



SunLine Transit Agency
July 25, 2018
11:30 a.m. – 12:00 p.m.

AGENDA

BOARD OPERATIONS COMMITTEE

Wellness Training Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, sunline.org.

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Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

- | | |
|--|------------------|
| 1. CALL TO ORDER | |
| 2. ROLL CALL | |
| 3. SELECTION OF NEW CHAIR & VICE-CHAIR | APPROVE |
| 4. PRESENTATIONS | |
| 5. FINALIZATION OF AGENDA | |
| 6. PUBLIC COMMENTS | RECEIVE COMMENTS |

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

ITEM

RECOMMENDATION

- | | |
|---|-------------------------|
| 7. COMMITTEE MEMBER COMMENTS | RECEIVE COMMENTS |
| 8. <u>REVISED SYSTEM SAFETY PLAN</u>
(Staff: Peter Gregor, Chief Safety Officer) | APPROVE
(PAGE 3-72) |
| 9. <u>APPROVE DISADVANTAGED BUSINESS
ENTERPRISE (DBE) PARTICIPATION GOAL</u>
(Staff: Vanessa Mora, Compliance Officer/Special
Assistant to the Chief Safety Officer) | APPROVE
(PAGE 73-81) |
| 10. ADJOURN | |

SunLine Transit Agency

DATE: July 25, 2018 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Peter Gregor, Chief Safety Officer

RE: Revised [SunLine System Safety Program Plan](#)

Recommendation

Recommend that the Board of Directors approve the revised SunLine System Safety Program Plan.

Background

SunLine Transit Agency has an established System Safety Program. As required by federal regulation 49 CFR Part 673.23(a), all transit agencies must develop a plan that establishes organizational accountabilities and a written statement of safety management policy including objectives and performance targets. The SunLine System Safety Program Plan provides specific roles and responsibilities for various personnel in the event of an emergency. Additionally, it establishes the overall goal for the Agency for the elimination of accidents and injuries. Summarized below are the revisions made to the attached red-lined policy.

1. Position titles have been updated to reflect current organization chart
2. Addition of language to allow CEO/General Manager to issue amendments that are required due to changes in federal or state law and regulations, personnel changes and minor modifications
3. Various spelling and grammar corrections
4. Redundancies were removed for ease of reading and clearer communication
5. The terms Battery/Electric and Hydrogen were added where appropriate

Financial Impact

No financial impact.



**SUNLINE
SYSTEM SAFETY
PROGRAM PLAN**

SUNLINE SYSTEM SAFETY PROGRAM PLAN

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APPENDICES

- APPENDIX A: CHECKLISTS
- APPENDIX B: DRUG AND ALCOHOL PROGRAM
- APPENDIX C: INJURY AND ILLNESS PREVENTION PROGRAM (~~SEE BINDER~~)
- APPENDIX D: HAZARDOUS MATERIAL BUSINESS PLAN (~~SEE BINDER~~)
- APPENDIX E: ORGANIZATION CHART
- APPENDIX F: CONTRACTOR SAFETY CERTIFICATION

SECTION 1

POLICY STATEMENT AND AUTHORITY

This SunLine System Safety Program Plan (SSPP) is an operating document to guide SunLine in all aspects of safety for passengers, riders and visitors to any of our facilities. Management will review this document and all safety procedures on an ongoing basis to ensure safe environments and will update documents and procedures as appropriate.

Under Authority of Title 1, Division 7, Chapter 5 of California Government Code Section 6500 et seq. the jurisdictions in the Coachella Valley, by joint exercise of their common power, created and constituted a separate and distinct entity effective July 1, 1977, named SunLine Transit Agency (SunLine). SunLine is a Joint Powers Authority formed by nine cities (Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, and Coachella) and the County of Riverside. The Agency is governed by a ten member Board of Directors consisting of one elected official from each of the member entities' governing body. The Board hires the ~~General Manager~~CEO/General Manager to operate the Agency, and to carry out the policies established by the Board. The Agency complies with all directives of the Transportation Development Act, the Federal Transit Administration and any directives of the Riverside County Transportation Commission, as appropriate. Amendments that represent major management policy change will be approved by the SunLine Board of Directors. The CEO/General Manager may issue amendments, which are required because of changes in Federal or State law or regulation. All amendments require the review of SunLine Counsel for legal sufficiency.

The ~~General Manager~~CEO/General Manager of SunLine hereby authorizes the establishment and implementation of the SSPP as ongoing, dynamic and proactive.

~~Roger Snoble~~Lauren Skiver
~~General Manager~~CEO/General Manager

Date

SECTION 2

DESCRIPTION OF PURPOSE FOR SSPP

The intent of the SSPP is ~~to bringing~~ safety awareness to the forefront ~~with of~~ all agency employees, the general public, and vendors, so that all concerned with SunLine are aware how serious the safety of passengers and employees is to this organization.

Because the issue of safety can be viewed from many perspectives, and reaches into all aspects of SunLine's operations, this SSPP also is intended to be inclusive of all aspects of SunLine's operations, both on property, on board our buses, at our hundreds of bus stops, and anywhere SunLine operates.

System safety is defined as system-wide coordination of all departments to apply operating, technical management techniques and principles to conserve life and property, prevent and reduce accidents/incidents and to maintain a safe & healthful work environment.

At a minimum, safety aspects include driving vehicles safely, having safe working areas for all employees, bus stops that are inviting and safe for our riders, taking safety into consideration whenever purchasing new vehicles or equipment, or in designing and building any part of the SunLine infrastructure. SunLine takes great pride in the number of accident free miles it drives each year and is determined to make that percentage an ever increasing percentage of our total miles driven. Realizing that zero accidents is nearly impossible to achieve, no matter how safety conscious we may be, it is still a goal of SunLine to be as close to that zero mark as humans can achieve.

This SSPP is designed to provide a means of coordinating all safety issues affecting SunLine, its employees and passengers. Safety issues reach into every department within the organization, inter-departmental relationships, and SunLine's responsibilities to various federal, state and local laws, regulations and ordinances.

~~Safety also has an obvious relationship to the various kinds of insurance coverage that SunLine maintains. Continued upgrading of our safety record should ensure that the cost of providing these required insurance coverages does not rise.~~

SECTION 3

GOALS

LONG-TERM GOAL: ZERO ACCIDENTS – ZERO INJURIES!

The purpose of establishing the SSPP is to achieve the single most important goal as stated above.

The guiding ~~policy~~ principle is to design, construct, test, and operate a transit system that uses alternative fuels in a safe, reliable and efficient manner. The design and operation of the transit system considers the safety of passengers, employees, visitors and contractors, and minimizes loss or damage to property. The SSPP is directed toward achieving this goal within resource constraints. This policy is assessed on an annual basis with the completion of the Internal Assessment. The Internal Assessment will include data, trends, and other performance data.

The SSPP will help identify, minimize and control safety hazards and their attendant risks by establishing lines of authority, levels of responsibility and methods of documenting all of these for SunLine.

Over the past ~~thirty five~~ forty years SunLine has transformed from a small transit property operating an old fleet of diesel powered buses to the first transit property in the country to operate a total fleet of alternatively fueled buses, powered by compressed natural gas (CNG). As a further step in this transition, SunLine is now establishing a state-of-the-art safety program that will reflect SunLine's dedication to the safety of riders, employees, and the public at large, including the environment shared by all of these groups.

SUNLINE'S MISSION STATEMENT:

To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.

The SSPP is based on several premises, including, but not limited to the following:

- The primary considerations in the conduct of SunLine operations are the safety of the passengers, protection of employees, visitors and contractors and the prevention of loss of Agency assets.
- Management recognizes that while not all injuries and losses are preventable, all employees must work toward the goal of prevention.
- Management is responsible for the safety of employees and for the prevention of losses. Management has the responsibility to provide the necessary training and equipment to employees that safeguards them from of all operation exposure to unsafe working conditions and practices.

- Each employee has the responsibility to receive, understand and apply the training provided by management. In the performance of their assigned work, each employee is expected to do their work safely and follow correct operating procedures, as a condition of employment.
- In the area of safety, SunLine management is charged with the responsibility to protect the Agency's assets, including both employees and physical property. Full accountability and responsibility starts with the ~~General Manager~~CEO/~~General Manager~~ and continues with the department heads, managers/supervisors, and to individual employees.

In the final analysis, it is the first line supervisors who are closest to the work and must be sure ~~that~~ the people under their supervision develop daily safe working habits and stay alert to potential hazards. Each employee is responsible for ensuring they perform their duties in the safest manner possible and report any safety concerns immediately.

SunLine established strategic goals, ~~listing~~ putting safety at the top of the list, showing that SunLine believes in safety first. The creation of the ~~Risk Management Department~~Safety Department is the logical next step for SunLine to achieve those Goals and to establish standards that reflect SunLine's commitment to safety.

SSPP GOALS:

- Promote a responsible transportation system supported by transit-oriented, safety based, passenger-friendly strategies.
- ~~Established~~ a safe work environment that instills unity, teamwork, achievement and trust.
- Pursue the latest transit technologies, including alternative fuels, which assist in providing safe, convenient and reliable transit to the Coachella Valley.

SECTION 4

~~IDENTIFIABLE AND ATTAINABLE OBJECTIVES~~

~~The guiding policy is to design, construct, test, and operate a transit system that uses alternative fuels in a safe, reliable and efficient manner. The design and operation of the transit system considers the safety of passengers, employees, visitors and contractors while minimizing the loss or damage to property. The SSPP is directed toward achieving this goal within the SunLine's resource constraints. This program is assessed on an annual basis in the completion of the Internal Assessment. The Internal Assessment will include data, trend, and other program performance data.~~

PRIMARY OBJECTIVES

The primary objectives of the SSPP ~~are is~~ to develop, implement, and maintain a safety effort comprised of strategies and tactics to improve the safety performance record of SunLine.

- Provide appropriate safety training to all new employees and to employees with assignment changes.
- Conduct Safety Committee meetings ~~every monthly~~ to identify risks, ~~and~~ safety concerns, review program performance, ~~and identify~~ safety issues and address, correct and track safety concerns, ~~identified during Safety Committee Meetings.~~
- Conduct all ~~staff~~ safety ~~training~~ meetings ~~monthly~~ to keep employees informed of the most recent safety procedures and to discuss current safety issues.
- Conduct ~~a quarterly~~ ~~monthly~~ facility evaluations to address ~~all any~~ health and safety issues ~~and conditions~~ that exist at ~~all any~~ SunLine facilities.
- Provide a copy of SunLine safety rules to all employees, ~~so they are adhered to.~~
- Establish a ~~team oriented~~ safety incentive program that includes every employee and encourages a collective effort directed toward reducing vehicle collisions and injuries, ~~to employees and the public.~~
- ~~Provide an opportunity~~ Review and discuss safety issues and the safety program at each weekly ~~Director's~~ Chief's Meeting, ~~to discuss safety issues and the Safety Program.~~

SUPPORTING PROGRAM OBJECTIVES

Therefore, specific programs such as the Drug and Alcohol Program, the Injury and Illness Prevention Program, the Hazardous Materials Business Plan and the SunLine ~~Team~~ Safety Incentive Program have been developed and implemented which:

- Identify, eliminate and control hazards to the public, employees, and property.
- Maintain and operate all agency property and equipment in a safe and effective manner. ~~to reduce the risk of injuries.~~
- Provide a working environment that meets or exceeds all government and industry occupational health and safety standards and practices.
- Investigates all accidents/incidents and identifies and documents causes of accidents, for the purpose of implementing corrective action(s) to prevent recurrence.
- Provide emergency response reports on all agency related emergencies.
- Integrate safety and hazard control measures within each SunLine Transit Agency activity.
- Creates an organizational culture which encourages and builds employee teamwork and communication ~~to~~ working toward the prevention of industrial injuries and traffic collisions.
- Encourage employees and staff to work toward healthy lifestyles through eating healthy and exercise.

ACTIVITIES

The SSPP incorporates public, employee, and property safety to include life safety, fire loss and loss prevention activities:

- Monthly Scheduled safety meetings for all employees.
- Monthly Safety Committee meetings with employees represented from Operations, Maintenance, Human Resource, Planning and Administrative Staff.
- Training Programs for all new hire personnel.
- Hazardous Material Training for all agency employees.
- CNG, Hydrogen and Battery/Electric training for all new ~~CNG~~ refueling personnel.
- Driver training for agency personnel assigned to specific wheeled vehicle equipment.
- Equipment training on specific to operation and safe handling for all non-wheeled assigned equipment.
- Review, analyze and present monthly safety data to identify and correct unsafe behaviors to proactively prevent collisions and injuries.

- ~~Monthly-Quarterly~~ and annual awards program to ~~maintain-promote~~ safety awareness.
- CPR Training for key agency personnel, ~~risk-Safety~~ Department, ~~s~~Supervisors and building coordinators.
- Personnel safety program documentation on training, safety evaluation and testing records.
- Disaster preparedness training in accordance with the “Disaster ~~Preparedness Procedures-Reference Manual~~ Recovery Program.”
- Educational outreach program.
- Daily and hourly safety messages issued to all SunLine vehicle operators and stops and zones employees.
- Background checks for all potential employees.
- Homeland Security, Safety, Awareness and Procedures established.
- Agency safety training for all contracted security personnel assigned to guard SunLine properties.
- Agency safety training awareness for all vendors providing a service which requires access to SunLine Transit Agency properties.
- Bus, Bus Stop and Route Safety Procedures ~~for improvement~~.

Each of these programs is reviewed in their respective sections.

SECTION 5

SYSTEM DESCRIPTIONS, ORGANIZATIONAL STRUCTURE

The SunLine Transit Agency is a Joint Powers Agreement formed by the County of Riverside and nine cities (cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, & Coachella) in 1977. The Agency is governed by a ten member Board of Directors consisting of one elected official from each of the member entities' governing body. The Board hires the General Manager/CEO/General Manager to carry out the policies established by the Board.

SERVICE AREA DEFINED

SunLine's service area includes the nine cities and the unincorporated areas of east central Riverside County that covers an area of approximately 1,120 square miles. Transit services provided include *SunBus*, which is the fixed route system. It operates 123 fixed routes that operate 7 days a week, 2 weekday only routes and 1 weekday only commuter route, from as early as 5:00 a.m. and as late as 11:00 p.m. *SunDial* is SunLine's Dial-A-Ride paratransit system, an curb-to-curb origin-to-destination service that also operates 7 days per week and is restricted to those eligible riders as defined in the Americans with Disabilities Act.

PHYSICAL

SunLine was the first transit agency to provide a 100% alternatively fueled fleet in the country, and serves the residents and visitors throughout the Coachella Valley. The fixed route fleet consists of alternately powered buses: CNG Orion buses, CNG New Flyer Low Floor buses, CNG El Dorado, Battery Electric BYD, and Hydrogen Hybrid Fuel Cell buses (Van Hool, New Flyer, El Dorado). In 2004 SunLine introduced the first Hydrogen fuel cell bus into the service fleet and now operates these vehicles. The SunDial paratransit fleet, also 100% alternatively fueled, is made up of CNG El Dorado Cut-Away vehicles to handle the special needs of the ADA community in our desert. SunLine also maintains a fleet of support vehicles for the maintenance of bus stops and shelters, supervisory personnel and other functions. The support fleet is also powered by alternatively fueled vehicles.

SunLine's facilities include two maintenance garages. One, a 15,000 square foot facility is located at SunLine's headquarters in Thousand Palms, California. The other is a 10,000 square foot facility located in Indio, California. SunLine also maintains over 500 bus shelters and bus stops.

SAFETY AUTHORITY AND RESPONSIBILITIES

GENERAL MANAGER/CEO/GENERAL MANAGER

- ~~As Chief Safety Officer, p~~ Provides oversight of all SSPP policies, recommendations, actions, and modifications.
- Delegation of responsibilities as appropriate to ~~Director~~Department Heads and follow-up on all issues and discussions.
- Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.
- Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.

RISK MANAGER/CHIEF SAFETY OFFICER

- Inform all employees of new safety issues and regulations to ensure compliance.
- ~~Organize and schedule Safety Committee meetings.~~
- ~~Ensure the Safety Committee meeting minutes are posted for all employees to see.~~
- Report to the nearest Occupational Safety and Health Administration (OSHA) office any fatal accidents, or which result in hospitalization of three or more employees.
- Prioritize the safety hazards and post a list of hazards in descending order, starting with the most severe hazard first.
- Coordinate with the ~~Director of Maintenance~~Superintendent of Facility Maintenance in Hazard Identification and Resolution.
- Inspect all SunLine facilities on a monthly basis ~~with Director of Maintenance~~.
- Manage the Hazardous Materials Business Plan with the Director of MaintenanceSuperintendent of Facility Maintenance.
- Coordinate contractor safety programs with the Director of MaintenanceSuperintendent of Facility Maintenance.
- Ensure that hazardous materials and waste are dealt with properly.
- Make sure posters, labels and signs are in place to warn employees of potential hazards.
- Investigate every industrial injury for cause, preventability and any necessary post-incident training.

- Track, monitor and manage the modified duty program for employees returning to work with restrictions.
- Establish and manage the SunLine Safety Incentive Program for all agency employees.
- Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.
- ~~As the Drug and Alcohol Program Manager, (DAPM) ensure compliance with the agency's Drug and Alcohol Program policies and regulations.~~
- Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).
- Track safety KPI's for all agency employees and departments.
- ~~Has a dual reporting relationship to both the Director of Human Resources and the General Manager. Reports directly to the General Manager/CEO/General Manager any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment. Keeps the Director of Human Resources and the General Manager informed as to the status of safety and security throughout the agency.~~

DIRECTOR OF HUMAN RESOURCES CHIEF ADMINISTRATIVE OFFICER

- Maintain the CAL-OSHA Log 300. Post the CAL-OSHA Log 300 (the previous years recorded accidents) in the month of February.
- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all employees go through ~~“Right To Know~~ hazardous materials” training annually.
- Ensure a new employee receives ~~“Right To Know~~ hazardous materials” training within six months from the date of hire.
- Securely store all health and safety records, files, ~~etc. on~~ pertaining to each employee including items such as training sign-offs and copies of medical exams & records.
- Ensure all Human Resources Department employees attend ~~one~~ employee designated mandatory safety meetings ~~per month~~.
- Attend ~~monthly employee~~ safety meetings and support the safety message being presented by the ~~Risk Management and Operations~~ Safety Departments. Present

Human Resources specific information as needed to reinforce the goals of SunLine safety culture.

- Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

DIRECTOR OF OPERATIONS CHIEF OPERATIONS OFFICER

The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Prepare and implement safe operating policies, plans, rules and procedures.
- Develop required policies, plans, rules, procedures and contingency plans for safe operation reviewed by Risk Management the Safety Department and approved by the General Manager CEO/General Manager. Revise when needed to reflect current operating conditions.
- Provide ongoing training and testing of personnel in the proper performance of safety-related operating policies, plans, rules, and procedures.
- Overview training, testing and certification in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Provide employees with copies of safety and emergency rules, procedures, and policies that affect them.
- Monitor adherence to safety-related operating policies, plans, rules and procedures. Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Risk Manager Chief Safety Officer.
- Correct conditions which have caused or have the potential to cause injury to persons or damage to property/equipment.
- Ensure all ~~Operation Department Maintenance~~ employees attend ~~one employee safety meeting per month~~ on-going tailgate training sessions.

- Ensure all Dispatchers, Supervisors, and any other safety sensitive personnel attend safety meetings as prescribed.
- Attend ~~monthly~~ employee safety meetings and support the safety message being presented by the Operations Department and any all other Ddepartments with a safety message. Present operations specific information as needed to reinforce the goals of SunLine Transit Agency safety culture.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.
- Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning.

OPERATIONS SAFETY MANAGER-DEPUTY CHIEF SAFETY OFFICER

- Establish and update operating procedures and communicate them to supervisors so they may follow safety requirements.
- Organize, plan and present the agency's ~~monthly~~ employee safety meetings to all active employees.
- Organize and schedule Safety Committee meetings.
- Ensure the Safety Committee meeting minutes are posted for all employees to see.
- Investigate all SunLine Transit Agency collisions and injuries for preventability.
- Conduct post collision, injury and incident retraining of SunLine employees.
- Submit monthly safety and security data to the National Transit Data base.
- Conduct monthly facility checks at all SunLine properties

DIRECTOR OF MAINTENANCE SUPERINTENDENT OF FACILITY MAINTENANCE

The Maintenance Department has developed a preventive maintenance schedule for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected and monitored to ensure safe operations. Only equipment known to be free of safety defects is placed into service. The Maintenance Department is assigned the responsibility for the maintaining all vehicles in a safe condition.

These responsibilities include:

- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Preparation and implementation of safe maintenance policies, plans, rules and procedures.
- Required policies, plans, rules and procedures for safe operation and maintenance are developed by the Maintenance Department and are approved by the Risk Management department Safety Department. They are revised when needed to reflect current operating conditions.
- Personnel are systematically trained, tested and certified in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Employees are provided with copies of safety and emergency rules, procedures, and policies that affect them.
- There is ongoing testing of personnel in the proper performance of safety-related operating and maintenance policies, plans, rules, and procedures. The Department also monitors adherence to safety-related operating and maintenance policies, plans, rules and procedures.
- Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to Risk Management. the Safety Department.
- Conditions are corrected which have caused or have the potential to cause injury to persons or damage to property/equipment.

In addition to the responsibilities listed, specific actions include:

- Act as an interface between SunLine and manufacturers, to correct any severe safety hazards related to equipment and materials.
- Ensures ~~Material~~ Safety Data Sheets (MSDS's) on-line subscription programs are available to all employees.
- Maintain a chemical inventory that is updated ~~at least~~ monthly.
- Ensure that hazardous materials and waste are dealt with properly. Monitor the areas where hazardous wastes are handled and ensure that employees ~~do not eat in areas where hazardous wastes are used or handled~~ actions when entering, while within and when exiting are appropriate for existing conditions.
- Ensure all Maintenance Department employees attend ~~one agency designated~~ mandatory safety meetings. ~~per year.~~

- Ensure all Maintenance Department employees attend weekly tailgate safety meetings.
- Conduct bus stop safety inspections as part of weekly cleaning and maintenance.
- Attend ~~monthly~~ employee safety meetings and support the safety message being presented by the ~~Risk Management and~~ Safety and Operations ~~d~~Departments. Present maintenance specific information as needed to reinforce the goals of SunLine Transit Agency safety culture.
- Analyze and review safety KPI's for Maintenance ~~d~~Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

DIRECTOR OF FINANCE CHIEF FINANCE OFFICER

- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all purchases comply with applicable FTA and DOT safety requirements.
- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.
- Work closely with the ~~Director of Maintenance~~ Superintendent of Facility Maintenance to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment.
- Attend ~~monthly~~ employee safety meetings and support the safety message being presented by the ~~Risk Management~~ Safety and Operations Departments. Present finance specific information as needed to reinforce the goals of SunLine safety culture.
- Ensure all Finance Department employees attend ~~one~~ designated mandatory employee safety meetings s-per month.
- Participate in emergency disaster planning for the recovery of the financial cost of supporting and providing transit assets during an emergency or disaster situation.
- Analyze and review safety KPI's for Finance ~~d~~Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

DIRECTOR OF PLANNING-PLANNING MANAGER

- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Work closely with the ~~Risk Management~~ Safety and Operations ~~d~~Departments on review of route and bus stops and shelter establishment and ongoing operations.
- Attend ~~monthly~~ employee safety meetings and ensure departmental staff attends meetings.
- Support and enforce all safety and security policies and procedures established by the agency.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.
- ~~Enter safety and security transit data into the National Transit database for recordable and non-recordable collision, injuries and incidents.~~

SAFETY COMMITTEE MEMBERS

- Make certain that employees have and use safe tools and equipment (including personal protective equipment) and that equipment is maintained properly.
- Report any safety hazard to the ~~Risk Manager~~ Safety Department immediately.
- Act as an interface between the employees and the ~~Risk Management Department~~ Safety Department.
- Ensure employees follow the safety rules and report any employee who violates the safety rules.
- Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.
- Have the necessary job knowledge relating to all machines and processes in their jurisdiction area of responsibility.

- Conduct quarterly site inspections and post results in operations and maintenance lounge.

ORGANIZATIONAL STRUCTURE

See Appendix E for an Organization Chart

SECTION 6

CONTROL & UPDATE PROCEDURES

The SSPP will be updated on an annual basis, or at more frequent intervals as appropriate. The update process begins at the weekly ~~Director Chief's~~ meeting as directed by the ~~General Manager~~ CEO/General Manager. The ~~Risk Manager~~ Chief Safety Officer initiates the process of update which will be based on input from staff, the Safety Committee, Department ~~Directors Chief's~~ and ~~General Manager~~ the CEO/General Manager as is discussed in other portions of this document. Approval of any updates is the responsibility of the ~~General Manager~~ CEO/General Manager.

Recommended changes at the ~~Directors Chief's~~ Meetings are returned to the ~~Risk Safety~~ Department for review, approval, or modification, as appropriate. The ~~Risk Manager~~ Chief Safety Officer is responsible for inserting modifications into the document, once approved by the ~~General Manager~~ CEO/General Manager and highlighting those modifications and distributing such to SunLine staff.

SECTION 7

HAZARD IDENTIFICATION RESOLUTION PROCESS

HAZARD IDENTIFICATION

The actual hazard identification process includes the use of various sources of information including:

- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions.
- ~~Periodic~~ Monthly facility inspections: Quarterly by Safety Committee members.
- Employees:
 - Worker safety suggestions or complaints
 - Reporting of hazards by employees
- Accident ~~or~~ and near-miss investigations.
- Review post-accident analysis conducted by ~~Operations~~ Safety ~~Department~~.

In keeping with this hazard identification process, an Inspection Schedule is determined as follows:

Area/Item	Frequency
Chemical Storage Areas	Weekly
Facility – Thousand Palms	Monthly
Facility – Indio	Monthly
<u>Facility - Coachella</u>	<u>Monthly</u>
Storage Tanks	Monthly
Maintenance Area	Monthly
Waste Storage Area	Monthly
Waste Treatment Areas	Monthly
Bus Stops/Route	As needed

SunLine provides employees with ~~both verbal and~~ written forms to inform management of potential hazards or unsafe conditions and has established a suggestion box for input by employees. (Note: Copies of these forms are in Appendix.) Reporting unsafe conditions or practices is protected by law. SunLine will investigate any report or question as required by Title 8 of the California Code of Regulations 3203 and advise the employee who reported the information and the workers in the area it affects, of the results of any such investigation. All records and documentation of hazard identification inspections are maintained by SunLine Transit Agency ~~Risk Management~~ Safety Department. The ~~Risk~~

Management department Safety Department also maintains records for collision/injury investigation, safety concern reports and logs for tracking the progress and resolutions.

The objective of hazard identification activities is to define those conditions and faults, which have the potential for causing an accident. Two basic methods exist for orderly and thorough identification of hazards: inductive and deductive.

INDUCTIVE HAZARD ANALYSIS

This method involves the analysis of both system components to identify failure modes and effects on the total system or a part thereof, and of personnel actions. Failure modes are identified as conditions such as: fails to open; fails to close; opens or closes when not required; fails to act; acts improperly or inadequately; fails to act at the appropriate time; etc. Steps in the Inductive Hazard Analysis include:

1. **PRELIMINARY HAZARDS ANALYSIS (PHA):** This is the initial, comprehensive, qualitative analysis/study performed during the design phase to assist in development of criteria for design, equipment or performance specification and for procedure analysis.
2. **SUB-SYSTEM HAZARDS ANALYSIS (SHA):** This is an expansion of PHA, to determine, from safety considerations, the functional relationships of the components and equipment comprising the sub-system.
3. **DETAILED HAZARD ANALYSIS (DHA):** This is a combination of two or more inductive analyses, to display the logical or sequential analytic techniques for identifying and correcting hazards, from early in the design phase through to integrated equipment or pre-revenue testing.

DEDUCTIVE HAZARD ANALYSIS

This method involves defining an undesired effect and deducing combination of conditions or faults of the system and the causes necessary to produce that effect. Steps in the Deductive Hazard Analysis include:

1. **FAULT TREE ANALYSIS:** This tool is used for identifying sequential and concurrent states, which are causally or conditionally required to support a specific effect. This is more rigorous than the inductive methods in terms of data required and complexity of cause, condition and effect.
2. **RISK ASSESSMENT METHODOLOGY:** This is to determine the acceptability of assuming a risk associated with a hazard, the necessity of implementing corrective measures to eliminate or reduce the hazard, or a combination of both. This involves both Hazard Categorization and Probability.

HAZARD CATEGORIZATION

There are four categories of hazard severity:

CATEGORY I - CATASTROPHIC

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies may cause death or major system loss, thereby requiring immediate cessation of the unsafe activity or operation.

CATEGORY II - CRITICAL

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies may cause severe injury or illness or major system damage thereby requiring immediate corrective action including immediate cessation of the unsafe activity or operation.

CATEGORY III - MARGINAL

Operating conditions may cause minor injury or illness or minor system damages such that human error, environment, design deficiencies, sub-system or component failure or procedural deficiencies can be counteracted or controlled without serious injury, illness or major system damage.

CATEGORY IV- NEGLIGIBLE

Operating conditions are such that personnel error, environment, design deficiencies, sub-system or component failure or procedural deficiencies will result in no, or less than minor, illness, injury or system damage.

HAZARD PROBABILITY

The probability that a hazard will occur during the planned life expectancy of the system element, sub-system or component can be described qualitatively, in potential occurrences per unit of time, events, population, items, or activity. A qualitative hazard probability may be derived from research, analysis, and evaluation of safety data from the operating experience of SunLine or historical safety data from similar systems. An example of a qualitative hazard probability ranking is found in the following:

Descriptive Word	Level	Probable Frequency Of Occurrence
Frequent	A	Likely to occur frequently
Reasonably Probable	B	Will occur several times in life of an item
Occasional	C	Likely to occur sometime in life of an item
Remote	D	Unlikely, but possible to occur in life of an item
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced

Based on this categorization, the Risk Assessment Index is as follows:

Frequency of Occurrence	I Catastrophic	II Critical	III Marginal	IV Negligible
(A) Frequent	1A	2A	3A	4A
(B) Probable	1B	2B	3B	4B
(C) Occasional	1C	2C	3C	4C
(D) Remote	1D	2D	3D	4D
(E) Improbable	1E	2E	3E	4E

HAZARD RESOLUTION

Based on the Risk Assessment Index, Hazard Resolution Criteria by Index are:

Unacceptable	1A, 1B, 1C, 2A, 2B, 3A
Undesirable	1D, 2C, 2D, 3B, 3C
Acceptable with Review	1E, 2E, 3D, 3E, 4A, 4B
Acceptable without Review	4C, 4D, 4E

Procedures have been established for resolution of potential hazards. Upon report of a potential hazard ~~by anyone at the facility involved~~ to an immediate supervisor, ~~such that~~ supervisor shall report the hazard to the ~~Director of Maintenance~~ Superintendent of Facility Maintenance and the ~~Risk Manager~~ Chief Safety Officer, who will notify the ~~Director of Human Resources and the General Manager~~ CEO/General Manager if appropriate. At the completion of these procedures, ~~the General Manager and the Director of Human Resources will be notified by the Risk Manager~~ Chief Safety Officer will notify the CEO/General Manager of the outcome. These proactive and reactive procedures are as follow:

UNACCEPTABLE: An unacceptable risk will be corrected immediately after discovery. As soon as it is determined to be unacceptable, all individuals will be removed from the immediate area, any on/off switches will be ~~activated~~ set to off, appropriate authorities will be notified and an appropriate contractor(s) will be called to mitigate the hazard. If the hazard is determined to be in a product pending delivery, all hazards will be mitigated by the manufacturer prior to delivery to SunLine.

UNDESIRABLE: An undesirable risk will be corrected within 24 hours after discovery of the hazard. As soon as it is determined to be undesirable, all individuals will be removed from the immediate area, any on/off switches will be ~~activated~~ set to off, appropriate authorities will be notified and an appropriate contractor(s) will be called to mitigate the hazard. If the hazard is determined to be in a product pending delivery, all hazards will be mitigated by the manufacturer prior to delivery to SunLine.

ACCEPTABLE WITH REVIEW: An 'Acceptable with Review' risk will be reviewed within 24 hours after discovery and a complete report will be prepared for the ~~General Manager~~CEO/General Manager, ~~Director of Human Resources~~ and ~~the Chief Safety Officer~~Chairman of the Safety Committee. The ~~Safety Committee~~Chief Safety Officer shall determine resolution, if appropriate.

ACCEPTABLE WITHOUT REVIEW: An 'Acceptable without Review' risk will be reviewed within 24 hours after discovery and a complete report will be prepared by the ~~Risk Manager~~Chief Safety Officer for the ~~General Manager~~CEO/General Manager, ~~Director of Human Resources~~ and ~~Safety Committee~~. The condition will be monitored at least once weekly and any changes will be reported to the ~~General Manager~~Chief Safety Officer, ~~Director of Human Resources~~ and ~~Safety Committee~~.

OSHA REQUIRED BLOODBORNE PATHOGEN ORGANIZATIONAL TRAINING PLAN

PURPOSE: To meet the standards and requirements set by OSHA, (29 CFR 1910.1030), for Agency compliance and to insure all SunLine employees are trained to standards in preventing transmission of bloodborne diseases.

GOALS: Establish guidelines and procedures for blood borne pathogen training, materials and supplies and actions of all employees in the event of exposure to hazardous materials. Ensure each employee and all departments know and understand their role in prevention and treatment for blood borne pathogen exposure. To establish a written Exposure Control Plan for SunLine Transit Agency for implementation into daily safety practices.

I. Training Requirements for SunLine Transit Agency:

- a. Employee Training – Blood borne Pathogen Training for all SunLine Transit Agency drivers concerning how to respond to, recognize hazards, prevent self-contamination and report spill incidents on-board vehicles.
- b. Supervisor and Dispatch Training – Blood borne Pathogen Training, plus Procedures and actions for supervisors and dispatchers must take in the event of a hazardous material spill on-board transit vehicles.
 1. Supervisors must be dispatched to all body fluid spill incidents during revenue service.
 2. Supervisor is to assist driver with spill clean-up, document the spill and collect driver report.
 3. Supervisor to provide driver with new spill kit and return used kit to maintenance department.
 4. Supervisor to collect used bio hazard bag and return it to base one or two hazardous waste container.

5. Supervisor to determine if coach needs to be removed from service due to the body fluid spill.
- c. Maintenance and Facilities Training – Blood borne Pathogen training and also receive training on the specifics of safe decontamination of transit vehicles and facilities to prevent self-contamination, and exposing others to unsafe vehicles/facilities due to biological hazards.
- d. Management and Staff Training – Must understand their ~~role~~ role in preventing biological contamination of employee, customers and the general public.

II. Equipment and Materials

- a. SunLine vehicles - Each vehicle must be equipped with ~~Blood borne~~ bloodborne pathogen spill kits for vehicle operators.
- b. Facility Maintenance - Personal ~~P~~Protective equipment for all employees required to sanitize transit vehicles contaminated with biological and hazardous materials.
- c. Base requirements - Division 1 and 2 must be equipped with biological waste containers for all hazardous materials. Provide gray container with marking for hazardous waste materials at each SunLine facility.

III. Handling Procedures for Hazardous Materials:

- a. Drivers and employees must use personal protective equipment when exposed to or handling contaminated fluids on-board the vehicle. They must also have at their disposal a complete bloodborne pathogen spill kit.
- b. Facility maintenance must use personal protective equipment when exposed to or handling contaminated fluids. They must also have at their disposal a complete bloodborne pathogen spill kit. Employees will ensure that hazardous and bio-hazardous collections containers are secured.
- c. SunLine contracts with qualified vendors for the removal of hazardous and bio-hazardous materials.

IV. Bloodborne Pathogen Kits and Supply, (Maintenance)

- a. Used kit replacement - Maintenance must keep on-hand a replacement supply of Blood borne pathogen kits when units in vehicles are used or no longer serviceable.
- b. Drivers Responsibility - Check their assigned vehicle each day during the pre-trip inspection for accountability and serviceability of the on-board spill kit. Report defective or missing Blood borne pathogen kits to maintenance for

replacement prior to departing the base. ~~Conduct training with employees to insure they understand their responsibility in maintenance of kits.~~

- c. Provide supervisors with extra kits for replacement after a spill while vehicle is in service.

V. **Employee Exposure Procedures, (HR)**

In the event of employee exposure, the employee should wash the exposed area immediately. If the fluid enters the eyes or nose, flush with running water for at least 15 minutes. Immediately report the incident to the supervisor, see the ~~Risk Management Safety~~ and Human Resources ~~d~~Departments for post-exposure evaluation, medical evaluation and blood testing. Coordinate with SunLine's ~~m~~Medical ~~p~~Providers for ~~evaluate-evaluation~~ and treat all employees in the event of exposure.

VI. **HBV Vaccination for new worker with risk of occupational exposure. Vehicle operator risk is minimal due to exposed fluids on-board vehicles. Such an occurrence of exposed fluids may exist six to eight times per year for some employees.**

- a. New Hire employee drivers should be given an opportunity to request or refuse the HBV vaccination within 10 days of initial assignment.
- b. The employee should sign acceptance sheet or declination sheet for HBV shots during the training process.
- c. Human Resource Department coordinates with SunLine's medical providers to administer HBV vaccine to new hire employees that elect to receive the vaccine shots.
- d. ~~Operations Training Section Human Resources personnel~~ will issue the acceptance/declination forms to fixed route and paratransit new hire employees during ~~the training class~~ new employee orientation. The acceptance/declination forms are maintained by the Human Resource Department in new hire employee personnel records.

VII. ~~Blood borne~~**Bloodborne** Pathogen Spill Kits must contain at minimum the following items:

- a. Absorbent Powder for liquids and fluids
- b. Protective Gloves
- c. Handle Scraper to assist with removal without touching the hazardous materials
- d. Mask and Eye Shield
- e. Cap and Gown

- f. Biohazard Bag with a second bag for double bagging sharp items
- g. Alcohol Wipes, Antiseptic, Antimicrobial Soap
- h. CPR Protector “Mouth to Mouth Barrier” if employees are trained and required to perform first-aid

VIII. Hazardous Waste Disposal, Collection, Handling and Transporting safety:

- a. Employee responsibility -- Supervisors, dispatchers, drivers, staff and facility maintenance personnel must dispose of all biological waste collected by following these guidelines.
 - i. Place all items and materials that have become contaminated during cleanup into red bio bag from ~~Blood borne~~bloodborne pathogen kit.
 - ii. Insure the bio bag is closed to prevent accidental opening.
 - iii. Bring all biological waste back to SunLine Transit Agency for proper collection and disposal.
 - iv. Deposit all used bio bags into the gray bio hazard containers located at Divisions 1 and 2.
- b. Maintenance responsibility - collection of biological waste and contaminated items.
 - i. Insure all maintenance and facility maintenance personnel are properly trained concerning disposal procedures. Conduct annual refresher training for all maintenance staff required to clean fluids from vehicles and facilities.
 - ii. Make sure the waste management vendor responsible for collecting biological waste products are certified to collect such waste.
 - iii. Place biological waste collection containers at all SunLine transit facilities for contaminated waste material.
 - iv. Monitor collection of biological waste by contracted agency to ensure consistency and contract requirements for disposal.
- c. Bio Waste Contracted Vendor responsibility – Provide biological waste handling and disposal certification to SunLine Transit Agency. Remove all bio waste materials from SunLine properties and dispose of per OSHA, CFR 1910.1030.
- d. ~~Risk Manager~~Chief Safety Officer responsibility – Work with Human Resource ~~d~~Department and Maintenance staff to monitor and manage blood borne pathogen training of all SunLine employees. Assist with insuring proper

collection and disposal of bio waste materials. Track exposure of employees and their post exposure evaluation and treatment.

- e. SunLine's responsibility – Establish contract for bio hazard waste removal and disposal with certified vendor. Maintain a copy of the vendor's certification for collection, transport and disposal of biological waste materials. Establish and maintain SunLine's Exposure Control Plan per 29 CFR 1910.1030. Maintain ~~Blood borne~~ bloodborne pathogen training records on all SunLine Transit Agency employees and conduct refresher training annually.

SECTION 8

NOTIFICATION OF INCIDENTS & ACCIDENTS COLLISIONS

ANY MINOR INJURY OR COLLISION INVOLVING ANY SUNLINE VEHICLE (SunDial) OR SUNLINE EMPLOYEE OR SUNLINE INVOLVEMENT: (Minor injury being defined as a tiny scratch or bumping of a knee against a stanchion, or similar. Accident-Collision might mean a brick thrown that breaks a window, but causes no injuries, or a mirror being knocked off a bus by driving too closely to a tree.)

DRIVER will notify Dispatch by radio immediately. The Driver should be prepared to report the circumstances of the injury and/or accident-collision and request the type of help needed, i.e.: just a supervisor, police, paramedics, etc. Driver should follow any instructions given by Dispatch. Driver should pass out Courtesy Cards to ~~other~~ passengers and encourage them to complete the cards, and collect them. The Driver will collect all courtesy cards after the passengers have completed them. The Driver will locate the passengers on board the bus by seat location. These should be attached to the Driver's Report. The Driver's Report should be completed on-at the scene if possible, so as to gather the names, addresses, phone numbers, license plate numbers, etc. Drivers must not downplay any situation, but provide the actual facts to allow dispatchers an opportunity to assess and provide the correct response and assistance.

SUPERVISOR will be notified by the Dispatcher immediately and sent to the scene. The Supervisor will be in charge of the injury/accident-collision scene to be certain all SunLine procedures are followed. Remember that the Supervisor is SunLine's first defense, but if the police have been summoned, they have the legal right to make determinations at the scene. Supervisors shall remain in contact with Dispatch so that all necessary help can be summoned, depending on the circumstances. Supervisors should endeavor to keep Dispatch informed of the circumstances as they occur at the scene. Small details can be filled in on the written report, but Dispatch should be informed as quickly and as often as necessary, of the exact circumstances that are occurring at the scene. The Supervisor's Supervisors are responsible for ensuring emergency services/police are called for every single collisions involving Agency vehicles, Agency property and injuries resulting from the collision, non-Agency property, and people.

DISPATCHER will notify the Operations Safety Manager Deputy Chief Operations Officer/Director of Operations- Transportation, The Deputy Director of Chief Operations Officer - Transportation will assess the circumstances of the incident and make the determination of notifying the Director of Operations/Chief Operations Officer and Maintenance Director. The Dispatcher will follow the instructions of any or all Directors Department Chiefs related to all collisions, injuries, and equipment damage.

DIRECTOR OF OPERATIONS/CHIEF OPERATIONS OFFICER assumes responsibility of notifying other SunLine staff as is warranted under the circumstances. The Dispatcher will follow instructions given by the Director of Operations/Chief Operations Officer. The Director of Operations/Chief Operations Officer will contact the Chief Safety Officer and General Manager/CEO/General Manager or others as the situation presents itself.

MORE SERIOUS INJURY OR ACCIDENT: Serious Injury would be defined as an injury that needs medical attention, either immediately or from private physicians ~~at a later~~ on later time.) Serious ~~Accidents-collisions~~ could be any type of ~~C~~collision where ~~there is~~ more severe damage to vehicles occurs. ~~that This may~~ require ~~any~~ vehicles to be towed from the ~~accident-collision~~ scene. Also, when there are physical injuries that require emergency services ~~by for~~ any involved party ~~involved~~. An incident could be any situation where acts of violence have occurred, or could occur, or anything that would threaten the safety of a driver, passengers, the public or SunLine Transit Agency personnel or property.

(All ~~of these~~ phone and cellular numbers are on the Emergency Call Roster.)

DISPATCH is to maintain a highly visible list for ~~this~~ Eemergency Ccontact of the ~~Operations Safety Manager~~ Deputy Director of Chief Operations Officer - Transportation, ~~Director of Operations~~ Chief Operations Officer, ~~Maintenance Director~~ Deputy Director of Chief Operations Officer - Maintenance, Superintendent of Facility Maintenance and the ~~Risk Manager~~ Chief Safety Officer. When ~~Operations Safety Manager~~ Deputy Director of Chief Operations Officer - Transportation or ~~Director of Operations~~ Chief Operations Officer is out of town and unavailable for any reason, he or she will delegate this responsibility to another staff member within his or her department. The list in dispatch will be updated immediately so that there is never a question of whom Dispatch is to notify. The Dispatcher will immediately handle the scene, by radio or phone, to ensure complete medical attention or other emergency services are contacted, and that this information is relayed to the Supervisor/Driver at the scene. ~~If~~ during office hours, the ~~Operations Safety Manager~~ Deputy Director of Chief Operations Officer - Transportation and ~~Director of Operations~~ Chief Operations Officer are usually on property. After office hours, the ~~Operations Safety Manager~~ Deputy Director of Chief Operations Officer - Transportation and ~~Director of Operations~~ Chief Operations Officer are to be called on their assigned SunLine cellular phones or home phones. If the Dispatcher is unable to contact the ~~Operations Safety Manager~~ Deputy Director of Chief Operations Officer - Transportation, the ~~Director of Operations~~ Chief Operations Officer or other designated personnel are to be notified immediately. The dispatcher's responsibility also includes contacting law enforcement whenever there is a collision with-involving Agency vehicles, ~~non-Agency property damage, and personal or an~~ injury and, when based on factual information from the scene, as there exists a ~~to the~~ threat to employees, customers and or the general public.

OPERATIONS SAFETY MANAGER-DEPUTY CHIEF OPERATIONS OFFICER - TRANSPORTATION will notify other SunLine staff as ~~any particular situation might present circumstances dictate.~~ This is set up so ~~that~~ the Dispatcher has only to contact the ~~Operations Safety Manager~~ Deputy Director of Chief Operations Officer - Transportation, ~~Director of Operations~~ Chief Operations Officer and the Superintendent of Facility Maintenance ~~Director~~ and then return to the business of handling the situation with the Driver, Supervisors, and other emergency services or response agency may be involved.

Drug and Alcohol testing requirements, ~~following will be followed under FTA DOT guidelines and the Agency's established Drug and Alcohol Policy, will be followed.~~

Judgment is necessary in these calls. It is possible that there could be a situation where none of the examples above pertain, yet would still require notification as listed in the sequence above. **It is the Dispatcher who is the key to making this notification system work.** It is meant to protect the passengers, our employees, the general public, and the Agency. We would rather you err on the side of ~~making notifyingications us-~~too often, than not often enough.

Response from any on the list will be as quick as possible, but there will be times when a call back might be a few hours or many hours later. There is no way to predict. ~~Obviously~~ ~~†~~The more urgent the situation, the more urgent it is to get that information to those on the list. If you are unsure...make the call.

EMERGENCY CALL ROSTER

In the case of an emergency situation, the following emergency call roster is to be followed:

VEHICLE COLLISION:

1. Call the appropriate police/fire/emergency services (or dial 9-1-1).
2. Notify the ~~Operations Safety Manager Deputy Director of~~Chief Operations Officer - Transportation (760) ~~250-5329895-7404.~~
3. Notify the ~~Director of Operations~~Deputy Chief Operations Officer-Maintenance (760) ~~668-3659 250-9596.~~
4. Notify the ~~Director of Maintenance~~Chief Safety Officer (760) ~~895-7181-7535, (760) 250-5845.~~
5. Notify the ~~Director of Human Resources~~ Chief Administration Officer (760)~~250-8703895-7403.~~
6. ~~Notify the Risk Manger (760) 275-6085.~~

The ~~Operations Director~~Chief Safety Officer will notify the ~~General Manager~~CEO/General Manager (when appropriate).

SERIOUS EMPLOYEE OR PASSENGER INJURY:

1. Call the appropriate police/fire/emergency services (or dial 9-1-1).
2. Notify the ~~Operations Safety Manager Deputy Director of~~Chief Operations Officer - Transportation (760) 250-5329.
3. Notify the ~~Director of Operations~~Chief Operations Officer (760) ~~250-95956.~~

4. ~~Notify the Chief Safety Officer (760) 895-7181~~~~The Operations Director or Safety Manager will notify appropriate Directors and/or the General Manager (when appropriate).~~
5. Notify the ~~HR Director~~Chief Administration Officer (760) ~~250-8703~~895-7403
6. The Chief Operations Officer will notify the CEO/General Manager when appropriate

SERIOUS FACILITY PROBLEM NEEDING IMMEDIATE ACTION:

1. Call the appropriate police/fire/emergency services (or dial 9-1-1).
2. Notify the Superintendent of Facility Maintenance (760) 250-8426.
3. Notify the Chief Operations Officer (760) 250-9595
4. ~~Notify the Risk Manager~~Chief Safety Officer (760) ~~895-7181~~250-6085.
3. ~~Notify the Director of Maintenance (760) 895-7535, (760) 250-5845.~~
4. ~~The Risk Manager~~Chief Operations Officer will notify appropriate Directors and/or the ~~General Manager~~CEO/General Manager (when appropriate).

NON-URGENT FACILITY PROBLEM:

1. Notify the Maintenance Shop Supervisor (at the appropriate division).
 - a. Division 1 (760) 343-3456 ext. ~~302~~1302 or (760) 250-8516
 - b. Division 2 (760) 863-3745 or (760) 285-5386
2. The Maintenance Shop Supervisor will notify appropriate ~~Directors~~Department Chief and/or the ~~General Manager~~CEO/General Manager (when appropriate).

NON-FACILITY PROBLEMS:

1. Notify the appropriate ~~Director~~Department Chief:
 - a. ~~Risk Management~~Chief Safety Officer (760) ~~250-6085~~895-7181
 - b. Chief Operations Officer (760) ~~250-9596~~
 - c. Deputy Chief of Operations Officer - Maintenance (760) ~~895-7535, (760) 250-5845~~668-3659
 - d. Chief Finance Officer (760) ~~250-9594~~636-3117
 - e. Information Technology Manager (760) 250-9592

~~f~~e. ~~Planning~~ Chief Administrative Officer (760) 895-7403275-5570

~~f~~g. ~~Human Resource~~ (760) 250-8703

2. The notified ~~Director~~ Department Chief will contact the ~~General Manager~~ CEO/General Manager (when appropriate).

SECTION 9

FACILITIES INSPECTION

~~As stated in Section 7,~~ Facilities Inspections occur no less than once monthly by the ~~Director of Maintenance Safety Department or his/her designee and quarter.~~ The following list of facilities/equipment with specific safety-related characteristics will be updated as new equipment is brought on-site to any SunLine facility. This equipment will be inspected in addition to items shown on the Checklists attached. Monthly inspection reports and forms ~~are to will be turned into the~~ retained by the Risk Management Department Safety Department for review and filing.

FIRE PROTECTION EQUIPMENT

- Fire Extinguishers in each building
- Water hoses
- Fire blankets

EMERGENCY COMMUNICATIONS EQUIPMENT

- Disaster ~~P~~preparedness phones
- Dispatch back-up systems
- Emergency cell phones

EMPLOYEE SAFETY DEVICES

- First aid kits
- ~~Access/e~~ Egress
- Emergency procedures manuals in each building
- Automated External Defibrillators

Facilities inspected include all operating, maintenance and administrative structures. Separate inspections of ~~and all passenger facilities such as bus stops and shelters~~ are conducted by the Stops and Zones personnel. Inspection of bus stops is the responsibility of ~~the Property Maintainers Stops and Zones and the Risk Management Department,~~ who must report any unsafe condition to their supervisor upon discovery. Safety inspection documents are maintained, filed and tracked in the ~~Risk Management Department~~ Safety Department. Safety inspection reports are available ~~for to the General Manager/CEO/General Manager, and Directors Department Heads and all safety audits and inspections.~~

SECTION 10

MAINTENANCE AUDITS/INSPECTIONS

The Maintenance Department is assigned the responsibility for the maintenance of all SunLine vehicles. The ~~Risk Manager and Director of Maintenance~~ Superintendent of Facility Maintenance ~~are~~ is assigned responsibility for the operation and maintenance of the facilities. The goal of the Maintenance Department and is to maintain the complete transit infrastructure in a safe condition.

To achieve this goal SunLine Transit Agency's policies are as follows:

- Safe operating plans, policies, rules and procedures are implemented and enforced from the top down.
- The Maintenance Department develops policies, plans, and procedures for the safe operation and maintenance of all equipment. The ~~Risk Management Department~~ Safety Department develops policies and procedures for the safe operation and maintenance of facilities. The ~~Risk Manager~~ Chief Safety Officer approves all policies, plans and procedures. As operating conditions change policies, plans, and procedures are up-dated to reflect new conditions.
- New personnel are given training in the proper performance of safety related operating and maintenance policies, plans and procedures.
- Personnel are given ~~monthly~~ safety briefings on sections of the policies, plans and procedures.
- Personnel are systematically trained, tested and certified by supervisors in the proper performance of all safety-related policies, plans and procedures. Training covers both normal and emergency conditions as they pertain to the facilities and equipment.
- Personnel are provided with copies of safety and emergency policies, plans and procedures that affect them.
- Operating and maintenance policies, plans and procedures are monitored by supervisors and any violations are reported to the ~~Risk Manager~~ Safety Department.
- Any condition which has caused or has the potential to cause injury to persons or damage to property/equipment is corrected.
- All safety related documents training records, safety briefing polices plans and procedures are available to all personnel in the ~~Risk Manager~~ Chief Safety Officer's office and the Deputy Chief of Operations Officer - Maintenance Director's office.

Specific actions taken to ensure implementation of all safety policies include, but are not limited to:

- The ~~Director of Maintenance~~Deputy Chief Operations Officer - of Operations Maintenance or designee will check tool calibrations on an annual basis and will repair or replace the tool as appropriate and maintain documentation to support such checks. The ~~Risk Manager~~Chief Safety Officer will be notified of the results of such checks.
- The ~~Risk Manager~~Chief Safety Officer will maintain the database of facility safety issues and will evaluate that list on an annual basis to determine safety trends. Such evaluation will be reported to the ~~Director of Maintenance~~Superintendent of Facility Maintenance and the Chief Operations Officer.
- Reports for all maintenance safety inspections occurring on a monthly basis are to be provided to the ~~Risk Manager~~Chief Safety Officer.
- The ~~Director of Maintenance~~Deputy Chief of Operations Officer - Maintenance will maintain all safety-related records of the Maintenance Department and will provide copies of those reports to the ~~Risk Manager~~Chief Safety Officer.

The Maintenance Department ~~has~~es developed a preventative maintenance schedule for vehicles, which is designed to maintain overall system safety at a maximum interval of ~~36~~36,000 miles between preventive maintenance evaluations. Reported deficiencies and defects to either department in equipment or facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of defects is placed into service.

SECTION 11

RULES/PROCEDURES REVIEW

All safety rules have been developed, maintained and are to be followed to ensure a safe work environment. The methodology for ensuring uniform, coordinated development and implementation of operating, maintenance and facility procedures include Internal Assessments, as shown in Section 27. Such internal assessment procedures are outlined in that Section.

In addition, as shown elsewhere in the eis document, the weekly Directors-Chiefs Meetings provide the initial venue to determine if safety rules are being followed or if they need modification. From this venue, the Risk Management Department Safety Department is notified of any issues, and conversely, the Risk Manager Chief Safety Officer has the ability to notify the Directors-Department Heads at any weekly meeting of any safety concern. However, all input starts with the employees, who notify their immediate supervisors of any potential safety issues.

The Rules and Procedures Review is the direct result of the Internal Assessment which is completed by the Risk Manager Chief Safety Officer on an annual basis. During this review, all completed forms will be reviewed for accuracy, completion, and ~~and~~ ~~the~~ forms ~~will be~~ are evaluated for potential modifications. All data and reports will be reviewed for completion, trend analysis, and potential change to rules and procedures. All equipment and facilities reviews will also be evaluated for potential change to any rules and procedures.

The results of all reviews will be reported by the appropriate Department Director Chief, ~~to the Director of Human Resources~~ and the General Manager CEO/General Manager.

Changes will occur following these steps:

1. Reports or concerns should be brought to the Risk Manager Chief Safety Officer.
2. The proposed solution will be presented to the affected Director-Department Head ~~and the Director of Human Resources~~ and then to General Manager the CEO/General Manager for the ~~General Manager CEO/General Manager~~'s approval and then returned to the Risk Manager Chief Safety Officer.
3. The affected Department will implement the approved solution: and
4. The Risk Management Department Safety Department will report back to the General Manager CEO/General Manager to close the loop.

SECTION 12

TRAINING AND CERTIFICATION REVIEW/AUDIT

SAFETY TRAINING

All training in the ~~Operations~~ Training ~~Section~~ Department is performed by Transportation Safety Institute (TSI) certified instructors. All new operators training consist of no less than forty (40) hours of classroom. Classroom consists of TSI courses “Bus Maneuvering and Defensive Driving”, “Emergency and Accident Handling Procedures”, and “Passenger Relations”. These are supplemented with other courses that have been incorporated into the training as contained in the Instructors Manual. The operators then start behind the wheel training for no less than forty (40) hours before being tested. All new operators are trained on all SunLine vehicles which they will be expected to operate and will take a written final examination for all course subjects. An authorized examiner of SunLine administers the road test, following Department of Motor Vehicle guidelines and is recorded on the Certificate of Driving Skill (DL170). All training records are kept on file in the Operations Training Supervisor files.

After testing, the operators begin cross training, on route, with line operators, who grade their performance on the “Trainee Progress Report”, which are reviewed by the Training ~~Supervisor~~ Department, ~~Operations Safety Supervisor and Risk Manager~~. The total time from classroom to line operator is approximately 6-8 weeks. All hours are documented on Verification of Transit Training form (DL260).

The ~~Risk Management Department~~ Safety Department coordinates with ~~transportation training~~ and maintenance training instructors in formulating and refining training programs. Training curriculums will be reevaluated for improvements after each training class completed. New hire operators will be provided with course critique sheets to evaluate the driver training course.

Continued safety training is accomplished at ~~monthly~~ safety meetings, tailgate meetings, special presentations or classes, publications, newsletters, and at work locations, to instruct employees on methods to prevent traffic, passenger, and employee accidents. All training on new Agency vehicles is documented, ~~and retained by the Training Department.~~ filed, and Dispatch receives a list of those operators qualified to operate new equipment.

<u>Type of Training</u>	<u>Frequency</u>	<u>Comments</u>
<u>Safety Training</u>	<u>Upon hire</u>	<u>Re-training monthly</u>
<u>OSHA Training</u>	<u>Quarterly</u>	
<u>Blood borne Pathogen</u>	<u>Upon hire</u>	<u>Re-training annually</u>
<u>Right to Know Training</u>	<u>Upon hire</u>	<u>Re-training annually</u>

Equipment Training	Receipt of new equipment	
Emergency Drills	Quarterly	
Fatigue Awareness	Upon hire	
Alternative Fuel	Upon hire	As appropriate
General/Specific Safety	Monthly (Main., Ops)	Required by MOU
Hazardous Materials	Upon hire	As appropriate
CNG Fueling	Upon hire	As appropriate
Disaster Preparedness	Upon hire	
Fork Lift	Upon hire	Re-training annually

SAFETY INCENTIVE AWARDS

Safety awards are used to encourage individual participation in the SSPP. Presently the ~~Risk Management Department~~ [Safety Department](#) administers Safe Driving Awards, which recognizes individual yearly miles driven accident free by transit operators. Our other safety incentive program is our Quarterly Safety Incentive Program that recognizes the safety achievement of employees with a ~~monetary reward~~ [prize](#). ~~The Spot/Fix the Hazard program allows employees who identify and fix hazards to enter a drawing for gift cards. The employee of the quarter/year award requires the recipient to be accident and injury free to be eligible.~~

Type of Training	Frequency	Comments
Safety Training	Upon hire	Re-training monthly
OSHA Training	Quarterly	
Blood borne Pathogen	Upon hire	Re-training annually
Right to Know Training	Upon hire	Annual Re-training <u>annually</u>
Equipment Training	Receipt of new equipment	
Emergency Drills	Quarterly	
Fatigue Awareness	Upon hire	
Alternative Fuel	Upon hire	As appropriate
General/Specific Safety	Monthly (Main., Ops)	Required by MOU
Hazardous Materials	Upon hire	As appropriate
CNG Fueling	Upon hire	As appropriate
Disaster Preparedness	Upon hire	

Fork Lift	Upon hire	Annual Re-training <u>annually</u>
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CERTIFICATIONS/AUDITS

CALIFORNIA HIGHWAY PATROL (CHP)

Annual terminal inspections consisting of ~~M~~aintenance records, random inspections of vehicles, driver's records, training records, work schedules, and Pull Notice Program.

INSPECTION OF CONTROLLED SUBSTANCE AND ALCOHOL TESTING (CSAT) PROGRAM

Annual inspection of all results and other records pertaining to controlled substance and alcohol use and testing.

DEPARTMENT OF MOTOR VEHICLES (DMV)

Annual inspections of pre-trip, skills, and road test, driver's records, and verify hours on Verification of Transit Training (VTT) forms and required medical certification SunLine employees must pass all for continued enrollment in the DMV Employer Testing Program.

VERIFICATION OF TRANSIT TRAINING (VTT)

All operators are required to possess a VTT. Training Supervisor documents all hours of training (classroom, behind the wheel, in-service). Each operator must have no less than eight (8) hours annually.

The ~~Risk Manager~~Chief Safety Officer will evaluate all training and certifications on an annual basis as part of the Internal Audit.

SECTION 13 EMERGENCY RESPONSE

In the event a situation of moderate to disastrous magnitude occurs, SunLine will implement one of three stages of its emergency-operating plan based on the level of severity. SunLine participates in a county-wide disaster planning effort and coordinates all efforts with other local officials involved in the disaster planning. The levels of magnitude of disasters are as follow:

MODERATE: Minor flooding that would cause some street closures and minor service interruptions.

SEVERE: Flooding or earthquake that would cause numerous road closures and major service interruptions with power outages.

DISASTER: Human and property evacuation with medical and supply transportation. Emergency relief coordination among cities and the county.

Personnel procedures to help working employees contact home, track employees on property and off and evacuation policies are in place. Employees are trained in these procedures and are given written materials on ~~polices~~policies and procedures.

The Dispatch center is equipped with a map of the area and the AVAIL system, which can be used for charting problem areas and dispatching stand-by buses, or other emergency vehicles to needed locations. The Coachella Valley has been divided into three zones. The three divisions are based on population, number of route miles, and significant geographical needs. These three zones are called the “zones of responsibility”. Each zone has a transit operations supervisor assigned to it. Supervisors will work within their own zones and become ~~totally~~ familiar with all characteristics of their zones of responsibility. Each supervisor is assigned a radio-equipped ~~van~~vehicle with a wheelchair lift. ~~With this equipment the supervisors are ready to respond to any type of emergency.~~ All fixed route transit buses are radio equipped. Dial-a-ride system has radio-equipped vans that could be implemented if necessary.

~~SunLine’s supervisors have made themselves known to school officials, police, senior citizen centers, hospitals, day care centers and many other agencies that may need our assistance in an emergency.~~ Key SunLine personnel are certified in First Aid and CPR.

SunLine’s ~~d~~Dispatch ~~e~~Center is equipped with a self-contained generator to supply all of its electrical needs.

Alternative fueling sites are available in the Coachella Valley in the event we are unable to return to our facility.

SunLine has on hand an emergency radio for the disaster preparedness network that is capable of ~~valley-wide~~ communications. with Riverside County Emergency Operations.

SunLine's policies and procedures along with local ~~law enforcement first responder~~ agencies have developed a rapid response to various emergencies in the Coachella Valley. The policies and procedures will be sufficient to handle magnitude moderate or severe emergencies.

A magnitude level emergency disaster implements another set of ~~polices policies~~ and procedures. Ongoing oversight of SunLine Transit Agency level of disaster preparedness is the responsibility of the Emergency Operating Committee (EOC). The members of this standing committee are the ~~General Manager~~CEO/General Manager, ~~Director of Human Resources~~Chief Administrative Officer, ~~Risk Manager~~Chief Safety Officer, ~~Director of Maintenance~~Superintendent of Facility Maintenance and ~~Director of Operations~~Chief Operations Officer. In the event of a crisis, ~~one of the committee members~~The CEO/General Manager will become the Incident Commander, ~~who~~The Incident Commander has primary responsibility in the event of an emergency. The Incident Commander may designate personnel to perform functions and tasks as necessary. ~~Disaster operations will be implemented will set up the command post and implements the emergency operations procedures as outlined~~ as follows:

- Disaster Preparedness Procedures Reference Manuals are located at each exit of every work site.
- The Command Post is the nerve center ~~of the for~~ disaster-preparedness procedures operations.
- ~~The~~ Attendance and Accountability is responsible for monitoring the whereabouts of SunLine Transit Agency personnel.
- ~~The~~ Building Coordinators ensure building evacuation and take attendance ~~after~~.
- The Bus Operations Plan Coordinator will monitor the planned implementation, ~~and~~ relay situation reports and assistance requests to and from the ~~d~~Dispatcher ~~and the county requests for aid~~.
- The Communications Coordinator will relay the status of SunLine property and personnel to the Riverside County Emergency Operations Center and appropriate emergency assistance agencies.
- The Damage Assessment Coordinator will immediately secure diesel, water, propane, electricity and natural gas supplies.
- The First Aid Coordinator will direct two first aid volunteers to accompany each search and rescue team.
- The Group Comfort Site Coordinator is responsible for choosing a site, informing other coordinators of the location and for setting up the site.

- The Public Information ~~Coordinator~~ Officer is responsible for setting up a ~~P~~public ~~i~~information station at the Group Comfort Site and designating volunteers to staff the center.
- The Search and Rescue Coordinator is responsible for forming teams and recording team activities.

SECTION 14

~~MODIFICATION, DESIGN REVIEW AND APPROVAL~~ PROCESS SYSTEM MODIFICATION REVIEW/APPROVAL

SYSTEM MODIFICATION

The System will be evaluated ~~no less than quarterly~~ annually, at ~~Safety Committee meetings~~ Emergency Operations Committee meetings. Issues that have been raised since the last Committee meeting will be addressed and modifications will occur as are appropriate.

If issues are raised at weekly ~~Director Chiefs~~ Meetings, the ~~Risk Manager~~ Chief Safety Officer will be called to address any critical safety issues.

SAFETY DESIGN REVIEW

Safety reviews will be held with participation of all ~~Directors~~ Department Heads to ensure that proposed designs comply with safety requirements. Consideration will be given to such areas as:

- System interactions
- Human factors
- Environmental parameters
- Isolation of energy sources
- Materials compatibility
- Use and long-term storage of critical materials
- Emergency responses, egress and rescue paths

- Fire sources and protection
- Equipment layout
- Lighting requirements
- Operational requirements
- Maintenance requirements
- Document control
- Data entry
- Security Requirements

APPROVAL PROCESS

~~Directors~~ Department Heads must first approve all system modifications and designs at weekly Director Chiefs Meetings. Final approval by the General Manager ~~CEO~~/General Manager and Risk Manager ~~Chief Safety Officer~~ will address critical safety issues. The Risk Manager ~~Chief Safety Officer~~ is responsible for making and distributing all modifications to the systems and programs.

SECTION 15

SAFETY DATA ACQUISITION/ANALYSIS

Safety data is collected on several SunLine Forms. The Safety Inspection Checklists (attached) covers in detail such categories as:

- Fire Protection
- Personal Protective Equipment and Clothing
- General Work Environment
- Walkways
- Elevated Surfaces
- Exiting or Egress
- Portable Ladders
- Hand Tools and Equipment
- Portable (Power Operated) Tools and Equipment
- Abrasive Wheel Equipment Griders
- Power Actuated Tools
- Machine Guarding
- Welding, Cutting & Brazing
- Compressors & Compressed Air
- Compressed Air Receivers
- Compressed Gas & Cylinders
- Hoist & Auxiliary Equipment
- Industrial Truck Forklifts
- Spraying Operations
- Environmental Controls
- Hazardous Substances Communications

- Electrical
- Noise
- Fueling
- Material Handling
- Transporting Employees and Materials
- Control of Harmful Substances by Ventilation
- ~~Post-accident~~Post-accident analysis

The Safety Inspection Checklist is maintained by the ~~Risk Manager~~Deputy Chief Safety Officer ~~in coordination with the Maintenance Safety Training Supervisor~~. All systems are checked ~~with no less than monthly frequency~~.

The Safety Audit Checklist (attached) is maintained by the ~~Risk Manager~~Deputy Chief Safety Officer. This Audit is conducted ~~with no less frequency than once yearly annually~~. This Checklist includes records retention, identification of hazards, communications systems, training, appropriate hazardous mitigations, actions/occurrences and other internal processes and procedures.

When necessary, ~~such as to update Plans and Policies~~, SunLine hires consultants with specific areas of expertise in safety, hazardous materials handling and hazardous conditions mitigation. SunLine also stays abreast of industry safety issues and mitigations through membership in several organizations including the American Public Transportation Association (APTA), Cal ACT, California Transit Association., National Safety Council, CAL/OSHA Compliance Advisor, Safety Compliance Alerts, Injury Prevention Alerts, Facility Manager Alerts and other specific trade organizations.

SECTION 16

INTERDEPARTMENTAL/INTERAGENCY COORDINATION

INTERDEPARTMENTAL COORDINATION

As shown in the SunLine Injury & Illness Prevention Program, consistent with California SB-198, Emergency Coordinators are listed as the ~~General Manager~~CEO/General Manager, and the ~~Operations Safety Manager~~ Deputy Chief of Operations Officer - Transportation, on 1st shift, and the ~~Director of Operations~~ Chief Operations Officer, Chief Safety Officer and the ~~Director of Maintenance~~ Superintendent of Facility Maintenance on 2nd shift. They are responsible for all emergency communications within and outside ~~SunLine the Agency~~ in the case of an emergency.

Hazardous Material/Waste Handler Coordinator is the ~~Risk Manager~~ Superintendent of Facility Maintenance, who is responsible for all emergency and routine hazardous/waste communications within and outside ~~of SunLine the Agency.~~ ~~The Hazardous Material/Waste Administrators are the Director of Maintenance and the Risk Manager of SunLine Transit Agency.~~

SAFETY COMMITTEE MEMBERS

- ~~Risk Manager~~ Chief Safety Officer
- Senior Training Supervisor
- ~~Security Systems Officer~~ Deputy Chief Safety Officer
- A member from the Planning Department
- ~~Safety & Security Coordinator~~
- Maintenance Mechanic
- A member from the Marketing Department
- A member from the Finance Department
- ~~Motorcoach~~ Fixed Route Operator
- Paratransit Operator

RESPONSIBILITIES

- Attend ~~monthly~~ SunLine Transit Agency safety meetings to help improve the ~~status of the safety environment~~ safety culture.

- Conduct monthly facility safety inspections of SunLine Transit property.
- Communicate safety to all SunLine Transit Agency employees.
- Provide feedback to the ~~s~~Safety ~~d~~Department ~~concerning-regarding~~ safety concerns and issues.
- Lead by example and practice safety at all times on and off the job.
- Help to educate SunLine employees concerning safety.

PROCEDURES

1. Monthly Safety Committee Meeting:
 - a. Provide input ~~_ to the safety topics of the meetings~~
 - b. Solicit safety information and concerns from employees ~~_ within their departments and sections.~~
2. Safety Committee reports ~~_ to the Risk Management Department~~Safety Department on all safety ~~sensitive~~ issues.
3. All Departments must work with Committee Members to make sure they are available for attending Safety Meetings.
4. ~~Risk Management Department~~Safety Department completes the minutes of the safety committee meeting for the ~~_ Directors~~Chiefs, ~~General Manager~~CEO/General Manager and posting.
5. Post copy of minutes for all employee information and feedback.
6. ~~Risk Management~~The Safety Department, Human Resources Departments and ~~General Manager~~CEO/General Manager work with departments to address concerns and issues entered in the minutes.
7. Provide feedback and responses for SunLine employees ~~and~~ at the next scheduled committee meeting.

See Section 5 for a detailed list of other internal communications.

~~AGENCIES WITH WHOM SUNLINE HAS REGULAR COMMUNICATION~~

~~SunLine works with the Emergency Managers of the Coachella Valley, which includes members of the business community. SunLine has also obtained federal grant funding to electronically link communications systems of participants in Emergency Managers Group in the event of an emergency.~~

SECTION 17

CONFIGURATION MANAGEMENT

The ~~Director of Maintenance~~Deputy Chief of Operations Officer - Maintenance is responsible for all SunLine vehicles, bus shelters and stops, and associated support equipment. The ~~Director of Maintenance~~Superintendent of Facility Maintenance with cooperation of the ~~Risk Manager~~Chief Safety Officer with regards to safety is responsible for all building facilities, plumbing, electrical, heating and air conditional, pavement management, lighting, and parking, ~~bus shelters, and bus stops~~.

Both functional areas coordinate with all other departments to emphasize acceptable levels of safety in the design of new equipment, facilities, and construction specifications. Both the ~~Director of Maintenance~~Superintendent of Facility Maintenance and the ~~Risk Manager~~ Deputy Chief of Operations Officer - Maintenance monitor and coordinate with others warranty work.

The ~~Director of Maintenance~~Deputy Chief of Operations Officer - Maintenance provides procedures which ensure vehicles and equipment with defects or deficiencies are not placed into operation and for the supervision of contractor activities to ensure adherence to safety rules, procedures, and regulations.

At Weekly ~~Director Chiefs~~ Meetings, ~~Directors Chiefs~~ are responsible for bringing forward to the group any safety concerns raised by their staff, observed by staff, or otherwise brought to their attention. Each Director with a potential safety issue is responsible for investigating the issue and recommending ~~any~~ changes. Any configuration changes or incorporation of changes into documentation will be accomplished by the ~~Risk Manager~~Chief Safety Officer and presented at the ~~Director Chiefs~~ Meetings and finally with the Board of Directors, if modifications of any official documents ~~are-is~~ required.

SECTION 18

EMPLOYEE SAFETY PROGRAM

The SunLine Employee Safety Incentive Program, the Injury & Illness Prevention Program, per California SB-198 (last updated ~~November~~ September 200514), is incorporated herein specifically by portion and by overall reference (Appendix C).

This Program outlines the Policies, objectives, responsibilities, investigative procedures, communications policies, and all safety, hazard and accident report forms. Please see attached Program.

SECTION 19

HAZARDOUS MATERIALS PROGRAM

SunLine Transit Agency comes under the jurisdiction of the State of California, County of Riverside, Health Services Agency, Department of Environmental Health, and Hazardous Materials Management Division. SunLine operates ~~two-three~~ facilities. One is located in Thousand Palms, California, ~~and the other~~ the second is in Indio, California, ~~and the third is in Coachella, California.~~

The ~~Risk Manager~~ Chief Safety Officer with the assistance of the ~~Director of Maintenance~~ Superintendent of Facility Maintenance is responsible for SunLine's Hazardous Materials Business Plan. The plan is directed towards achieving a safe working environment for employees and minimizing the likelihood of accidents. The program emphasizes the recognition, evaluation, and control of hazards arising in and from the occupational environment. Employees are identified for required Hazardous Materials training which is conducted in accordance with the plan. All Hazardous Materials Inspections are completed by the ~~Risk Manager~~ Chief Safety Officer and the ~~Director of Maintenance~~ Superintendent of Facility Maintenance, or his/her designees.

The approved Hazardous Materials Business Plan (Appendix D) consists of five sections:

- I. Hazardous Materials Business Plan General Information
- II. Hazardous Materials Business Plan forms
 - A. Business Owner / Operator Identification Page
 - B. Emergency Response Procedures
 - C. Business Emergency ~~t~~Training
 - D. Emergency Notification
 - E. Certification Page
- III. Hazardous Materials Inventory Packet
 - A. Hazardous Material Inventory Forms
 - B. ~~Material~~-Safety Data Sheets
 - C. DOT Hazard Class
 - D. NFPA 704 Hazard Ratings
 - E. UFC Hazard Classification

F. Regulated Substance List

IV. Site Map

A. Site Map #1

B. Vicinity Map #2

C. Emergency Evacuation Map #3

V. Contingency Plan

A. Emergency Procedures Plan Spill Prevention and Response Procedures

B. Hazard Communication Standard Written Program

C. Handling of Hazardous / Toxic Chemicals

D. Hazardous Materials Handling and Disposal Guide & Waste Categories Guide

E. Hazardous Materials Storage and Control Program

F. Hazard Assessment and Control Program

G. Hazardous Materials Record Keeping and Reporting Procedures

H. Employee Training Outline

I. Employee Training Hazard Communication Standard Presentations Script

J. Emergency Procedures for Earthquakes, Floods, Bomb Threats and Fires & Emergency Evacuation Plan

SunLine's Hazardous Materials Business Plan for both facilities is updated annually.

SECTION 20

DRUG & ALCOHOL ABUSE PROGRAM

SunLine's Alcohol & Drug Policy has been prepared and implemented to ensure:

- Employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Creation of a workplace environment free from adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and
- Encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

SunLine has a strong commitment to all employees to establish programs promoting high standards of responsibility to the public and reliable performance. This policy was established and adopted by the Board of Directors effective January 1, 1995. The administration and program requirements for this policy are handled by the Risk Management Compliance Officer and Human Resources Office Department. For reference a copy of the complete policy is attached (Appendix B).

SECTION 21

BACKGROUND CHECKS FOR ALL PROSPECTIVE EMPLOYEES

All New Hire Employees of SunLine Transit Agency will be submitted for a complete criminal investigation background check through ~~HireRight, Inc.~~ [a third party commercial background service](#). The New Hire positions are broken down into four specific categories to conduct seven year background checks for each job category and job description.

DRIVERS/SUPERVISORS/DISPATCHERS

- Employment History
- [23](#) Year Drug & Alcohol Results
- Motor Vehicle Report, (MVR)
- Department of Justice Search
- State Sex Offender
- County Criminal History Search

SHOP MAINTENANCE/FACILITY MAINTENANCE

- Employment History
- [23](#) Year Drug & Alcohol Results
- Motor Vehicle Report, (MVR)
- Department of Justice Search
- County Criminal History Search
- State Sex Offender

ADMINISTRATIVE

- Employment Verification
- Department of Justice Search
- County Criminal History Search
- State Sex Offender

FINANCE/PAYROLL/FARE COUNT

- Employment Verification
- Department of Justice Search
- County Criminal History Search
- State Sex Offender
- Credit Check & Report

The only designated SunLine representatives authorized to access employee data and information ~~_from HireRight, Inc. secure site~~ is the Human Recourse Department and the Risk Management department the Chief Safety Officer. They are authorized to send and receive employee sensitive material and provide ~~the~~ information to ~~only the Director of Human Resources~~ Chief Administrative Officer and the ~~General Manager~~ CEO/General Manager.

SECTION 22

CONTRACTOR SAFETY COORDINATION

The ~~Director of Maintenance~~Superintendent of Facility Maintenance and the ~~Risk Manager~~Chief Safety Officer have specific and related responsibilities for coordinating contractor safety.

The ~~Director of Maintenance~~Chief Operations Officer coordinates with the ~~Risk Manager~~Chief Safety Officer with regard to safety aspects including design for all SunLine vehicles with all affected departments. The Maintenance Department coordinates all vehicles and vehicle support equipment warranty work with contractors.

The ~~Risk Manager~~Chief Safety Officer and ~~Director of Maintenance~~the Superintendent of Facility Maintenance coordinate the safety aspects including design for all facilities and facility support equipment and mechanical systems. Facilities includes all buildings, bus shelters, bus stops, electrical, air conditioning, plumbing, and landscaping. The ~~Director of Maintenance~~Superintendent of Facility Maintenance coordinates all contractor warranty work related to facilities.

The ~~Director of Maintenance~~Superintendent of Facility Maintenance and the ~~Risk Manager~~Chief Safety Officer are responsible for the supervision of contractor activities, in their respective areas, to ensure adherence to safety rules, procedures, and regulations. Each ~~Director~~Department Head is responsible for providing on-site safety information to all contractors brought on-site. When bringing an outside contractor on-site, the ~~Directors~~Department Heads will notify the ~~Risk Manager~~Chief Safety Officer, who will provide the ~~Director~~Department Head with safety information for the contractor. The contractor will also be provided with the emergency phone number list for any accidents/incidents/issues encountered on-site during other than standard office hours.

SECTION 23

PROCUREMENT

OVERVIEW

The SSPP provides the foundation for a continuing safety effort that begins with ~~acceptance~~ approval of new facilities and equipment and continues into the operational phase. This section identifies and describes the overall safety requirements and activities directed towards achieving established SunLine safety goals and objectives. All purchases will comply with applicable FTA and DOT safety requirements.

NEW SYSTEMS/NEW EQUIPMENT

Procurement of new systems such as facilities, equipment, buses, and light rail support vehicles will include safety requirements in specifications, design reviews, testing and configuration control. Procurement is the responsibility of the ~~Director of~~ Chief Finance Officer and Procurement Officer.

SPECIFICATIONS

Basic safety and user requirements will be included in procurement specifications and coordinated with all operational offices, including ~~Risk Management~~ the Safety Department, which have interfaces with the procured facility, hardware, or system. Consideration will be given to the following safety requirements:

- Compatibility with the safety features, design, and procedures of the existing SunLine system.
- Incorporation of "fail-safe" principles when failures would cause a catastrophe resulting in injury to personnel, damage to equipment, or inadvertent operation of critical systems.
- Avoidance, elimination, or reduction of identified safety hazards by design change, safety devices, and parts or materials selection. Composition of hydraulic fluids, lubricants, and other materials shall provide optimum safety characteristics and fire resistant properties.
- Location of equipment components so that access by personnel during operation, maintenance, repair, or adjustment activities shall not require exposure to hazards such as electrical shocks, burns, cutting edges, sharp points or dangerous or toxic materials.
- Design to minimize severe damage to equipment or injury to personnel in the event of an accident.
- Avoidance of undue exposure to physiological and psychological stresses which might

cause errors leading to an accident.

- Provision of suitable warning and cautionary notes in instruction for operation, assembly, maintenance, and repair, and distinctive markings for personnel protection on hazardous components, equipment, and facilities.

Specifications will include the requirement that contractors who provide systems, subsystems, or equipment that affect safe transit operations or passenger/employee safety, establish and maintain a system safety program in accordance with an approved system safety program plan which defines objectives, tasks, and procedures, schedules, and data submittals for the safety activities that will be performed by the contractor. The contractor's system safety program plan and supporting documentation will be approved by the Engineering–Maintenance Department with the concurrence of the Safety Committee, as appropriate.

SAFETY DESIGN REVIEWS

Safety reviews will be held with participation of the Risk ManagerChief Safety Officer, as appropriate, to ensure that proposed designs comply with safety requirements. Consideration will be given to such items as:

- System interactions
- Human factors
- Environmental parameters
- Isolation of energy sources
- Materials compatibility
- Use and long-term storage of critical materials
- Emergency responses, including emergency egress and rescue paths
- Fire sources and protection
- Equipment layout
- Lighting requirements
- Operational requirements
- Maintenance requirements

In these reviews maximum use will be made of existing data, reliability analyses, and other applicable design analyses and information. Analyses or evaluations will be conducted on test plans, procedures, and related test equipment; operational plans,

procedures, and related operational support equipment; demonstration and evaluation plans, procedures, and related support equipment; and on maintenance plans, procedures, and related maintenance equipment. Results of these analyses or evaluations will either verify the required safety level or will require the implementation of changes to incorporate the necessary safety provisions.

SECTION 24

ALTERNATIVE FUELS & SAFETY

The ~~SunFuels Manager~~ Chief Operations Officer and the ~~Risk Manager~~ Chief Safety Officer share in the system safety and safety practices for alternative fuels specifically compressed natural gas (CNG) and Hydrogen.

Safety analysis involves both fixed site compressor stations with ancillary storage vessels and on road vehicles equipped with high-pressure storage tanks.

Procedures to follow during an actual major emergency involving the compressed natural gas fueling facility are contained in the Hazardous Materials Business Plan. These procedures cover the following:

- Emergency turn-off procedures for compressor equipment
- Gross release of natural gas
- Release of gas at the fueling dispenser
- Fire involving compressed natural gas and Hydrogen
- CNG vehicle fueling and Hydrogen
- Combustible debris fire
- Special emergency situations

The CNG and Hydrogen Stations for SunLine come integral with numerous safety devices. At the center of these safety devices is the Emergency Shutdown Button (ESB) which, when activated, systematically shuts-down numerous valves to stop the flow of gas from one piece of equipment to another. The ESB also activates a red rotating beacon located on the compressor skid indicating that a problem exists. These ESB's are situated at the site so that they are readily accessible.

All drivers and maintenance employees are trained in use and fueling of alternative fuels vehicles appropriate to their jobs. When appropriate, employees will be trained in-house by our certified trainers in a comprehensive alternative fuels program.

SECTION 25

OPERATING ENVIRONMENT AND PASSENGER FACILITY MANAGEMENT

Bus stops and shelters are placed only in compliance with the Americans with Disabilities Act and Public Works directives of local jurisdictions. Bus stop placement is consistent with the recently-published Transit Cooperative Research Program (TCRP) guidelines. Safety considerations are paramount in bus stop placement.

BUS STOP SPACING

The agency policy is for an average stop spacing of .5 miles for the system and each route.

STREET SIDE FACTORS

SunLine staff works with local jurisdictions to determine near-side, far-side or midblock placement. Traffic determinations and safety concerns will guide whether a bus stop is placed curbside or in a bus turnout. Availability of pedestrian crossings facilities and visibility for bus operators merging into traffic are of paramount importance.

TRANSFERS

Transfer locations are sited to ensure safety in access and visibility of pedestrians. Transfer locations include bus schedule and fare information for all routes converging at transfer locations.

STOP AMENITIES

Lighting is provided at all bus shelters and through other equipment (I-Stop, PU Stop or local street lighting). Trash cans are provided at all shelters. Bus schedule information is provided at all bus stops.

MAINTENANCE OF BUS STOPS

Bus stops are maintained per the attached Checklist. Facilities are checked for safety and hygiene issues. Shelters are cleaned, graffiti removed and plexi-glass replaced as appropriate to ensure a safe and clean environment for passengers.

SECTION 26

SECURITY

The SSPP provides a proactive, importance prevention-oriented approach to security. Bus transit security emphasizes the importance of identifying potential threats and areas of vulnerability, developing approaches that will minimize those threats and vulnerabilities and demonstrating a clear and pro-active approach to security. A well-designed and implemented security plan can still be breached. Provisions that require reactive law enforcement actions for such incidents are in place. An overview of these provisions for providing safe security to SunLine Transit Agency's customers, employees, facilities, non-revenue equipment and revenue equipment follows:

FACILITIES – ~~RISK MANAGER~~CHIEF SAFETY OFFICER

- Personnel are on property 24 hours a day seven days a week.
- Personnel are alert for unauthorized persons in an area that is secure.
- Security cameras that are reviewed by SunLine personnel are recording 24 hours a day. The security cameras cover the property gates, parking lots and building.
- Emergency phone listing of SunLine's response personnel.
- Emergency phone listing for police fire department and technicians.

REVENUE EQUIPMENT – ~~DIRECTOR OF OPERATIONS~~CHIEF OPERATIONS OFFICER

- Operators are trained to handle minor instances
- Operators are in touch with dispatch by radio. A code system is used between the operator and dispatch to signal a security issue.
- The operator has an emergency switch that will notify dispatch of a security breach, when the operator ~~can not~~cannot use the radio.
- Dispatch calls the police.

DISASTER PREPAREDNESS – ~~DIRECTOR OF OPERATIONS~~CHIEF SAFETY OFFICER

- Disaster Preparedness Manuals are located at each exit of every work site.
- The Command Post is the nerve center of the disaster preparedness procedures.

- The Attendance and Accountability Coordinator is responsible for monitoring the whereabouts of SunLine personnel.
- The Building Coordinators ensure building evacuation and take attendance after.
- The Bus Operations Plan Coordinator will monitor the planned implementation and relay situation reports and assistance requests to and from the dispatcher and the county requests for aid.
- The Communications Coordinator will relay the status of SunLine property and personnel to the Riverside County EOC and appropriate emergency assistance agencies.
- The Damage Assessment Coordinator will immediately secure CNG, water, propane, electricity and natural gas supplies.
- The First Aid Coordinator will direct two first aid volunteers to accompany each search and rescue team.
- The Group Comfort Site Coordinator is responsible for choosing a site, informing other coordinators of the location and for setting up the site.
- The Public Information ~~Coordinator~~ Officer is responsible for setting up a Public Information station at the Group Comfort Site and designating volunteers to staff the center.
- The Search and Rescue Coordinator is responsible for forming teams and recording team activities.

SunLine has a proactive employee security plan. Employees are well trained in their role in implementing the security system. An employee based security system greatly increases communications and attentions though-out the system. SunLine Transit Agency uses a lot of technology to assist in security. ~~Securities~~ cameras, silent alarm system, radios, ~~and gates,~~ and alarms ~~all of these systems~~ require ~~the an~~ interface with employees. Security minded employees help to identifying potential threats and areas of vulnerability. Employees assist in developing approaches ~~that will to~~ minimize those threats and vulnerabilities.

SunLine works closely with local and state law enforcement as well as other county agencies. SunLine will work closely with local and state law enforcement to provide a secure Command Center area, equipment and supplies ~~during a disaster~~. The first task of SunLine is to ensure that all employees are secured and ~~out of the way of a threatening environment~~. provided a location that is safe under prevailing conditions.

SECTION 27

INTERNAL SAFETY ASSESSMENT PROCESS

INTERNAL SAFETY ASSESSMENT

The Internal Safety Assessment is completed on an annual basis to ensure that all organizational elements, equipment, procedures and functions are performing as intended from a system safety perspective.

ASSESSMENT RESPONSIBILITY

The ~~Risk Manager~~ Chief Safety Officer is responsible for all internal safety assessments, to be completed no less frequently than annually.

ASSESSMENT REPORTING

The ~~Risk Manager~~ Chief Safety Officer will provide copies of the assessment reports to all Directors at a weekly Director Meeting. The assessment reports will include assessment of equipment, procedures, reports and data.

ASSESSMENT OBJECTIVES AND TECHNIQUES

- Verify safety program development/implementation in accordance with the program.
- Assess the effectiveness of the safety programs.
- Identify program deficiencies.
- Identify potential hazards and weaknesses in the safety programs.
- Verify prior corrective actions for closure.
- Recommend improvements to the SSPP.
- Provide management with assessment of status and adequacy of the SSPP.
- Assure continuing evaluation of safety-related programs, issues, awareness and reporting.

ASSESSMENT AREAS

- Staff responsibilities
- Planning
- Scheduling of inspections

- Completion of checklists
- Performance of all functions
- Notifications per the SSPP
- Reporting per the SSPP
- Corrective action plans
- Closeout of findings

The ~~Risk Manager~~ Chief Safety Officer will have access to all records and reports in the SSPP. The Assessment will include an examination of all documentation, including trend analysis prepared, since the last Assessment. Safety data and information will be reviewed and compared to prior year data. Equipment, facilities, checklists and other forms will be ~~observed and~~ reviewed. Interviews will also be held with relevant safety personnel. Recommendations for corrective actions may be made as a result of the Assessment.

EVALUATION OF DOCUMENTATION

AGENCY DOCUMENTATION

- System Safety Program Plan
- Emergency Procedures
- Configuration Management Plan
- Hazardous Materials Management Plan
- Injury & Illness Prevention Program
- Fire Codes
- Drug and Alcohol Abuse Program
- Hazard Identification Procedures
- Accident/Incident Procedures
- Training Programs
- Safety Committee Minutes
- Safety Concern Logs and Reports

- Annual Employee Safety Meeting Data
- Safety Evaluation Logs and Reports
- Industrial Injury Policy and Procedures
- Modified Duty Policy and Procedures

DEPARTMENTAL DOCUMENTATION

- Maintenance Procedures
- Training Manuals
- Checklist Completion

INTER-AGENCY DOCUMENTATION

- Emergency Preparedness Plan
- Facility Safety Inspection Reports
- Emergency Evacuation Drill Reports

HISTORICAL DOCUMENTATION

- Accident Investigations
- Collision/Injury Logs
- Collision and Injury Analysis Reports
- Audit Reports
- APTA Audit Corrective Action Matrix
- Checklist Completion
- Maintenance Inspections/Repairs
- Chemical Inventories

Chemical Inventories

SunLine Transit Agency

DATE: July 25, 2018 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Vanessa Mora, Compliance Officer/Special Assistant to the Chief
Safety Officer

RE: Approve [Disadvantaged Business Enterprise \(DBE\) Participation Goal](#)

Recommendation

Recommend that the Board of Directors approve SunLine's attached 6% DBE Goal for Federal Fiscal Year (FFY) 2019-2021.

Background

SunLine is required to establish and submit a Disadvantaged Business Enterprise (DBE) participation goal to the Federal Transit Administration (FTA) every three (3) years in order to maintain the Agency's eligibility to receive federal financial assistance from the United States Department of Transportation (U.S. DOT). The purpose of establishing a DBE participation goal is to promote increased participation in federally assisted contracts by small, socially and economically disadvantaged business enterprises.

The FTA's tips on DBE goal setting was utilized to develop SunLine's DBE goal for this next three-year period. By using this tool, a proposed goal of 6% was calculated. The resulting step by step methodology is set forth in the attached *SunLine Transit Agency Disadvantage Business Enterprise Triennial Goal Federal Fiscal Years 2019-2021*.

SunLine issued notice on the website of the proposed DBE Goal for FFY 2019–2021. This notice informed the public that the proposed goal and rationale are available for inspection at the offices of SunLine during normal business hours and that SunLine would accept comments on the goal analysis for 30 days from the date of the public notice. No comments were received during this comment period.

SunLine currently has a DBE goal of 8%. Although SunLine has not achieved its goal, the Agency has been successful in obtaining DBE participation over the last three (3) years. Below are the DBE goal attainments for FFY 2016 – 2018.

Federal Fiscal Year (FFY)	FTA DBE Goal Attainment %
2016	7.3%
2017	7.8%
2018	14.77% as of June 30, 2018

Financial Impact

Establishing a three-year DBE participation goal is required for continued eligibility to receive federal financial assistance from the FTA.

SunLine Transit Agency
DISADVANTAGE BUSINESS ENTERPRISE
TRIENNIAL GOAL FEDERAL FISCAL YEARS 2019-2021

As required by Federal Regulations 49 CFR Part 26.45, public agencies receiving Federal Department of Transportation assisted funds, who anticipate awarding \$250,000 or more in DOT-assisted contracts, must adopt a three-year DBE goal.

The goal setting process consists of two steps. Step one determines the base figure for the relative availability of DBEs. Step two determines what adjustment, if any, may be needed.

STEP ONE

1. ANTICIPATED PROJECTS FOR FISCAL YEARS 2019-2021

The following projects represent the anticipated federally funded contracting opportunities for the Federal Fiscal Year beginning October 1, 2018 through September 30, 2020. The Agency has projected \$1,828,562.70. federal dollars are available for DBE contracting opportunities over the three-year term; see Exhibit A.

2. GOAL METHODOLOGY

A base figure is calculated by first determining the number of ready, willing and able DBEs using the North American Industry Classification System (NAICS) and the Local Market Area. NAICS is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing and publishing statistical data related to the U.S. business economy. The NAICS codes included in this methodology represent specific types of work the Agency anticipates will be performed on its DOT-assisted contracts over the next three fiscal years.

The local market area for each NAICS code reflects the area in which the majority of the contractors and subcontractors with which the Agency does business are located and the area in which the majority of the contracting dollars are spent.

Exhibit A identifies the NAICS codes for each of the Agency's DOT-assisted contracts with DBE contracting opportunities and the local market area for each NAICS code.

To determine the number of all ready, willing and able firms, the Agency used the six-digit NAICS level information available from the U.S. Census Censtats Database, *County Business Patterns Data* for the local market area of Riverside County.

The Agency queried the relative NAICS codes in the DBE Directories listed in the California Unified Certification Program (CUCP) database who have indicated an interest in doing business in Riverside County.

DBE regulations require the use of the most refined data available to avoid over estimating the number of firms in the goal calculation.

3. WEIGHTING

To help ensure the step one base figure is as accurate as possible, the Agency weighted the relative availability calculation discussed above. To calculate the percentage of weight, the sum of DOT-assisted contracts for each NAICS code was divided by the sum of all DOT-assisted contracts; see Exhibit A.

4. ROUNDED, WEIGHTED STEP ONE BASE FIGURE

Based on the above analysis, the Agency's step one base figure is 0.0552, or 6% when rounded to the nearest whole number; see Exhibit A.

STEP TWO

1. ADJUSTMENTS TO THE BASE FIGURE

Step two of the goal setting process is intended to adjust the step one base figure. Once the base figure is calculated, all evidence available in the jurisdiction must be examined to determine if an adjustment to the base figure is needed to arrive at the overall goal.

Several factors as outlined under 49 CFR Part 26.45 were considered to see if there was a need to adjust the base goal. Evidence considered in making an adjustment to the Base Figure included Past DBE Goal Attainments and other evidence, as follows.

- **Past DBE Goal Attainments**

As historical DBE participation attainments provide demonstrable evidence of DBE availability and capacity to perform, past DBE participation attainments for the three (3) federal fiscal years, for which DBE attainment data is available. The table below reflects the demonstrated capacity of DBEs on FTA-assisted contracts awarded by SunLine within the last three (3) federal fiscal years.

Federal Fiscal Year (FFY)	FTA DBE Goal Attainment %
2015	0%
2016	7.3%
2017	7.8%
Median DBE Attainment Within the Last Three (3) Years	7.3%

The reporting periods shown above, along with the median DBE past participation percentage, represent evidence of DBE participation in the Agency’s program. Goals from other agencies were not utilized as an adjustment factor for SunLine’s overall goal as no other U.S. DOT recipients having substantially similar contracting opportunities were identified in the market area. SunLine is not aware of any disparity studies within their jurisdiction and/or market area to consider in this step of the goal setting analysis. Finally, no comments were received during last year’s public comment period which could be used to make adjustments to the weighted base figure. In reviewing the information presented above, staff recommends (no adjustment) be made to the proposed overall Agency goal of 6%.

UTILIZATION OF RACE/GENDER-NEUTRAL METHOD

The Agency will annually meet its overall goal by using race-neutral methods to facilitate DBE participation. The Agency actively seeks to solicit procurement participation from DBE certified firms and affirmatively ensures the same in its public notices.

Race-neutral methods include, but are not necessarily limited to, the following:

- DBE participation through a prime contract obtained through competitive procurement procedures.
- DBE participation through a subcontract on a prime contract without a DBE goal.
- DBE participation through a subcontract from a prime contractor that did not consider a firm’s DBE status in its award process.
- Agency participation in local area DBE outreach events.

The Agency will also make efforts to ensure that Requests for Proposals (RFPs), Invitation for Bids (IFBs) and all corresponding contracting requirements facilitate participation to DBEs and other small businesses. The Agency encourages prime contractors to subcontract portions of the work to DBEs. Formal RFPs and IFBs are available on the Agency’s website as is the Agency’s DBE policy and general information about “how to do business” with the Agency.

PUBLIC PARTICIPATION

In accordance with 49 CFR Part 26.45(g), as amended by the Final Rule effective November 3, 2014, to establish its overall goal, the Agency must provide for consultation and publication.

1. CONSULTATION

The consultation must include a scheduled, direct, interactive exchange with minority, women's and general contractor groups, community organizations and other officials or organizations which could be expected to have information concerning:

- The availability of disadvantaged and non-disadvantaged businesses.
- The effects of discrimination on opportunities for DBEs.
- The Agency's efforts to establish a level playing field for DBE participation.

To comply with this requirement, SunLine met with DBE and non-DBE businesses, public agencies, community organizations and affected groups during the following workshops:

- SunLine Transit Agency DBE/Small Business Workshop, June 12, 2015
- Business Forum: A bridge to the Latino Business Community, October 17, 2017
- SunLine Transit Agency DBE/Small Business Workshop, October 18, 2017
- Small Business Mixer, May 17, 2018

SunLine also met with the following groups via telephone exchange and in one-on-one meetings during the workshops listed above. No comments were received regarding the proposed DBE goal but suggestions were made to increase awareness of DBE certification in the Coachella Valley.

- County of Riverside
- City of Cathedral City
- City of Indian Wells
- City of Rancho Mirage
- City of Coachella
- City of La Quinta
- City of Indio
- SCORE – Small Business Administration
- Know My Care
- Kambrian Corporation
- Get in Motion
- Aaron's Painting Co.

2. PUBLICATION

SunLine issued notice on their website of the SunLine draft proposed FTA overall DBE Goal Methodology for FFY 2019 – 2021. This notice informed the public that the proposed goal and rationale are available for inspection at the offices of SunLine during normal business hours and that SunLine would accept comments on the goal analysis for 30 days from the date of the Public Notice. No comments were received during this comment period.

ESTABLISHMENT OF GOAL

Based upon the information and methodology presented above, it is proposed that the Agency's overall annual goal for the Federal Fiscal Year 2019-2021 be established at **6.0%**.

RACE-NEUTRAL MEASURES

In conformance with 49 CFR Part 26 and in further response to FTA notices issued to Public Transportation Providers regarding DOT's DBE Program and Race-Neutral Policy Implementation Guidance, SunLine is required to submit and implement a **strictly Race-Neutral Overall Annual DBE Goal for FFY 2019-2021**, due to the absence of readily available evidence of discrimination and its effects in its marketplace.

SunLine will implement Race-Neutral measures to meet its Overall Annual DBE Goal objectives in accordance with 49 CFR Part 26.51, including but not limited to:

- Arranging timely solicitations, times for the presentation of bids, quantities, specifications and delivery schedules in ways that facilitate DBEs and other small business firms' participation.
- Unbundling large contracts to make them more accessible to small businesses, requiring or encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own work forces.
- Providing information and communications programs on contracting procedures and specific contract opportunities.

EXHIBIT A

**DOT-ASSISTED CONTRACTS WITH DBE CONTRACTING OPPORTUNITIES
FOR FEDERAL FISCAL YEARS 2019-2021**

Projects	Federal Share	NAICS US Census	Weighted Value = Project Value/Total Federal Dollars	No. Vendors	No. DBE Vendors	Relative Availability of DBE's = DBE Vendors/Total Vendors	Weighted Base Figure = Weighted Value x Relative Availability of DBE's	Dollars Available to DBE's = Federal Share x Weighted Base Figure
Transit Enhancements	\$ 56,121.00	236220	0.0307	442	37	0.0837	0.0026	\$ 144.19
Information Technology (IT) Projects	\$ 280,000.00	423430	0.1531	82	18	0.2195	0.0336	\$ 9,411.63
Roof Repair Division 1 and 2	\$ 125,000.00	238160	0.0684	221	6	0.0271	0.0019	\$ 231.99
Maintenance Tools and Equipment	\$ 50,000.00	423120	0.0273	302	9	0.0298	0.0008	\$ 40.74
Electric Charging Station - Div 2	\$ 78,623.00	238210	0.0430	890	28	0.0315	0.0014	\$ 106.35
Preventative Maintenance - Revenue Vehicles	\$ 500,000.00	423120	0.2734	302	9	0.0298	0.0081	\$ 4,074.42
Zero Emissions Maintenance Facility - Electrical	\$ 155,025.21	238210	0.0848	890	28	0.0315	0.0027	\$ 413.49
Zero Emissions Maintenance Facility - Plumbing and Mechanical	\$ 300,931.29	238220	0.1646	862	8	0.0093	0.0015	\$ 459.63
Operations Facility - Electrical	\$ 96,173.15	238210	0.0526	890	28	0.0315	0.0017	\$ 159.14
Operations Facility - Plumbing and Mechanical	\$ 186,689.05	238220	0.1021	862	8	0.0093	0.0009	\$ 176.89
Total	\$ 1,828,562.70		1.0000	5743	179	0.5029	0.0552	\$ 15,218.47
						Goal Percent	5.52	
						Goal Dollar Amount	\$ 15,218.47	



EXHIBIT B

SunLine Transit Agency

DISADVANTAGE BUSINESS ENTERPRISE

TRIENNIAL GOAL FEDERAL FISCAL YEARS 2019-2021

In accordance with 49 CFR Part 26, SunLine Transit Agency, announces a proposed Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) overall goal of 6% during the 2019-2021 federal fiscal years beginning October 1, 2018. This race-neutral goal represents the percentage of work to be performed by certified DBE firms on SunLine FTA-assisted projects during each federal fiscal year of the project period.

The methodology used to determine the proposed goal will be available for public inspection for thirty (30) days from the date of this notice, Monday through Friday from 8:00 a.m. to 5:00 p.m. at the following location:

SunLine Transit Agency
32505 Harry Oliver Trail
Thousand Palms, CA 92276
Tel: (760) 343-
3456

SunLine will accept comments on this proposed goal for 30 days from the date of this notice. Written comments to the SunLine DBE Liaison Officer, Vanessa Mora, may be sent to the address above and/or emailed to vmora@sunline.org.

Posted 6/21/2018