

Federal Transit Administration
Office of Program Management
Office of Safety and Security

Office of Safety and Security Fiscal Year 2008 Action Plan

October 1, 2007



United States
Department of Transportation



U.S. Department
of Transportation
**Federal Transit
Administration**

Headquarters

1200 New Jersey Avenue, S.E.
Washington, D.C. 20590

October 1, 2007

Dear Colleague:

I am pleased to present the Federal Transit Administration (FTA) Office of Program Management, Office of Safety and Security's (TPM-30) *Fiscal Year 2008 Action Plan*. This plan lays the foundation for activities FTA will implement during fiscal year 2008 and positions us to develop and meet longer-term strategic goals that guide the management of safety and security programs and initiatives.

Under the leadership of Administrator James S. Simpson, FTA is committed to the continuous improvement of safety, security and emergency preparedness in the public transportation industry. Only through a continuous cycle of implementation, evaluation, revision and communication can FTA's safety, security and emergency preparedness programs reach optimal performance. This plan is the first step in TPM-30's new five-year strategic planning process and helps FTA ensure that program activities are consistent with our principles of results and accountability, innovation and collaboration, and the best use of available research and technology.

FTA emphasizes coordination with all industry stakeholders and is committed to the development and implementation of a comprehensive set of techniques and strategies to implement program objectives. This plan documents strategic objectives for each TPM-30 program and identifies performance measures that help us determine the effectiveness of our efforts.

We are grateful to our partners and stakeholders for their continuing support in working with us to achieve our goals. Through implementation of the TPM-30 *Fiscal Year 2008 Action Plan*, we pledge to continue our efforts to enhance the safety, security and emergency preparedness of the Nation's public transportation systems in the coming year and well into future.

Sincerely,

Susan E. Schruth
Associate Administrator
for Program Management

Acknowledgements

We would not have been able undertake this effort without the involvement of many individuals, whom we thank for their support. Within the Federal Transit Administration (FTA), we were fortunate to have the support of Mr. Michael Taborn, Director, Office of Safety and Security. His leadership and insights were absolutely critical.

In addition, we are grateful to the following individuals who manage a multitude of programs within the Office of Safety and Security, and shared their expertise and supported our data collection efforts: Mr. Levern McElveen, Safety Team Leader; Mr. Richard Gerhart, Security Team Leader; Ms. Ruth Lyons, Safety and Security Training Coordinator; Mr. Anthony Tisdale, Emergency Management Coordinator; Mr. Jerry Powers, Drug and Alcohol Program Manager; Ms. Carole Ferguson, Transit Bus Safety and Security Program Manager; Ms. Iyon Rosario, Transit Safety and Security Specialist; Mr. Gregory D. Brown, Transit Safety and Security Specialist; Mr. Ken Lord, Emergency Management Coordinator; Ms. Bridget Zamperini, Transit Safety and Security Specialist; Ms. Nancy Solkowski, Transit Safety and Security Specialist; and Mr. Timothy Braxton, Data Analyst.

Each Program Manager dedicated his or her time to deliver information on their programs for the upcoming fiscal year, including how program activities supported the Office of Safety and Security's goals and strategies.

The Boyd, Caton & Grant team members who conducted the information collection and developed this report were Annabelle Boyd, Jim Caton, Andy Lofton, and Jason Sergent. We are especially appreciative for the opportunity to support the Office of Safety and Security's commitment to the public transportation industry.

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Executive Summary

The Federal Transit Administration's Office of Safety and Security (TPM-30) is committed to implementing and administering programs that achieve the highest practical level of safety, security, and emergency preparedness for transit customers, employees, and the general public who are affected by transit operations. To support the public transportation industry, TPM-30 implements safety and security regulations and provides an extensive program of technical assistance, including guidelines, resource CD-ROMs, a safety and security webpage, newsletters, safety studies, security assessments, voluntary on-site reviews, workshops and seminars, and a suite of transit safety and security training courses, administered through the Transportation Safety Institute (TSI), the National Transit Institute (NTI), Johns Hopkins University (JHU), and the Volpe National Transportation Systems Center.

TPM-30 is accountable for the quality of its services and the usefulness of its products to the industry. TPM-30 programs are guided by its mission and goals and driven by its strategic objectives and activities that must be assessed on a recurring basis to determine their effectiveness. In alignment with the goals set forth by the U.S. Department of Transportation and the Federal Transit Administration, TPM-30 has the following six (6) strategies to guide our FY 2008 activities:

- **Strategy #1:** Target the most frequently occurring types of accidents and security incidents and the most catastrophic risks to passengers and employees.
- **Strategy #2:** Increase adherence to FTA's regulatory and voluntary oversight programs.
- **Strategy #3:** Provide training, education and outreach to enhance core competencies for safety, security and emergency preparedness in the transit industry.
- **Strategy #4:** Strive for ongoing improvement in safety, security and emergency preparedness through the advancement of technical assistance that is practical, effective and targeted to meet the needs of industry.
- **Strategy #5:** Promote an approach of incremental innovation in the development and management of TPM-30 programs.
- **Strategy #6:** Advance the institutional and regulatory framework for safety, security and emergency preparedness.

This *TPM-30 FY 2008 Action Plan* identifies the activities that TPM-30 will complete through its various programs during FY 2008 to meet its goals and, ultimately, accomplish its mission. The plan provides clear direction regarding the objectives of TPM-30's program and lays out the process for evaluation. Activities specified in the *TPM-30 FY 2008 Action Plan* are based on strategic assessments performed to support our budgeting, performance measurement, and accountability processes.

Introduction

Public transportation agencies face many challenges in ensuring the safety and security of their passengers, employees, emergency responders, and all others who come into contact with their systems. Accidents, crime, terrorism and natural disasters all have the potential to result in harm. Public transportation agencies work proactively within their existing resources to prevent fatalities, injuries, property damage and system interruption, and to ensure the capability to respond effectively to those emergencies that do occur.

To support the public transportation industry in fulfilling these critical obligations, the Federal Transit Administration (FTA), Office of Safety and Security (TPM-30) provides an integrated set of programs emphasizing an “all-hazards” approach to public safety. This approach combines elements of the system safety discipline with established practices to enhance physical security and emergency preparedness in the transit environment. TPM-30 promotes these principles through technical assistance and training, coordination with industry stakeholders, and implementation of regulations that place specific safety and security requirements on transit grantees and state agencies as a condition for the receipt of funds.

Background

TPM-30 provides an extensive program of technical assistance, including guidelines, resource CD-ROMs, a safety and security webpage, newsletters, safety studies, security assessments, voluntary on-site reviews, workshops and seminars, and a suite of transit safety and security training courses, administered through the Transportation Safety Institute (TSI), the National Transit Institute (NTI), Johns Hopkins University (JHU), and the Volpe National Transportation Systems Center.

From its authority to condition the receipt of grant funds (49 U.S.C. § 4324(c)), TPM-30 also administers programs to implement State Safety Oversight (49 CFR Part 659) and Drug and Alcohol (49 CFR Part 655) regulations. These programs place safety and security requirements on public transportation grantees and State agencies. Failure to comply with these regulations can result in the withholding of FTA funds.

Partnerships

In implementing both its technical assistance and regulatory programs, TPM-30 works closely with the public transportation industry, State Departments of Transportation (DOTs), other State agencies designated to implement FTA requirements, the American Public Transportation Association (APTA), the American Association of State Highway and Transportation Officials (AASHTO), the Community Transportation Association of America (CTAA), the National Transportation Safety Board (NTSB), the Federal Railroad Administration (FRA), and the Federal Highway Administration (FHWA).

To address emerging transportation security and emergency preparedness issues, U.S. DOT has established a Memorandum of Understanding (MOU) with the Department of Homeland Security (DHS). Through this MOU framework, TPM-30 coordinates with DHS agencies, including the Transportation Security Administration (TSA) and the Federal Emergency Management Agency (FEMA) National Preparedness Directorate, to address DHS authority and guidance in FTA program activities. TPM-30 anticipates that this MOU framework will play a critical role in addressing implementation of new provisions specified in *H.R. 1, Implementing Recommendations of the 9/11 Commission Act of 2007*.

TPM-30 also partners with other FTA Offices, including the Office of Engineering (TPM-30), the Office of Budget and Policy (TBP), the Office of Planning and Environment (TPE), the Office of Research, Demonstration and Innovation (TRI), and the FTA Regional Offices.

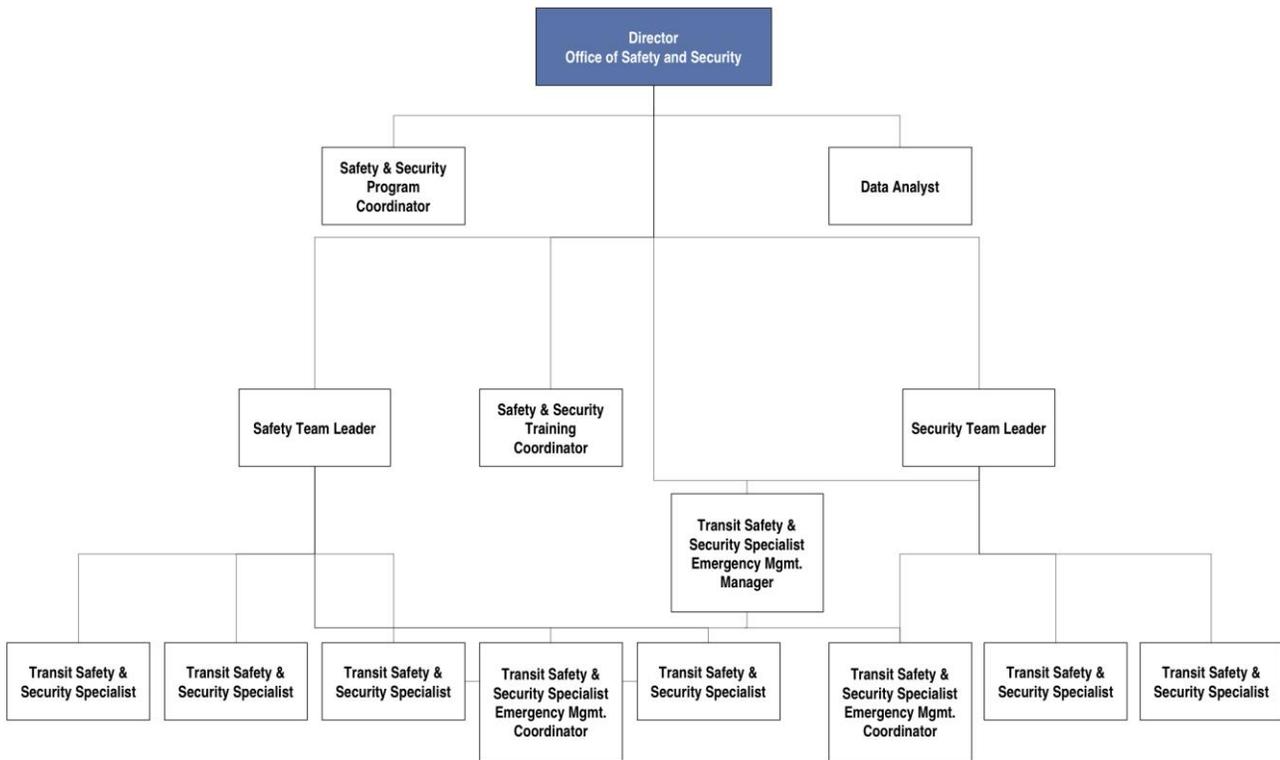
Organization

FTA is one of ten modal administrations within the U.S. Department of Transportation. FTA administers Federal funding to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers. It functions through a Washington, DC, headquarters office and ten regional offices to provide direct assistance to transit agencies in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, Northern Mariana Islands, and American Samoa.

TPM-30 is located within FTA's Office of Program Management. TPM-30 is under the executive leadership of the Associate Administrator for the Office of Program Management, who reports directly to the Administrator of the Federal Transit Administration.

The TPM-30 Director is part of FTA's Executive Management Team (EMT), and reports to the Associate Administrator for Program Management. As indicated in the organization chart below, the TPM-30 Director is supported by two Team Leaders and a Senior Training Coordinator, representing three functional areas:

- Safety,
- Security and Emergency Management, and
- Training.



Mission

In working with the public transportation industry and our Federal partners, TPM-30 is committed to enhanced action planning, based on strategic assessments performed to support our budgeting, performance measurement, and accountability processes. The *TPM-30 FY 2008 Action Plan* charts our course for FY 2008, and positions us to develop longer-term strategic goals to manage our programs. Only through a continuous cycle of implementation, evaluation, revision and communication can TPM-30 reach optimal performance and meet our goals and objectives.

TPM-30 is accountable for the quality of its services and the usefulness of its products to industry. TPM-30 programs are guided by its mission and goals and driven by its strategic objectives and activities that must be assessed on a recurring basis to determine their effectiveness

TPM-30 Mission

Provide leadership and vision in the development and management of programs and initiatives to improve continually the safety and security of passengers, employees, emergency responders, and all others who come into contact with the public transportation system.

TPM-30 accomplishes its mission through the:

- Promotion of a coordinated approach to transit safety, security, and emergency management;

- Delivery of effective and practical training, technical assistance, and oversight programs; and
- Integration of safety, security, and emergency preparedness functions throughout every aspect of transit planning, design, operation, and maintenance activities.

Purpose of FY 2008 Action Plan

The safety, security and emergency preparedness problems faced in FY 2008 are more complex than those of 30 years ago, and implementing solutions is more challenging. In recent years, results from safety and security analysis performed by TPM-30 indicate that the benefits gained from Federal investments in transit safety and crime-reduction have leveled off. Accident rates have not shown substantive improvement over the past five years; and rates of violent crime appear to be trending up from their all-time low.

Aging infrastructure and increasing demands for rail transit service have raised risks for track workers and passengers and highlighted the need for additional safety oversight of critical maintenance functions. Emerging technologies offer new opportunities for protecting public transportation passengers and employees, but also pose new risks and challenges. Recent national and international events, such as the devastation left by Hurricane Katrina, the advance of Avian flu, threats to homeland security, and the dramatic increase in local support for new investments in public transportation are altering the institutional and policy framework for transit safety and security in unprecedented ways.

The *TPM-30 FY 2008 Action Plan* identifies the activities that TPM-30 will complete through its various programs during FY 2008 to meet its goals and, ultimately, accomplish its mission. The plan provides clear direction regarding the objectives of TPM-30's program and lays out the process for evaluation. Activities specified in the *TPM-30 FY 2008 Action Plan* are based on strategic assessments performed to support our budgeting, performance measurement, and accountability processes.

In addition, the *TPM-30 FY 2008 Action Plan* also reflects critical inputs from the recently initiated *TPM-30 Five-Year Strategic Planning Process*. Through this process, TPM-30 is conducting an extensive evaluation of its existing programs and partnerships to develop a strategic approach for ensuring optimal performance to enhance public transportation safety, security and emergency preparedness through FY 2012. Through this initiative, TPM-30 is partnering with key industry stakeholders to develop a blueprint for FTA's next generation safety, security and emergency preparedness programs.

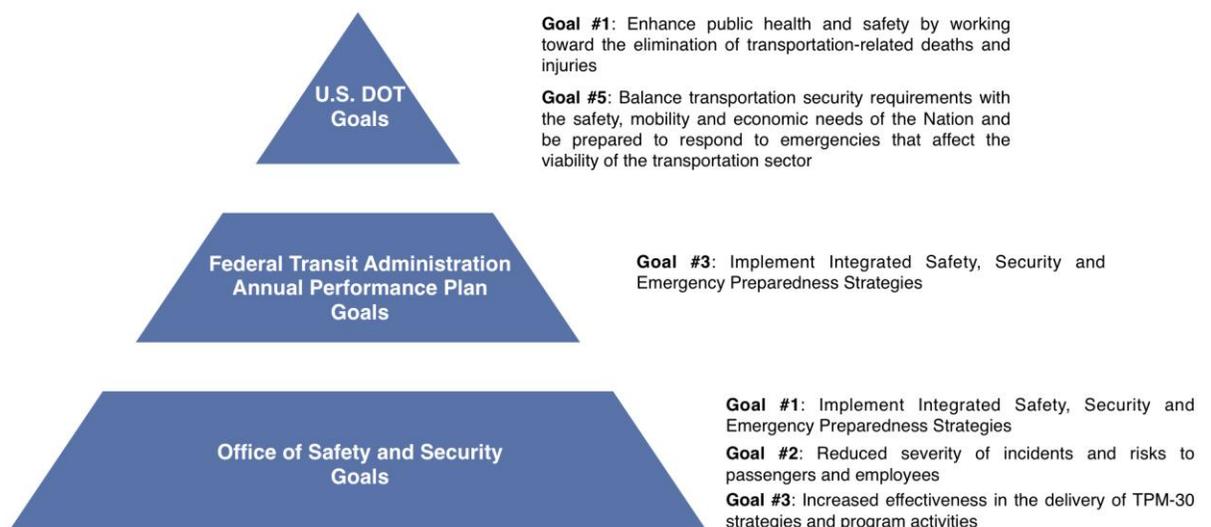
The *TPM-30 FY 2008 Action Plan* also identifies the mechanisms in place that TPM-30 program managers and team leaders will use to monitor deliverables, budgets and milestones associated with each specific activity. Tracking matrices will be used to evaluate each program activity on a monthly basis.

TPM-30 Goals and Strategic Objectives

TPM-30's program planning process is increasingly data driven to improve the quality in the identification and analysis of the strategic issues that will have the greatest impact on future program performance. Consequently, TPM-30 increases its ability to capture opportunities to reduce risks faced by passengers and employees in the public transportation industry. This *TPM-30 FY 2008 Action Plan* is the result of ongoing analysis of issues and opportunities in the industry and internal program implementation, culminating with the identification of strategies to meet U.S. DOT and FTA goals and objectives.

TPM-30 Goals

The *TPM-30 FY 2008 Action Plan* has been developed to implement the safety, security, and emergency preparedness goals specified in the *U.S. DOT FY 2006 to FY 2011 Strategic Plan: New Ideas for a Nation on the Move* and in *FTA's FY 2008 Annual Performance Plan*. In addition, TPM-30 has established its three goals to guide the development of subsequent strategic objectives and activities to support our mission of continuous improvement. The figure below presents these goals.



Strategies and Objectives

To achieve TPM-30 goals, the following six (6) strategies will guide our FY 2008 activities:

- **Strategy #1:** Target the most frequently occurring types of accidents and security incidents and the most catastrophic risks to passengers and employees.
- **Strategy #2:** Increase adherence to FTA's regulatory and voluntary oversight programs.
- **Strategy #3:** Provide training, education and outreach to enhance core competencies for safety, security and emergency preparedness in the transit industry.

- **Strategy #4:** Strive for ongoing improvement in safety, security and emergency preparedness through the advancement of technical assistance that is practical, effective and targeted to meet the needs of industry.
- **Strategy #5:** Promote an approach of incremental innovation in the development and management of TPM-30 programs.
- **Strategy #6:** Advance the institutional and regulatory framework for safety, security and emergency preparedness.

For each strategy, TPM-30 has identified a set of objectives to direct the actions that will be taken in FY 2008. The following table presents these objectives for each of TPM-30's six strategies. In all, TPM-30 identified 36 distinct objectives to guide the activities to be performed in FY 2008 and to support measurement of how well each strategy is being implemented. Through this framework, TPM-30 has developed a comprehensive approach to assessing and evaluating the effectiveness of its activities to advance safety, security and emergency preparedness in the public transportation industry.

**FTA Office of Safety and Security
FY 2008 Action Plan**

Strategy	Objectives
<p>Strategy #1: Target the most frequently occurring types of accidents and security incidents and the most catastrophic risks to passengers and employees.</p>	<ul style="list-style-type: none"> • Perform annual safety data collection. • Analyze safety data to target the most frequent, highest risk causes of transit accidents and identify resources available to industry to support to address these high-risk causes. • Perform data collection and analysis to enhance fire safety practices in transit industry. • Perform analysis to track Section 5307 security set-aside expenditures. • Manage annual collection and analysis of security data.
<p>Strategy #2: Increase adherence to FTA's regulatory and voluntary oversight programs.</p>	<ul style="list-style-type: none"> • Enhance coordination with FTA's Regional Offices to support implementation of regulatory and voluntary safety oversight programs. • Prioritize high-risk agencies in the management of FTA's SSO and D&A audit programs and FTA's Voluntary Bus Review Program. • Establish random drug and alcohol test rates for transit industry. • Establish targeted and practical guidance for implementing the safety, security and emergency preparedness elements specified in the Bus Program Memorandum of Understanding signed by FTA, APTA, AASHTO and CTAA. • Enhance management of Over-the-Counter/Prescription Drugs programs in transit industry. • Support implementation of FTA's Guidance Circular 5800.1, Safety and Security Management for Major Capital Projects.
<p>Strategy #3: Provide training, education and outreach to enhance core competencies for safety, security and emergency preparedness in the transit industry.</p>	<ul style="list-style-type: none"> • Prioritize transit industry security and emergency preparedness training needs. • Establish a Training Curriculum for SSO Program Managers to support core competencies necessary for enforcing 49 CFR Part 659 provisions. • Continue training program to support compliance with FTA's Part 655 drug and alcohol requirements. • Establish a Training Curriculum for small urban and rural bus agencies. • Identify and prioritize training to enhance the rail transit industry's safety culture. • Ensure efficiency, effectiveness and consistency in course development through implementation of FTA's Strategic Curriculum Development (SCD) Guidance. • Implement FY 2008 Security and Emergency Preparedness Training Plan. • Implement FY 2008 Safety Training Plan.
<p>Strategy #4: Strive for ongoing improvement in safety, security and emergency preparedness through the advancement of technical assistance that is practical, effective and targeted to meet the needs of industry.</p>	<ul style="list-style-type: none"> • Accelerate industry awareness, spotlighting activities and practices that have the potential to mitigate the most significant safety risks. • Enhance FTA's web-based presence to facilitate the integration of safety, security and emergency preparedness into day-to-day transit operations. • Conduct outreach with transit executive leadership. • Create a suite of products to support immediate improvements in the protection of track workers and the safety oversight of maintenance activities. • Support immediate improvements in the management of emergency operations planning, drilling, and exercising. • Facilitate communication with public transportation passengers and employees regarding all-hazards awareness. • Foster on-going communication regarding safety, security and emergency preparedness issues. • Develop "gap products" previously identified through FTA's SEMTAP. • Promote partnerships to enhance emergency response capabilities. • Promote the development of industry safety, security, and emergency preparedness standards.
<p>Strategy #5: Promote an approach of incremental innovation in the development and management of TPM-30 programs.</p>	<ul style="list-style-type: none"> • Conduct action planning for FY 2008. • Implement five-year strategic planning process to support continuous improvement in TPM-30's delivery of safety, security and emergency preparedness programs. • Enhanced tracking of FTA program performance. • Support robust internal communications within FTA Headquarters regarding safety, security and emergency preparedness issues.
<p>Strategy #6: Advance the institutional and regulatory framework for safety, security and emergency preparedness.</p>	<ul style="list-style-type: none"> • Collaborate with DHS, TSA and FEMA to develop an action plan for addressing H.R. 1 provisions requiring FTA action. • Expand partnership with the Transit Bus Safety and Security Program Working Group and State DOTs to establish roles and responsibilities for monitoring implementation of this voluntary program. • Update regulations.

Overview of TPM-30 Programs

To meet the objectives identified above, TPM-30 administers a variety of programs that serve as the execution path to deliver strategic initiatives and outcomes to the public transportation industry. Integration of these programs require not only extensive collaboration and coordination with the public transportation industry, but also with other FTA Offices, other Federal agencies, and a variety of industry and research organizations. These partnerships are critical to the success of the *TPM-30 FY 2008 Action Plan*.

TPM-30's current programs can be organized into the following general categories:

- Modal Safety and Security Programs (includes state safety oversight and bus safety and security programs)
- Drug and Alcohol Abuse Program
- Security Program
- Data Collection and Analysis Program
- Training and Education Program
- Information Sharing Program
- Emergency Management Program
- Fire Life Safety Program
- Other Programs

A detailed description of each program is in Appendix A.

The following table demonstrates how TPM-30's six strategies are integrated into the 11 programs managed by TPM-30.

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Program	Strategy #1: Target Most Common Risk Factors	Strategy #2: Increase Adherence to Oversight Programs	Strategy #3: Training for Core Competencies	Strategy #4: Practical and Effective Technical Assistance	Strategy #5: Innovation in Management of TPM- 30 Programs	Strategy #6: Advance Institutional and Regulatory Framework
Modal Safety and Security Program	Annual Reporting and Annual Safety Action Plans and Safety Action Priorities	Coordination with FTA Regional Offices, Audits, Reviews, Guidance, Implementation of FTA Circulars	SSO Program Managers and Voluntary Bus Program Training Curriculums and Training Workshops	Websites, Newsletters, Guidance Documents, Outreach with Executive Leadership, APTA Standards	Strategic Planning Initiative, Program Tracking, Quarterly Updates	Regulation Updates, Partnership with DHS, TSA and FEMA, Voluntary Framework for Bus Program
Drug and Alcohol Abuse Program	DAMIS System and Annual Report	Coordination with FTA Regional Offices, Audits, Guidance, Testing Rates	National Conference and Training Seminars	Website, Newsletters, Guidance Documents	Strategic Planning Initiative, Program Tracking, Quarterly Updates	Regulation Updates
Security Program	Section 5307 Set-aside Tracking Database, Assessments from Security Technical Assistance	Coordination with FTA Regional Offices, Emergency Management Playbook	Transit Safety and Security Roundtables, inputs into FY 2008 Security Training Program	Website, Guidance Documents, SEMTAP Gap Products, APTA Standards, Transit Watch	Strategic Planning Initiative, Program Tracking	Partnership with DHS, TSA and FEMA
Data Collection and Analysis Program	TBP monthly and quarterly NTD reports, SAMIS, FRA RAIRS reports, State DOT reports	Coordination with FTA Regional Offices and Triennial Reviews, Coordination with FRA	Coordination with TBP training programs	Coordination with TBP outreach programs	Strategic Planning Initiative, Program Tracking	Coordination with TBP and Partnership with DHS, TSA and FEMA
Training and Education Program	Course evaluations and SCD process	Coordination with FTA Regional Offices	FY 2008 Safety and Security Training Program, Strategic Curriculum Development Process	Training Resource Center Website, Pocket Guides and Videos	Strategic Planning Initiative, Program Tracking	Partnership with DHS, TSA and FEMA
Information Sharing Program	PT-ISAC, Security Email Alert System	Coordination with FTA Regional Offices	Inputs into FY 2008 Safety and Security Training Program	Clearinghouse, Internal and External FTA Websites	Strategic Planning Initiative, Program Tracking	Partnership with DHS, TSA and FEMA

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Program	Strategy #1: Target Most Common Risk Factors	Strategy #2: Increase Adherence to Oversight Programs	Strategy #3: Training for Core Competencies	Strategy #4: Practical and Effective Technical Assistance	Strategy #5: Innovation in Management of TPM-30 Programs	Strategy #6: Advance Institutional and Regulatory Framework
Emergency Management Program	Emerging trends and events identified by FTA and DHS	Coordination with FTA Regional Offices	Connecting Communities Forums	APTA ERPP, COOP and Pandemic Flu Planning, Brown-bag lunches	Strategic Planning Initiative, Program Tracking	Partnership with DHS, TSA and FEMA
Fire Life Safety Program	Data collection, testing and research for fire prevention	Recommended Practices for Fire/Life Safety Materials Selection	Outreach with National Association of State Fire Marshals	Guidance for preventing and fighting fires	Strategic Planning Initiative, Program Tracking	Partnership with National Association of State Fire Marshals
Other Programs	Special studies and investigations	Coordination with FTA Regional Offices	Inputs into FY 2008 Safety and Security Training Programs	Reports, Studies, White Papers, and Recommendations	Strategic Planning Initiative, Program Tracking	Coordination with OIG, GAO, NTSB, FRA, FHWA, and DHS

TPM-30 Strategic Activities

The following six tables present the specific FY 2008 activities to be performed by TPM-30 to meet the objectives established for each of TPM-30's six (6) strategies. These figures, which are titled by strategy and organized by objectives, identify the 145 activities that will be performed and tracked by TPM-30 as comprising our FY 2008 work program.

Within these figures, a color-coding scheme is used to identify the specific program responsible for implementing each activity. The following colors are used:

- = Modal Safety and Security Programs
- = Drug and Alcohol Program
- = Security Program
- = Data Collection and Analysis Program
- = Training and Education Program
- = Information Sharing Program
- = Emergency Management Program
- = Fire Life Safety Program
- = Other Programs

All activities required to implement FTA's *FY 2008 Annual Performance Plan Goal #3 – Implement Integrated Safety, Security and Emergency Preparedness Strategies* – are highlighted in **bold**. Through implementation of the *TPM-30 FY 2008 Action Plan*, performance of these activities will be tracked by the FTA Administrator and reported to the Secretary of the U.S. Department of Transportation.

Strategy #1: Target the most frequently occurring types of accidents and security incidents and the most catastrophic risks to passenger and employees.	
Strategic Objective	FY 2008 Activity
1. Perform annual safety data collection.	<ul style="list-style-type: none"> • Coordinate with TBP to ensure receipt of monthly and quarterly reports from NTD's safety and security module. ■ • Coordinate with FRA's Office of Safety to ensure quarterly reports from FRA's RAIRS for FTA-funded commuter rail agencies and reports from FRA's Passenger Safety Working Group relating to commuter rail safety issues. ■ • Develop and distribute SSO Program Annual Reporting Template by January 1, 2008 and receive required submissions from State Oversight Agencies (SOAs) by March 15, 2008. ■ • Coordinate with State DOTs to obtain their annual safety reports on small urban and rural bus operator safety performance. ■ • Receive DAMIS submissions from transit industry. ■ • Review results from Triennial Reviews, State Management Reviews, and PMOC Monthly Reports to identify safety issues at grantees. ■ • Conduct special studies and reports required by external agencies, such as OIG, GAO, NTSB, etc. ■
2. Analyze safety data to target the most frequent, highest risk causes of transit accidents and identify resources available to industry to support to address these high-risk causes.	<ul style="list-style-type: none"> • Complete analysis and develop Rail Transit Safety Action Plan Annual Report and update FTA's Top 10 Safety Action Priorities for Rail Transit Agencies. ■ • Complete analysis and update <i>Commuter Rail Safety Study</i>, including <i>Joint FTA-FRA Safety Priorities for Commuter Rail Agencies</i>. ■ • Develop Bus Transit Safety Action Plan, including FTA's Top 10 Safety Action Priorities for Bus Agencies. ■ • Complete analysis and develop <i>Safety and Management Information Statistics Annual Report</i> and post dataset to FTA website. ■ • Complete analysis and develop <i>Drug and Alcohol Testing Results Annual Report</i>. ■
3. Perform data collection and analysis to enhance fire safety practices in transit industry.	<ul style="list-style-type: none"> • Work with the National Association of State Fire Marshals to conduct data analysis and develop recommendations for managing fires on public transportation systems. ■
4. Perform analysis to track Section 5307 security set-aside expenditures and emergency preparedness activities.	<ul style="list-style-type: none"> • Incorporate additional information into the database tracking transit agency responses to Triennial Review questions on disaster preparedness and how grantees spend their allowable 1% set-aside of Section 5307 formula funding for security expenditures. ■ • Provide reports, as needed, to document the public transportation industry's use of Section 5307 funds for security-related activities. ■
5. Manage annual collection and analysis of security data.	<ul style="list-style-type: none"> • In partnership with TSA and TBD, support the collection and analysis of transit crime and security data reported in the NTD. ■ • Develop reports to document the results of analysis performed on NTD security information for the public transportation industry. ■

- | | |
|--|---|
| <ul style="list-style-type: none"> ■ = Modal Safety and Security Programs ■ = Drug and Alcohol Program ■ = Security Program ■ = Data Collection and Analysis Program ■ = Training and Education Program | <ul style="list-style-type: none"> ■ = Information Sharing Program ■ = Emergency Management Program ■ = Fire Life Safety Program ■ = Other Programs |
|--|---|

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STRATEGY #2: Increase adherence to FTA's regulatory and voluntary oversight programs.	
Strategic Objective	FY 2008 Activity
1. Enhance coordination with FTA's Regional Offices to support implementation of regulatory and voluntary safety oversight programs.	<ul style="list-style-type: none"> ● Establish a safety and security contact in each Regional Office. ■ ● Conduct monthly teleconferences with Regional Offices. ■ ● Support the integration of safety, security, and emergency preparedness into checklists, manuals, guidance, and training developed for the Triennial Review, State Management Review, and Project Management Oversight (PMO) programs. ■ ■ ■ ● Develop an "Emergency Management Playbook" to standardize the actions taken by Regional Offices in responding to major security and emergency-related events at public transportation agencies. ■ ■ ● Incorporate SSO and D&A audit reports and tracking systems into FTA's OTrak system. ■ ■ ● Notify Regional Offices of all TPM-30 audits and reviews. ■ ■ ● Carbon copy Regional Offices on all TPM-30 audit/review final reports, follow-up and tracking, and compliance issues. ■ ■ ● Include Regional Offices in all commuter rail safety initiatives. ■ ● Support Regional Offices in monitoring high-risk grantees. ■ ■
2. Prioritize high-risk agencies in the management of FTA's SSO and D&A audit programs and FTA's Voluntary Bus Review Program.	<ul style="list-style-type: none"> ● Develop FY 2008 SSO and D&A audit schedules and Bus Review schedule to prioritize high-risk agencies. ■ ■ ● Conduct nine (9) SSO audits. ■ ● Conduct D&A audits at 40 urban 5307 grantees and five (5) state programs, including 5311 sub-recipients. ■ ● Conduct 10 Voluntary Bus Transit Safety and Security Reviews. ■
3. Establish random drug and alcohol test rates for industry.	<ul style="list-style-type: none"> ● Based on analysis of DAMIS results, establish official random drug and alcohol testing rates for transit industry. ■
4. Establish targeted and practical guidance for implementing the safety, security and emergency preparedness elements specified in the Memorandum of Understanding signed by FTA, APTA, AASHTO and CTAA.	<ul style="list-style-type: none"> ● Expand FTA's Transit Bus Safety and Security Program Working Group to include Subcommittees focused on specific safety, security and emergency preparedness issues. ■ ● In partnership with the Transit Bus Safety and Security Working Group, develop <i>Guidelines for Implementing FTA's Voluntary Transit Bus Safety and Security Program</i>, including a self-assessment checklist for small urban and rural bus providers. ■ ● Conduct invitational workshop to review <i>Guidelines for Implementing FTA's Voluntary Transit Bus Safety and Security Program</i> with one representative from each State DOT. ■ ● Provide outreach/training sessions at APTA & CTAA conferences. ■
5. Enhance management of Over-the-Counter/Prescription Drugs programs in transit industry.	<ul style="list-style-type: none"> ● Develop technical assistance and training materials to encourage implementation of effective programs in the transit industry for addressing the use of Over-the-Counter/Prescription Drugs. ■
6. Support implementation of FTA's Guidance Circular 5800.1, <i>Safety and Security Management for Major Capital Projects</i> .	<ul style="list-style-type: none"> ● Partner with Office of Engineering (TPM-20) to develop training and resources to support implementation of Circular 5800.1. ■ ■ ● Support implementation of FTA's Standard Operating Procedure (SOP) for <i>New Starts Teams</i>. ■ ■ ● Conduct one Safety and Security Readiness Review (SSRR). ■ ● Coordinate with TPM-20 and Regional Offices/PMOCs regarding review of grant recipient Safety and Security Management Plans (SSMPs). ■

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| ■ = Modal Safety and Security Programs | ■ = Information Sharing Program |
| ■ = Drug and Alcohol Program | ■ = Emergency Management Program |
| ■ = Security Program | ■ = Fire Life Safety Program |
| ■ = Data Collection and Analysis Program | ■ = Other Programs |
| ■ = Training and Education Program | |

STRATEGY #3: Provide training, education and outreach to enhance core competencies for safety, security and emergency preparedness in the transit industry.	
Strategic Objective	FY 2008 Activity
1. Prioritize transit industry security and emergency preparedness training needs.	<ul style="list-style-type: none"> ● In partnership with JHU, complete FTA's Security Training Assessment: Top 30 and Small 20, to identify and prioritize industry needs for security and emergency preparedness training, including refresher training, in-house training, contracted training, and FTA-sponsored training. ■ ● Coordinate with TSA regarding need for FTA-sponsored courses funded through the Transit Security Grant Program. ■ ● Use <i>Security Training Assessment: Top 30 and Small 20</i> and TSA recommendations to develop FTA's FY 2009 Training Plan. ■
2. Establish a Training Curriculum for SSO Program Managers to support core competencies necessary for enforcing 49 CFR Part 659 provisions.	<ul style="list-style-type: none"> ● Establish 3-year Individualized Training Plan (ITP) for each SSO Program Manager and submit with Letter of Support to each SSO Program Manager's supervisor. ■ ● Provide invitational travel to ensure that SSO Program Managers attend two approved TSI courses in FY2008. ■ ● Conduct the 3rd Annual SSO Program Managers Workshop in FY 2008, providing invitational travel and detailed Part 659. ■ ● Conduct the 12th Annual SSO Program Meeting in FY 2008, including training for both SSO Program Managers and rail transit Safety Directors regarding Part 659 implementation issues. ■ ● Develop training program for new SSO Program Managers. ■
3. Continue training program to support compliance with FTA's Part 655 drug and alcohol requirements.	<ul style="list-style-type: none"> ● In FY 2008, conduct the 3rd Annual National Drug and Alcohol Conference to provide training to industry personnel regarding the implementation of 49 CFR Part 655. ■ ● In FY 2008, provide six (6) deliveries of the <i>TSI Substance Abuse Management and Program Compliance</i>. ■ ■
4. Establish a Training Curriculum for small urban and rural bus agencies.	<ul style="list-style-type: none"> ● Identify core training curriculum, by job position, to address safety, security and emergency preparedness topics included in FTA's Guidelines for Implementing FTA's <i>Voluntary Transit Bus Safety and Security Program for small urban and rural bus providers</i>. ■ ■ ● Identify available training to support the curriculum, including Federal, non-profit, private sector and other providers. ■ ■
5. Identify and prioritize training to enhance the rail transit industry's safety culture.	<ul style="list-style-type: none"> ● Conduct four (4) Maintenance Oversight Workshops on-site at heavy rail transit agencies to identify challenges, needs, and opportunities. ■ ● Develop and deliver refresher Track Inspection Training Pilot Course at four (4) heavy rail transit agencies. ■
6. Ensure efficiency, effectiveness and consistency in course development through implementation of FTA's Strategic Curriculum Development (SCD) Guidance.	<ul style="list-style-type: none"> ● In partnership with JHU, complete FTA's <i>Strategic Curriculum Development Guidance</i>. ■ ● Develop Templates to provide models for use by all entities engaged in developing training for FTA. ■ ● Conduct a train-the-trainer workshop with FTA, TSI, NTI, JHU and other contractors supporting FTA's safety, security and emergency preparedness programs to explain the Guidance, the Templates, and how they should be used in developing FTA-sponsored training products. ■ ● Implement a dedicated QA/QC process to ensure that all delivered training products conform to the Strategic Curriculum Development Guidance. ■

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| <ul style="list-style-type: none"> ■ = Modal Safety and Security Programs ■ = Drug and Alcohol Program ■ = Security Program ■ = Data Collection and Analysis Program ■ = Training and Education Program | <ul style="list-style-type: none"> ■ = Information Sharing Program ■ = Emergency Management Program ■ = Fire Life Safety Program ■ = Other Programs |
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STRATEGY #3: Provide training, education and outreach to enhance core competencies for safety, security and emergency preparedness in the transit industry.

<p>7. Implement FY 2008 Security and Emergency Preparedness Training Plan.</p>	<p>Transportation Safety Institute (TSI)</p> <ul style="list-style-type: none"> • 6 deliveries of Transit System Security. ■ • 6 deliveries of Effectively Managing Transit Emergencies. ■ • 5 deliveries of Transit Explosives Incident Management Seminar. ■ • One delivery of Transit System Security: Design Review. ■ • One delivery of Crime Prevention through Environmental Design. ■ • 3 deliveries of Transit Response to Bus Hijackings Seminar. ■ • 3 deliveries of Transit Response to Rail Hijackings Seminar. ■ <p>National Transit Institute (NTI)</p> <ul style="list-style-type: none"> • 20 deliveries of Terrorist Activity Recognition Response (TARR). ■ • 20 deliveries of Rail OCC CBRNE Protocols. ■ • 6 deliveries of Bus OCC CBRNE Protocols. ■ • 50 deliveries of Securing Community Mobility. ■ • 10 deliveries of System Security Awareness. ■ • 15 deliveries of Violence in the Transit Workplace – Prevention, Response and Recovery. ■ • 10+ pilot deliveries of The Art of the Game – Robbery: Pickpocket and Identity Theft. ■ • 15 deliveries of Front-Line Rail Employees Response to WMD Incidents. ■ • 20+ pilot deliveries of Bus Control Center/Dispatch to WMD Incidents. ■ • 10+ pilot deliveries of Front-Line Bus Employees Response to WMD Incidents. ■ • 20+ pilot deliveries of NIMS for Transit Employees. ■ • 120 deliveries of Passenger Monitoring. ■ <p>Johns Hopkins University (JHU)</p> <ul style="list-style-type: none"> • 21 deliveries of Strategic Counter Terrorism for Transit Managers. ■
<p>8. Implement FY 2008 Safety Training Plan.</p>	<p>Transportation Safety Institute (TSI)</p> <ul style="list-style-type: none"> • 3 deliveries of Transit Rail Incident Investigation. ■ • One delivery of Advanced Rail Incident Investigation. ■ • 5 deliveries of Transit Rail System Safety. ■ • 4 deliveries of Transit Bus System Safety. ■ • 4 deliveries of Bus Collision Prevention & Investigation Seminar. ■ • 9 deliveries of Fundamentals of Bus Collision Investigation. ■ • 2 deliveries of Problems in Bus Collision Investigation. ■ • One delivery of Safety Evaluations of Alternative Fuels Facilities and Equipment. ■ • One delivery Alternative Fuel Cylinder Inspection. ■ • 8 deliveries of Paratransit Operator Trainer Course. ■ • 8 deliveries of Instructor’s Course in Bus Operator Training. ■ • 5 deliveries of Transit Industrial Safety Management. ■ • One delivery of Bus Operator Training. ■ <p>National Transit Institute (NTI)</p> <ul style="list-style-type: none"> • 10+ pilot deliveries of Toolbox for Transit Operator Fatigue: Putting the Report into Action. ■ • 15+ pilot deliveries of Overhead Catenary Hazards Awareness and Safety. ■ • 10+ pilot deliveries of Alternative Fuel Safety. ■ • 5+ pilot deliveries Improving Health and Safety Committee Effectiveness. ■ • 15+ pilot deliveries of Electrical Safety in Transit Environment. ■

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| ■ = Modal Safety and Security Programs | ■ = Information Sharing Program |
| ■ = Drug and Alcohol Program | ■ = Emergency Management Program |
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| ■ = Training and Education Program | |

**FTA Office of Safety and Security
FY 2008 Action Plan**

STRATEGY #4: Strive for ongoing improvement in safety, security and emergency preparedness through advancement of technical assistance that is practical, effective and targeted to meet the needs of industry.	
Strategic Objective	FY 2008 Activity
1. Accelerate industry awareness, spotlighting activities and practices that have the potential to mitigate the most significant safety risks.	<ul style="list-style-type: none"> • Publish all reports developed to meet Strategy 1, Strategic Objective #2 to FTA’s Safety and Security Website. ■ ■ ■ • Include the results of the analysis performed in these reports in newsletters, presentations, and outreach conducted for the SSO program, the Bus Transit Safety and Security Program, the Commuter Rail Safety Program, and D&A Program. ■ ■ • Share results with FTA Regional Offices via emails, teleconferences, presentations and dissemination of published materials. ■ ■
2. Enhance FTA’s web-based presence to facilitate the integration of safety, security and emergency preparedness into day-to-day transit operations.	<ul style="list-style-type: none"> • Update FTA’s Safety and Security Website to include FTA’s Safety Action Priorities for rail, commuter rail and bus. ■ ■ • Create FTA’s Transit Bus Safety and Security Program Website to disseminate technical assistance materials and templates and to build connections in the bus community through easy access to contact information, bulletin boards, and chat rooms. ■ • Create a Training Resource Center website to support the efforts of transit training managers and industry personnel to identify, schedule, and manage FTA-sponsored training. ■
3. Conduct outreach with transit executive leadership.	<ul style="list-style-type: none"> • With the FTA Regional Office, schedule and conduct one teleconference call with the Chief Executive Officer for each of the nation’s 13 heavy rail agencies to discuss safety issues and FTA’s safety priorities. ■ • In partnership with NTSB, give presentations on rail safety issues at APTA meetings attended by Chief Executive Officers and Safety Directors. ■
4. Create a suite of products to support immediate improvements in the protection of track workers and the safety oversight of maintenance activities.	<ul style="list-style-type: none"> • Develop Strategies to Improve Transit Industry Safety Culture brochure. ■ • Develop Maintenance Safety Oversight Technical Guidelines. ■ • Develop Track Worker Protection Pocket Guide. ■ • Develop Track Inspection Pocket Guide. ■ • Develop Track Worker Protection Refresher Training Video. ■ • Develop Quarterly Rail Safety Newsletters. ■ • Develop Quarterly Bus Safety Newsletters. ■
5. Support immediate improvements in the management of emergency operations planning, drilling, and exercising.	<ul style="list-style-type: none"> • Develop <i>Techniques for Cooperative Emergency Planning and Response – Small Urban and Rural Transit Bus Agencies</i> to enhance emergency planning capabilities of small urban and rural bus providers. ■ • Develop an Emergency Management Pilot Program and supporting training program to show how transit agencies can establish an Emergency Management Function within their organizations. ■ • 5 deliveries of the Connecting Communities Forum. ■ ■
6. Facilitate communication with public transportation passengers and employees regarding all-hazards awareness.	<ul style="list-style-type: none"> • Update Transit Watch program to include templates for posters, brochures, placards, and other materials to address safety and emergency preparedness issues, as well as security issues. ■
7. Foster on-going communication regarding safety, security and emergency preparedness issues.	<ul style="list-style-type: none"> • In partnership with TSA and FEMA’s National Preparedness Directorate, conduct two Transit Safety and Security Roundtables, providing invitational travel for one safety and one security representative from each of the nation’s Top 50 Transit Agencies, and 10 SSO agency representatives. ■

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**FTA Office of Safety and Security
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<p>8. Develop “gap products” previously identified through FTA’s SEMTAP.</p>	<ul style="list-style-type: none"> • Update Immediate Actions Guidance for public transportation agencies responding to WMD incidents. ■ • Update Security and Emergency Preparedness Planning Guidance to incorporate a multimodal, all-hazards approach. ■ • Update Hazard Analysis Guidance and Project Management Guidance to promote consistency in safety, security and emergency preparedness for Major Capital Projects. ■ ■
<p>9. Promote partnerships to enhance emergency response capabilities.</p>	<ul style="list-style-type: none"> • Provide financial and technical support to APTA in managing the Public Transportation Information Sharing and Analysis Center (ISAC). ■ • In partnership with the APTA Emergency Preparedness Task Force and TSA, update the industry’s action plan for the rapid deployment of vehicles, equipment, and personnel from cooperating transit agencies for the 2008 hurricane season. ■ • Through the APTA Emergency Response and Recovery Program (ERPP), continue to market and promote the creation of a "Mutual Aid" inventory containing resources from participating transit agencies, such as vehicles (by type, fuel, accessibility); support vehicles (tow, fueling trucks, and emergency vehicles); support equipment (generators, etc.); and personnel (transit operators, mechanics, supervisors, police/security). ■ • In partnership with DHS and APTA, continue to provide support for the development of the Public Transportation Pandemic Flu Guidance Sub-Sector Plan. ■
<p>10. Promote the development of industry safety, security, and emergency preparedness standards.</p>	<ul style="list-style-type: none"> • Continue to provide financial and technical support to APTA in developing consensus-based standards for the transit industry through the APTA Transit Standards Program. ■ ■ ■

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STRATEGY #6: Advance institutional and regulatory framework for safety, security and emergency preparedness.	
Strategic Objective	FY 2008 Activity
1. Collaborate with DHS, TSA and FEAM to develop action plan for addressing H.R. 1 provisions requiring FTA action.	<ul style="list-style-type: none"> • Through the MOU framework and collaborative meetings, develop an action plan for addressing provisions in H.R. 1, Implementing Recommendations of the 9/11 Commission Act of 2007 that require FTA action. ■ ■ ■
2. Continue partnership with the Transit Bus Safety and Security Program Working Group.	<ul style="list-style-type: none"> • Collaborate with the Transit Bus Safety and Security Working Group to leverage their expertise to speed initiatives into action and to clarify voluntary monitoring of implementation of guidance. ■ • Support the State DOTs, AASHTO, and CTAA in developing their bus safety and security programs for small urban and rural bus operators. ■ • Partner with APTA to promote the incorporation of FTA guidance into the APTA Bus Safety Audit Program. ■
3. Update regulations.	<ul style="list-style-type: none"> • Develop white paper with recommended revisions to 49 CFR Part 659 to address SAFETEA-LU provisions, NTSB recommendations, and suggestions from SSO agencies and industry. ■ • Develop white paper with recommended revisions to 49 CFR Part 655 based on industry performance and audit program results. ■

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| <ul style="list-style-type: none"> ■ = Modal Safety and Security Programs ■ = Drug and Alcohol Program ■ = Security Program ■ = Data Collection and Analysis Program ■ = Training and Education Program | <ul style="list-style-type: none"> ■ = Information Sharing Program ■ = Emergency Management Program ■ = Fire Life Safety Program ■ = Other Programs |
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Appendix A: TPM-30 Program Descriptions

Through this organization, TPM-30 administers a variety of programs designed to support the public transportation industry. These programs can be organized into the following general categories:

- Modal Safety and Security Programs
- Drug and Alcohol Program
- Security Program
- Data Collection and Analysis Program
- Training and Education Program
- Information Sharing Program
- Emergency Management Program
- Fire Life Safety Program
- Other Programs

A brief description of each TPM-30 program is provided below.

Modal Safety and Security Programs

State Safety Oversight (SSO) Program – Provides oversight of State implementation of FTA's regulation 49 CFR Part 659, Rail Fixed Guideway Systems; State Safety Oversight. Twenty-six (26) State oversight agencies and 43 rail transit agencies are covered by this regulation, with two (2) new States and four (4) new rail transit agencies expected to fall under the regulation by 2010. Through its regulation, FTA is responsible for setting minimum requirements to be met by the States and rail transit agencies, for providing technical assistance, and for monitoring implementation of the program. TPM-30 performs the following activities:

- **Audits and Reviews:** TPM-30 audits each of the 26 designated State oversight agencies for their compliance with 49 CFR Part 659 once every three years. TPM-30 also conducts Safety and Security Readiness Reviews (SSRRs) at New Starts rail transit agencies and their newly designated State oversight agencies to ensure their readiness to implement 49 CFR Part 659 requirements with the initiation of revenue service.
- **Workshops and Meetings:** TPM-30 conducts two yearly workshops: an invitational annual training workshop with representatives of the State agencies (to build core competencies and support professional development of SSO Program Managers) and an annual SSO program meeting with representatives from both the State agencies and the rail transit systems (to address program issues and challenges).

- **Initial and Annual Submissions:** TPM-30 has responsibility for reviewing and approving each State's Program Standard and procedures, and requires in-depth annual reports and certifications from State oversight agencies, to demonstrate ongoing conformance with 49 CFR Part 659. TPM-30 also issues an annual report on the SSO program.
- **Technical Assistance:** TPM-30 provides safety and security technical assistance in the form of guidelines, templates, newsletters, emails, training, presentations, and specific support as requested by an individual SSO agency or rail transit agency.
- **Training Curriculum:** In partnership with DHS and the Transportation Safety Institute, TPM-30 manages its SSO Program Managers Training Curriculum. This initiative provides both (1) a recommended training program for SSO program managers working and (2) active financial and management support to ensure that each SSO program manager receives a TSI Safety and Security Certificate and a World Safety Organization certificate by 2010.
- **Safety Studies and Targeted Goal Setting:** To provide safety leadership for both the States and rail transit agencies, TPM-30 conducts special studies to address emerging safety and security issues; develops and maintains FTA's Rail Transit Safety Action Plan, including FTA's Top 10 Safety Action Priorities; establishes working groups with State oversight agencies and rail transit agencies to address program implementation issues; and coordinates with external agencies, such as NTSB, FRA, FHWA and DHS, regarding the program and its implementation.
- **Track Worker Protection/Maintenance Oversight Initiative:** In partnership with NTSB, TPM-30 recently began an ambitious new initiative to improve track worker safety and maintenance oversight in the rail transit industry through workshops, guidelines, and training.

Transit Bus Safety and Security Program – The Transit Bus Safety and Security Program is a voluntary program designed to improve transit bus safety and security for passengers, employees, and others that share the roadways with urban and rural public transit bus operations. This program encompasses public transit bus agencies of all sizes, including urban, small urban, rural and community transit providers. In collaboration with APTA, CTAA, and AASHTO, the program identifies and promotes effective and comprehensive techniques and strategies to improve transit bus safety and security. TPM-30 performs the following activities:

- **Bus Transit Safety and Security Working Group:** TPM-30 coordinates all activities for the program with this Working Group, which is comprised of representatives from the bus industry, State DOTs, and Federal partners. The Working Group provides reviews and approves technical assistance materials and guidance developed for the program,

establishes short- and long-term goals, and partners with TPM-30 to integrate on-going monitoring tools into the overall program implementation.

- **Transit Bus Safety and Security Website:** In partnership with the Working Group, TPM-30 is developing this website to provide contact information, news and events, frequently asked questions (FAQs), bulletin boards and chat rooms, and a comprehensive and easy-to-navigate resource library with approximately 500 guidelines, checklists, templates, and sample policies and forms that can be easily tailored by bus agencies to support their safety and security programs. This website will enable FTA to maintain on-going communication and coordination with the bus industry.

- **Voluntary On-site Reviews:** TPM-30 is conducting reviews at small urban and rural transit agencies around the country, in partnership with the State DOTs. The ultimate objective of these reviews is to validate the TPM-30 Transit Bus Safety and Security Self-Assessment Checklist. Upon its completion, this checklist will be posted to FTA's Transit Bus Safety and Security Website for use by bus agencies and State DOTs to support monitoring activities necessary to assess implementation of critical safety and security program elements. Further, this checklist will be cross-referenced to valuable resource materials to direct bus agencies and State DOTs to practical tools and examples that can help strengthen implementation of specific elements assessed in the checklist.

- **Training Curriculum:** In partnership with the Working Group, TPM-30 is also evaluating industry training needs and available training programs to identify opportunities for an enhanced training curriculum to promote core competencies in bus safety and security.

Commuter Rail Safety Program – Commuter railroads operate under the safety regulations of the Federal Railroad Administration. FRA also assures compliance with the regulations. Although FTA does not regulate commuter rail systems, it influences the safe and secure operations through the funding of new starts, rail extensions, and rail vehicle acquisitions. TPM-30 has an interest in the design, construction, and operation of commuter railroad systems. TPM-30 coordinates with the FRA on issues that impact safe commuter rail operations, including the operation of non-compliant rail cars in areas of shared track and shared corridor with the general freight railroad system; grade crossing safety; and passenger safety issues such as the hazard of platform gaps at passenger rail stations. In managing this program, TPM-30 performs the following activities:

- **Special Studies:** TPM-30 analyzes data reported by commuter rail agencies to the FRA Rail Accident/Incident Reporting System (RAIRS) and identifies safety priorities, industry needs, and activities requiring joint FRA-FTA action.

- Passenger Safety Task Force: TPM-30 supports FRA's Passenger Safety Task Force, providing financial and technical assistance to address key commuter rail safety issues, including platform gaps, rail grade crossing safety, and trespasser prevention programs.
- FRA Safety Waiver Board: TPM-30 participates on FRA's Safety Waiver Board as a non-voting member. In this capacity, TPM-30 supports FRA review and evaluation of safety waivers requested by light rail and commuter rail agencies.

Drug and Alcohol Program

Regulation – 49 CFR Part 655 – FTA's drug and alcohol testing regulation, is managed by TPM-30. TPM-30 is responsible for the implementation of the regulation including auditing recipients of 5307 Formula Program Funds, Section 5309 – Capital Program Funds, and Section 5311 - Non-urbanized Area Program Funds. The audits include a comprehensive record review, simulated specimen collections, and other aspects required by the drug and alcohol regulation.

Newsletter – A quarterly newsletter is published to provide updates on the drug and alcohol regulation, interpretations and changes to program policy and components, information on effective practices, and program events.

Drug and Alcohol Management Information System (DAMIS) – An annual report is published to provide an overview of substance abuse trends, to establish the drug and alcohol-testing rate, and to identify primary areas of regulation non-compliance. The data is also used to direct the technical assistance programs.

Technical Assistance – Guidance documents are published and annual workshops held to assist transit agencies, medical review officers, and substance abuse counselors in complying with the requirements of the regulation.

Security Program

Department of Homeland Security (DHS) Liaison Activities – TPM-30, through a Memorandum of Understanding (MOU Annex), coordinates transit security and emergency preparedness initiatives with TSA and FEMA's National Preparedness Directorate (formerly the DHS Office of Grants and Training). These Liaison Activities advance the coordination of security training curricula, amplify information sharing among transit agencies and government partners, improve transit security awareness outreach, and expand transit emergency preparedness capabilities to security events and terrorism.

Security and Emergency Management Technical Assistance Program (SEMTAP) - Provides technical assistance to transit agencies nationwide to assist in updating and enhancing their security and emergency management programs. The goal of this program is to help transit agencies increase their security and emergency management readiness regardless of size,

municipality, and diversity of service. Since 2002, 50 of the largest transit agencies have participated in and benefited from the program. Based on its success, this program has recently assumed the lead in managing FTA's Five-Year Strategic Planning Process, including the development of "all hazards" initiatives to support continual improvement of safety, security and emergency preparedness programs in the transit industry.

Transit Watch – A program designed to raise homeland security awareness of transit customers and employees, and the general public through the use of a toolkit containing a downloadable CD with campaign logo and tag line, brochure, signage templates by transit agencies at no charge.

Transit Safety and Security Roundtables – Forums for the sharing of information on technology and best practices, and developing relationships between Federal agencies and transit safety and security managers of the largest transit system in the Nation.

Guidance Documents – TPM-30 provides security program guidance on a variety of topics, including Immediate Actions for Transit Agencies for Potential and Actual Life-Threatening Incidents

Data Collection and Analysis Program

The National Transit Database - The FTA's National Transit Database (NTD) collects a wide range of information from the public transportation industry, including safety and security incidents. Although the NTD, including its Safety and Security Module, is funded and maintained by TBP, TPM-30 has the primary responsibility for the analysis of safety and security data collected through NTD. More than 600 transit agencies receiving Section 5307 funds report the NTD. In addition, recipients of Section 5311 funds are now required to submit safety and security information to the NTD. NTD includes all modes of public transportation utilized on local and regional routes throughout the country, including private and public buses, heavy and light rail, ferryboats and vanpool service. TPM-30 uses information collected from NTD to monitor industry safety performance and to target areas of focus for its regulatory and technical assistance programs.

Transit Safety and Security Statistics Report – TPM-30 also uses the data from the NTD to prepare and disseminate an Annual Transit Safety and Security Statistics Report. The report identifies accident trends and emerging issues for Congress, the National Transportation Safety Board, the Office of the Secretary, Bureau of Transportation Statistics, the States, the Office of Management and Budget, and others.

Training and Education Program

Through the Transportation Safety Institute (TSI), the National Transit Institute (NTI), and Johns Hopkins University (JHU), TPM-30 sponsors safety, security, and emergency management training for the public transportation industry. The focus of this program is to improve the

operational safety and security of transit systems and the personal security of the transit customers and employees. Courses are conducted at locations throughout the United States, and include the following:

- Transit System Security,
- System Security Awareness Training,
- Strategic Counterterrorism for Transit Managers,
- Terrorist Recognition and Reaction Course,
- Rail Operations Control Center Response to WMD Incidents,
- Transit System Security,
- Rail Transit System Safety,
- Effectively Managing Transit Emergencies,
- Rail Transit Accident Investigation,
- Fundamentals of Bus Accident Investigation,
- Fatigue Management, and
- Substance Abuse Management.

New courses are developed and implemented as warranted by trend analyses and emerging events. For instance, the Volpe National Transportation Systems Center is developing a course entitled “Transit Security Design Considerations” to support implementation of the FTA guidance document of the same name.

All training courses are developed, updated, and evaluated using FTA’s Strategic Curriculum Development (SCD) process. Conformance with this process is a prerequisite for the use of TSA Transit Security Grant Program funding.

Information Sharing Program

Clearinghouse – The clearinghouse serves as an ongoing focal point for all information, materials, and resources currently available on the subject of transit safety and security.

Transit Safety and Security Website (Public) – The website is the central point for communication to provide a descriptive overview of ongoing Office of Safety and Security programs and new initiatives. The website allows easy access to safety and security guidance documents and forms, updates to regulations, and dissemination of information on effective practices.

Safety and Security Program Management Website (internal use only) – The website serves as a program management and tracking tool for FTA Safety and Security Audit functions. The website provides auditing tools and information for on-site audits and includes logistics, previous audit information and reports, key contacts, and other needed information to effectively manage

safety oversight programs. Currently the site is used for Drug and Alcohol Audits and the State Safety Oversight Program Compliance Audits.

Public Transit Information Sharing and Analysis Center – TPM-30 supports the Public Transit – Information Sharing and Analysis Center (PT-ISAC). The ISAC provides a secure cyber portal for the dissemination of security and threat information to transit agencies and other transit industry stakeholders.

Information Sharing – The FTA disseminates security, threat, reports, and other topics of interest to a wide audience of government and transit agencies on a daily basis. Initial situational reports (SITREPS) on major transportation emergencies and natural disasters are prepared and distributed to the FTA Executive Management Team (EMT), the Crisis Management Center (CMC), Transportation Security Operations Center (TSOC), the OST, and other government agencies and non-government stakeholders. SITREP updates are provided on an as-needed basis or as requested.

[Emergency Management Program](#)

Continuity of Operations Planning (COOP) – TPM-30 is responsible for the development, implementation, and maintenance of a COOP plan for the agency. The plan permits the FTA to continue its essential functions during a major crisis. The Office participates in DOT wide exercises to assess the effectiveness of the plan. The Office is also responsible for all related training of FTA personnel at the headquarters and regional level.

Pandemic Flu Planning – The Office is a member of the DOT Pandemic Flu Taskforce. In coordination with the DOT, the Office is developing and implementing a Pandemic Flu Plan for the FTA.

Crisis Management Center – The Office supports DOT's Crisis Management Center activities at times of a major transportation related event, such as natural disaster, major accident, or terrorist act. The Office also supports the Federal Emergency Management Agency (FEMA) as requested.

APTA Emergency Response and Preparedness Program (ERPP) – FTA supports the American Public Transportation Association (APTA) Emergency Preparedness and Response Program. The program consists of a series of mutual-aid sharing agreements with individual transit agencies and APTA business partners.

Immediate Response to Transit Emergencies – This program provides for an emergency activation response in the event of a natural disaster, criminal activity, or safety concern that is of immediate concern. Response activities include, conducting impacted transit agency damage assessments, providing transit operations recovery planning, developing after-action reports, reviewing and revising the transit elements of emergency evacuation service plans.

Connecting Communities Forums – Connecting Communities Emergency Preparedness and Security Forums are held at various regions throughout the Nation to promote and improve public agency interoperability during incidents. Invited participants include representatives from local transit agency personnel, police departments, fire departments, emergency management offices and others. Each Connecting Communities forum involves hands-on exercises, discussions, emergency scenarios, group break-out sessions, and discussions. It provides community officials with the opportunity to network and coordinate emergency response, learn about the role of transit and alternative means of transportation during an emergency, and identify the elements, facilities, and personnel in the their community needed for effective emergency response.

Fire/Life Safety Program

Mass Transit Bus and Rail Transit Vehicle Fire Safety Analysis – TPM-30 supports fire testing and fire hazard analysis of materials used in transit vehicles. TPM-30 is working to update Recommended Fire Safety Practices for Rail Transit Materials Selection, which sets industry-wide recommendations for the materials to be used in transit vehicles to enhance fire resistance.

Fire Safety and Analysis Program – In partnership with the National Association of State Fire Marshals, TPM-30 is working to analyze industry data regarding public transportation fires and to develop recommendations for preventing and fighting fires in the public transportation environment.

Other Programs

TPM-30 also manages a variety of special programs. The priorities of these programs are established through FTA's Strategic Planning Process. This process reflects the needs of the industry, recommendations by the National Transportation Safety Board (NTSB), Congressional recommendations, and policy and technical issues. Some of the current programs are:

Safety Outreach through Operation Lifesaver – TPM-30 has partnered with Operation Lifesaver to develop and produce light rail safety messages for adults and school children. The safety message product is a toolkit that may be used by transit agencies to promote light rail safety.

Transit Fatigue Management – This program assesses current fatigue management practices.

Special Investigations – Special investigations are conducted on safety or security issues as requested by the Secretary.

Office of the Secretary (OST) Liaison – TPM-30 supports OST's requests for assistance with congressional requests for information, investigations being conducted by the Office of Inspector

General, Government Accountability Office (GAO) studies, and National Transportation Safety Board (NTSB) investigations and recommendations.

