	30	2.9	20	2.0	18,500

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

The Department communicates its goals to the Mid-Region MPO and the New Mexico Department of Transportation's Transit and Rail Division and discusses the selection of State and MPO safety performance targets with those entities.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
		New Mexico Department of Transportation
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Mid-Region MPO	

4. Safety Management Policy

<p>Safety Management Policy Statement</p> <p><i>Include the written statement of safety management policy, incorporating safety objectives.</i></p>	
<p>The City of Albuquerque Transit Department is committed to maintaining and promoting a safe, healthy and injury-free environment for its employees and the public. This policy endorses efforts which ensure safety and health by emphasizing incident and accident prevention and the control of risks in the Department's operations. No task is so important and no service so urgent that it cannot be done safely.</p> <p>Goal: To assure the safety of the Department's employees, riders, and other members of the public.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Develop a safety culture that encourages employees to recognize the importance of safety and to incorporate safety as a paramount goal in carrying out their duties and to identify and report potential safety hazards. • Clearly define for all employees their accountabilities and responsibilities for delivering safe transit service. • Minimize risks associated with the Department's operations to a point that is as low as reasonably achievable. • Actively develop, monitor and improve safety processes to maintain and continuously improve safety performance over the long term. • Ensure that all staff are provided with adequate and appropriate safety information and training to achieve competency in safety matters commensurate with their duties. <p>A systematic process is necessary to integrate tools with a management led approach that effectively assesses the dynamics of the work environment, workplace safety, and the transit system as it operates in the field. Other mechanisms include employee involvement, worksite analysis, hazard prevention, control, and training.</p>	
<p>Safety Management Policy Communication</p> <p><i>Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.</i></p>	
<p>The Department disseminates this policy through posters at work reporting locations and in new-employee training. The policy is also available on the Department's internal website. Periodic reminders are posted on the Department's internal display system which alerts employees to important current information.</p>	
<p>Authorities, Accountabilities, and Responsibilities</p> <p><i>Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).</i></p>	
<p>Accountable Executive</p>	<p>As Accountable Executive, the Department Director has ultimate accountability and responsibility for the ensuring the implementation of this plan. The Director has the authority to direct all staff in the Department to perform their roles in the plan's implementation and can reassign tasks as needed.</p>
<p>Chief Safety Officer or SMS Executive</p>	<p>The Chief Safety Officer (CSO) has responsibility for ensuring that the plan is implemented on a day-to-day basis. The CSO is responsible for and authorized to:</p> <ul style="list-style-type: none"> • Assist in the formulation of safety and health policies. • Provide safety and health related technical services. • Monitor the effectiveness of this plan including collecting information from Department staff and preparing updates on progress to meeting safety performance targets. • Investigate safety events to identify root causes, identify hazards, assess risks and recommend mitigations, including working with the Department's Safety Committee. Coordinate tracking of risk mitigation efforts and their efficacy. • Inspect facilities for hazards and/or adherence to safety-related procedures. • Develop and assist in the implementation of safety programs.

	<ul style="list-style-type: none"> • Provide training materials, assistance, and programs on safe work practices. • Consult with employees, supervisors and the public about safety and health topics. • Disseminate information to the Transit community on legal requirements of appropriate federal, state and City rules and regulations. <p>The CSO is accountable for plan updates and monitoring to be approved by the Department Director.</p>
<p>Agency Leadership and Executive Management</p>	<p>Department Managers All Managers, Assistant Managers, Supervisors and Department Leads are responsible for:</p> <ul style="list-style-type: none"> • Ensuring that facilities and equipment provided meet requirements for a safe work environment as defined by applicable rules, regulations and standards and this plan; • Ensuring individuals under their management have the authority, training, and support to implement this plan. • Establishing procedures to implement safety policies • Establishing procedures for dissemination of policies and other safety-related information. <p>They have authority to draft standard operating procedures (subject to Director approval), to provide training to their subordinates, and to conduct discipline as appropriate per the City's Personnel Rules and Regulations to ensure their subordinates implement all elements of this plan. They are accountable for ensuring their respective areas work in good faith to implement this plan.</p>
<p>Key Staff</p>	<p>Human Resources Manager In addition to the management responsibilities above, the HR Manager is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that this Plans' policy statement and any related documents are reviewed with all employees upon hire. • Understanding safety rules are work rules when counseling supervisors on non-compliance safety matters. Ensure that employees are accountable for their actions through a progressive disciplinary action plan. • Partnering with the Chief Safety Officer, Trainers, and Risk Management in the implementation of this plan and any subsequent training that may be needed. <p>The HR Manager is accountable for the distribution of established safety materials to new employees and is authorized to direct staff as needed in conducting any disciplinary process related to ensuring this plan is carried out.</p> <p>Trainers The Operations Division's Trainers are responsible for training new Motor Coach Operators, Sun Van Chauffeurs, and vehicle maintenance staff on the Department's standard operating procedures, including related safety procedures. They also provide refresher trainings as needed and retraining as required per policy. They are authorized to decide when trainees are ready to take on their regular duties and are accountable to their respective division managers (Operations and Maintenance) for providing the required training.</p> <p>Safety Compliance Specialist The Safety Compliance Specialist is responsible for providing assistance to the CSO including:</p> <ul style="list-style-type: none"> • Assist in the formulation of safety policies and the monitoring of their effectiveness. • Investigate safety events for root causes as well as other identified hazards, assess risks and recommend mitigations. Assist with tracking of risk mitigation efforts and their efficacy. • Inspect facilities or procedures for hazards and/or adherence to safety-related procedures. • Develop and assist in the implementation of safety programs and training. • Consult with employees, supervisors and the public about safety and health topics. • Disseminate information to the Transit community on safety topics. <p>The Safety Compliance Specialist is accountable to the Director of the Finance and Administrative Services Department for assisting the Transit Department in reducing safety-related risks.</p>

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

The Department has developed a procedure for all employees and contractors to report safety conditions that could include hazards, potential consequences, or any other information relevant to safety. The safety reporting program is an important source of safety information and is intended to help the Accountable Executive and other senior managers receive this information from across the Department.

The Department provides paper forms for all employees or contractors to use to submit safety concerns or observations. The forms allow employees to submit their concerns anonymously in drop boxes located at the Department's Yale and Daytona maintenance and operating facilities as well as at the Alvarado Transportation Center where administrative offices are located.

The Department may not retaliate against an employee for reporting a safety concern. This protection does not, however, protect an employee from disciplinary action, per the City's Employee Rules and Regulations, if the employee reports a safety concern stemming from the employee violating explicit instructions from the Department.

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

The Department's Risk Management Process centers on its Chief Safety Officer (CSO) and its inter-disciplinary Safety Committee. The CSO chairs the Department's Safety Committee, receives and records hazard and consequence information, and maintains notes from the committee's meetings. The committee consists of representatives from management in Maintenance and Operations, the City's Risk Management Division, a mechanic, a Sun Van chauffeur, and a fixed-route motor coach operator.

Safety Hazard Identification:

While the Department uses several processes to identify hazards and consequences of those hazards, those that have been identified as potential concerns are sent to the CSO to document and perform preliminary analysis in order to present those concerns to the Safety Committee for efficient consideration and resolution as the committee deems appropriate. Sources of hazard identification include:

- Employee reporting forms
- Employee reports to supervisors
- Daily safety meetings for Maintenance shifts
- Fixed-route Motor Coach Operator comment forms (intended for comments on route timing, bus stop issues, low ridership trips, etc. but also available for use as an avenue for relaying safety concerns)
- Public comments through various channels (311 call center, Transit Department Customer Service, Department's social media accounts, comments given to the Mayor's office or Councilor offices, etc.)
- Inspections by staff or contractors
- Accident/incident review committee or investigations
- Review of trends
- Transit Asset Management condition assessments
- Risk Management Safety Compliance Specialist observations
- CSO observations

Supervisors and managers receiving any of these sources of hazard concerns send them to the CSO. If the hazard clearly requires immediate mitigation, the CSO may initiate that action. For all other hazard concerns, the CSO reviews the hazard reports and makes preliminary assessments of potential consequences (whether identified in the hazard report or not), risk assessment, and potential risk mitigations. The Safety Committee then reviews and approves or changes the CSO's recommendations. The CSO records the committee's conclusions.

Safety Risk Assessment:

As above, the Safety Committee reviews the CSO's recommended risk assessments and approves or changes them. The Department uses the [attached matrix](#) for assessing the severity of hazards' potential consequences, the likelihood that the consequences will occur, and the resulting risk assessment.

Safety Risk Mitigation:

With recommendations from the CSO, the Safety Committee examines potential mitigations including engineering, education or enforcement changes to reduce the risk of hazards based on their priority level. Mitigations that require unusual levels of Department change or investment require approval by the Transit Director. Changes could include design of facilities, standard operating procedures, training, equipment or oversight and discipline in order to avoid, reduce or eliminate the potential consequences of hazards and thereby reduce risk. Members of the committee are assigned follow-up tasks to implement or investigate the feasibility of implementing recommended changes; they report back to committee on progress for accountability or re-examination of potential mitigations as additional information is gathered. The CSO is responsible for tracking progress on these mitigation efforts and making sure that mitigations are implemented as ultimately decided by the Committee and approved by the Director (as needed).

6. Safety Assurance

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.

Supervisors monitor employee activities to ensure compliance. All supervisors and managers remind employees to keep current their City Operator's Permit, including attending required safety training for renewing the COP. Those who supervise staff in safety sensitive positions remind those employees of their responsibilities to comply the Substance Abuse Policy. In the Maintenance Division, supervisors use meetings at the beginning of each shift to remind employees about safety procedures and to raise issues and allow employees to raise concerns. In the Operations Division, supervisors follow up with assigned employees about any concerns and monitor operations on the road to ensure compliance. Drivers perform pre- and post-trip inspections of their vehicles to look for any damage or defects and notify the Maintenance Division via daily safety inspection reports.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

When mitigations are identified for implementation, the CSO establishes an appropriate schedule for follow-up monitoring to verify that the mitigations were implemented as intended and were effective and appropriate. The results of this monitoring are recorded in a tracking spreadsheet and discussed with the Safety Committee. Sources of information for this monitoring include feedback from management, supervisors, and safety meetings, as well as employee reporting, public comments, CSO follow-up review, expected reduction in safety concerns in employee comment collection boxes, and/or reduction in safety events.

Describe activities to conduct investigations of safety events to identify causal factors.

Operations or Maintenance supervisors are typically the first Department personnel on the scene of an accident or incident. They fill out an accident/incident report form and may take photos to document what happened. This documentation assists in the initial identification of causal factors and is passed to the CSO who reviews and makes a preliminary determination of causal factors. The Safety Committee then reviews the CSO's conclusions per the Safety Risk Management Process.

Describe activities to monitor information reported through internal safety reporting programs.

Reporting forms turned in by employees are logged in a spreadsheet by a supervisor. Logging the initial information includes: Nature of safety concern, suggested solution if supplied by the reporter, date entered, and a unique ID number is assigned to that issue. The Chief Safety Officer is responsible for reviewing the safety concern and logging the date reviewed and the recommendation for action. The concern and the CSO's recommendation are reviewed by the Safety Committee. That committee logs the date of their review, the action they recommend and, if they disagree with the CSO's recommendation, the reasons for their different recommendation.

Management of Change (Not Required for Small Public Transportation Providers)

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

Depending upon the nature of the proposed change, different Subject Matter Experts (SME's) within the Transit Department review the change and possible hazards the change may introduce into the transit environment. Changes may include: new personnel, acquisition of new equipment such as rolling stock, procedures, new tools, work schedules, routes or physical facilities. Each proposed change is reviewed by SME's within the agency and the CSO who decides whether to forward the change to the Safety Committee for further review. These reviews occur prior to implementing the changes unless extenuating circumstances apply, in which case the review is completed as soon after as is practical.

Continuous Improvement (Not Required for Small Public Transportation Providers)

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

Safety performance targets are reviewed prior to the start of each fiscal year. During the next fiscal year quarterly metrics are calculated by the CSO to measure the department's performance against the standard. The metrics are shared with the Department Director and the agency leadership on a quarterly basis to track on-going performance. Where performance is lacking the Safety Committee is tasked with recommending changes to business practices to improve safety performance. Performance on each year's targets is reviewed to inform future updates to the safety plan and performance targets.

7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

Safety training is tailored to the responsibilities of agency staff. Staff directly responsible for safety are the CSO, the Risk Management Safety Compliance Specialist, and members of the Department's Safety Committee. Training for these employees includes review of FTA's PTASP resources and may include attendance at bus-related courses offered through FTA-Sponsored Public Transportation Safety Certification Program, including:

- SMS Awareness (e-learning)
- Safety Assurance (virtual classroom)
- SMS Principles for Transit
- Courses offered through the Transit Safety and Security Program (TSSP) Certificate (Bus)
 - Effectively Managing Transit Emergencies
 - Transit Bus System Safety
 - Fundamentals of Bus Collision Investigation

Using a train-the-trainer approach, the CSO and Risk Management Safety Compliance Specialist, in turn, train safety-related staff in the Department. Safety-sensitive employees include drivers, maintenance staff, dispatchers, supervisors, and some managers.

All employees receive the City's defensive driving training (including periodic refresher trainings) and drug and alcohol policy training. The Department gives all new employees training on this PTASP. Maintenance staff receive environmental training including SWPP and Spill Prevention and Countermeasure. All staff receive periodic ADA refresher trainings. New drivers receive training on the safe operations of the Department's vehicles and standard operating procedures for safely providing service to the public as well as conflict de-escalation. All City employees receive lifesaver training.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

The Department communicates safety and safety performance information throughout the organization. Safety information is communicated to employees by internal mechanisms such as Visix, information posters, Department training, and through direct supervisors. The CSO briefs the Director on a monthly basis at minimum on all safety issues, concerns, and activities. Safety outreach for passengers and the public may include information on the Department’s website, posters on buses and/or vans, and other signage and marketing campaigns that highlight safety messages or improvements.

Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.

City of Albuquerque Rules & Regulations (includes the Substance Abuse Policy in section 1100)
 Collective Bargaining Agreements
 Road Supervisor Standard Compliance Forms
 Management of Change Safety Review Form

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
CSO	Chief Safety Officer
MCO	Motor Coach Operator
SVC	Sun Van Chauffeur