YUBA-SUTTER TRANSIT

Agency Safety Plan

Yuba-Sutter Transit Authority

2100 B Street

Marysville, CA 95901

Approved by Board of Directors
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Signature of Accountable Executive

Matthew Mauk, Executive Director

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Date

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Definitions

Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons.

Accountable Executive means the single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of the transit agency. The Accountable Executive also has responsibility for carrying out the Agency's Transit Asset Management Plan and control or direction over the human and capital resources needed to develop and maintain both the Agency's Public Transportation Agency Safety Plan (PTASP), in accordance with 49 U.S.C. § 5329(d), and the Agency's Transit Asset Management Plan (TAM) in accordance with 49 U.S.C. § 5326.

Agency or Transit Agency means the Yuba-Sutter Transit Authority or Yuba-Sutter Transit.

Assault on a transit worker means, as defined under 47 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

Board of Directors means governing body of the Yuba-Sutter Transit Authority.

Caltrans means the California Department of Transportation.

CDC means the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

Chief Safety Officer means the adequately trained individual who has responsibility for safety and reports directly to the Transit Agency's chief executive officer.

CFR means Code of Federal Regulations.

Direct Recipient means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency, and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert E. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death, damage to or loss of the facilities, equipment, rolling stock, or infrastructure of the system, or damage to the environment.

Injury means any harm to a person as a result of an event that requires immediate medical attention away from the scene.

Investigation means the process of determining the casual and contributing factors of a safety event, or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint labor-management process means a formal approach to discuss topics affecting transit workers and the public transportation system.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. chapter 53.

Near-miss means a narrowly avoided safety event.

Operator of a public transportation system means a provider of public transportation.

Part 673 means 49 CFR (Code of Federal Regulations) Part 673.

Performance Measure means an expression based on a quantifiable indicator of performance or condition used to establish targets and to assess progress toward meeting the established targets.

Potential Consequence means the effect of a hazard.

Public Transportation means, as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include:

(1) Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity);
(2) Intercity bus service;
(3) Charter bus service;
(4) School bus service;
(5) Sightseeing service;
(6) Courtesy shuttle service for patrons of one or more specific establishments; or
(7) Intra-terminal or intra-facility shuttle services.

Public Transportation Agency Safety Plan means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C 5329 and this part.

Recipient means a State or local government authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. chapter 53.

Safety Assurance means processes within the Transit Agency's Safety Management Systems that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the Transit Agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.

Safety Event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy means the Transit Agency's documented commitment to safety, which defines the Transit Agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management Systems (SMS) means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a Transit Agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety Performance Target (SPT) means a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the Transit Agency's public transportation system.

Safety risk means the composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety Risk Assessment (SRA) means the formal activity whereby the Transit Agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.

Safety Risk Management (SRM) means a process within the Transit Agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Safety risk mitigation means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Small public transportation provider means a recipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.

State of Good Repair (SGR) means the condition in which a capital asset is able to operate at a full level of performance.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized area means, as defined under 49 U.S.C 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce.

U.S.C. means United States Code.

Section 1: Transit Agency Information

Yuba-Sutter Transit is a joint powers agency for the provision of public transportation. The Agency was formed in 1975 by an agreement between Yuba County, Sutter County, the City of Marysville, and the City of Yuba City under the authority of the Joint Exercise of Powers Act (Section 6500 et seq. of the California Government Code). The Agency operates fixed route and demand response services in designated areas of Yuba and Sutter Counties and operates a commuter service to downtown Sacramento. Yuba-Sutter Transit purchases transportation services from a designated contractor (currently Storer Transit Systems of Modesto, CA). Yuba-Sutter Transit is a direct recipient of Section 5307 and subrecipient Section 5310, and Section 5311 funds. Yuba-Sutter Transit also provides transportation services on behalf of the cities of Live Oak and Wheatland.

Subsection 1.1: Accountable Executive

Yuba-Sutter Transit's Accountable Executive is the Executive Director. The Executive Director is the single, identifiable person who has ultimate responsibility for carrying out this Agency Safety Plan and Yuba-Sutter Transit's Transit Asset Management (TAM) Plan. They provide control or direction over the human and capital resources needed to develop and maintain both this Plan and the TAM Plan.

The Executive Director is accountable for ensuring that the Agency's Safety Management Systems (SMS) are effectively implemented throughout the Agency's public transportation system. The Executive Director is accountable for ensuring action is taken, as necessary, to address substandard performance in the Agency's SMS. The Executive Director may delegate specific responsibilities, but the ultimate

accountability for the Transit Agency's safety performance cannot be delegated and always rests with the Executive Director.

Subsection 1.2: Chief Safety Officer

The Executive Director designates the General Manager of its contracting agency for operations as Yuba-Sutter Transit's Chief Safety Officer who has the authority and responsibility for day-to-day implementation and operation of the Agency's SMS. The Chief Safety Officer holds a direct line of reporting to the Accountable Executive, as shown in the organization charts in Attachment 1.1 and 1.2 and has a strong working relationship with the operations and asset management functions at Yuba-Sutter Transit.

Section 2: Plan Development, Approval, and Updates

Caltrans developed the contents of Yuba-Sutter Transit's Agency Safety Plan (ASP) to meet requirements specified in 49 CFR Part 673 and comply with Part 673.11(d) regarding Caltrans' responsibility to develop an ASP for any small public transportation provider that is located in California. This Plan is based on the four (4) principles or pillars of the Safety Management Systems (SMS). SMS is defined as the formal, top-down, organization-wide, data-driven approach to managing safety risk and assuring the effectiveness of safety mitigations. It includes systematic policies, procedures, and practices for the management of safety risk. The four principles or pillars of SMS are: (1) Safety Management Policy; (2) Safety Risk Management; (3) Safety Assurance; and (4) Safety Promotion.

Subsection 2.1: Drafting the Plan

Caltrans provided the template for this Plan, thus meeting the requirements of 49 CFR Part 673.11(d). FTA will oversee compliance with the requirements of Part 673 through the existing Triennial Review processes.

Should Yuba-Sutter Transit no longer meet the definition of a small public transportation provider or choose to opt-out of the Caltrans Agency Safety Plan, and within one year from the date of notifying the State of either development, Yuba-Sutter Transit will draft and certify its own Agency Safety Plan. If Yuba-Sutter Transit operates more than 100 vehicles, this plan would be modified to meet the additional requirements.

Subsection 2.2: Signature by the Accountable Executive and Approval by the Board

Pursuant to 49 CFR Part 673.11 (a)(1), this Agency Safety Plan and subsequent updates must be signed by the Accountable Executive and approved by Yuba-Sutter

Transit's Board of Directors. Documentation of Board approval is found in Attachment 2.

Subsection 2.3: Certification of Compliance

Pursuant to 49 CFR Parts 673.13(a) and 673.13(b), Caltrans certifies that it has established this Agency Safety Plan, meeting the requirements of 49 CFR Part 673 by July 20, 2020 and will certify its compliance with 49 CFR Part 673.

After Caltrans' initial certification, and on an annual basis, Yuba-Sutter Transit must update this Agency Safety Plan by July 20 in perpetuity. All Agency Safety Plan updates shall be signed by the Accountable Executive and approved by Yuba-Sutter Transit's Board of Directors.

The FTA does not require this plan to be submitted to the FTA. Instead, Caltrans will certify that it has established this Safety Plan, which fulfills the requirements under Part 673. FTA annually amends and issues the list of Certifications and Assurances. Caltrans will review such guidance for incorporation into the safety program as necessary.

Subsection 2.4: Plan Review and Updates

Yuba-Sutter Transit updates this Safety Plan when information, processes or activities change within the Agency and/or when Part 673 undergoes significant changes, or annually, whichever comes sooner. As Yuba-Sutter Transit collects data through its Safety Risk Management and Safety Assurance processes and shares it with Caltrans and the local Metropolitan Planning Organization (MPO) as described in subsection 3.1 below, the MPO and Caltrans will evaluate Yuba-Sutter Transit's safety performance targets (SPTs) to determine whether they need to be changed, as well.

Each May/June, this Plan will be jointly reviewed and updated by the Chief Safety Officer, Executive Director, and applicable support staff, including frontline employee representatives, with the assistance of subject matter experts. Coordination with frontline workers is multifaceted in that many avenues are used to gather input from frontline workers. First, frontline workers are encouraged to communicate any potential hazard to their supervisor or Safety Manager. There are two forms used to communicate potential hazards. The "Safety/Security Concern" form is designed to allow drivers to communicate concerns noticed at bus stops, along routes and on private property such as in parking lots where they may be expected to travel. The second form called "Report of Unsafe Condition or Hazard" pertains to potential hazards an employee may notice in daily operations at the transit facility. An employee may submit the form anonymously. These forms and concerns expressed are reviewed and investigated by the Safety Manager. If validated, the necessary changes are made to remedy the situation. Offsite potential hazards are recorded by

the Safety Manager in the Hazard Log, which is then reviewed each month during the Contractor Coordination Meeting. The Accountable Executive conducts this meeting and discusses new hazards identified since the last meeting. Any patterns, repeat or serious hazards are considered for inclusion into the PTASP.

Additional safety training includes, but is not limited to, additional follow-up training for new employees prior to the six, twelve, and eighteen month benchmark of employment, bi-monthly tailgate meetings for maintenance personnel, Rural Transit Assistance Program (RTAP) training for de-escalation techniques every two years, and weekly safety presentations for all frontline workers. There is also a Manager Safety Meeting once a month that includes any new employees or any drivers involved in a safety incident. All personnel, including supervisors, drivers, dispatchers, utility workers and maintenance personnel, must attend an all-day safety training session annually.

The Yuba Sutter Transit Safety Committee meets at least once every six months to train or educate employees, review hazards and discuss prevention measures. This committee consists of employees from dispatch, drivers, maintenance and utility workers. Information from these meetings as it pertains to preventing accidents and improving safety oversight at Yuba-Sutter Transit are passed on and incorporated into the PTASP during the annual update. The Accountable Executive will approve any changes then present the Plan to the Board of Directors at their June regular meeting for approval each year.

This Plan may need to be reviewed and updated more frequently based on the following:

- We determine our approach to mitigating safety deficiencies is ineffective.
- We make significant changes to service delivery.
- We introduce new processes or procedures that may impact safety.
- We change or re-prioritize resources available to support SMS.
- We significantly change our organizational structure.

Section 3: Safety Performance Targets (SPTs)

Subsection 3.1: Target Development

Yuba-Sutter Transit includes SPTs in this Safety Plan. These targets are specific numerical targets set by Yuba-Sutter Transit and based on the safety Performance Measures established by FTA in the National Public Transportation Safety Plan. In the most recent version, the 2017 NSP3, FTA adopted four initial safety Performance Measures: (1) Fatalities, (2) Injuries, (3) Safety Events, and (4) System Reliability.

Yuba-Sutter Transit developed safety performance targets that will be reviewed and updated annually. The specific safety performance targets are based on the safety performance measures established under the National Public Transportation Safety Plan and the safety performance goals set by Caltrans based on the past three (3) calendar years of data. The Safety Performance Targets for Yuba-Sutter Transit for the year 2026 are expected to stay within 1% +/- of the previous three years of data pertaining to fatalities, injuries, safety events, and system reliability.

Note: Baseline data for each target will need to be provided by each agency for Caltrans to develop goals.

FTA requires Caltrans to coordinate with Yuba-Sutter Transit and the Sacramento Area Council of Governments (SACOG) to the maximum extent practicable. Pursuant to 49 CFR Part 673.15(a), Yuba-Sutter Transit will make safety performance targets available to SACOG to aid in the planning process upon certification of this plan. Additionally, Yuba-Sutter Transit will transmit performance data against the safety performance targets to Caltrans and SACOG on an annual basis.

Caltrans will conduct coordination meetings with SACOG for the selection of State and MPO safety performance targets and goals.

Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability
Fixed Route Integer Target	0	2	0	34,496 (VRMs between incidents)
Fixed Route Target per Vehicle Revenue Mile (VRM)	0	0.22	0	
Demand Response Integer Target	0	0	0	4,470 (VRMs between incidents)
Demand Response Target per Vehicle Revenue Mile	0	0	0	

Section 4: Overview of the Agency's Safety Management Systems (SMS)

SMS is a comprehensive, collaborative approach that brings management and labor together to build on the transit industry's existing safety foundation to control risk better, detect and correct safety problems earlier, share and analyze safety data more

effectively, and measure safety performance more carefully. Yuba-Sutter Transit's SMS focuses on applying resources to risk and is based on ensuring that Yuba-Sutter Transit has the organizational infrastructure to support decision-making at all levels regarding the assignment of resources.

Some key parts of Yuba-Sutter Transit's SMS include:

- Defined roles and responsibilities,
- Strong executive safety leadership,
- Formal safety accountabilities and communication,
- Effective policies and procedures, and
- Active employee involvement.

Furthermore, Yuba-Sutter Transit's SMS has the following four distinct components, which it discusses in subsequent sections of this Safety Plan:

- Safety Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

Section 5: Safety Management Policy

The first component of the Yuba-Sutter Transit's SMS is the Safety Management Policy, which is the foundation of the Yuba-Sutter Transit's safety management system. It clearly states the organization's safety objectives and sets forth the policies, procedures, and organizational structures necessary to accomplish the safety objectives. The Safety Management Policy clearly defines management and employee responsibilities for safety throughout the organization. It also ensures that management is actively engaged in the oversight of the system's safety performance by requiring regular review of the Safety Management Policy, budget, and program by the designated Accountable Executive.

Subsection 5.1: Safety Management Policy Statement

Safety is a core value at Yuba-Sutter Transit, and managing safety is a core business function. Yuba-Sutter Transit will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the public. Yuba-Sutter Transit's overall safety objective is proactive management of safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations.

Yuba-Sutter Transit will:

- Clearly and continuously explain to all staff that everyone working within Yuba-Sutter Transit must take part and be responsible and accountable for the development and operation of the Safety Management System (SMS).
- Work continuously to minimize safety risks.
- Work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards for passengers and employees.
- Work to ensure provision to all employees' appropriate safety information and training, that all employees are competent in safety matters, and that all tasks assigned to employees are commensurate with duties and skills.
- Reaffirm that responsibility for making our operations safer for everyone lies with all employees – from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and is accountable to ensure taking all reasonable steps to perform activities established through the SMS.

Yuba Sutter Transit establishes safety performance targets to help measure the overall effectiveness of our processes and ensure we meet our safety objectives. Yuba-Sutter Transit will keep employees informed about safety performance goals and objectives to ensure continuous safety improvement.

Subsection 5.2: Safety Management Policy Communication

The Agency communicates the Safety Management Policy throughout the organization, to all employees, managers, and executives, as well as contractors, and to the Board of Directors.

The Agency accomplishes this through various processes, such as:

- Workshops/training sessions - Conducted for Senior Management, Directors, Managers, Supervisors and all front line workers. Once the Executive Director signs this Plan or any update to this Plan, the Board of Directors approves the Plan or updates and Caltrans certifies the Plan or updates, it will become standard practice in perpetuity so that SMS becomes standard business practice.
- New Hire Safety Orientation – All new employees, regardless of their classifications, receive training about their roles and responsibilities pertaining to PTASP and the principles of SMS.
- Safety bulletins, email safety newsletter blasts to staff, toolbox/tailgate safety meetings and/or safety committee meetings for all employees.

Subsection 5.3: Employee Safety Reporting Program

Yuba-Sutter Transit implemented a process that allows Agency employees and contracted employees to report safety conditions to senior management and allows protections for employees who report safety conditions to senior management. The Agency describes the purpose, description, and protections for employees to report unsafe conditions and hazards in the Employee Safety Reporting Program, as shown in the following sections.

Purpose:

a) To establish a system for Yuba-Sutter Transit employees to identify unsafe conditions or hazards at work and report them to their department management without fear of reprisal. However, disciplinary action could result if the condition reported reveals the employee willfully participated in or conducted an illegal act, gross negligence or deliberate or willful disregard of regulations or procedures, including reporting to work under the influence of controlled substances, physical assault of a coworker or passenger, theft of agency property, unreported safety events, unreported collisions, and unreported passenger injuries or fatalities.

b) To provide guidelines for facilitating the timely correction of unsafe conditions or hazards by Yuba-Sutter Transit management.

Description:

a) This program provides a method for Yuba-Sutter Transit management to identify, evaluate, and correct or avoid unsafe conditions or hazards, procedural deficiencies, design inadequacies, equipment failures, or near misses that adversely affect the safety of employees.

Examples of voluntary safety reports include:

- Safety hazards in the operating environment (for example, county or city road conditions);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

b) The program also involves recommending corrective actions and resolutions of identified unsafe conditions or hazards and/or near misses.

c) All employees have the obligation to report immediately any unsafe conditions or hazards and near misses to their immediate supervisor/department manager and may do so without fear of reprisal.

d) Unsafe conditions or hazards may also be identified as a result of occupational injury or illness investigations and/or by accident investigation.

e) Other means by which hazards may be identified are inspections/audits or observations made by the supervisors/management staff as referenced in agency's Safety Inspection Program.

f) Findings will be published immediately following mitigation actions. If employee identification is available, direct feedback regarding mitigation will be provided.

Subsection 5.4: SMS Authorities, Accountabilities, and Responsibilities

This Plan has assigned specific SMS authorities, accountabilities, and responsibilities to the designated Accountable Executive, Chief Safety Officer, Agency's Leadership/Executive Management, and Key Staff/Employees, as described below. Attachment 6 includes a table indicating names of staff currently in each role. Staff updates the table each year during the annual review and board approval process in time for the annual certification deadline of July 20 or as changes to staff require it.

Subsection 5.4.1: Accountable Executive

Yuba-Sutter Transit's Accountable Executive is the Executive Director. The Executive Director is accountable for ensuring effective implementation of the Agency's SMS throughout the Agency's public transportation system. The Executive Director is accountable for ensuring staff takes action, as necessary, to address substandard performance in the Agency's SMS. The Executive Director may delegate specific responsibilities, but the person in that position is ultimately accountable for the Yuba-Sutter Transit's safety performance. They cannot delegate safety performance accountability as it always rests with the Executive Director. The Executive Director is accountable for ensuring that employees effectively implement the Agency's SMS, and takes action, as necessary, to address substandard performance in the Agency's SMS. The Accountable Executive may delegate specific responsibilities, but not accountability for Yuba-Sutter Transit's safety performance.

The Accountable Executive roles include, but are not limited to, the following:

- Decision-making about resources (e.g. people and funds) to support asset management, SMS activities, and capital investments,
- Signing SMS implementation planning documents,

- Endorsing SMS implementation team membership,
- Ensuring consideration and addressing of safety concerns in the agency's ongoing budget planning process,
- Ensuring transparency in safety priorities for the Board of Directors and for the employees,
- Establishing guidance on the level of safety risk acceptable to the agency,
- Assuring appropriate communication of the safety policy throughout the agency, and
- Other duties as assigned/necessary.

Subsection 5.4.2: Chief Safety Officer

The Chief Safety Officer (CSO) is the General Manager for the contracting agency for operations. The CSO has the authority and responsibility for day-to-day implementation and operation of Yuba-Sutter Transit's SMS.

Chief Safety Officer's Roles include:

- Decision-making about resources (e.g., people and funds) to support asset management, SMS activities, and capital investments,
- Overseeing the safety risk management program by facilitating hazard identification, safety risk assessment, and the development and implementation of safety risk mitigations,
- Monitoring safety risk mitigation activities,
- Providing periodic reports on safety performance,
- Briefing the Accountable Executive and the Board of Directors on SMS implementation progress,
- Planning safety management training,
- Developing and organizing annual audits/reviews of SMS processes and the Agency Safety Plan to ensure compliance with 49 CFR Part 673 requirements,
- Maintaining safety documentation, and
- Other duties as assigned/necessary.

Subsection 5.4.3: Agency Leadership and Executive Management

The contracting agency's General Manager, Assistant Operations Manager, Safety & Training Manager and Human Resources Manager comprise Agency Leadership/Executive Management. Some of their responsibilities include:

- Day-to-day implementation of the Agency's SMS throughout their department and the organization;
- Communicating safety accountability and responsibility from the frontline employees to the top of the organization;

- Ensuring employees are following their working rules and procedures, safety rules and regulations in performing their jobs, and their specific roles and responsibilities in the implementation of this Agency Safety Plan and the Agency's SMS;
- Ensuring that employees comply with the safety reporting program and are reporting unsafe conditions and hazards to their department management;
- Ensuring reported unsafe conditions and hazards are addressed in a timely manner; and
- Ensuring that resources are sufficient to carry out employee training/certification and re-training as required by their job classifications.

Subsection 5.4.4: Key Staff

The agency Key Staff/Employees may include managers, supervisors, specialists, analysts, database administrators, and other key employees who are performing highly technical work and overseeing employees performing critical tasks and providing support in the implementation of this Agency Safety Plan and SMS principles in various departments throughout the agency.

Yuba-Sutter Transit's Key Staff/Employee responsibilities include:

- Ensuring that employees are complying with the safety reporting program;
- Ensuring supervisors are conducting their toolbox safety meetings;
- Promoting safety in employees' respective area of responsibilities, where safety means zero accidents, absence of any safety concerns, perfect employee performance and compliance with agency rules, procedures and regulatory requirements;
- Ensuring safety of passengers, employees, and the public;
- Responding to customer complaints and expectations for frequency, reliability, and convenience of service;
- Replacing and maintaining aging facilities, equipment, and infrastructure;
- Meeting increasing demands for fixed route, commuter service and paratransit service;
- Developing and maintaining programs to gather pertinent data elements to develop safety performance reports and conduct useful statistical analyses to identify trends and system performance targets;
- Utilizing infection prevention and control methods to prevent the spread of infectious diseases;
- Establishing clear lines of safety communication and holding accountability for safety performance; and
- Assisting as subject matter experts in safety risk assessment and safety risk mitigation processes.

Section 6: Safety Risk Management (SRM)

The second component of the Yuba-Sutter Transit's SMS is Safety Risk Management, which includes processes and procedures to provide an understanding of the Agency's operations and vehicle maintenance to allow individuals to identify hazards associated with those activities.

Yuba-Sutter Transit has implemented a Safety Risk Management process for all elements of its transportation system. The Safety Risk Management process includes the following activities: safety hazard identification, safety risk assessment, and safety risk mitigation. Attachments 3, 4, and 5 contain the plans, processes and documentation samples of the following programs that the agency and contractor utilize for successful implementation of Safety Risk Management: Employee Safety Reporting Program; Safety, Security-Awareness and First Observer Program; Accountability and Incentive Program; Injury and Illness Prevention Plan (IIPP).

Subsection 6.1: Safety Hazard Identification

Hazard identification is the first step in the Safety Risk Management process and a key component. It involves these fundamental safety-related activities: identifying safety hazards and their consequences; assessing the risks associated with the consequences of the hazards; and developing mitigations to reduce the potential consequences of the identified hazards.

The following are Yuba-Sutter Transit's methods and processes to identify hazards. The Agency considers, as a source for hazard identification, data and information provided by an oversight agency and the FTA. The Agency identifies hazards through a variety of sources, including:

- Employee safety reporting,
- Review of vehicle camera footage,
- Review of monthly performance data and safety performance targets,
- Observations from supervisors,
- Maintenance reports,
- Comments from customers, passengers, and third parties,
- Safety committee, driver and all-staff meetings,
- Results of audits and inspections of vehicles and facilities,
- Results of training assessments,
- Investigations into safety events, incidents and occurrences, and
- Information from FTA and oversight agency.

When a hazard has been identified, whatever the source, it is reported to the Yuba-Sutter Transit Chief Safety Officer, who enters it into the Hazard Log. The Chief Safety Officer also may enter hazards into this log based on reviews of operations and maintenance activities and procedures.

The Chief Safety Officer will investigate hazards to collect information and determine any need to enter the hazard information into the safety/risk assessment process. In following up on identified hazards, the Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard,
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary,
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard,
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.),
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard,
- Review any past reported hazards of a similar nature, and
- Evaluate tasks and/or processes associated with the reported hazard.

Any staff that identifies a hazard that poses an immediate risk to transit operations, the health and safety of employees or the public, or equipment must immediately bring it to the attention of the Accountable Executive. Responsible staff will place the hazard or hazards through the Safety Risk Management process for safety risk assessment and mitigation. Otherwise, responsible staff will prioritize any hazards for further Safety Risk Management activity.

Subsection 6.2: Safety Risk Assessment

Safety risk assessment defines the level or degree of the safety risk by assessing the likelihood and severity of the consequences of hazards and prioritizes hazards based on the safety risk. The Chief Safety Officer, with assistance from key staff subject matter experts, is responsible for assessing identified hazards and ratings using the Safety Risk Assessment Matrix below. Prioritizing safety risk provides the Accountable Executive with the information needed to make decisions about resource application.

The following matrix, adopted from the TSI Participation Guide – SMS Principles for Transit, facilitates the ranking of hazards based on their probability of occurrence and severity of their outcome. The measuring goes from A to F with A being frequent or likely to occur frequently and E being improbable or expected that this event will

most likely never occur. Agency staff use designation F when identifying and later eliminating potential hazards.

Probability Levels			
Description	**Level**	**Specific Individual Item**	**Fleet Inventory**
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced.
Probable	B	Will occur several times in the life of an item.	Will occur frequently.
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible.
Eliminated	F	Incapable of occurrence. The ranking uses this level when identifying and later eliminating potential hazards.	Incapable of occurrence. The ranking uses this level when identifying and later eliminating potential hazards.

The Safety Levels outlined below present a typical safety risk. It includes four categories to denote the level of severity of the occurrence, the meaning of each category, and the assignment of a value to each category using numbers. In this table, Level 1 is considered catastrophic meaning possible deaths and equipment destroyed and Level 4 is considered negligible or of little consequence with two levels in between.

Severity Levels		
Description	**Level**	**Mishap Result Criteria**
Catastrophic	1	Could Result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding $10M
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible

Severity Levels		
		significant environmental impact, or monetary loss equal to or exceeding $1M but less than $10M
Marginal	3	Could result in one or more of the following: injuries or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding $100k but less than $1M
Negligible	4	Could result in one or more of the following: injuries or occupational illness not resulting in lost workday, minimum environmental impact; or monetary loss less than $100k.

The Safety Risk Assessment Matrix and Safety Risk Index Ranking each combine the Safety Risk Probability and the Safety Risk Severity to help prioritize safety risks according to the tables below.

Safety Risk Assessment Matrix				
Severity → / Probability ↓	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
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
F- Eliminated				

Safety Risk Index Ranking		
1A, 1B, 1C, 2A, 2B	High	Unacceptable
1D, 2C, 3A, 3B	Serious	Undesirable - With management decision required
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B,	Medium	Acceptable - with review by management
4C, 4D, 4E	Low	Acceptable - without review

The Chief Safety Officer documents recommendations regarding hazard rating and mitigation options and reports this information to the Accountable Executive.

Subsection 6.3: Safety Risk Mitigation

The Chief Safety Officer, assisted by Key Staff, or subject matter experts, reviews current safety risk mitigations and establishes procedures to 1) eliminate; 2) mitigate; and 3) accept specific risks. Involved staff base prioritization of safety remediation measures on risk analysis and a course of action acceptable to Yuba-Sutter Transit management.

Agency staff must mitigate the safety risk if ranked as Unacceptable (High-Red). Those safety risks that have been mitigated or even mitigated risks shown as Acceptable status (Low-Green) must undergo regular and consistent monitoring to ensure the mitigation strategy is effective.

Key strategies to minimize the types of risks that potentially exist include:

- Development and deployment of policies and procedures that address known hazards and risks,
- Development and deploy measures to minimize exposure of all workers to infectious disease,
- Discussion of other actions, strategies and procedures that might help safeguard against unknown/unforeseen risks,
- Training of drivers and other agency staff on all safety policies and procedures,
- Training of drivers and other agency staff on the prevention of infectious diseases,
- Training of drivers and other agency staff on methodologies for handling emergencies, and
- Training of drivers and staff on proper and effective use of emergency equipment and communication technologies and protocol.

The Chief Safety Officer tracks and updates safety risk mitigations in the Hazard Log, accessed through documentation associated with the contractor's Injury & Illness Prevention Program (IIPP). Attachment 5 contains a copy of this plan.

Subsection 6.4 Physical Systems and Hazard Control Strategies

The following methodologies are used to ensure system safety and security objectives to eliminate or control hazards. The specific actions in each methodology incorporate physical, administrative, and behavioral defenses, including strategies to minimize exposure to infectious diseases. These following controls are implemented throughout design, construction, procurement, and operations:

1. Design out hazards or design to minimize hazard severity to the extent permitted by cost and practicality. Identified hazards are eliminated or controlled by the design of equipment, systems, and facilities.

2. Develop mitigating provisions for hazards that cannot reasonably be eliminated or controlled through design which are controlled to an acceptable level using fixed, automatic, or other protective safety design features or devices. Provisions are made for periodic performance of functional checks of safety devices and employee training to meet system safety objectives.

3. When design, training, and safety devices cannot reasonably nor effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons of the hazard.

4. Where it is impossible to reasonably eliminate or adequately control a hazard through design or the use of safety and warning devices, procedures and training are used to control the hazard. Cautionary notations are standardized for use by all persons involved and safety-critical issues will require certification of authorized personnel.

The Safety Risk Index defines the magnitude of any specific hazard item without implementation of design, construction, procurement, or operational measures to control or mitigate the risk. The Safety &Training Manager will identify sets of proposed mitigation actions to eliminate or control each identified risk and evaluate the Residual Risk Index, based on those mitigating actions, to assess the potential effectiveness, and inform the Chief Safety Officer of the determination of whether the hazard is adequately controlled or mitigated.

Section 7: Safety Assurance

The third component of the Agency's SMS is Safety Assurance, which ensures the performance and effectiveness of safety risk controls established under safety risk management. Safety assurance also helps ensure that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of data regarding the organization's performance. Safety assurance includes inspection activities to support oversight and performance monitoring.

Yuba-Sutter Transit monitors its operations and maintenance protocols and procedures, and any safety risk mitigations to ensure that it is implementing them as planned. Furthermore, the Agency investigates safety events (as defined in the contractor's Safety, Security-Awareness and First Observer Program - Attachment 5) and any reports of non-compliance with applicable regulations, standards, and legal authority. Finally, the Agency continually monitors information reported to it through

any internal safety reporting programs, including the employee safety-reporting program.

The following sub-section shows some of the key elements of Yuba-Sutter Transit's Safety Performance Monitoring and Measurement.

Subsection 7.1: Safety Performance Monitoring and Measurement

As part of the Safety Assurance Process, Yuba-Sutter Transit:

- Monitors the system for compliance with, and sufficiency of, the Agency's procedures for operations and maintenance through:
    - Safety audits,
    - Informal inspections,
    - Regular review of on-board camera footage to assess drivers and specific incidents,
    - Safety surveys,
    - Employee safety reporting program,
    - Investigation of safety occurrences,
    - Safety review prior to the launch or modification of any facet of service,
    - Daily data gathering and monitoring of data relating to the delivery of service,
    - Regular vehicle inspections and preventative maintenance, and
    - Continuous feedback loop between leadership and all levels of the agency.
- Monitors its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended through:
    - Reviewing results from accident, incident, and occurrence investigations,
    - Monitoring employee safety reporting,
    - Reviewing results of internal safety audits and inspections, and
    - Analyzing operational and safety data to identify emerging safety concerns.
- Conducts investigations of safety events to identify causal factors; and
- Monitors information reported through any internal safety reporting programs via the following:
    - The Chief Safety Officer routinely reviews safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer ensures that the issues and concerns are investigated or analyzed through the safety risk assessment process.
    - The Chief Safety Officer also reviews the results of internal and external reviews, including audits and assessments, with findings affecting safety performance, compliance with operations and maintenance procedures,

or the effectiveness of safety risk mitigations. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and executive management and documents the results of these reviews in the Hazard Log.

In the event of a fatality, Yuba-Sutter Transit complies with all FTA drug and alcohol requirements.

In California, every driver involved in an accident that results in death, injury, or property damage over $1000, effective January 1, 2017, must report the accident on a Report of Traffic Accident Occurring in California (SR 1) form to DMV. The report forms are available at www.dmv.ca.gov, by calling 1-800-777-0133, and at CHP and DMV offices. Also, under California Vehicle Code §16002(b), the driver of a vehicle that is owned or operated by a publicly owned or operated transit system, or that is operated under contract with a publicly owned or operated transit system, and that is used to provide regularly scheduled transportation to the general public or for other official business of the system, shall, within 10 days of the occurrence of the accident, report to the transit system any accident of a type otherwise required to be reported pursuant to subdivision (a) of Section 16000 . Drivers are required to notify Yuba-Sutter Transit administration immediately and maintain records of any report filed pursuant to this paragraph.

Section 8: Safety Promotion

The fourth component of the Agency's SMS is Safety Promotion, which includes a combination of training and communication of safety information to employees to enhance the Agency's safety performance. Safety Promotion sets the tone for the SMS and helps Yuba-Sutter Transit to establish and maintain a robust safety culture. Safety Promotion has two components: (1) Safety Communication; and (2) Competencies and Training.

Subsection 8.1: Safety Communication

Yuba-Sutter Transit communicates safety and safety performance information throughout the organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety-reporting program.

Ongoing safety communication is critical, and Yuba-Sutter Transit ensures communication occurs up, down, and across all levels of the organization. Key staff and management communicate any lessons learned to all concerned. Management also communicates its commitment to address safety concerns and hazards on a regular basis. Management encourages and motivates employees to communicate

openly, authentically, and without concern for reprisal; ensures employees are aware of SMS principles and understand their safety-related roles and responsibilities; conveys safety critical information such as accident data, injuries, and reported safety concerns and hazards and their resolutions to employees.

Yuba-Sutter Transit's tools to support safety communication include:

- Safety bulletins
- Safety notices
- Posters
- CDs or Thumb drives or online safety video access
- Newsletters
- Briefings or Toolbox talks
- Seminars and workshops
- New employee training and refresher training
- Intranet or social media
- Safety Committee Meetings
- Weekly safety presentations displayed in the employee break area

Subsection 8.2: Competencies and Training

Executive Management ensures that all employees attend the training provided to understand their specific roles and responsibilities for the implementation of SMS.

Yuba-Sutter Transit provides SMS training in the following areas:

- All Employees
    - Understanding of Safety Performance Targets
    - Understanding of fundamental principles of SMS
    - Understanding of Safety Reporting Program – Reporting unsafe conditions and hazards/near misses
    - Understanding of their individual roles and responsibilities under SMS
- Managers and Supervisors
    - Understanding of Safety Risk Management
    - Understanding of Safety Assurance
    - Understanding of Safety Promotion
    - Understanding of their individual roles and responsibilities for SMS
- Executive Management
    - Understanding of management commitment to and support of all SMS activities

All employees are required to acquire the competencies and knowledge for the consistent application of their skills as they relate to safety performance objectives.

Yuba-Sutter Transit dedicates resources to conduct effective safety-related skill training. The scope of the safety training is appropriate to each employee's individual safety-related job responsibilities and their role in SMS.

Components of Yuba-Sutter Transit's skill-related training include:

- Conducting training needs analyses to ensure that the right information is taught to the right employees using the most efficient training methods;
- Passenger Management training which includes de-escalation and conflict resolution tools;
- Assault Awareness and Prevention for Transit Operators training;
- Communicating purpose, objectives, and outcome;
- Defensive driving training for accident avoidance;
- Ensuring relevant content by directly linking training to the trainee's job experiences so trainees are more motivated to learn;
- Using active hands-on demonstrations and practice to demonstrate skills that are taught and provide opportunities for trainees to practice skills;
- Providing regular feedback during hands-on practice and exercises; and
- Reinforcing training concepts in the post-training work environment by giving employees opportunities to perform what they have learned.

Specific safety-related skill training programs include:

- Storer Transit Systems: Safety, Security-Awareness and First Observer Program
- Assault Awareness and Prevention for Transit Operators by Rutgers
- TSA First Observer Plus

Yuba-Sutter Transit conducts refresher training annually during employee safety meetings.

Section 9: Documentation

Pursuant to 49 CFR Part 673.31, Yuba-Sutter Transit maintains records related to this Safety Plan and SMS implementation for a minimum of three years. These documents include but are not limited to the results from SMS processes and activities. Yuba-Sutter Transit will make these documents available to FTA Region 9, Caltrans, and other Federal and state agencies upon request.

Section 10: Attachments

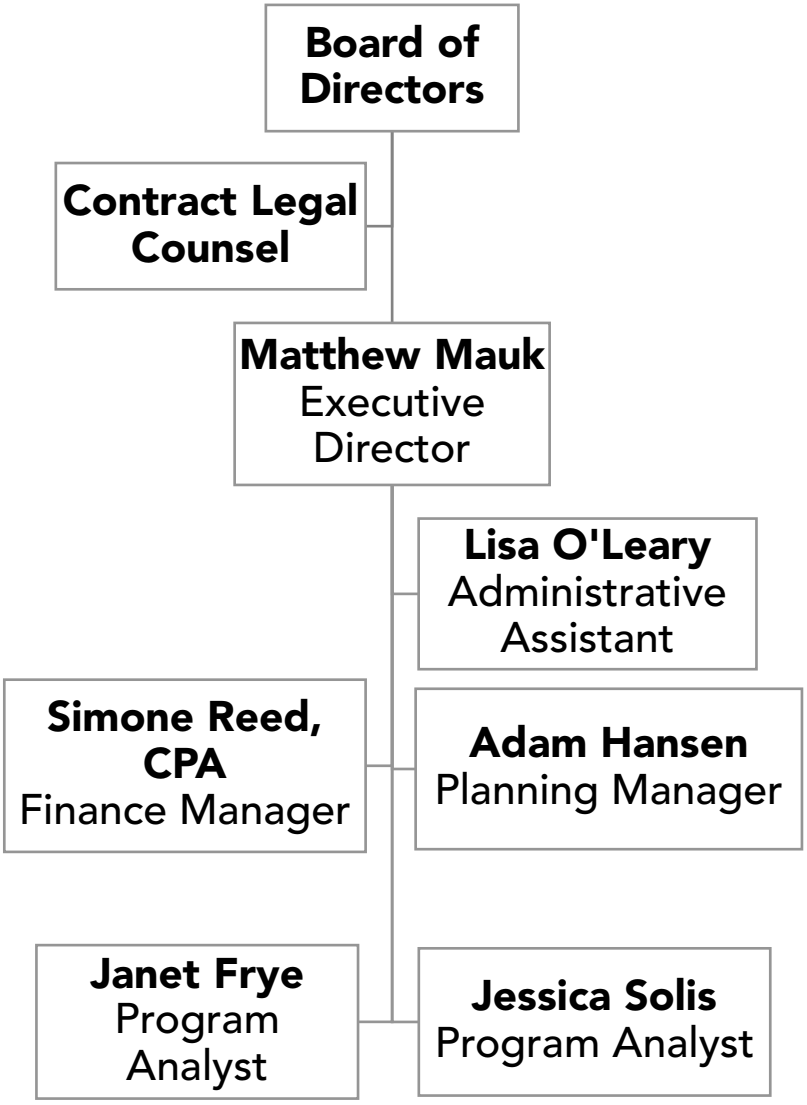
The following pages include all attachments referred to within and related to this Agency Safety Plan.

Attachment 1.2

YUBA-SUTTER TRANSIT

ORGANIZATIONAL CHART

Revised May 28, 2024



Attachment 2

Agency Safety Plan - Resolution of Board Approval

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 9-20

BOARD APPROVAL OF THE YUBA-SUTTER TRANSIT AGENCY SAFETY PLAN FOR CALENDAR YEAR 2020

WHEREAS: *All public transportation agencies, including the Yuba-Sutter Transit Authority, are required by the Federal Transportation Administration (FTA) to follow 49 CFR Part 673 and all related sub-sections (also known as the Public Transportation Agency Safety Plan [PTASP] Final Rule); and,*

WHEREAS: *This rule requires an Agency Safety Plan (ASP) to be initially created and certified to the FTA by December 31, 2020, and subsequently reviewed and updated/amended as required at least annually for re-certification prior to July 20th; and:*

WHEREAS: *Caltrans has provided the plan for calendar year 2020 to the Yuba-Sutter Transit Authority per its responsibility to develop an ASP for any small public transportation provider located in California; and:*

WHEREAS: *The ASP is based on the four (4) principals of the Safety Management System (SMS), which are Safety Management Policy (SMP), Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP); and:*

WHEREAS: *SMS is defined as the formal, top-down, organization-wide, data-driven approach to managing safety-risk and assuring the effectiveness of safety mitigations; and:*

WHEREAS: *Implementation, monitoring, updating and record keeping related to Yuba-Sutter Transit's ASP will be reviewed through the Federal Transit Authority's Triennial Review process.*

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby declare that the Agency Safety Plan for the Yuba-Sutter Transit Authority for calendar year 2020 is approved and established by the following vote:

Ayes: 6

Noes: 0

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON NOVEMBER 19, 2020.

ATTEST:

Janet Frye
Secretary to the Board of Directors

Chairman of the Board

11/19/2020
Date

Attachment 3

Yuba-Sutter Transit

Employee Safety Reporting Program

Purpose:

a) To establish a system for Yuba-Sutter Transit employees to identify unsafe conditions or hazards at work and report them to their department management without fear of reprisal. However, disciplinary action could result if the condition reported reveals the employee willfully participated in or conducted an illegal act, gross negligence or deliberate or willful disregard of regulations or procedures, including reporting to work under the influence of controlled substances, physical assault of a coworker or passenger, theft of agency property, unreported safety events, unreported collisions, and unreported passenger injuries or fatalities.

b) To provide guidelines for facilitating the timely correction of unsafe conditions or hazards by Yuba-Sutter Transit management.

Description:

a) This program provides a method for Yuba-Sutter Transit management to identify, evaluate, and correct or avoid unsafe conditions or hazards, procedural deficiencies, design inadequacies, equipment failures, or near misses that adversely affect the safety of employees.

Examples of voluntary safety reports include:

- Safety hazards in the operating environment (for example, county or city road conditions),
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection),
- Events that senior managers might not otherwise know about (for example, near misses), and
- Information about why a safety event occurred (for example, radio communication challenges).

b) The program also involves recommending corrective actions and resolutions of identified unsafe conditions or hazards and/or near miss.

c) All employees have the obligation to report immediately any unsafe conditions or hazards and near miss to their immediate supervisor /department manager and may do so without fear of reprisal.

d) Unsafe conditions or hazards may also be identified as a result of occupational injury or illness investigations and/or by accident investigation.

e) Other means by which hazards may be identified are inspections/audits or observations made by the supervisors/management staff as referenced in agency's Safety Inspection Program.

f) Findings will be published immediately following mitigation actions. If employee identification is available, direct feedback regarding mitigation will be provided.

The Employee Safety Reporting Program as established in this document is a required component of the overall Agency Safety Plan (ASP), which has been approved by the Board of directors and signed by the Accountable Executive.

Board Approval Date: _____

Signed: _____

Executive Director (Accountable Executive)

Updates to the Employee Safety Reporting Program

Version Date	Board Approval Date	Accountable Executive Signature	Accountable Executive Title

Attachment 4

Storer Transit Systems
Accountability and Incentive Program

Storer Transit Systems Accountability and Incentive program is designed to reward employees who work hard to make each transit year successful and is based on each employee's performance for a year.

Employees will be tracked in the areas of: Job Performance, Attendance, and Vehicle Accidents. Positive and negative incidents have a predetermined point value. Full-time employees can earn a yearly cash bonus in the amount of $300.00 or $500.00 based on years with the Company. Part-time employees can earn a yearly cash bonus in the amount of $150.00 - $375.00 based on years with the Company.

Employee point values will be tracked by the individual employee. These points will be used to judge employee performance. Points are tracked on a rolling scale; meaning all points accrued by an employee will stay with that employee for one full year. For instance, if an employee accrues two (2) points in September, they will have those points on their record for one full year, and they will drop off the following September. When an employee reaches 10 (ten) points they will have a meeting with their immediate supervisor to discuss the reasons for the excessive points and how the employee should correct their performance. Should an employee continue to accrue points, they are subject to progressive disciplinary action including suspension. If a Driver reaches 24 points during the year, termination may be considered.

A Safety Committee will meet once each month to discuss point appeals and items of safety.

Employees who excel at their jobs will be rewarded each month with credit points and opportunities to win cash prizes. The areas of Incentive for points and money prizes will be Safety/Accidents, Safety Observations, Perfect Attendance, Going Above and Beyond regular duties and Driver of the Month. Each incentive is explained below:

Safety:
Safety and Accidents are tracked on a monthly basis. All employees who excel in these areas, i.e. not being involved in any at fault accidents and having perfect attendance for the month will be rewarded with a ½ point credit each month on the Transit point system. Additionally, the name of each employee who has a perfect safety record, in any given month, will be placed in a drawing to receive a Safety Award. During the monthly Safety Committee Meeting two names will be pulled and awarded a $100 safety check.

Any employee involved in an at-fault safety related accident will be disqualified from any safety points credit and/or safety reward for the 12 consecutive months immediately following the accident.

Safety Observations:
Drivers who excel in their driving abilities can earn up to 5 credit points on the Transit point system every 12 months. These points will be assigned by our company Safety Officers for each driver's

annual driver safety observation that is judged to be exceptional in all areas of safe driving. Only the driver's annual safety observation will qualify for points.

Any driver who receives credit points for their annual safety observation and drivers who receive additional positive safety observations (other then their annual), in any given month, will be eligible for the Safety Observation drawing.

During the monthly employee award ceremony one name will be randomly drawn, and that driver will win a $100 safety observation check.

Above and Beyond:
Any employee who excels and provides a service that goes beyond their duties as a Transit employee can be given up to 3 credit points for their efforts. Examples of above and beyond would be going beyond the norm in assistance of a fellow driver; going beyond the norm in assistance of the company; going beyond the norm in assistance of the passengers we transport. Any employee who believes a fellow employee deserves Above and Beyond credit points should alert the office staff in writing.

The names of each employee who has gone Above and Beyond in any given month will be placed in an Above and Beyond Award drawing. During the monthly employee award ceremony one name will be randomly drawn, and that employee will win a $100 Above and Beyond check.

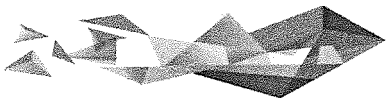
Attendance:
Attendance will be tracked on a monthly basis. All employees who attend work each day, are not late and do not leave early for any reason will be rewarded with a ½ point credit each month on the Transit point system. The only exception is those that miss work while utilizing their CPSL or who serve in Jury Duty.

Driver of the Month award: This award is presented on a monthly basis to a driver who exhibits safe driving practices, outstanding customer service, performs above and beyond and is a team player. The driver receives a $100. bonus, a certificate recognizing the driver and a designated parking space.

Employee of the Year: Employees who perform exceptionally well, have the opportunity to receive the "Employee of the Year" award. This employee receives a personalized company jacket, with their name and company logo. This individual also receives a $500.00 cash bonus along with a personalized plaque and their name added to the perennial plaque.

Twenty-Five- Plus Year Employees: These employees are recognized on a yearly basis for continuing their work in each of their positions with Storer Transit Systems. Their history and longevity with our Company is unprecedented and, in an effort, to show our appreciation each of these employees receive a $1,000. cash bonus as well as a certificate of recognition.

Attachment 5



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Storer Transportation Systems

Safety and Security Employee Training Plan

This document covers all requirements for the TSA- Over the Road Bus Security Training and FTA's- Agency Safety Plan regulations

Storer Transit Divisions Covered:

Sonora, Turlock, Galt, and Yuba Transit Divisions

Approved by: STS- Accountable Executive, Owner/ Operator: Donald Storer X_____
Implemented by: STS- Chief Safety Officer/Manager: Joe Perry X_____

Security Coordinator for Storer Coachways, Storer Transportation School and Contract Services and Storer Transit Systems.

Security Coordinator
Joe Perry
Safety Officer Manager
Office Phone:12097587929
Mobile Phone Number: 12094959534
joe@storerbus.com
U.S. Citizen

24 Hour Contact Phone: Mobile Phone Number: 12094959534
Corporate Address: 3519 McDonald Avenue, Modesto CA 95358
Office Address: 501 Beard Avenue Modesto CA95354

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I. Background

Our nation's continuing war on terrorism has created a heightened threat environment for all transportation modes. The unexpected and vicious use of commercial airplanes under the control of terrorists raised a new realization of the ability of

those who want to maim and kill Americans. This new threat has resulted in the need for organizations to harden and develops strong Safety and Security Plans designed to protect their facilities, personnel, vehicles, and other assets. As time dims the memories of past events, there is an even greater need to stay focused and vigilant to protect our country's assets, including its highways and infrastructure.

To establish the importance of security aspects of our organization, **Storer Transportation Systems** (herein also referred to as "the Company" or "STS") has developed this **Agency Security Plan (**ASP**)** that incorporates emergency preparedness components and driver safety training into a single source. This Plan outlines the process to be used by the Company to make informed decisions that are appropriate for our operations, passengers, employees and communities regarding the development and implementation of a comprehensive safety, as well as security program that meets all TSA Administrative Regulatory Requirements. In doing so, our goal is to provide passengers, community, and employees with the highest level of safety that is practical and consistent with the mission of Storer Transportation Systems. Accomplishing this goal with any degree of efficiency requires a transit system to develop and implement a comprehensive safety and security program.

This ASP demonstrates the Storer Transportation Systems commitment to do the following:

- To prevent the occurrence of accidents, crimes, terrorism, sabotage, civil unrest, hazardous materials spills and other events that require emergency response.
- To respond to, document and investigate all threats including disaster preparedness and response.
- To learn from accidents and other security events to establish prevention methods.

STS will execute an accident, incident or threat prevention program that reduces risk, by;

Being Prepared

- Identify assets essential to our mission.
- Assess hazards and threats facing our company and our community.
- Train staff how to prevent, respond to and recover from prime risk events.
- Coordinate with other emergency response organizations.

Prevent

- Take steps to eliminate threats where possible.
- Institute policies and procedures that reduce the likelihood of incidents occurring.
- Take steps that reduce the impact on system assets when incidents do occur.

Respond

- React quickly and decisively to critical incidents focusing on:
- Life and Safety
- Property Protection
- Stabilization of the Incident

Recover

- Resume services (based on availability of resources)
- Repair and replace critical assets.
- Assess incident response and make changes based on lessons learned.

In order to be effective, the activities documented in this Safety and Security Plan focus on establishing responsibilities for fleet vehicle drivers, safety, security, operations and emergency preparedness employees. It will identify our methodology for documenting, analyzing and training for potential safety, security and emergency preparedness issues. This plan spells out the Companies Risk Management System, through which we can track and monitor our progress in resolving these events and minimizing Safety- Security Risks.

Purpose, Goals and Objectives of the STS Safety and Security Plan Overview

This Safety and Security Plan and related training documents demonstrates Company processes and emergency preparedness policies for addressing *accidents, safety incidents or security events.*

Safety and Security – The application of operational, technical, and management techniques and principles to recognize threats, reduce vulnerabilities and risk to the most practical level through the most effective use of available resources.

Safety and Security Threats and other related Incidents – include accidents, security incidents, natural disasters, crimes, terrorism, sabotage, civil unrest, hazardous materials spills, and other events that require emergency response. Safety/Security incidents can require swift, decisive action from multiple organizations, often under stressful conditions. These incidents must be stabilized prior to the resumption of regular service or activities.

Purpose

The overall purpose of **Storer Transportation Systems Safety and Security Plan** is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded Company Assets, including but not limited to, employees, facilities, vehicles, information systems, shipments (cargo or passengers) and vendors or other stakeholder's who come into contact with the Company, during both normal operations and under emergency conditions.

Administrative Goals & Objectives

In this current environment, every threat cannot be identified and eliminated, but **Storer Transportation Systems** will take steps to be more aware of safety and security concerns that may affect the Company. The Safety and Security Plan provides the Company with a security and emergency preparedness capability that will:

1. Meet any applicable Federal safety and security requirements.
2. Ensure that safety, security, and emergency preparedness are addressed during all phases of the company's operation, including the hiring and training of personnel; the procurement and maintenance of equipment; the development of comprehensive company policies, rules, and procedures and;
3. Coordination with local public safety and community emergency planning agencies;
4. Promote procedures and practices that will ensure secure operations are maintained through the on-going identification, evaluation and resolution of safety and security threats and their potential vulnerabilities, and;
5. Create a culture that supports employee safety measures, security, and safeguards company operations (during normal and emergency conditions) through compliance with company rules and procedures.
6. Achieve a level of employee safety, security and emergency readiness performance that meets or exceeds the operating experience of similarly sized companies around the nation.

STS *Security Program Administrative Executives:* (A TSA Regulatory Requirement)

STS- Accountable Executive Director, Owner/ Operator: (1584.113(b)(1)): for Storer Coachways, Storer Transportation School and Contract Services and Storer Transit Systems: ***Donald Storer, STS President, and CEO***

Security Coordinator: Security Training Program Administrator (1584.113(b)(2) Security Coordinator for Storer Coachways, Storer Transportation School and Contract Services and Storer Transit Systems: ***Joe Perry***
Chief Safety Officer/ Manager
Office Phone:12097587929
Mobile Phone Number: 12094959534
joe@storerbus.com
U.S. Citizen
24 Hour Contact Phone: Mobile Phone Number: 12094959534
Corporate Address: 3519 McDonald Avenue, Modesto CA 95358
Office Address: 501 Beard Avenue Modesto CA95354

Alternate Security Coordinator
Geoffrey Bradshaw
Safety Officer
Safety Officer Manager
Office Phone:12097587939
Mobile Phone Number: 12094958268

gbradshaw@storerbus.com
U.S. Citizen
Corporate Address: 3519 McDonald Avenue, Modesto CA 95358
Office Address: 501 Beard Avenue Modesto CA95354
24 Hour Contact Phone: Mobile Phone Number: 12094958268

STS- TSA Security Program Compliance General Information list below:

Number, by specific job function category, of security sensitive employees trained (See Appendix B–to Part 1584-Security Sensitive Functions for Over-the-Road Buses): Drivers-648/ Dispatchers- 27/ Administrative and Office Staff-82/ Mechanics-47/ Utility Shop-21/ Safety Team-15/ Training Team-12/ Bus Aide-80.

Program Implementation Schedule (1584.113(b)(4)). This Safety and Security Program Instruction is standard orientation training for all STS staff, mandatory for all staff at time of first day orientation; after that group workshops for updated information.

Contracted Services – Under 49 CFR § 1570.109, STS will conduct mandated TSA security training and provide the required information on security training to all contracted services where required training is necessary, whether they are employed directly by STS or as a contractor for the company.

STS Location where training program records will be maintained (1584.113(b)(5)). Physical Address and contact information: Maryann Myers, H/R Compliance, 1605 Tully Road Modesto Ca.

STS Curriculum or lesson plan learning objectives, and method of delivery (1584.113(b)(6) and 1584.115).
Enclosed Lesson Plans are presented in a new hire in-person orientation training class with instructors, also live training-seminar and in yearly workshop settings. With policy and procedure hand-outs, video and lecture presentations supported by prepared written documents.

STS Plan for ensuring supervision of untrained security-sensitive employees. (1584.113(b)(7), 1584.115(a), 1584.115(b), and Appendix B – to Part 1584— Security Sensitive Functions for Over-the-Road-Buses: All staff are trained in safety/ security reporting/identification/assessment prior to assuming responsibility in their assignment.

STS Plan of notifying employees of changes to security measures (1584.113(b)(8).
All staff are required to attend workshops or have one on one training sessions to identify and update changes in safety or security protocols.

STS Method(s) for evaluating the effectiveness of the security training program (1584.113(b)(9) and 1584.11
Monthly STS Managers Meetings and site-specific Safety Meetings is the traditional STS prescribed way to proactively assess any company Accident, Safety and or Security Program Events, though-out the years.

II. Key Company Crisis Management- Security/Emergency Contact Phone Tree

STS Incident Command System:

Storer Transportation maintains an accurate and up-to-date calling tree with staff names and phone numbers. The calling tree enables everyone on the "Crisis Management Emergency Call List" in any STS Division to be contacted quickly, with each staff member having to make no more than a couple of calls until all who need to know are contacted:

Critical Incident (ERT) Emergency Response Team **Notification Protocol.** During any *small, grave, or large-scale Crisis* Event, the Divisions' assigned Safety Officer, Division-Site Lead Supervisor or Operations Manager shall initiate activation of the Storer Transportation System "Emergency Response Team"; ERT. Start by contacting two people on the STS Employee Call Tree; listed below. Once contacted, those two people will in turn contact two others and so on until all Emergency Contacts have been notified. If a staff person only reaches voicemail, he or she shall leave a message, but must continue down the tree contacting the next person on the list, until he or she has spoken with at least two people. When making ERT activation calls, each person communicates the following:

- A very brief synopsis of the crisis
- If and where the employee is expected to report, and what will be expected of him or her
- The status of other members of the response team (if known)

- How to reach the designated Team Leader; the Company Identified Emergency Response Coordinator (ERC)
- And was the **STS- Accountable Executive** notified?

Additionally, the caller confirms:

- Who next on the call list the employee is responsible for contacting?
- How the team can contact the employee for changes (e.g. cell phone number)

Event Succession Plan-Delegation of Authority and Continuity of Management

Storer Transit Systems has a plan to ensure continuity of management throughout small, *grave*, or *large-scale crisis* emergency incidents. The succession plan provides for automatic delegation of authority in cases where:

- The events selected Emergency Response Coordinator (ERC) can delegate responsibilities to another Storer Employee if unable to perform incident-related duties.
- A member of the ERT is temporarily unable to perform incident-related duties due to loss of radio or phone service.
- Regular members of STS incident response team are unavailable due to travel (e.g., vacation, professional development, sick, etc.)

The succession plan designates the next and most senior leader required to manage temporary duties normally assigned to higher-level personnel.

STS Transit On-Call Security Emergency Event Contacts (ERT) Emergency Response Team

Emergency Ready- Executive Management/ Operation Managers/ other Supervisors: *(The Human Resource)*

	Office #'s
Donald Storer; STS- Accountable Executive	**209.758.7915/** meets criteria of STS Accountable Executive under 49 C.F.R. Part 673
Sarah Storer; Vice President	**209.758.7914/ Cell 209 550.1885 sarah@storerbus.com**
Rosa Garcia-White; Vice President	**209.758.7115/ Cell 209.416.3200 RGarcia@storerbus.com**
Maryann Myers; H/R & Compliance	**209.758.7916/ Cell 209.609.8755 maryann@storerbus.com**
Dori Sullivan; Risk Manager	**209.343.7019/ Cell 209.688.1920 dsullivan@storerbus.com**
Joe Perry: Chief Safety Officer	**209.495.9534/** meets criteria of STS Chief Safety Officer under 49 C.F.R. Part 673

Storer Transit System- Crisis Contacts

In Yuba-Sutter Transit Authority:

Yuba Transit **Main Contact Numbers:**	**Office #'s**
Douglas Cook; General Manager	**530.216.1062/ Cell 209.247.0441| Fax: 530.634.6866** <dcook@storerbus.com
Dispatch	**530.635.6885**
Rosa Garcia -White; VP	**209.758.7115/ Cell 209.416.3200**

III Key Outside Emergency Contacts in the Yuba/ Sutter Area:

Yuba-Sutter Transit Authority AGENCY EMERGENCY PHONE NUMBERS

California Department of Health Services Toxic Substance Control Division	**(916) 225-3545**
Regional Water Quality Control Board	**(530) 225-3000**
Environmental Protection Agency	**(800) 300-2193**
California Highway Patrol	**(530) 674-5141**
National Response Center	**(800) 424-8802**
Yuba Sutter Transit Authority	**(530) 634-6880**
Yuba Department of Environmental Health	**CUPA/(530) 749-7520**
Yuba Office of Emergency Services	**(530) 749-7520**
Yuba County Department of Public Health	**(530) 749-6466**

Fire Department, Police Department	911
Ambulance/Paramedic Services	911
TSA TRANSPORTATION SECURITY OPERATIONS CENTER (TSOC)	(866) 615-5150
Poison Control Center	(800) 222-1222
State Office of Emergency Services	(800) 852-7550
Hospital- Rideout Memorial Hospital	(530) 749-4300

Storer Transit System- Crisis Contacts

In Turlock Transit Authority: (209) 669.2800

Turlock Transit Main Contact Numbers:	Office #'s
Mark Frailey; General Manager	(209) 668.4142/ Cell (650) 695.2235| mfrailey@storerbus.com
Dispatch	(209) 668.2784/ or (209) 668-2734
Rosa Garcia -White; VP	(209) 758.7115/ Cell 209.416.3200

Key Outside Emergency Contacts in the Stanislaus Area:

County Department of Public Health	(209) 558-7700
Fire Department	911
Police Department	911
Ambulance / Paramedic Services	911
Poison Control Center	(800) 222-1222
State Office of Emergency Services	(800) 852-7550
California Department of Health Services Toxic Substance Control Division	(916) 255-3545
Regional Water Quality Control Board	(464) 329-1916
Environmental Protection Agency	(800) 300-2193
California Highway Patrol	(209) 545- 7440
San Joaquin Valley Air Pollution Control District (local number)	(209 557-6400
Caltrans	(209) 576- 6282
Department of Public Works	(209) 525- 3600
Office of Emergency Services	(209) 552-3600
TSA TRANSPORTATION SECURITY OPERATIONS CENTER (TSOC)	(866) 615-5150

Storer Transit System- Crisis Contacts

In Storer Transit Systems Galt:

Galt Transit Main Contact Numbers:	Office #s
Edgar Franco; General Manager	(209) 745.1742/ Cell (209) 670-5923 Edgar@storerbus.com
Dispatch	(209) 745.3052/ or 800.338.8676
Rosa Garcia -White; VP	(209) 758.7115/ Cell 209.416.3200

AMBULANCE, FIRE, POLICE AND CHP	911
CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL/EMA	(800) 852-7550
NATIONAL RESPONSE CENTER (NRC)	(800) 424-8802
POISON CONTROL CENTER	(800) 222-1222
LOCAL UNIFIED PROGRAM AGENCY (UPA/CUPA)	(916) 875- 8550
LODI MEMORIAL HOSPITAL	(916) 334-3411

CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC)	(916) 255-3545
REGIONAL WATER QUALITY CONTROL BOARD	(916) 341-5455
U.S. ENVIRONMENTAL PROTECTION AGENCY (US EPA)	(800) 300-2193
CALIFORNIA DEPT OF FISH AND GAME (DFG)	(916) 358-2900
U.S. COAST GUARD	(202) 267-2180
CAL/OSHA	(916) 263-2800
STATE FIRE MARSHAL	(916) 445-8200
SACRAMENTO DOT SENIOR PLANNER	(916) 875-4769
TSA TRANSPORTATION SECURITY OPERATIONS CENTER (TSOC)	(866) 615-5150

Key Outside Emergency Contacts in the Galt Area:

System- Crisis Contacts

In Storer Transit System Tuolumne :

Sonora Transit Main Contact Numbers:	**Office #s**
Becky Day; Operations Manager	**(209) 532-0419/ Cell 209-770-7598 Fax 209-532-0423** bday@storerbus.com
Dispatch	**(209) 523-0404**
Rosa Garcia -White; VP	**(209) 758.7115/ Cell 209.416.3200**

Key Outside Emergency Contacts in the Tuolumne Area:

AMBULANCE, FIRE, POLICE AND CHP	911
CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL/EMA	(800) 852-7550
NATIONAL RESPONSE CENTER (NRC)	(800) 424-8802
POISON CONTROL CENTER	(800) 222-1222
LOCAL UNIFIED PROGRAM AGENCY (UPA/CUPA)	(209) 553-5633
SONORA REGIONAL HOSPITAL 100 Greenley Road Sonora	(209) 532-5000
CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC)	(916) 255-3545
REGIONAL WATER QUALITY CONTROL BOARD	(559) 455-5116
U.S. ENVIRONMENTAL PROTECTION AGENCY (US EPA)	(800) 300-2193
CALIFORNIA DEPT OF FISH AND GAME (DFG)	(916) 358-2900
U.S. COAST GUARD	(202) 267-2180
CAL/OSHA	(916) 263-2800
STATE FIRE MARSHAL	(916) 445-8200

Report significant security concerns to TSA per 49 CFR § 1570.203. Significant security concerns must be reported telephonically to the Transportations Security Operations Center at 1-866-615-5150.

Transportation Security Administration: **1-866-615-5150** (Transportation Security Ops Center-(TSOC)

TSA Bay Area Office: Marianne Dondero, Lead Transportation Security Inspector, U.S. Department of Homeland Security, Transportation Security Administration, Oakland Field Office: (510) 636-8348 Office /(510) 633-9532 Facsimile

Other Federal Agency: **US Department-Homeland Security** **(415) 522-3466**
(Agency) (Direct Telephone)

For additional information about TSA/HMC or T-START, contact:

IV. Company Description- Safety Management System Plan

Storer Transportation Systems

The year 2023 represents 71 years of business for Storer Transportation Service. Throughout these many years, STS reputation has been built on safety, high quality, and dependable transportation services. Quality control begins with the hiring process and is closely monitored throughout an employee's employment. Storer Transit is a division of Storer Transportation Service. STS has several safety programs in place to ensure a high quality of the service. Each Transit Operation has its own unique programs to maintain a high-quality service standard. The Company is recognized as a National Leader in the operation of passenger transportation. STS has only received the highest ratings available from the Department of Transportation (DOT #: 138172), Department of Defense, and California Highway Patrol (CHP). In 2010, we were awarded the first ever Safe Transportation Achievement Recognition (STAR) Award – Large Fleet Category Award from the California Highway Patrol for passing 84 consecutive CHP Terminal Inspections and an impeccable safety record. In 2009, our company received its second National Safety Award from the International Motorcoach Group (IMG). In 2006, the company was awarded the United Motorcoach Association's Safety Leader of the Year award. These prestigious awards are given to one company in the nation that is recognized in the industry for leadership and contributions in promoting safe operations.

STS Safety Management System Plan

Safety is without a doubt the most important aspect of "Storer Transportation Systems". As we are entrusted in transporting life's most precious cargo. Donald Storer leads the Storer Safety and Security Program. The purpose of the Storer Safety Program is to be proactive; to recognize, identify and highlight safety or security concerns within the company, with a goal of preventing accidents, safety incidents and harmful security occurrences or other like events.

Primary and Alternate STS Security Coordinators:
Joe Perry is designated as Chief Safety/*Security Coordinator/Director* for **Storer Transportation Systems.** (Effective Day: 2009)
Geoffrey Bradshaw is designated as the *Assistant Safety/ Security Coordinator/Director* for **Storer Transportation Systems.** (Effective Date: 2019)

Duties & responsibilities of the Security Coordinator and/or Alternate Security Coordinator are:

- Prepare and regularly Updates the STS Agency Safety Plan – ASP;
- Ensure that all components of the Safety and Security Plan are adequately administered.
- Ensure that a documented, site specific (monthly), Vulnerability Assessment is conducted for all company Facilities;
- Regularly review all appropriate Safety/Security guidelines required for the Company;
- Ensure all Safety/Security guidelines are being followed;
- Ensure at all employees are professionally trained in company Safety/Security policies;
- Ensure a trained Alternate Security Coordinator is identified to operate in the absence of the Safety/ Security Coordinator.
- Assume all Safety/Security responsibilities as deemed appropriate by the **STS- Accountable Executive**.

NOTE: Security Director should be a U.S. citizen, preferably with law enforcement, private security, or appropriate military background, or adequate previous on-the-job training.

TSA Base Vulnerability Assessments and Driver Security Training Review

As part of the STS SMS, Various STS Operational Facilities and Employees have been evaluated and policies and procedures-examined by TSA; U.S. Department of Homeland Security, Transportation Security Administration- Oakland Field Office. STS Executive Management was contacted by TSA to see if we were interested in partnering with them on a

triennial basis, for TSA to perform site visits of Storer Operational Centers for what they refer to as a "Security Base Assessment". TSA analyzed our Company Security and Emergency Preparedness Plan (ASP 49 C.F.R Part 673) and reviewed actual on-site security systems, policies and procedures; and made recommendations for improvement. TSA has approved the examined STS Operational Facilities Sites evaluated (those sites evaluated the last 7 years) and determined STS is a company who adheres to all the security guidelines and recommendations of the U.S. Department of Homeland Security and Transportation Security Administration. We, therefore, through the on-site training directly from TSA, are rated to be over and above in many areas of security where other similar types of fleet vehicle bus Companies are operating it.

In 2021 TSA provided, diver-based Security Training for the Companies Transit-School Bus-Charter Divisional Workshops.
When ask why STS was selected for Employee Training and Base Assessments, TSA responded that Storer was selected for this review based on its reputation of being a Nationally Recognized Operator in high regard for its safety and operating practices and policies. The last base review was conducted in Hayward Ca. school bus facility, in 2021.

Storer Transportation Service Safety/Security Operational Program Leadership

Responsibilities:

The most important aspect of any system is the people. **Storer Transportation Service (STS)** has a core of experienced employees who each have been tasked with specific responsibilities in the execution of the Company Wide Security Program. The Company maintains an accurate and up-to-date crisis response roster that includes contact information for *the Incident Management Team* in advance of any accident, safety, security incident or other like event. This team is based on the Incident Command System (ICS) and includes representation from; Executive Managers, Operations Managers, key Supervisors, and site-specific assigned Safety Officers. The Key Storer Transportation Division- Emergency Contact Employees, are detailed in this document and listed below. The job tasks they are responsible for overseeing are:

- develop and refine Safety and Security Plans
- encouraging personnel to maintain heightened awareness of suspicious activity
- providing special attention to perimeter security and company access control
- establish protocol for visitor access and control
- verifying the identity of service and delivery personnel
- heightening security measures involving buses and other vehicles
- securing access to utilities and other facility maintenance operations
- examining and enhancing physical security measures related to outside access to HVAC (heating, ventilation, and air conditioning) systems and utility controls (electrical, gas, water, phone)
- securing all chemical and cleaning product storage areas as well as maintaining appropriate record of items
- conducting status checks of emergency communication mechanisms
- implementing information security programs including web site access to sensitive information
- identifying high-risk facilities, organizations and potential targets in the community surrounding the transit facility
- using cameras to monitor facilities and/or transit vehicles
- ensuring adequate lighting for the facility grounds
- inspecting fencing or similar barrier around perimeter of facility and storage areas
- developing, reviewing, refining, and testing crisis preparedness procedures

Key STS Safety and Security Executive Managers- Position Descriptions:

Donald Storer: The Company Safety Program is led by Donald Storer, President and CEO of Storer Transportation Service, Donald is a member of the Manager's Safety Committee and has over 48 years of administrative, operations, CMV driving and driver training experience. He is the Administrative Lead, STS Accountable Executive, for the Modesto and San Francisco Charter Divisions. He is also the Lead and Accountable Executive Director to the STS Safety and Security Programs.

Sarah Storer: STS Vice President and Modesto Charter Division Executive Manager & Administrative Assistant to Storer's President and CEO. A member of the Manager's Safety Committee, Sarah maintains all safety related risk

management data for the Company and ensures Modesto Charter, School Bus, Transit Contracted Business and Safety requirements are fulfilled.

Rosa Garcia-White: Vice President for Storer Transit Systems, Rosa is a member of the Manager's Safety Committee, is an expert in ADA law in regard to public transportation, holds the Transit Paratransit Management Certificate from the University of the Pacific and has over 25 years of administrative experience. She is also a Critical Incident Management Team key contact in the STS Threat Response & Security Plan for the Transit division.

Dori Sullivan: Storer's companywide Risk Manager. Dori is a member of the Manager's Safety Committee and has over 17 years of administrative experience.

Douglas Cook: Yuba Sutter Transit General Manager: Doug is a member of the Manager's Safety Committee and has 25 years in large-scale transportation. He obtained extensive knowledge in the Public Transit industry, he worked for SacRT, Light Rail Operations. He started off as a transit bus and light rail driver and trainer. Worked his way up to supervisor, superintendent and director of bus operations and V P of Operations/Coo.

Edgar Franco: SCT/LINK Galt Operations Manager, Edgar is a member of the Manager's Safety Committee and has 15 years of administrative experience.

Becky Day: Tuolumne County Transit Operations Manager, Becky is a member of the Manager's Safety Committee and has 5 years' administrative experience.

Mark Frailey: Turlock Transit General Manager: Mark is a member of the Manager's Safety Committee and has approximately 10 years of administrative experience.

Safety Department Employees:

Safety Officers Position Descriptions

All Safety Officers ultimately report directly to Donald Storer the ASP/SMS Accountable Executive and Company CEO. They are members of the Manager's Safety Committee who report, investigate and document any Company Safety or Security Event or concern. They are tasked to provide Investigative Reports for industrial injuries/ illnesses/ security breaches/ security site assessment reviews/ complaints/ company accidents/ employee behavior and other reportable incidents and safety events. They are the fleet vehicle driver's street supervisors and conduct real time driver safety observations that assess and evaluate defensive driver driving standards that are Company Mandated and required safety performance standards for fleet vehicle drivers.

Facility Safety/Security Inspection Responsibility; Company Safety Officers, assess on an ongoing basis; daily, monthly and on occasion year-end written reports, reporting-out on the physical and procedural readiness of the Company. Any "security systems" or potential "risk exposures", at their assigned fleet vehicle transit yard and operation facility; to include over-the-road, fixed route safety concerns. Findings from past and current threat and vulnerability assessments are of particular significance when conducting and documenting these mandated inspections.

Storer Safety Officers are also tasked to do the following:

- review the level of employee and contractor compliance with established STS security procedures.
- considers whether STS procedures need modification; and establish ongoing testing and ensure maintenance of security systems including access control, intrusion detection and video surveillance at the facility and in fleet vehicles.

The conditions affecting STS facility security change constantly. Employees come and go, a facility's contents and layout may change, various community threats wax and wane, and operations may vary. Even such mundane changes as significant growth of bushes or trees around a facility's exterior may affect security by shielding the view of potential intruders. Storer Transportation Systems discuss company security measure concerns and adjustments monthly at the STS Managers Meeting, as well as whenever facilities or other conditions change significantly, or when a potential safety/security problem emerges or is identified. Safety Officers provide monthly examinations and report-out any changing conditions that may increase risk to the company.

STS Safety Officers:

Joe Perry: Chief Safety Officer. Joe brings 25 years of working with the Stanislaus County Probation Department. A member of the Manager's Safety Committee, he will assist with STS driver and staff development. He ensures OSHA and Hazardous Materials/Waist Handling Compliance and oversight of Inspection duties, Company Safety Officer

Development and implementation of STS health/ safety/security programs. He is also a Critical Incident Management Team "key contact" for the STS Threat Response & Safety and Security Plan for all divisions.

Geoffrey Bradshaw: Safety Officer, Geoffrey brings 15 years of working with the Santa Barbra County Probation and Sheriff's Department. A member of the Manager's Safety Committee, he will assist with driver development; street supervision of fleet vehicle driver safety performance, Lead Safety Officer in CERS Business Hazardous Materials Compliance and Inspection processes, and oversight of the STS health/safety/security program implementation.

Don Barkley: Safety Officer and past School Bus Certified Instructor. Don brings 22 years of experience as a Director of Transportation and State Certified School Bus Driver Instructor in the fields of training, investigation, security and driver management. A member of the Manager's Safety Committee, he will assist with training and driver safety/security assessments along with street supervisor duties.

Steve Rocha: Safety Officer for Storer Transportation Systems. Has previous experience with driving of Storer fleet vehicles, familiar with all STS policies and procedures and a member of the Manager's Safety Committee. He will assist with training and implementation of driver safety/security assessments along with street supervisory.

Randy Lindvall: SF Safety Manager, Certified SPAB Instructor, a member of the Manager's Safety Committee. A member of the Manager's Safety Committee, he will assist with driver development and training with street supervision of fleet vehicle driver safety performance. He is the Lead Safety Officer in SF Operations, in CERS Business Hazardous Materials Compliance and Inspection processes, and has oversight responsibilities of the STS health/safety and security program implementation.

Wes Hester: Experienced in Safety and Training while working for 15 years with Via Trailways along with being a charter driver and tour bus driver. 25-year Marine Corps Veteran, Department of Defense Police officer, Graduated Merced County Sheriff Corrections Academy.

Jake Philips: Safety Officer, Driver, and delegated trainer for Storer Sonora Transit Systems. Has experience with driving of Storer Fleet Vehicles, familiar with all STS policies and procedures and a member of the Manager's Safety Committee. He will assist with driver training, re-training and implementation of driver health/safety/security program assessments along with street supervisory duties.

Myra Wayman: Safety and Training Manager for Storer Transportation Systems. Has previous training experience as a School Bus Certified Instructor, a member of the Manager's Safety Committee and will assist with training and implementation of driver safety/security assessments along with street supervisory duties.

STS- Training Department Employees: Members of the Manager's Safety Committee, the *STS Training Team* are the backbone of the companies "defensive driver training and security program." The division includes; Transit Instructors, SPAB Trainers, School Bus Employee Trainers and State-Certified School Bus Driver Instructors. They teach and train compliance with established STS Safety and Security Policy and Procedure.

STS- Certified Instructors:

Yvonne Player: STS Training Director, School Bus Certified Instructor, a member of the Manager's Safety Committee; she will provide driver training and health/safety/security program implementation throughout the Company.

Myra Wayman: School Bus Certified Instructor, a member of the Manager's Safety Committee; she will provide training and health/safety/security program implementation.

Lily Maddox: School Bus Certified Instructor, a member of the Manager's Safety Committee; she will provide training and health/safety/security program implementation.

Randy Lindvall: SF Safety Manager, Certified SPAB Instructor, a member of the Manager's Safety Committee, he will provide training and health/safety and security program implementation.

Rebecca Leanna: School Bus Certified Instructor, a member of the Manager's Safety Committee. She will provide training and health/safety and security program implementation.

LaTamera Carpenter: Palmdale School Bus General Manager, School Bus Certified Instructor, a member of the Manager's Safety Committee; she will provide training and safety program implementation.

Christina Piersall: School Bus Certified Instructor, CPR Instructor, a member of the Manager's Safety Committee; she will provide driver training and health/safety/security program implementation.

Cristina Mestayer: School Bus Certified Instructor, CPR Instructor, she will provide driver training and health/safety/security program implementation.

V. STS-Safety Management System Operational Components- Management and Administration

SMS

Storer Modesto/SF Area Divisions, Transit Safety Performance Targets Are:

- The STS goal for the maximum Number of Fatalities per year =<0
- The STS goal for the maximum rate of fatalities per month =<0%
- The STS goal for the maximum Number of Injuries per year =<1
- The STS goal for the maximum rate of Injuries per month = 0%
- The STS goal for the maximum Number of Safety Event Incidents per year =<1
- The STS goal for the maximum rate of Safety/Security Event Incidents per month = 0%

These specific goals are based on number of vehicles in service and total miles driven. This ASP supports Storer Transportation Systems efforts to address and resolve "critical incidents" on our property and within our community.

Proactive Readiness- Identifying Potential STS Operational Threats

Storer Transportation Systems is committed to focusing on organizational emergency planning activities and preparing its Transportation Staff to react appropriately to any potential safety, security or threatening event. STS understands threat reaction planning and preparation is a dynamic and ongoing process, which requires constant attention and organizational energy. It is essential to identify each potential threat that a transportation operation could face, evaluate those threats in terms of their potential impact on transportation operation assets and to analyze transportation operation vulnerability to those threats.

As stated earlier, Storer Transportation System Safety Officers conduct monthly site-specific Operational Threat and Vulnerability Assessments. A Report-Out of potential Threats are routinely introduced as an agenda item and become part of the STS Company Wide monthly Managers Safety Meeting. Committee Meeting Members evaluate any reportable identified *Transit Threat that* the STS Safety Officer finds and documents during the Facility Inspection Process or other related job responsibility. *Mandatory STS Accident, Incident and Security Event Investigations are addressed in* ***Addendum #A****, of this Report.*

Safety and Security Exercises and Critical Event Drills

Training of Stakeholders, Emergency Management First Responders with STS Transit Equipment and Facilities:

All Storer Transportation System Operation Centers promote training exercises and critical-event drill training to improve familiarity with STS transit fleet vehicles for First Responder Training. Training should include facility-yards and operation centers.

Key areas covered include:

- Vehicle and facility entry - windows, doors and hatches
- Hazardous materials
- Facility escape routes and safety zones
- Equipment shutdown
- Appropriate zones to breach a transit vehicle in event of a terror incident
- Communication w/ dispatch on event

In crisis management as in sports, STS plays the way it practices. That is why Storer Transportation Systems is committed to testing their emergency preparedness plans through disaster drills and exercises through fleet vehicle driver training workshops. Also, Storer Transportation Systems Operation Centers are committed to participating in community emergency response exercises. This commitment requires the transportation system and community public response agencies to plan and conduct increasingly challenging exercises over a period of time. Implementation of such a program allows the collective community to achieve and maintain competency in executing the transportation component of local emergency response plans. We will do our part!

This program has five basic steps, each with a different purpose and requirement. Each step is progressively more sophisticated in nature and will be undertaken in a step-by-step and long-term implementation plan that is integrated into overall community/company response.

1. Basic awareness training to familiarize participants with roles, plans, procedures, and resolve questions of coordination and assignment of responsibilities.
2. Operational training to familiarize front-line staff with roles, plans, procedures, and resolve questions of coordination and assignment of responsibilities.
3. Tabletop exercises that simulate emergency situations in an informal, low stress environment. It is designed to elicit discussion as participants examine and resolve problems based on existing crisis management plans and practical working experience.
4. Drills that will test develop or maintain skills in a single response procedure (e.g., communications, notification, lockdown, evacuation procedures, etc.). Drills can be managed within the organization, or coordinated with partner agencies, depending upon the drill objective(s). Drills help prepare STS employees for more complex exercises in which several functions are simultaneously coordinated and evaluated.
5. Functional exercises can be full-scale simulated incidents that evaluates one or more functions in a time-pressured realistic situation that focuses on policies, procedures, roles, and responsibilities. It includes the mobilization of emergency personnel and the resources appropriate to the scale of the mock incident. Functional exercises measure the operational capability of emergency response management systems in an interactive manner resembling a real emergency as closely as possible.

Coordination with Emergency Management, First Responders and Stakeholders:

STS Operations is committed to proactively coordinating with local emergency management, law enforcement and other first responders in preparing for an integrated response to emergencies and security related events. Toward this end STS Operation Centers will systematically meet and/or when requested to do so, with local emergency management staff, local law enforcement and other first responders, to review and/or develop strategy on local and transit agency emergency plans to ensure that STS is integrated into these plans and is prepared to play its defined role in any emergency or evacuation scenario.

In Stanislaus County, Local Law Enforcement routinely engages in SWAT Team Training Exercises utilizing STS Transit Fleet Vehicle and Operational Facilities to train for First Responder agency proficiency development.

Law Enforcement- Storer Transportation Systems Management continually work with the local and state law enforcement agencies to improve security and emergency/incident preparedness and response capabilities. These activities include:

- Maintaining regular communications with law enforcement
- Stakeholder meetings to ensure transit issues are understood by law enforcement
- Submitting, when requested, an emergency contact list for agency dispatchers
- Communicating regularly on optimal incident reporting methods, which will offer law enforcement, all the information they need (safety officer duty)
- Participating in cooperative emergency preparedness training programs (STS at one time was a member of the Bay Area Regional Transit preparedness workgroup (TRP association) and participated in table-top exercises 2011-2013
- Establishing appropriate methods of communication for continuous coordination during an emergency
- Establishing procedures for supplying the unique types of emergency service that may be required in any emergency(s)

Fire Departments- Storer Transportation operation works with the local fire departments on a regular basis to support improved security and emergency/incident preparedness and response. This includes the following activities:

- Maintaining regular communications with fire services
- Establishing the level of service (e.g., equipment and personnel) to be delivered in response to various types of emergencies
- Specifying in advance the level of notification, command and control, and degree of responsibility that will apply on site
- Establishing appropriate methods of communication, and developing procedures for continuous coordination and transfer of command
- Providing training for fire department personnel to familiarize them with transit vehicles and equipment, including wheelchair lifts and access/egress procedures
- Conducting periodic drills in cooperation with the fire department
- Scheduling a meeting at least annually to ensure transit issues (e.g., evacuation of transit vehicles, considerations for persons with disabilities) are understood by fire officials

- Identifying any special tools and equipment the firefighters might need to address transit emergencies (particularly items that they would not normally possess) by inviting firefighters to visit the agency, and walking them through transit vehicles and facilities
- Reviewing current fire-related plans and policies
- Ensuring fire annunciation and evacuation procedures are part of the standard procedures and training for operators

VI. STS- Site Specific Facility Security Countermeasure- Hardened Company Assets

STS Countermeasure Assets to Harden Facility Safety/Security against Threats

Storer Transportation Systems reviews on an ongoing basis the system's physical and procedural security systems and exposures. Findings from past and current risk, threat and vulnerability assessments are of particular significance. The conditions affecting a facility security change constantly. Employees come and go, a facility's contents and layout may change, various threats wax and wane, and operations may vary. Even such mundane changes as significant growth of bushes or trees around a facility's exterior may affect security by shielding the view of potential intruders. Storer Transportation Systems reviews our security measures periodically, as well as whenever facilities or other conditions change significantly.

All Storer Transportation System Divisional Operations Sites utilize the following Security Resources and Countermeasures for offensive measures against Potential Security Threats protecting STS Critical Assets:

Human and Vehicle Access Restrictions.
Credentialing- Employee Badging.
Company Uniform with STS Divisional Logo.

Perimeter protection for fleet vehicle parking with chain-link fencing with barbed wire, some sites with part concertina wire, as security and access control, with;

Gates restricting entrance and exiting.

Signage restrictions stating, 'No Trespassing', 'No Public Access beyond this Point', 'No employees- restricted area', 'Area Restricted to STS Fleet Vehicles only.

Site specific Facility Emergency Response and Egress identifiers.

Restricted Zones in the shop and fuel areas except for authorized maintenance workers, to include hazardous material storage areas.

STS employee policy encouraging personnel to maintain heightened awareness of suspicious activity.
Control facility visitor access.

Securing Chemical and Cleaning Product storage areas and maintaining appropriate records of such items.

Using CCTV camera systems to monitor interior and exterior facilities and/or in transit vehicles.

Ensuring adequate lighting for the facility grounds.
All computers are password protected by Adtech IT Solution.
Network Security for Cyber Attacks provided by Adtech; support@adtech-it.com
Directional Emergency Evacuation Plan posted in all buildings.

Fixed Facility Security Assets:

Modesto based McDonald Yard/ Docker Yard/ Beard Yard Facilities are Owned and Manned by STS:

Facility CCTV Video Surveillance Systems: Remote Intrusion Detection, with 24/7 Manned Service; covering indoor and outdoor areas of facilities, focus on fleet vehicle parking and immediate area around site; Remote Wireless Surveillance: GV Edge Recording and APT-NVMS7000 for McDonald and Beard Facilities under contract to maintained by 1stsecurityandsound.com.
One of three types of vehicle video event recording devices installed in every Fleet Vehicle, covering the vehicles front, back, inside and outside: Samsara, Idrive or driveCam. Certain fleet vehicle buses have interior continuous running video recording devices; depending on who contracted vehicle service; Saucon, Samsara, REI or G4 some with GPS capability, in many of the STS fleet vehicles.
Access Control Systems on Gates either key lock or keypad entrance.
Open space buffer zone surrounding McDonald and Beard Yards.
Bollards protecting fueling stations.

McDonald Yard/ Docker Yard and Beard Yard Commercial Grade Security & Fire Alarm Systems:

Pole and/or Side Building/Roof Lighting for the Facility, Bus Yards and Grounds.
Fire detection and suppression systems on all sites.
Shrubbery, landscaping and tree protection around McDonald Yard, Chain-linked fencing with barbed wire as security and access control, including gates restricting entrance and exiting the site at Doker and Beard Yard.

Countermeasure Communication Systems for McDonald Yard/ Beard Yard:

Fleet Vehicle two- way radio or handheld radio used as a back-up for Fleet Vehicle Communication at all STS owned Yards.
Also available Gas Generators and/or Battery backup system for Facility Computers and IP Cisco Phone System.
Private STS Network Security for Cyber Attacks provided by Adtech, support@adtech-it.com;
Fleet Vehicle Communication- Private Two-Way Vehicle Radio- Ray's Radio is Contractor who maintains system.

300 Toland Street and 125 Napoleon Street Yard, San Francisco CA; Operation Center, Maintenance and Bus Parking Yard are Leased properties to STS The Napoleon Parking Lot Yard is ½ block away from the Toland Yard.

STS SF Security Assets:

SF Bus Yards:
Both SF yards have Video Surveillance Systems called Reolink Cameras.
Both SF yards have gates that operate with a remote control to open and close automatically.
Both SF yards have keyed gates for employee entrance and exit. All gates close automatically when not in use.
Both SF yards are fully fenced with 6-foot-tall chain link and have barbed wire on the top portions.
Both yards are lighted at night for security. Lights are between 20 and 30 feet high and are mounted both on poles and on buildings.

Napoleon Yard:
The Napoleon SF Yard gate (both exit and entrance) remains closed at all times. The exit gate is activated by a pressure sensor in the driveway. The entrance gate is accessed by remote control.
The Napoleon SF Yard has one manual entrance gate that remains closed and locked at all times.

Toland Yard:
The Toland SF Yard has a 12000-gallon diesel fuel tank. The tank is protected by metal (bollard) poles
The fuel tank has the Vederoot Alarm System for reporting emergency spills.
The fuel tank is above ground and has a double steel wall with cement reinforcement between the two walls.
The fuel pump is protected with metal (bollard) poles to prevent vehicles from making contact.
The Toland SF Yard has three extra gates for access and all gates are manually accessed and locked with keyed locks.
The Toland SF Yard offices are secured with a combination door entry system. There is key entry doors to all administrative and dispatch offices.
The Toland SF Yard offices are alarmed by Tyco Integrated Security.
The Shop at the Toland SF Yard has metal roll-up gates that are locked from the inside.
Toland SF Yard dispatch office and lobby have CCTV Video Surveillance Systems that are always recording.

SF Buses:
All buses have the Samsara GPS Tracking System
All buses have the Idrive Camera System which is always recording when the bus is powered.
Some of the buses have the Samsara Camera System.
All buses have keyed entry and also can have batteries turned off externally by a switch.

Countermeasure Communication Systems for Toland Yard:

Fleet Vehicle two- way radio or handheld radio used as a back-up for Fleet Vehicle Communication at all STS Yards.
Battery back-up for our server if we have power outage. Computers and phone will not function in outage.
Private STS Network Security for Cyber Attacks provided by Adtech, support@adtech-it.com;
Fleet Vehicle Communication- Private Two-Way Vehicle Radio- Ray's Radio is the installation contractor and RFC Wireless provides the channels and radio maintenance.

Yuba Sutter Transit Division Operation Center, 2100 B Street, Marysville, CA 95901, Maintenance and Bus Parking Yard are owned by the Transit Authority and Operated (Manned) by STS

STS Security Assets

Facility Complex and Bus Yard:
Background checks of all employees utilized.

Security system in place with monitoring and contracted police response (police response as necessary, multiple layer notifications to prevent unnecessary police response). Multiple levels of access defined by position.
No public access to facility, one public lobby with locked doors.
Idrive event recorders and REI camera systems in each revenue vehicle, Idrive in non-revenue vehicles.
Vehicle access points have a manned control center access point at gates; with cameras.
Facility CCTV covering all indoor and outdoor areas focused on entry points where possible. Including fleet parking areas and fence lines. Various monitoring signage. Gates have electrical disconnects for added security.
Vehicle access points have a control center access gates with cameras,
Site personnel entry through locked gate with access at control center entry door.
Yard is surrounded by 10-15 ft tall chain link fence with barb wire in selected places.
Yard is well lit with LED upgraded lighting at buildings and fence lines.
Rear of yard protected by natural dense shrubbery with thorns.
Front of yard maintains CEPTED recommendations on shrubbery/tree trimming measurements.
Bollards and other structural protection devices protect critical facility infrastructure from intentional harm.
IT has a managed computer system with firewall, monitoring/response, and independent network from Yuba transit authority.

Yuba Sutter Transit completed a security camera upgrade in 2022 giving mobile alerts to motion activated cameras in the yard. The cameras are high definition and infrared. Along with the mobile alerts a megaphone message is played aloud when the camera system is activated. This is loud and alerts police who are regularly patrolling. The Transit Authority has an agreement with the Marysville PD that they will only dispatch officers to our site upon our or our alarm system operator's request. The Transit Authority has also installed license plate readers at strategic locations to identify after hours vehicles in our public lot and entering our yards. Also, installed Cat Clamp theft prevention devices for all 10 of our gas-powered cutaway vehicles

Yuba Yard Countermeasure Communication Systems for Facility:

Fixed two- way radio or handheld radio used as a back-up for Fleet Vehicle Communication at all STS Yards.
Backup generator keeps facility online during power outages. Battery back-up for our facility server if we have power outage. Computers and phone will function in outage. Cellular network back up for internet, automatic offsite call forwarding if phone system goes down.
Fleet Vehicle Communication- Private Two-Way Vehicle Radio- STS contracted vendor and RFC Wireless provides the channels and radio maintenance.
STS Yuba has a managed computer system with firewall and monitoring/response by Private STS Network Security for Cyber Attacks provided by Adtech, support@adtech-it.com;

Galt Transit Division Operation Center 140 Enterprise Ct. Suite B Galt, CA 95632, Maintenance and Bus Parking Yard is leased and Operated (Manned) by STS

Facility Complex and Bus Yard:

An alarmed system in place for off hours with a STS Employee phone alert to notify
No public access to facility.
Gates and role doors have locks.
Yard overnight bus parking is surrounded by 10-12 ft tall chain link fence with barb wire in selected places.
Yard is well lit with LED upgraded lighting at buildings and fence lines.
Rear and side of yard protected by fence.
Bollards and other structural protection devices protect critical facility infrastructure from intentional harm.
Idrive event recorders systems in each revenue vehicle

Countermeasure back-up Communication Systems for Galt

Fixed two- way radio or handheld radio used as a back-up for Fleet Vehicle Communication
Backup generator keeps facility online during power outages. Battery back-up for our facility server if we have power outage. Computers and phone will function in outage.
Cellular network back up for internet, automatic offsite call forwarding if phone system goes down.
Fleet Vehicle Communication- Private Two-Way Vehicle Radio- STS contracted vendor and RFC Wireless provides the channels and radio maintenance.
STS Galt has a managed computer system with firewall and monitoring/response by Private STS Network Security for Cyber Attacks provided by Adtech, support@adtech-it.com; adtech-it.com.

Turlock Corp Yard, Turlock Transit Center. Security & Fire Alarm Systems, Maintenance Shop and Bus Parking Yard are owned by the City.

Operation Center Manned by STS:

One or two types of vehicle video recording devices in every Fleet Vehicle covering the vehicles front, back, inside, and outside: Idrive video devices in all STS owned vehicles. Also, REI systems with GPS capability.

- Maintenance and Bus Parking Yard Access Control Systems on Gates with access card on entering and exiting.

Access Control Systems on Building, Turlock Transit Operational Center with access card on entering.
Open space buffer zone at The Turlock Corp Yard.
Concrete dividers protecting CNG pumps.

Turlock Transit Center Security:

Facility CCTV Video Surveillance Systems: Transit Center- Honeywell Commercial Security system Max-Pro NVR Network Video Recorder Service; covering indoor and outdoor areas of facilities; fleet vehicle staging area on both parking lots. Corp Yard; Video recorder service; fleet vehicle parking and immediate area around site.
Transit Center- Crime-Tek; 24/7 onsite Security Guard. Every 15-minute check in points areas around the facility.
Pole and/or building lighting for the facility, bus yards and grounds.
Fire detection and suppression systems at Transit Center.
Shrubbery, landscaping and tree protection, chain-linked fencing with barbed wire as security and access control, including gates restricting entrance and exiting at the Corp Yard.

Countermeasure Communication Systems for Turlock Transit Center:

Fleet Vehicle or Handheld two- way radios used as a back-up for Fleet Vehicle Communication.
Fleet Vehicle Communication- private two-way radio- Delta Wireless is the Contractor who maintains system.
Network Security for Cyber Attacks provided by Adtech, support@adtech-it.com

Tuolumne County Transit Division Operation Center (TCT), 13033 Sanguinetti Road, Sonora 95370 Maintenance and Bus Parking Yard is leased and Operated (Manned) by STS

STS Security Assets

TCT Facility Complex and Bus Yard:

Limited public access to facility
Yard overnight bus parking is surrounded by a 8-9 ft tall chain link fence with three strands of barb wire and two locked Yard Gates. Roll Doors have interior locks
Monitored security system inside buildings including the shop, and offices.
Idrive event recording systems in each revenue vehicle.
Motion lighting affixed to TCT office / shop for nighttime operations and security.

TCT Yard Countermeasure Communication Systems for Facility

Fixed two-way radios and cellular devices used as back-up for fleet vehicle communication
Back-up generator keeps facility online during power outages.
TCT has a managed computer system with firewall and monitoring / response by private STS network security for cyber-attacks provided by Adtech, **support@adtech-it.com**

Fleet Vehicle Fixed Route Bus Stop Locations- All STS Bus stop location employee assessment and recommendations are made to ensure that stops are located in the most secure areas possible. Guidelines for these assessments are: Does the site have highly visibility, is it a well-lighted area, is it located in populated areas, when possible. Is the Bus site located away from unsafe areas and co-located with other activity centers, if possible?
Most fixed route transit stops are designed and located by Stakeholders. STS Safety Department pays special attention to these sites to develop, refine and make recommend adjustments for safety/security or other related concerns.
Emergency Alternative Business Locations- Storer Transportation Systems Operational Centers have the ability to establish plans for alternate facilities, equipment, personnel, and other resources necessary to maintain service during crisis, or to resume service as quickly as possible following a disaster.
Computer Cybersecurity- Computer backups of key financial, personnel, dispatching, and other information are performed regularly. These backups are stored in an iCloud drive daily. Adtech: **support@adtech-it.com**

Vehicle Inspection Report: Driver's Vehicle Checklist (security check and safety assessment) under 49 C.F.R. Part 673

Storer Transportation Systems drivers complete a vehicle pre-trip inspection checklist when putting a vehicle into service. This pre-trips inspection includes:

- Inspection of the vehicle's required safety equipment
- Inspection of the interior/exterior of the vehicle to detect unauthorized objects or tampering
- Inspection of the interior lights to make sure they are operational and have not been tampered with
- Inspection under the vehicle to detect items taped or attached to the frame
- Inspection of the exterior of the vehicle for unusual scratches or marks made by tools; signs of tampering; unusually clean or dirty compartments; or items attached using magnets or duct tape
- Following established policies governing suspicious packages, devices, or substances to determine if an unattended item or an unknown substance found during inspection is potentially dangerous
- Immediately notifying a supervisor in the case of potentially suspicious packages(s) or evidence of tampering. Do not start or move the vehicle or use electronic means of communication.
- Inspect that cargo doors under the passenger seats are locked.

Periodically throughout the driver's shift, the above inspections are conducted or anytime a bus is left unattended.

Mechanic's Security Vehicle Checklist: Storer Transportation Systems mechanics or contracted mechanics make the following security checks before releasing a vehicle for revenue service:

- Ensures that required safety equipment is on vehicle
- Inspects the interior of the vehicle for unknown objects or tampering
- Inspects the interior lights to make sure they are operational and have not been tampered with
- Inspects under the vehicle for items taped or attached to the frame
- Inspects the exterior of the vehicle for unusual scratches or marks made by tools; signs of tampering; unusually clean or dirty compartments; or items attached using magnets or duct tape
- Inspects the gas cap for signs of tampering or unusual items
- Inspects the engine compartment and other areas to detect foreign objects or false compartments in the air filter area or the cold oil filter. Also look for additional wires running to or from the battery compartment, and take note of unusually clean components and devices
- Inspects the fuel and air tanks to detect inconsistent and missing connections
- Inspects vehicle for state of good repair
- Inspect that cargo doors under the seats ate locked

Note: If the mechanic finds an unattended item or an unknown substance while conducting the inspection, the policy on suspicious packages, devices, or substances to determine whether the package is potentially dangerous is followed, and a supervisor is immediately notified.

VII. FLEET VEHICLE OPERATOR (driver) SELECTION

Driver Qualification Procedure- Storer Transportation Systems understands the importance of selecting the proper employees for our company. We look for sensitive, stable, professional individuals who are capable of making decisions and act quickly to ensure the safety of each and every person entrusted to their care.

Storer Transportation Systems has an extremely high standard for our drivers and dispatch staff. Each potential employee must meet our expectations during the interview process. We never lower our standards. Donald Storer, our company President, and Rosa Garcia White, our Vice President, are the only two individuals within our organization that make final employee interview decisions for hire. Once an applicant has been hired, they are required to pass our company's physical exam, drug screen and background investigation. Only after passing these requirements are new employees allowed to enter our comprehensive training program.

A new employee must pass every section of our driver-training program. Our instructors and trainers, like our interviewers, will never lower our company standards. New employees must pass all classroom instruction and behind-the-wheel instruction before taking their final company (DMV certified) drive test. No employee will ever be allowed to operate a company vehicle without first proving his or her driving proficiency. Below you will find a brief outline of new driver qualifications:

New Driver Qualification Process-

1. Must be at least 18 years of age and have a valid driver's license for 2 years
2. Must have a clean driving record (DMV printout required)
3. Must have a stable work history
4. Must be neat and professional in appearance
5. Must pass a Department of Transportation physical exam
6. Must pass pre-employment drug and alcohol screen
7. Must clear a Department of Justice Lifetime Background Check
8. Must obtain a Class B Commercial Driver's License (CDL)
10. Must pass a Storer Transportation Systems; comprehensive training program and understand what defensive driving is and the importance of fleet vehicle security.

STS Drug and Alcohol Policy- A critical element of Storer Transportation Systems commitment to safe operations is ensuring that our employees are not impaired due to the use of alcohol, illegal drugs, prescription drugs or over-the-counter medication. Storer Transportation Systems follows the requirements set forth under 49CFR Part 655 and 49CFR Part 40. Amended as mandated by the FTA. The bottom line is protection of the riding public and transit employees, and all efforts are geared toward this end. The Storer Transportation Systems drug and alcohol program includes specific policies, procedures and responsibilities, or references the appropriate master document containing the information. The Company has a 0 tolerance of prohibited drugs in an employee's system when reporting for work. As a result, termination is mandatory with a positive test.

Training and Development/ Fleet Vehicle Operator/ Driver Training- Once qualified candidates are identified and hired, Storer Transportation Systems provides initial and ongoing refresher training critical to ensure proper operations and adherence to STS defensive driving rules and regulations that include safety and security policy adherence. Storer Transportation Systems understands that proper qualification of drivers and maintenance personnel is a vital part of a safe transit environment. STS ongoing Driver Training programs address specific safety/security-related issues appropriate to the type of vehicle and driving assignment. Special consideration is also given to crisis management concerns, such as, weather, fire, evacuations, and all types of threat identification training.

Traffic Regulations– Training addresses state and local traffic rules and regulations, traffic signs and signals, and proper vehicle operations (including proper use of hand signals).

Defensive Driving and Accident Prevention– STS Driver training stresses defensive driving principles, collision/crash prevention, and concepts of preventable accidents as a measure of defensive driving success.
Storer Transportation System drivers are taught to always drive defensively. This means driving to avoid and prevent accidents. It means, driving with the vehicle under control at all times, within the applicable speed limits, or less if driving conditions so indicate, and anticipating possible unsafe actions of other drivers. Special attention is given in the Storer Transportation System safety program to hazardous conditions. These hazardous conditions include but are not limited to:

- Winter driving
- Rainstorms/thunderstorms
- Tornadoes
- Intersections
- Backing
- Lane changes and turns
- Railroad crossings
- Expressways
- Vehicle security
- Fog
- Flash flooding
- Skids
- Following distance
- Passing
- Pedestrians, bicycles and motorcycles
- Complete stops with full scans
- Traffic congestion
- Threat Identification and reporting

Vehicle Orientation and Inspection– STS Training focuses on the type of vehicle that will be used in service. Significant differences can exist among different bus models and among different manufacturers, and equipment may have characteristics that are unique to the service environment.

Behind the Wheel Training– STS Training includes all core driving maneuvers for the type of vehicle in service, including the difficulties in backing maneuvers that can lead to accidents, stopping distance requirements, and equipment-specific functions, such as door opening and closing procedures for passenger cargo, boarding and alighting.

Passenger Sensitivity and Assistance Training– STS Training covers topics ranging from general customer service techniques to elderly and disabled sensitivity, to technical skills such as lift use and securement. The following subjects are included in the training. Understanding passenger needs, understanding disabilities, Americans with Disabilities Act (ADA), communicating with passengers, sensitivity to passenger needs, mobility devices, lifting and body mechanics, aiding passengers, wheelchair management, cargo securement, wheelchair management, lift and ramp operations, and emergency/security procedures.

Radio Usage-To ensure the safety of our drivers and passengers and to enhance the performance of our operations, all Storer Transportation Systems employees are familiar with two-way radio operations. Basic procedures are as follows:

- Staff using the two-way radio will follow the standard use practices of the FCC. Profanity, abusive language, or other inappropriate transmissions are not allowed, and could result in disciplinary action.
- All transmissions will be as brief as possible.
- All base stations and vehicle units shall be always tuned to the appropriate assigned frequency.
- Staff will initiate communications by first stating who they are calling and then who is making the call. At the completion of the transmission both parties will indicate that the transmission is completed by stating their call sign and "clear".
- Except in the event of an emergency, all staff will listen for five seconds before transmitting to ensure there are no transmissions in progress. Other units' transmissions will not be interrupted unless it is an emergency.
- When an emergency is declared, all non–emergency transmissions will cease until a supervisor clears the emergency.
- In the event of an emergency, establish communications on the primary frequency. State the nature of the emergency and what assistance is required. To ensure appropriate help arrives promptly, staff will transmit the following items as soon as possible:
  - Who they are and their location, in detail.
  - What assistance they need.
  - How many passengers they have and the nature of their condition(s);
  - Staff not involved with the emergency will stay off the radio; communications will be between dispatch and the unit requesting assistance.
  - After initial contact, emergency communications may also take place between a supervisor, safety officer and the unit, or between dispatch and a supervisor.

Crisis Management Training– Training covers emergencies the driver may face while out on the bus. Topics of this training range from breakdowns to accidents, fire evacuation to handling violent perpetrators. The following subjects are included in the training:

- Accidents/Incidents/ Security Event reporting
- Ill and injured passengers
- Lift operations
- Fire safety
- Vehicle evacuation
- Bloodborne pathogens/ Covid-19 understanding (bodily fluid spill containment and clean up)
- Handling conflict
- Basic safety management, reporting requirements and steps to take when confronted with a security event

VIII. SUSPICIOUS ITEMS, VEHICLES, PEOPLE AND ACTIVITIES/ TSA Observe, Assess, and Respond (OAR)

Security Awareness- Storer Transportation Systems trains the principles of TSA- Observe, Assess, and Respond (OAR) and prepares all its employees to promote safety and security within the community, region and nation. If something out of the ordinary and potentially dangerous is observed, it is to be reported immediately to the proper transit supervisor, who may investigate and/or notify law enforcement authorities. Storer Transportation Systems understands that it has a role to play in being a part of the eyes, ears and obligation to the community and a part of the community's first line of defense. Therefore, STS is vigilant and is committed to train and encourage all employees to be on the lookout for any suspicious people, activities, vehicles, packages, or substances. Because Storer Transportation Systems employees know their operating environment, know what is usual and unusual, they are taught to trust their gut reactions and report anything unusual, out of place or suspicious to dispatch/management. A supervisor will then immediately pass this information on to

the appropriate authority. All Storer Transportation Employees are "On the Look Out For and are to Report" to the STS appropriate supervisor, the following:

Suspicious Items- Fixed route fleet vehicle drivers deal with items left unattended in their bus and/or at bus stops all the time. These unattended packages impose a tremendous burden on security. Although unattended packages are rarely linked to explosive devices, they all represent a potential threat and need to be examined systematically. If an unattended package is not deemed suspicious, it will be treated as lost property and handled according to protocol if found on a bus. Storer Transportation Systems train employees to identify items, packages and devices as suspicious if they meet any of the following criteria:

- Common objects in unusual locations
- Uncommon objects in common locations
- A threatening message is attached
- Unusual wires or batteries are visible
- Stains, leaks or powdery residue are evident
- Sealed with excessive amounts of tape or string
- Lopsided or lumpy in appearance
- Tanks, bottles or bags are visible
- A clock or timer is attached
- A strange odor, cloud, mist, vapor or sound emanates from it
- Addressed with cut and paste lettering and/or common words misspelled
- Have excessive postage attached
- Abandoned by someone who quickly leaves the scene
- No one in the immediate area claims it as theirs
- An active attempt has been made to hide it i.e., Placed in an out-of-the-way location
- Once an item, package or device is determined to be suspicious the item is not touched or moved the area or vehicle is immediately evacuated uphill and upwind
- Radio and cell phones should not be used within 300 feet of the suspicious package
- STS Management is notified, and appropriate action is taken (i.e., notifying of bomb analysis team).

Suspicious Vehicles- Storer Transportation Systems understands that vehicles (cars, trucks, boats, bikes) are frequently used in criminal or terrorist attacks. Therefore, agency employees are trained to be alert to suspicious vehicles in and around their work environment. Employees are told to report vehicles to system management and authorities, when they notice any of the following:

- Show signs of forced entry
- Have altered or makeshift company insignia or license plates
- Are in an unauthorized area or near a potentially catastrophic target
- Contain unusual equipment which could be used in a violent act
- Appear to be overloaded and/or have bulging tires or sagging frames
- Emit unusual odors, leaks or residues

Suspicious People and Activities- Storer Transportation System teaches its employees to be aware of suspicious people and activities. Employees are taught to focus on behaviors and not on a person's color, nationality, ethnicity, or religion. The key concern in determining what is suspicious is always based on 1) where someone is, 2) when he or she is there, and 3) what he or she is doing. Employees are encouraged to trust their judgment based on their experience in and around the community, and the transportation operation, and that it normally is a combination of factors taking place that will accurately identify a suspicious person or act.

Specific actions that are of concern and may meet the threshold of reporting as suspicious, include people appearing to be:

- gathering intelligence
- running security tests
- attempting infiltration
- conducting a dry run/drill
- deploying assets

Employees are taught by Storer Transportation Systems to determine if a behavior is suspicious based on the following categories:

- attitude of the person
- apparel and accessories
- body language (e.g., reaction to uniformed presence)
- actions in and around crowds
- attention to secure or high-profile locations

Storer Transportation Systems, understanding of historical safety data as well as contemporaneous data is an important step toward allocating finite resources to implement safety program risk reduction efforts.

VIIII. Frontline Employees Protocol for Processing an STS Security Incident- Overview

Storer Transportation Systems operational frontline employees may be responsible for managing security incidents and threats (potential or actual). These employees are taught to assess the situation and decide on the appropriate action. It is also their responsibility to manage incidents and threats until emergency responders arrive. They are instructed to serve as a resource to emergency responders until the incident or threat is resolved.

Information gathering and Analysis- Pre-incident information includes knowledge of any patterns, trends, or history of any similar events. Empirical or perceptual information is what is actually observed. Cognitive information is what has been learned through training and experience.

- **Problem identification and assessment:** Hazards must be identified. Included in this determination are the type of hazard and the credibility of the threat. Risk must be determined by considering the number of potential victims, critical assets exposed and extent of the impact area.
- **Developing a strategy and tactics:** A strategy is the overall goal or desired outcome that is attempting to be achieved based on minimizing injury, property damage and service disruption. Tactics are specific objectives, and the corresponding tasks will be used to achieve the goal or strategy.
- **Implementing a plan:** Plan implementation includes directing others, communicating, delegating, notifying, and requesting resources.
- **Evaluating results:** Plans must be evaluated on an on-going basis to ensure the tactics being used are still appropriate and they are having a positive effect.

Suspension/Restoration of Service- After being notified of a large-scale community emergency, Storer Transportation Systems Executive Management and/or specific site Manager of Operations, evaluates the status of company assets (people, information and property). If transit operations can be safely continued during the event, service will continue. If service must be suspended, the Emergency Response Team (ERT-identified managers, supervisors, and executive managers) is responsible for coordinating service suspension protocols, and then taking steps to restore essential transit services as soon as is practical, within the constraints of resource availability and safety considerations. Issues to be considered during service suspension/restoration include the release of emergency public and sensitive information, following Storer Transportation Systems policy on this topic.

Emergency Information Dissemination: PUBLIC AND SENSITIVE STS INFORMATION- Storer Transportation Systems understands that during critical incidents, what is said to the public is critically important. Storer managers, trainers, supervisors and safety officers must comply with Storer's Crisis Communication Guidelines and Plan document for these guidelines and plans as prepared by Storer's externally PR media firm (Kitchen Public Relations*). A separate document.*

X. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) was developed to provide a system that would help emergency managers and responders from different jurisdictions and disciplines work together more effectively to handle emergencies and disasters. Most incidents are handled daily by a single, local jurisdiction at the local level, often by fire personnel, emergency medical service and law enforcement. But even for incidents that are relatively limited in scope, coordination and cooperation among the responding organizations, including transit, are essential for an effective response.

When the NIMS is adopted and used nationwide it will form a standardized, unified framework for incident management within, which government and private entities at all levels can respond to incidents effectively. The NIMS provides a set of standardized organizational structures such as the Incident Command System and standardized processes, procedures,

and systems. These processes and procedures are designed to improve working relations among jurisdictions and disciplines in various areas, command and management, resource management, training and communications. The Management at Storer Transportation Systems is committed to train and work within the NIMS structure as a part of the community emergency response team as per the requirements laid out at **http://training.fema.gov/EMIWeb/IS/is700.asp**.

This Storer Transportation System ASP takes an all-hazards approach using a common standard of efficient and coordinated response across multiple agencies, which is consistent with the overall structure of NIMS as shown below:

- Command and management
- Preparedness
- Resource management
- Communications and information management
- Supporting technologies
- Ongoing management and maintenance
- Documentation

INCIDENT COMMAND SYSTEM (ICS)- The Incident Command System (ICS) is a standardized on-scene incident management concept designed specifically to allow responders, including transit, to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries. The management of Storer Transportation Systems is committed to train and work within the Incident Command System structure as a part of the community emergency response team as per the requirements laid out at: **http://training.fema.gov/EMIWeb/IS/is100.asp http://training.fema.gov/EMIWeb/IS/is200.asp http://training.fema.gov/EMIWeb/IS/is700.asp**

Interagency Coordinated Emergency Response Protocols

Emergency Response Coordinator (ERC) *STS Selection and Role.*

Normal Hours Emergency Response- When an ***outside emergency occurs*** in the community and specifically designated outside agency officials declare a state of emergency, which mandates local transit agency participation, response, or awareness, the local community emergency manager or their designee contacts Storer Transportation Systems during normal operating hours, the following policy is followed:

- Initial contact is made by the Local Emergency Manager or his/her designee, using the first responder checklist maintained in the City/County Emergency Management Plan.
- The most senior person on duty is the initial Storer Transportation Systems **Emergency Response Coordinator (ERC).** The ERC gives the individual calling a telephone number (or other means through which the ERC will remain constantly available) for updated emergency information communications during the emergency.
- The ERC performs the following functions:
    - Contacts all on-duty vehicles (by radio) to notify them they are needed for a community-based emergency response.
    - Directs all affected drivers to unload their passengers at a City/ County agreed to designated point and precede to the staging area designated for transit fleet vehicles. Records an approximate time of arrival (estimated time of arrival- ETA) at that staging area with notification upon arrival.
    - The ERC calls employees on the emergency phone list, informs them Storer Transportation Systems is responding to a community or regional emergency.
    - Establishes a Storer Transportation Systems "incident command center" at the transit facility or other available location as circumstances dictate.

STS ERC

- The ERC remains in charge of all response activities throughout the emergency unless relieved by a more senior manager.
- The ERC has the authority to allocate all Storer Transportation Systems personnel and equipment as necessary to respond to the emergency at hand.
- The ERC has the emergency authority to procure parts, fuel, and other essentials necessary to continue and sustain Storer Transportation Systems emergency response activities.

- The ERC continues to make efforts to contact all Storer Transportation Systems personnel, as well as Storer Transportation Systems executive members (as time and response efforts may permit, to inform them of our participation).
- The ERC provides personnel and resources in the quantities requested and to various locations as directed by the emergency manager or his/her designee.
- The ERC remains on-duty in an active status until relieved or directed by the community-based emergency manager or his/her representative that; STS participation in the emergency response is no longer required.
- ERC maintains communication with *Storer's Executive Manager* and remains in communication to the extent possible.

(This protocol was successfully put into operation during the Mass Shooting in Gilroy California in 2019, when STS Charter Division Fleet Vehicles were used to evacuate thousands of festival patrons to a safe location way from the danger.)

AFTER HOURS EMERGENCY RESPONSE

When an **outside emergency** occurs in the community, and mandates by law "local transit agency participation", response, awareness, and the local emergency manager contacts Storer Transportation Systems. After normal operating hours, the following policy is followed:

- Initial contact will be made by the community-based emergency manager or his/her designee using the emergency on-call contact list Storer Transportation Systems supplied to them.
- Either the person receiving the call or the most senior person available is the initial Storer Transportation Systems Emergency Response Coordinator (ERC). The ERC gives the individual calling a telephone number (or other means), by which the ERC will remain available for communications during the emergency.
- The ERC begins to call persons listed on the internal contact list, informing them that Storer Transportation Systems is responding to a community emergency. During this stage, the ERC:
  - -Coordinates the opening of the transit facility, where Storer Transportation Systems fleet vehicles are located
  - -Establishes a Storer Transportation Systems incident command center at the transit facility or other available location as circumstances dictate.
- The ERC remains in charge of all response activities throughout the emergency unless relieved by a more senior manager.
- The ERC has the authority to allocate all Storer Transportation Systems personnel and equipment as necessary to respond to the emergency at hand.
- The ERC has the emergency authority to procure parts, fuel, and other essentials necessary to continue and sustain Storer Transportation Systems emergency response activities.
- The ERC continues to contact all Storer Transportation Systems personnel, as well as Storer Transportation Systems Executive Managers (as time and response efforts may permit) to inform them of our participation.
- The ERC provides personnel and resources in the quantities requested and to various locations as may be directed by the City/ County/ State/ Federal government emergency manager or his/her designee.
- The ERC remains on duty in an active status until relieved or directed by the community-based emergency manager or his/her designee that the transit agency's participation in the emergency response is no longer required.
- The ERC maintains time annotated log of all activities as well as contact log.

STS Evaluation Procedures of the STS ERC system- When Activated

The ASP shall be shared with all approved safety employees of Storer Transportation Systems and any key agency stakeholders, directly affected by this agreement.

Evaluation and Modification of ASP

This ASP is a "living document" and, therefore, addresses issues associated with system safety, security and emergency preparedness on a timely and proactive basis. It is incumbent upon all appropriate personnel of the Storer Transportation Systems to constantly evaluate the effectiveness of this ASP and the effectiveness of its implementation.

The ASP is thoroughly reviewed periodically (annually at a minimum). Any changes in information are updated more frequently, on an as-needed basis. Storer Transportation Systems management is responsible for this review. The review includes the following factors:

- Reviewing factual information, including names and phone numbers contained in the plan
- Reevaluating employee knowledge and awareness
- Revising programs and procedures included in the ASP
- Performing an annual review of chain of command and updating information as appropriate
- Coordinating with designated backup locations that are to be used for operational relocation during an emergency, ensuring they are cognizant of agreements in place.

In addition to regular, periodic reviews, certain events may require revision to the ASP, including, for example, the following:

- The addition of new members to the organization and outside the organization with specific roles identified in the ASP
- New operations or processes that affect the ASP
- New or renovated facilities or changes in layout
- Changes in relationships with outside agencies
- Changes in the identification of potential threats and accompanying vulnerabilities

Following use of the ASP in emergency situations the Storer Transportation Systems management reviews the organization's response against the procedures and requirements outlined in the ASP. Based on this review Storer Transportation Systems management identifies areas that can be improved or adjusted in the plan to ensure more effective responses in the future.

Updating ASP

After internal and external evaluations, and based upon ASP review findings, the Storer Transportation Systems management will revise this ASP and supporting documentation and training to reflect new practices, policies and procedures. The revised ASP, accompanied by a new updated and signed, Executive Approval of the ASP. Then the revised document will be shared with all approved to read.

After any emergency, Storer Transportation Systems management documents use of company resources including any vehicles used during the event, as well as the status and the condition of the vehicles to begin the process of maintaining assets and bringing them back in service.

After an emergency Storer Transportation Systems management evaluates the status of its assets, the condition of the community environment and the needs of its customers. Upon the completion of that evaluation, steps are taken to restore essential transit services as soon as is practical and possible and within the constraints of environmental realities, resource availability and safety considerations.

LIST OF DEFINITIONS, ACRONYMS AND ABBREVIATIONS

STS: Storer Transportation Systems **ASP** STS Agency Safety and Security Plan

Transit Vehicle: In this ASP, the terms "transit vehicle" or "bus" are Storer Transit Service fleet vehicles.

Emergency: A situation which is life threatening to passengers, employees, or other interested citizens or which causes damage to any transit vehicle or facility or results in the significant theft of services and reduces the ability of the system to fulfill its mission.

Procedures: Established and documented methods to perform a series of tasks.

Redundancy: The existence of more than one means of accomplishing a given function.

Safety: Freedom from danger; the elimination of risk.

Security: Freedom from international and local danger.

Security Breach: An unforeseen event or occurrence, which endangers life or property and may result in the loss of services or system equipment.

Security Incident: An unforeseen event or occurrence, which does not necessarily result in death, injury, or significant property damage but may result in a minor loss of revenue.

Security Threat: Any source that may result in a security breach, such as a vandal or disgruntled employee; or an activity, such as an assault, intrusion, fire, etc.

System: A composite of people (employees, passengers, others), property (facilities and equipment), environment (physical, social, institutional), and procedures (standard operating, emergency operating, and training), which are integrated to perform a specific operational function in a specific environment.

Systems Security Management: An element of management that defines Transportation operation Security requirements and ensures the planning, implementation, and accomplishment of Transportation operation Security tasks and activities.

Stakeholders: A partnering agency or organization that has a direct or indirect stake in City or County Transportation's operational actions and objectives

Transportation Operation Security: The application of operating, technical, and management techniques and principles to the security aspects of a system throughout its life to reduce threats and vulnerabilities to the most practical level through the most effective use of available resources.

Transportation Operation Security Program: The combined tasks and activities of Transportation operation Security management and Transportation operation Security analysis that enhance operational effectiveness by satisfying the security requirements in a timely and cost-effective manner through all phases of a system life cycle.

Threat: Any real or potential condition that can cause injury or death to passengers or employees or damage to or loss.

Threat Analysis: A systematic analysis of a system operation performed to identify threats and make recommendations for their elimination or mitigation during all revenue and non-revenue operation.

Threat Assessment: A quantitative measure interfacing the numerical probability of a threat with the severity of the threat.

Threat Management: An element of the Transportation operation Security management function that evaluates the security effects of potential threats considering acceptance, control, or elimination of such threats with respect to expenditure of available resources. The feasibility of threat elimination must be considered in the light of financial, legal, and human considerations.

Threat Probability: The probability a threat will occur during the plan's life. Threat Probability may be expressed in quantitative or qualitative terms.

Threat Resolution: The analysis and subsequent action taken to reduce the risks associated with an identified threat to the lowest practical level.

Threat Severity: A qualitative measure of the worst possible consequences of a specific threat.

Unsafe Condition or Act: Any condition or act, which endangers life or property.

Vulnerability: Characteristics of passengers, employees, vehicles, and/or facilities, which increase the probability of a security breach.

ADA Americans with Disability Act
TRP Transportation Regional Preparedness
FTAFederal Transit Administration
IAP Incident Action Plan
NIMS National Incident Management System
ERC Emergency Response Coordinator
JIC Joint Information Center
SMS Safety Management System
AHJ Authority Having Jurisdiction
FCC Federal Communication Commission
ERT Emergency Response Team
ICS Incident Command System
EOC Emergency Operations Center
OSHA Occupational Safety and Health Administration
OAR TSA Observe, Assess, and Respond

LAST BUT NOT LEAST... Storer Transportation is always current with and abiding by all best practices, laws, and regulations in the transportation industry and related services. For a few examples, the following are internal documents and practices which Storer Transportation keeps current and abides by:

- Storer Transportation Service: Safety, Security-Awareness and TSA Observe, Assess, and Respond (OAR). **ADDEDUM- #B** pg 28
- Storer Transportation SB198: Injury and Illness Prevention Program. **ADDEDUM- #C**
- Storer Transportation OSHA: Written Exposure Control Plan for Bloodborne Pathogens.
- Employer Pull Program (DMV)
- Manager Training with EEOC (On-Site Annually)
- Employment Screening (for Transportation related jobs)
- Storer Transportation Systems FTA Drug and Alcohol Policy & Procedures.
- Storer Transportation is always current with all related subject matters regarding the following (and not limited to): CHP, DMV, DOD, DOT, ARB, ADA, EEOC, SFMTA etc.

*** We find the above policy and procedure items listed critical in the success of STS. As continually stated throughout, we look at what we do as a partnership. In order for us to all be successful we know the importance of doing a truly great job and being the type of business partner that is trusted and maintains a comprehensive safety training plan.

ADDEDUM #A- Types of Formal Investigation conducted by STS Safety Officers

Terrorism Investigations

Dangerous Mail: Chemical, biological, radiological, and explosive devices delivered through the mail put the lives of STS transit employees and occupants of STS transit facilities at risk. It also has potential for damaging STS facilities and equipment.

Suicide Bombers: Internationally, transportation operations have been common terrorist targets. American transportation operations are not immune. The major inherent vulnerabilities of transportation operations are they are designed as open and accessible. They have predictable routines/schedules and may have access to secure facilities and a wide variety of sites, all of which make transit an attractive target.

Improvised Explosive Devices (IED): Activities could involve the use of conventional weapons and improvised explosive devices or bombs on transit vehicles, within transit facilities or within the environment of the transit service area putting

the lives of transit employees, passengers, and community members at risk. Such events could require the use of transit vehicles in evacuation activities.

Weapons of Mass Destruction: Use of chemical, biological or radiological weapons could cause massive loss of life involving everyone in the community and lead to the destruction of transit vehicles and facilities, as well as require the use of transit vehicles for evacuation purposes.

Transit Vehicle Accidents Investigations: Shall be defined as a collision or crash, with other vehicles, objects, or persons, and has the potential for damage to people and/or property with the possibility of lawsuits and/or criminal charges. To include the National Public Transportation Safety Plan (NSP) performance measures, that include:

- Fatalities, Injuries, Safety and Security Threats or Events

Transit Passenger Incident Investigations: Involve passenger slip, trip or falls, injuries relating to fleet vehicle lift operation and securing articles. Plus, injuries just before/during/after boarding, after alighting and/or passenger illness related events.

Employee Accidents and Incident Investigations: These reportable events include injuries within the office or facility, on official travel, while maintaining the equipment, and on-premises, but not while operating a vehicle for public transport. Such accidents/incidents create the possibility for loss of workforce, lawsuits, and worker's compensation claims.

Acts of Nature Investigations: Checking Weather and Other Hazardous Conditions

Storer Transportation Systems has in place Operational Policies that address responding to weather emergencies. STS Safety Department is responsible for checking winter weather and other reports to ensure it is safe to send vehicles on the road. A designated individual, assigned to a Transit Safety Division, checks this information before each shift and at appropriate intervals, especially if severe weather is expected (valley fog for example).

Drivers performing their routes continuously assess road conditions, evaluating weather, construction, accidents, and other situations to ensure it is safe to proceed. Every effort is made to avoid sending drivers on routes if it is unsafe to do so. However, if a condition arises requiring a driver to abort a route, the dispatcher will contact the driver or the driver will alert the dispatcher, and the dispatcher will provide instructions on how to proceed. A Transit Operational Manager is always kept in the loop when decisions are being considered that effect contracted service delivery. Storer Transportation Systems uses National and Local Weather Service warnings, forecasts, and advisories available. At www.weather.gov, and weather radios monitored at dispatch site(s) to track real-time information on the following conditions:

- Hazardous weather outlooks
- Special weather statements
- Winter storm watches
- Winter storm warnings
- Snow and blowing snow advisories
- Winter weather advisories
- Heavy freezing spray warnings
- Dense fog warnings/ Critical fog
- Fire weather forecasts
- High wind warnings
- High wind watches
- Wind advisories
- Gale warnings
- Tornado watches and warnings
- Hurricanes
- Flood warnings
- Flood statements
- Coastal flood statements

Storer Transportation Systems also maintains a dispatcher log, a narrative description of what occurs during each shift. This enables the incoming dispatcher to read the previous shift log and know what needs to be tracked, problem areas of concern, or what is going right and wrong.

Critical Infrastructure Investigations:

Power Outages: Whether short or long in duration, can impact overall ability to operate STS and limit the functions of transit equipment and facilities.

Computer Crashes/Cyber Attacks: Cause loss of critical data and negatively impact the ability to schedule and dispatch services.

Communication system failure: Can have serious effects on the ability to deliver service and keep employees out of harm's way.

Supply Chain interruption: STS is dependent upon a continuous supply of fuel, lubricants, tires, spare parts, tools, etc. Interruption of material supplies due to weather conditions, roadway closures, acts of terrorism, acts of war, or loss of supplier facilities can limit your ability to maintain service.

Vehicle Fires: Cause STS transit employees and passenger's injuries or death and damage or loss of transit equipment and have the potential for lawsuits.

Facility Loss: Loss of STS administrative, maintenance or facilities operations whether caused by structural collapse, presence of toxic materials, violation of municipal codes, or significant security events on neighboring properties can hamper the ability to sustain service.
Structural Fire: Whether natural or human-caused it can threaten employees, customer's, damage facilities and equipment. Such an event could require use of transit vehicles for temporary shelter, or for evacuation purposes.
Staff Shortage: Can immediately impact the ability to deliver services and have a longer-term impact on facility and equipment resources.
Employee Malfeasance: Illegal and illicit behavior by STS employees, particularly, when in uniform or on duty, can seriously damage intangible assets such as organizational image and employee morale.

Hazardous Events Investigations:

Bloodborne Pathogens/ Pandemics: Exposure that can put drivers, passengers, maintenance employees and bus cleaners at risk of contracting disease.
Toxic Material Spills: Toxic materials fall into four basic categories: blister agents such as solvents; cardio-pulmonary agents such as chlorine gas; biological agents such as anthrax; and nerve agents such as Sarin. While some of these materials may be agents of terrorist acts, accidental release is also possible. Additionally, low-level exposure to maintenance related chemicals and vehicle fluids can pose a risk to employee and environmental health.
Radiological Emergencies: Radiological emergencies could include accidental release of radioactivity from power plants and/or materials being transported, through the service area by truck or train. Have the potential to cause danger to human life or the need for use of transportation operation assets for evacuation.
Fuel related events: Include accidental release of natural gas and petroleum, rupture of pipelines, fire and explosion involving alternative fuel use. Dangers include risk of human life, damage to facilities, vehicles, and events that may require use of transportation operation assets for evacuation.

Criminal Activity Investigations:

Trespassing: Penetration of STS organizational security system can increase vulnerability to criminal mischief, theft, workplace violence, and terrorist attack.
Vandalism/Criminal Mischief: Vandalism includes graffiti, slashing, loitering, or other events which could cause damage to STS buses, bus stops, shelters, transit facilities, and/or organizational image.
Theft and Burglary: Includes loss of assets due to break-in to facilities and into vehicles as well as employee theft, and can threaten information assets, property assets, and organizational image.
Workplace Violence: Includes assaults by STS employees on employees, passengers on passengers, and passengers on employees including menacing, battery, sexual assault, and murder.
Commandeered Vehicle: Commandeered vehicle is the taking of a STS transit vehicle to perpetrate a crime and/or taking hostages as a negotiating tool. This can put the lives of transit employees and passengers at risk.

ADDENDUM #B- STORER Transportation Service: Safety, Security-Awareness and TSA Observe, Assess, and Respond (OAR). TSA Transportation Security Operations Center (TSOC) at 1-866-615-5150

Overview

Storer Transportation System follows the guidelines provided by TSA and the Federal Transit Administration's (FTA) description of Core Elements addressing Over The Road Bus Safety and Security. With STS's internal focus on *safety* in mind and the FTA's Public Transportation System Security Training, we will focus on these *security elements:*

- Evacuation Strategies
- Handling conflict
- Basic crisis management steps and reporting
- Transportation Security- while in route or at a facility, or any other site
- Vehicle Security
- Risk Reduction: *Storer Transportation System shall review current trends in state and regional transit system(s) threat assessments.*

STRATEGIES TO MINIMIZE RISK

Procedures that Storer Transportation Systems uses to reduce vulnerability to unknown hazards and threats include:

- Involving staff in the identification of hazards and threats. Involving staff when creating strategies that prevent or lessen unwanted incidents. Provide training that raises staff awareness, across all divisions, about potential company-specific hazards and security threats of all kinds.
- Pro-actively improving emergency response protocols conducting drills that raise staff proficiency in reacting to unwanted incidents, including proper use of emergency equipment and our communication devises. Participating in safety exercises that improve coordination across departments and between responding agencies for any sort of critical incident.

EMERGENCY OPERATIONS POLICIES

Emergencies, Accidents, Incidents (minor or major) Checking Weather and Other Hazardous Conditions

With most hazards or emergencies, including accidents; it is the primary policy of Storer Transportation System, that the driver first communicates with the dispatcher, describe the situation, and await instruction on how to proceed.

- The exception to this is in the case of an immediate life-threatening situation, when the driver acts first, then communicates. Policies are in place for a range of situations. Management shall always be advised of any action taken.

Particular attention is given to the following:

- Storer Transportation System has in place Operational Policies that address responding to unusual events, including weather emergencies. Storer Transportation System's Safety Department is responsible for checking winter weather and other emergency related news to ensure it is safe to send vehicles on the road. A designated supervisor, usually a Safety Officer or divisional manager routinely checks weather information, before each shift and at appropriate intervals during the day, if it is necessary, especially if severe weather is expected. A*s an example, winter storm alerts such as Central Valley Critical Fog for example*). Every effort shall be made to avoid sending drivers on routes if it is unsafe to do so. However, if a condition arises requiring a driver to abort a route, the dispatcher will contact the driver and/or the driver will alert the dispatcher, and the dispatcher (supervisor) will provide instructions on how or where to proceed. A General Manager or Division Manager is always kept in the loop when decisions are being considered that effect contracted service delivery. Also, drivers performing their routes shall continuously assess road conditions, evaluating critical weather, construction zones, accidents, and other situations to ensure it is safe to proceed.

Storer Transportation System uses National and Local Weather Service warnings, forecasts, and advisories available. At www.weather.gov, and weather radios monitored at dispatch site(s) to track real-time information on the following conditions:

- Hazardous weather outlooks
- Special weather statements
- Winter storm watches
- Winter storm warnings
- Snow and blowing snow advisories
- Winter weather advisories
- Heavy freezing spray warnings
- Dense fog warnings/ Critical fog
- Fire weather forecasts
- High wind warnings
- High wind watches
- Wind advisories
- Gale warnings
- Tornado watches and warnings
- Hurricanes
- Flood warnings
- Flood statements
- Coastal flood statements

Storer Transportation System also maintains a dispatcher log, a narrative description of what occurs during each shift. This enables the incoming dispatcher to read the previous shift log and know what needs to be tracked, problem areas of concern, or what is going right and wrong.

Aborting or Changing Route Due to a Hazard: To the extent possible, Storer Transportation System avoids sending vehicles out in conditions that might pose a hazard. As stated earlier, is the safety department's (Safety Officer) responsibility to check weather and other relevant conditions at the beginning of a shift, and on an ongoing basis, to safeguard the well-being of clients, passengers, employees, and others. If a hazard is encountered that causes it to be unsafe to continue on a route, *Storer Policy is as follows*:

- If the hazard is noted by the driver, he/she must call the dispatcher, describe the situation, and await further instruction.
- If the hazard is noted by staff other than the driver, i.e., dispatcher becomes aware that a large-scale accident occurring on a local Hwy or on a designated route; a dangerous storm or fire may be approaching, the dispatcher will contact a supervisor and the driver will await further instruction

Direction may be as follows:

- To abort the route, drive the passengers to a safe point established by pre-established contracted stakeholder agreement(s)
- To abort the route and return to the transit terminal (particularly if there are no passengers on the vehicle)

FACILITY SAFETY AND SECURITY REVIEW: Storer Transportation System assesses, on an ongoing basis, the physical and procedural "security system" and potential "exposures" of all their fleet vehicle transit yards/facilities' (Findings from past and current threat and vulnerability assessments are of particular significance) The conditions affecting facility security change constantly. Employees come and go, a facility's contents and layout may change, various community threats wax and wane, and operations may vary. Even such mundane changes as significant growth of bushes or trees around a facility's exterior may affect security by shielding the view of potential intruders. Storer Transportation System review company security measures monthly at their Managers Meeting, as well as whenever facilities or other conditions change significantly.

Storer Transportation System also does the following:

- updates risk assessments and conducts route site evaluations/ surveys
- reviews the level of employee and contractor compliance with security procedures.
- considers whether those procedures need modification; and
- establish ongoing testing and maintenance of security systems including access control, intrusion detection and video surveillance

Special attention is given by Storer Transportation System's Executive Management Team to:

- develop and refine security plans
- encouraging personnel to maintain heightened awareness of suspicious activity
- providing special attention to perimeter security and access control
- maintaining a proactive effort of facility visitor access and control
- verifying the identity of service and delivery personnel
- heightening security measures involving buses and other vehicles
- securing access to utilities and other facility maintenance operations
- examining and enhancing physical security measures related to outside access to HVAC (heating, ventilation and air conditioning) systems and utility controls (electrical, gas, water, phone)
- securing chemical and cleaning product storage areas and maintaining appropriate records items
- conducting status checks of emergency communication mechanisms
- implementing information security programs including web site access to sensitive information
- identifying high risk facilities, organizations and potential targets in the community surrounding the transit facility
- using cameras to monitor facilities and/or transit vehicles
- ensuring adequate lighting for the facility grounds
- considering placing fencing or similar barrier around perimeter of facility and storage areas
- developing, reviewing, refining and testing crisis preparedness procedures

OSHA REQUIREMENTS

Storer Transportation System periodically inspects its facilities and staff working conditions in order to ensure the company is compliant with all applicable OSHA requirements.

VEHICLE READINESS: It is the policy of Storer Transportation System to maintain fully stocked first aid kits, biohazard cleanup packs, fire suppression equipment, vehicle emergency equipment, and emergency instructions in all vehicles. Battery operated equipment batteries will be replaced routinely. Fleet vehicle drivers inspect assigned vehicles daily for the following emergency supplies and documents the results on the pre-trip inspection sheet. In addition, when a mechanic places a vehicle back in service, he/she ensures the required safety equipment is on the vehicle. The required safety equipment includes: *First Aid Kit, Fire Extinguisher, Seat Belt Cutter, Bio-Hazard Kit, and Reflective Triangles.*

Entry Level Driver Training and Development

Fleet Vehicle Operator/ CMV Driver Training- STS CERTIFICATION FOR DISPATCH FORM

Driver Dispatch Sheet

Driver Name_____ **Department**_____
Phone Number_____ **License Class**_____
Hire/Seniority Date_____ **Certification**_____

Phase I & II	Training	Compliance
___ FMCSA Clearinghouse Approval	___Interim(temporary) License	___Previous Employer / SPRR
	___Certification (circle all applicable)	___D&A Append. B & Tests

___ Application, Page 2
___Driver Record / K-4
___Ride Along Consent
___ Pre-Employment
Drug Clearance
___Medical Clearance
___PAT
___TB Test
___DOJ Background
Results
___ Permit
___ DL-694

___ CPR Exp. ___ _____
___ First Aid Exp. _____

SB SPAB GPPV VDDP VTT
___Vehicle Proficiency
___ CHP Background Clearance
___CHP Interview
___ CMV Driver Basics Training
___ 30-day current Driver Record
___ Drug & Alcohol Training
___ Blood Borne Pathogen Training
___ Policy and Procedures
___ ETP / DMV Pre-Trip (from Class C)
___ ETP / DMV Road Test (from Class C)
___ Storer Pre-Trip / SL-7 Final Eval.
(Rehired, already certified, upgrading)
___ Storer Road Test / SL-7 Final
(Rehire, already certified, upgrading)
___ First Aid
___ Policy Book Received

___ Entry Level Driving Cert.
___ FMSCR Ackn. CH Only
___1st Pull Notice / MVR (K-4)
___Driver's License @ Dispatch
___Medical, COC
Drug Screen Results
___DOJ Background Results
___Driver Annual
___On Duty Hours
___DL-170
___ETP / Storer Pre-Trip
___ETP / Storer Road Test
SL-7 Final Evaluation
___ T-02
___Cert. Type _____
___ TB Test
___Harassment Certificate

****

Phase I & II	_____	_____	_____
	Signature	Printed Name	Date
Training	_____	_____	_____
	Signature	Printed Name	Date
Personnel	_____	_____	_____
	Signature	Printed Name	Date

Revised 4.13.21

Driver Training: Once qualified driver candidates are hired, have cleared phase one and two, Storer Transportation System provides initial and ongoing training to include the mandated compliance requirements critical to ensure proper driver readiness. Storer Transportation System understands that proper qualification of drivers and maintenance personnel is a vital part of a safe work environment. Driver training addresses specific safety-related issues appropriate to the type of vehicle and driving assignment. Special consideration is also given to crisis management concerns, such as, fire, passenger evacuation and security assessments. Also, other regulatory requirements include **49 CFR § 380.503** – All Entry-level driver training certificate requirements below.

§ 380.503 Entry-level driver training requirements.

Entry-level driver training must include instruction addressing the following four areas:

- ***Driver qualification requirements.*** The Federal rules on medical certification, medical examination procedures, general qualifications, responsibilities, and disqualifications based on various offenses, orders, and loss of driving privileges (part 391, subparts B and E of this subchapter).
- ***Hours of service of drivers.*** The limitations on driving hours, the requirement to be off-duty for certain periods of time, record of duty status preparation, and exceptions (part 395 of this subchapter). Fatigue countermeasures as a means to avoid crashes.
- ***Driver wellness.*** Basic health maintenance including diet and exercise. The importance of avoiding excessive use of alcohol.
- ***Whistleblower protection.*** The right of an employee to question the safety practices of an employer without the employee's risk of losing a job or being subject to reprisals simply for stating a safety concern (29 CFR part 1978).

Storer Transportation System drivers are taught to always drive defensively. This means driving to avoid and prevent accidents. It means driving with the vehicle under control at all times, within the applicable speed limits, or less if driving conditions so indicate, and anticipating possible unsafe actions of other drivers. Special attention is given in the Storer Transportation Systems safety program to hazardous conditions. These hazardous conditions include but are not limited to:

Winter driving
Rainstorms/thunderstorms
Tornadoes
Intersections
Backing
Fog
Flash flooding
Skids
Following distance
Stale Green Lights

Passing
Lane changes and turns
Railroad crossings
Expressways

Prohibited left turns
Pedestrians, bicycles, and motorcycles
Complete stops with full scans
Traffic congestion

- **Traffic Regulations**– Training addresses state and local traffic rules and regulations, traffic signs and signals, and proper vehicle operations (including proper use of hand signals).
- **Defensive Driving and Accident Prevention** – Driver training stresses defensive driving principles, collision/ crash prevention, and concepts of preventable accidents as a measure of defensive driving success. Fleet Vehicle operation and adherence to Storer Transportation defensive driving rules and regulations are mandatory.
- **Vehicle Orientation and Inspection** – Training focuses on the type of vehicle that will be used in service. Significant differences can exist among different bus models and among different manufacturers, and equipment may have characteristics that are unique to the service environment.
- **Behind the Wheel Training –** Training includes all core driving maneuvers for the type of vehicle in service, including the difficulties in backing maneuvers that can lead to accidents, stopping distance requirements, and equipment-specific functions, such as door opening and closing procedures for passenger boarding and alighting.
- **Passenger Sensitivity and Assistance Training –** Training covers topics ranging from general customer service techniques to elderly and disabled sensitivity to technical skills in lift and securement. The following subjects are included in the training: Understanding passenger needs, understanding disabilities, Americans with Disabilities Act (ADA), communicating with passengers, sensitivity to passenger needs, mobility devices, lifting and body mechanics, providing assistance to passengers, wheelchair management, wheelchair management lift and ramp operations, and emergency procedures.

Radio Usage- To ensure the safety of our drivers and passengers and to enhance the performance of our operations, all Storer Transportation System employees are familiar with two-way radio operations. Basic procedures are as follows:

- Staff using the two-way radio will follow the standard use practices of the FCC. Profanity, abusive language, or other inappropriate transmissions are not allowed, and could result in disciplinary action.
- All transmissions will be as brief as possible.
- All base stations and vehicle units shall be always tuned to the appropriate assigned frequency.
- Staff will initiate communications by first stating who they are calling and then who is making the call. At the completion of the transmission both parties will indicate that the transmission is completed by stating their call sign and "clear".
- Except in the event of an emergency, all staff will listen for five seconds before transmitting to ensure there are no transmissions in progress. Other units' transmissions will not be interrupted unless it is an emergency.

Crisis Management Training – Training covers emergencies the driver may face while out on the bus. Topics of this training range from breakdowns to accidents, to fire evacuation to handling aggressive clients or other critical security type of events.
The following subjects are included in the training:

- Accidents
- Ill and injured passengers
- Lift operations
- Fire safety
- Vehicle evacuation
- Bloodborne pathogens (bodily fluid spill containment and clean up)
- Handling conflict
- Basic crisis management steps
- Transportation Security- in route, or at a facility, or other site
- Securing the Vehicle

TSA Security Awareness

TSA Observe, Assess, and Respond (OAR): The Storer Transportation System follows **OAR** and prepares all its employees to help promote safety and security within the community, region and nation. Transit Watch, then First Observer Plus and now TSA's Observe, Assess, and Respond (OAR) was developed by the Federal Transit Administration (FTA)(TSA) and encourages transit employees, transit riders and community members to be aware of their surroundings and alert to activities, packages or situations that seem suspicious. If

something out of the ordinary and potentially dangerous is observed, it is to be reported immediately to the proper transit supervisor, who may investigate and/or notify law enforcement authorities.

TSA Security Training Regulation: Some specific and mandated, Over-The-Road Bus (OTRB) Companies like Storer Coachways and Storer San Francisco are required to implement a training program, that focuses on, specific knowledge required training for security-sensitive employees related to preparedness, observation, assessment and threat response. A key aspect of security awareness is the ability to detect anomalies in in the operating environment, the regulation affords flexibility for Fixed Route Transportation companies to develop and implement a program that addresses the above-required components in the context of their unique operations environments. These Over-the-road bus (OTRB) companies are to provide TSA-approved security training to employees who perform security-sensitive functions. All STS Employees are considered to perform security-sensitive functions, therefor, all "security- sensitive employees" for the purposes of this regulation well be TSA Security Trained.

The STS Security Training Program was approved by the TSA Surface Policy Division on December 23, 2021, for Storer Coachways Modesto and Storer San Francisco Division. But, as stated above, all STS non-mandated, non-regulated STS divisions go further than the regulation requires and the Storer Company has taken the position that all STS divisions and STS Employees whether mandated or not, will follow the TSA Security Standard Requirements of 49 CFR1570.109(c).

SUSPICIOUS ITEMS, VEHICLES, PEOPLE AND ACTIVITIES: Storer Transportation System(s) understands that it has a role to play in being a part of the eyes, ears and liability of the community and a part of the community's first line of defense. Therefore, it is vigilant and is committed to train and encourage all employees to be on the lookout for any suspicious people, activities, vehicles, packages or substances. Because Storer Transportation System employees know their operating environment, know what is usual and unusual, they are taught to trust their gut reactions and report anything unusual, out of place or suspicious to dispatch/management. They will then immediately pass this information on to the appropriate authorities. All Storer Transportation and Transportation System employees are "On the Look Out" for and report to the transit division supervisors the following:

Suspicious Items

- Public transportation systems deal with items left unattended in stations and on vehicles all the time. These unattended packages impose a tremendous burden on security. Although unattended packages are rarely linked to explosive devices, they all represent a potential threat and need to be examined systematically. If an unattended package is not deemed suspicious, it will be treated as lost property and handled according to protocol. Storer Transportation System train employees to identify items, packages and devices as suspicious if they meet any of the following criteria:
- Common objects in unusual locations
- Uncommon objects in common locations
- A threatening message is attached
- Unusual wires or batteries are visible
- Stains, leaks or powdery residue are evident
- Sealed with excessive amounts of tape or string
- Lopsided or lumpy in appearance
- Tanks, bottles or bags are visible
- A clock or timer is attached
- A strange odor, cloud, mist, vapor or sound emanates from it
- Addressed with cut and paste lettering and/or common words misspelled
- Have excessive postage attached
- Abandoned by someone who quickly leaves the scene
- No one in the immediate area claims it as theirs
- An active attempt has been made to hide it (i.e., Placed in an out-of-the-way locations)

Once an item, package or device is determined to be suspicious;

- the item is not touched or moved
- the area or vehicle is immediately evacuated uphill and upwind
- radio and cell phones should not be used within 300 feet of the suspicious package
- Management is notified and appropriate action is taken (i.e., notifying of bomb analysis team).

Suspicious Vehicles: Storer Transportation System understands that vehicles (cars, trucks, boats, bikes) are frequently used in criminal or terrorist attacks. Therefore, company employees are trained to be alert to suspicious vehicles in and around their work environment. Employees are told to report vehicles to system management and authorities, when they notice any of the following:

- Show signs of forced entry
- Have altered or makeshift company insignia or license plates
- Are located in an unauthorized area or near a potentially catastrophic target
- Contain unusual equipment which could be used in a violent act
- Appear to be overloaded and/or have bulging tires or sagging frames
- Emit unusual odors, leaks or residues

Suspicious People and Activities: Storer Transportation System teaches its employees to be aware of suspicious people and activities. Employees are taught to focus on behaviors and not on a person's color, nationality, ethnicity or religion. The key concern in determining what is suspicious is always based on 1) where someone is, 2) when he or she is there, and 3) what he or she is doing. Employees are encouraged to trust their judgment based on their experience in and around the community, and the transit system, and that it normally is a combination of factors taking place that will accurately identify a suspicious person or act. Specific actions that are of concern and may meet the threshold of reporting as suspicious include people appearing to be:

- gathering intelligence
- running security tests
- attempting infiltration
- conducting a dry run/drill
- deploying assets

Employees are taught by Storer Transportation System to determine if a behavior is suspicious based on the following categories:

- attitude of the person
- apparel and accessories
- body language (e.g., reaction to uniformed presence)
- actions in and around crowds
- attention to secure or high-profile locations

Driver Security Principles- Event driven driver performance standards for difficult situations.

Existing Security Principles: In the past, Storer Transportation System drivers have had problems with passengers or with persons who were not passengers. There have been threats made, though none have been carried out. Drivers and Supervisors must be aware of what to do and not to do in the event of a disturbance situation, threat, or if a more serious event happens within the bus or in close proximity to it. Any situation can become dangerous if not handled properly.

The following are the principles we follow to maximize security.

Do not be a hero. In the event of a potentially dangerous situation, be prepared to wait until help arrives. Do not take any action that could result in your own or another person's injury. **Alert 911**

Remain calm. If you remain calm during times of stress, your passengers will be more likely to remain calm. If you panic, your passengers probably will too.

Observe everything. The driver should carefully observe everything that occurs, everything they see and hear. This includes describing the person(s) involved, any weapons, vehicles, and if possible, license plate numbers.

Do not argue. Being argumentative during these situations only makes things worse. Firmly, but politely as possible, explain the rules to any individual who is in violation of any Storer Transportations safety policy.

Advise dispatch. Radios are aboard the buses and one of the first things that need to be done is to advise dispatch of the situation. If law enforcement is required, give your exact location and advise dispatch that you need an officer on scene or to meet you at a safe location if the situation warrants. At the beginning of each shift, it is important to check the radio for proper operation.

Keep the problem outside. If a situation occurs outside the bus, the driver should, if possible, close the passenger door so that the problem does not come into the bus.

No unauthorized stops. Never pull over to assist a broken-down vehicle. Do not pull over where it is not safe to perform a flag down stop (transit division). By pulling over and being a good guy, you could create a serious problem for you and your passengers.

Gunshots and Rocks. A dangerous situation is when a gun is fired at the bus. You may not hear the gun shot, only a breaking window and noise such as something hitting the side of the bus. It may be only a rock thrown at the vehicle. In this situation do not immediately

stop. Move the bus out of the range of danger, stop the bus, check for injuries or damage and call for law enforcement or medical assistance if needed.

Mechanical breakdowns. If there is a mechanical problem with the bus, you should attempt to move it to a safe location. Advise passengers to remain aboard the bus until help arrives.

Damage and Graffiti. Are repaired and removed immediately, demonstrating pride in equipment.

Further Security Guidelines. It is important that every person know his or her role in a crisis. It is also important that the drivers know how to identify potential problems and situations before they occur. Finally, drivers must know which issues are important to the system and which are not.

Captain of the Ship. Until help arrives, the driver is the authority (Captain of the Ship), remain calm and provide guidance and assistance to passengers and individuals in need of assistance.

Drivers: Drivers are primarily responsible for the safety of the vehicle and the passengers (Captain of their Ship). If a situation arises, it is the driver's responsibility to take appropriate action in accordance with this program. In addition to the aforementioned principles, the driver should be able to see which passengers are potential problems v.s., potential security threat! The following are warning signs for the driver:

Intoxication. If a passenger appears under the influence of a controlled substance or alcohol, they are already a problem. Do not intervene with the passenger. Report the passenger to dispatch so that they can inform the proper authorities.

Fare Evaders. There are passengers who will attempt to cheat the system by not paying their full fare. When possible, the passenger should be recalled to the fare box and asked to pay again. If the passenger insists, they have paid the fare, the matter should be dropped. There is never a reason to start an incident over the fare. It is understood that fares cannot be returned; if the passenger demands their fare returned, they should be referred to the office to receive assistance.

Vandals. It is very difficult to observe vandalism aboard the bus. If vandalism is observed, the bus should be stopped at the next safe location and the passengers should be asked to disembark. If for any reason there is concern about the safety of the preceding action, do not intervene. Call dispatch for assistance.

Psychologically Challenged. Transit and Dial-a-Ride buses may transport people who face emotional impairment and psychological disorders. These people are generally not a threat to anyone but themselves. If a passenger is acting strange but is not actively bothering someone else, they should be left alone. There are those who harass passengers and/or the driver. These passengers should be asked to stop their behavior. If they do not, they must be reported to dispatch immediately for assistance. At the earliest convenience, the Manager should be informed of the situation. A Supervisor may authorize the driver to refuse service to this passenger. If a disturbed person approaches the bus, the driver may refuse service to the passenger without authorization of the Manager.

Active Shooter. Once public safety and law enforcement arrive on the scene, they will assume command and control of the emergency. Once outside help arrives,

- Remain calm, and follow any law officers' instructions once they arrive
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times

Dispatchers and Receptionists: It is the responsibility of the dispatcher to respond to the security threats or help requests from the drivers as quickly as possible. If speaking to a customer on the phone, the dispatcher or receptionist must never say anything that would inflame a situation. It is important to maintain a calm demeanor when speaking to the public. A calm and soft voice helps to relax the person on the other end of the phone. If a driver calls for law enforcement, the call should be made as quickly as possible. The 911 dispatcher needs as much information as possible, but it should be understood that further communication with the driver during a crisis situation might make the situation worse. Sometimes the dispatcher must call, but these calls should be made in as calm a voice as possible.

Several Storer Transportation System Sites have an advanced telephone system that can have capabilities including:

Auto Record Calls: Recorded calls are stored in the voice mail box associated with the extension/agent handling the call. Recorded calls can be programmed to automatically copy to a supervisor's voice mail box. Recorded conversations can also be sent to a supervisor's email and burned to a CD for future reference. Not available in Yuba Sutter Transit/ in the works

Auto Manager Assistance: A manager can enter the call at any time to monitor an agent's conversation, or to speak with the customer. Agents also have the option to request assistance from a manager directly from their phone. Assistance can be provided by the manager to the agent only, without the caller hearing, or to the caller and agent. Not available in Yuba Sutter Transit/ in the works

Caller ID: All agents will have this feature for incoming calls. Not available in Yuba Sutter Transit/ in the works

Reports: Complete reporting package, including, but not limited to, number of calls received, how long the caller was on hold and in queue. Not available in Yuba Sutter Transit/ version of this in the works

These features will assist in the handling of difficult calls and the documentation of such calls.

Vice President and Managers: It is the Vice President and designated Safety Manager responsibility to coordinate any necessary event driver activities. The Vice President and Managers responsibilities are less clearly defined because they must be ready to take any action necessary to assist in the resolution of the matter. Finally, the Vice President and Operation Manager must review all security breaches to assess the actions of the participants and to learn what steps might prevent a reoccurrence in the future.

Failure to Perform: The Vice President and Manager must make sure all warning and suspension letters are delivered to employees for STS violations in security performance, focusing on these:

Existing Goals
The ultimate goal of any transit operation is not to have crisis situations. This is not realistic. Practical goals are attuned to the prevention of crises and the minimization of the effects of a crisis.

1. **Injury**. In any crisis, the first concern of all persons involved is to prevent physical injury to the passengers and the driver. Whatever action can be taken to prevent injury will be taken.
2. **Safety**. The next concern is to remove the passengers and drivers from the danger. Maximizing safety may involve calling law enforcement or simply driving away. Whatever needs to be done will be done, irrespective of all other considerations except injury.
3. **Prevention**. The best way to avoid problems is to be aware of potential problems. The drivers should observe, assess and be prepared to respond to any threat, big or small, that may lead to a problem. The driver should also remain calm in order to avoid escalating a small incident into a crisis. Sometimes taking no action at all will be the best way to avoid a problem, but report.
4. **Resolution**. All breaches of security are an opportunity to learn. Once an incident is over, the matter is reviewed by management to see if any lessons can be learned. If so, these lessons should be communicated to the drivers in order to improve their skills. A pattern of continuing education will reinforce the importance of the Security Policy.

STS- Security Program- All Employees Mandated Training Requirement

STS has procedures for reporting significant security concerns to TSA; 49 CFR § 1570.203 after immediate security and safety concerns have been addressed. The Chief Safety Officer or assignee shall notify the TSA **Transportation Security Operations Center (TSOC) at 1-866-615-5150**

TSA Reportable Security Events: Phone notification is required to TSA Operations Center (TSOC) at *1-866-615-5150* by Chief Safety Officer, under the authority of rule; 49 CFR § 1570.203 -The Security Training Rule requires regulated entities to report actual and suspected security threats to TSA within 24 hours of the initial discovery of the incident. In life-threatening circumstances or any actual event, owners/operators and/or their employees should first notify and work with first responders. After immediate security and safety concerns have been addressed, the TSA Transportation Security Operations Center (TSOC) should be contacted. Contact the Transportation Security Operations Center at 1-866-615-5150.

***Cybersecurity U.S. organizations**: to report suspicious or criminal activity related to information found in this Joint Cybersecurity Advisory, contact CISA's 24/7 Operations Center at report@cisa.gov or **(888) 282-0870** and/or to the FBI via your local FBI field office at www.fbi.gov/contact-us/field-offices, or the FBI's 24/7 Cyber Watch (CyWatch) at (855) 292-3937 or by email at CyWatch@fbi.gov. When available, please include the following information regarding the incident: date, time, and location of the incident; type of activity; number of people affected; type of equipment used for the activity; the name of the submitting company or organization; and a designated point of contact. For NSA client requirements or general cybersecurity inquiries, contact the Cybersecurity Requirements Center at 410-854-4200 or Cybersecurity_Requests@nsa.gov.*

Significant Security Concern Response: Safety Officer has Duty to Report

During the initial at the scene investigation the responding STS Safety Officer is tasked to:

- Gather information for a written report including all facts, finding and circumstances that led to the reportable incident or event
- Immediately notify an Executive Manager (while at the scene) and/or the Company Risk Manager of investigative findings

- Start the Critical Incident Notification Phone Tree call down procedure
- Decide if the STS Driver is safe to drive or should be temporarily removed from driving his/her job assignment based on; present emotional status/ fitness for duty status
- Debrief the STS Driver. Assemble investigative findings for written report

STS-TSA ***Significant Security Event Reporting LOG***- 2022

DATE	AL#	DRIVER NAME	BUS #	# OF INJURY	# OF FATAL	CAUSE	Policy Followed Y/N	TYPE of Breach	LOCATION	Reported to TSA Y/N

Reports *significant security concerns* to TSA (49 CFR 1570.203). **STS** developed a comprehensive security training program (49 CFR 1584.113 and 1584.115) to meet the standard. Rev. 6.03.2022

Category	Description
Breach, Attempted Intrusion, and/or Interference	Unauthorized personnel attempting to or actually entering a restricted area or secure site relating to a transportation facility or conveyance owned, operated, or used by an owner/operator subject to this part. This includes individuals entering or attempting to enter by impersonation of authorized personnel (for example, police/security, janitor, vehicle owner/operator). Activity that could interfere with the ability of employees to perform duties to the extent that security is threatened.
Misrepresentation.....	Presenting false, or misusing, insignia, documents, and/or identification, to misrepresent one's affiliation with an owner/operator subject to this part to cover possible illicit activity that may pose a risk to transportation security.
Theft, Loss, and/or Diversion.....	Stealing or diverting identification media or badges, uniforms, vehicles, keys, tools capable of compromising track integrity, portable derails, technology, or classified or sensitive security information documents which are proprietary to the facility or conveyance owned, operated, or used by an owner/operator subject to this part.
botage, Tampering, and/or Vandalism	Damaging, manipulating, or defeating safety and security appliances in connection with a facility, infrastructure, conveyance, or routing mechanism, resulting in the compromised use or the temporary or permanent loss of use of the facility, infrastructure, conveyance or routing mechanism. Placing or attaching a foreign object to a rail car(s).
Cyber Attack.....	Compromising, or attempting to compromise or disrupt the information/ technology infrastructure of an owner/operator subject to this part.
Expressed or Implied Threat	Communicating a spoken or written threat to damage or compromise a facility/infrastructure/conveyance owned, operated, or used by an owner/operator subject to this part (for example, a bomb threat or active shooter).
Eliciting Information	Questioning that may pose a risk to transportation or national security, such as asking one or more employees of an owner/operator subject to this part about particular facets of a facility's conveyance's purpose, operations, or security procedures.
Testing or Probing of Security.....	Deliberate interactions with employees of an owner/operator subject to this part or challenges to facilities or systems owned, operated, or used by an owner/operator subject to this part that reveal physical, personnel, or cyber security capabilities.
Photography	Taking photographs or video of facilities, conveyances, or infrastructure owned, operated, or used by an owner/operator subject to this part in a manner that may pose a risk to transportation or national security. Examples include taking photographs or video of infrequently used access points, personnel performing security functions (for example, patrols, badge/vehicle checking), or security-related equipment (for example, perimeter fencing, security cameras).
Observation or Surveillance	Demonstrating unusual interest in facilities or loitering near conveyances, railcar routing appliances or any potentially critical infrastructure owned or operated by an owner/operator subject to this part in a manner that may pose a risk to transportation or national security. Examples include observation through binoculars, taking notes, or attempting to measure distances.
Materials Acquisition and/or Storage	Acquisition and/or storage by an employee of an owner/operator subject to this part of materials such as cell phones, pagers, fuel, chemicals, toxic materials, and/or timers that may pose a risk to transportation or national security (for example, storage of chemicals not needed by an employee for the performance of his or her job duties).
Weapons Discovery, Discharge, or Seizure..	Weapons or explosives in or around a facility, conveyance, or infrastructure of an owner/operator subject to this part that may present a risk to transportation or national security (for example, discovery of weapons inconsistent with the type or quantity traditionally used by company security personnel).
Suspicious Items or Activity	Discovery or observation of suspicious items, activity or behavior in or around a facility, conveyance, or infrastructure of an owner/operator subject to this part that results in the disruption or termination of operations (for example, halting the operation of a conveyance while law enforcement personnel investigate a suspicious bag, briefcase, or package).

What Are Mass Attacks?

Types of Mass Attacks

Active shooter: Individuals using firearms to cause mass casualties.

- Individuals using a vehicle to cause mass casualties.
- Individuals using homemade bombs to cause mass casualties.
- Other methods of mass attacks may include knives, fires, drones or other weapons.

Be Informed

- **Stay Alert.** Always be aware of your environment and any possible dangers.
- **If you see something, say something** to local authorities. That includes suspicious packages, people behaving strangely, or someone using strange communications.
- **Observe warning signs**. Signs might include unusual or violent communications, expressed anger or intent to cause harm and substance abuse. These warning signs may increase over time.
- **Have an exit plan.** Identify exits and areas to hide wherever you go, including work, school and special events.
- **Learn lifesaving skills.** Take trainings such as You Are the Help Until Help Arrives and first aid to assist the wounded before help arrives.
- Practice wearing a mask when in public to slow the spread of COVID-19. You will not have time to put on a mask in an active shooter situation. Wearing one regularly will allow you to be prepared to hide safely with those who are not a part of your household. Masks should not be worn by children under two, those who have trouble breathing, and those who are unable to remove them on their own.

Survive

During the COVID-19 pandemic, focus on Run. Hide. Fight. Do not worry about social distancing, wearing a mask, or reducing the spread of COVID-19 during an active shooter situation.

Run to Safety

Seek safety.

- Getting away from the attacker is the top priority.
- Leave your belongings behind and get away. If you are not wearing a mask, do not stop to put one on. It is more important to run to safety.
- Call 9-1-1 when you are safe and describe the attacker, location and weapons.

Cover and Hide

- If you can't evacuate, cover and hide. Find a place to hide out of view of the attacker and if possible, put a solid barrier between yourself and the threat. If you are hiding with people who are not part of your household, wear a mask and maintain a distance of six feet between yourself and others, if possible. Children under 2 years old, people who have trouble breathing, and people who cannot remove masks on their own should not wear them. Do not leave your hiding place to retrieve your mask.
- Lock and block doors, close blinds and turn off lights.
- Keep silent.

Defend, Disrupt, Fight

- **Fight only as a last resort.** When you can't run or cover, attempt to disrupt the attack or disable the attacker.
- Be aggressive and commit to your actions.
- Recruit others to ambush the attacker with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the attacker.

Help the Wounded

- Take care of yourself first and then, if you are able, help the wounded get to safety and provide immediate care. If you are experiencing a medical emergency, call 9-1-1 and let the operator know if you have, or think you might have, COVID-19. If possible, put on a mask before help arrives.

Be Safe AFTER

When Law Enforcement Arrives

- Remain calm and follow instructions.
- Keep hands visible and empty.
- Report to designated areas to provide information and get help.
- **Follow law enforcement's instructions** and evacuate in the direction they tell you to. When possible, maintain a distance of at least six feet between yourself and people who are not a part of your household and wear a mask to slow the spread of COVID-19. masks should not be worn by children under two years old, those who have trouble breathing, and those who are unable to remove them on their own.
- Once you are out of danger, continue taking steps to protect yourself from COVID-19 and other infectious diseases, by washing your hands, maintaining six feet between yourself and persons who are not part of your family, and avoiding touching your eyes, nose, and mouth.

Attachement 5b

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TRANSPORTATION SCHOOL & CONTRACT SERVICES
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TRANSPORTATION SERVICE
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Documentation for

Company Security and Injury & Illness Prevention Program (IIPP)

Version 12 – 9.16.2024

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Foreword

The success of any sound occupational safety and health program is dependent, to a large degree, upon the sustained interest in, and support of, such a program by everyone within the entire organization. This interest and support originate with Storer Transportation Service's (Storer's) Chief Executive Officer/President and should be evidenced throughout the entire management/ supervisory structure on down to the most recently hired employee. Management is fully cognizant of the hardship to injured employees and the unnecessary waste of money, manpower, and resources, which can result from industrial injury and illness.

We are fully committed to putting forth our best efforts to assure the most effective program possible. To this end, we require each of our managers, supervisors, instructors, and trainers to take a leadership role in the implementation and on-going administration of our organization's **Occupational Safety and Health Program;** and we must require a constant awareness and sincere interest in the success of our program by each and every one of our employees!

This policy covers the broad spectrum of safety and health provisions and is supplemented by additional policies and procedures relating to site-specific areas of safety and health concern in our organization.

The application of our Occupational Safety and Health Program is basically the same as that applied to any other phase of management control. The prevention of industrial injuries and illnesses can be achieved through the control of the working environment and control of people's actions. Only *Management* can implement such controls. That is why employee safety and health is a function of Management. Storer's organizational structure is one where supervisors are vested with the responsibility for industrial injury and illness control, and each higher level of management is accountable for its performance.

Requirements Met

This IIPP meets all elements of Title 8 3203 Requirements:

- Responsible Person [8 CCR 3203 (A) (1)] Pg. 4 and Pg. 13
- Record Keeping [8 CCR 3203 (B)] Pg. 16
- Communication Of Safety and Health Information [8 CCR 3203(A)(3)] Pg. 16
- Training and Instruction [8 CCR 3203 (A)(7)] Pg. 23 and Pg. 29
- Procedures For Correcting Unsafe or Unhealthy Conditions and Work Practices [8 CCR 3203(A)(6)] Pg. 26
- Hazard Identification and Control [8 CCR 3203 (A)(4)] Pg. 26
- Accident, Injury, And Illness Investigation [8 CCR 3203 (A)(5)] Pg. 34
- Employee Compliance and Disciplinary Policy [8 CCR 3203(A)(2)] Pg. 39
- Code of Safe Practices

Audience

The audience for this document is our staff, current customers, and those who wish to know about Storer Transportation Service's (Storer) Injury, Illness and Prevention. This covers all divisions of Storer, including:

- Storer Coachways,
- Storer Transit Systems
- Storer Transportation School and Contract Services
- Storer San Francisco

Revision History

This is version eleven and was revised on 09.16.2024. Previous versions were revised on the following dates.

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- 09.16.2022
- 06.05.2023
- 11.08.2023
- 01.03.2024
- 08.06.2024
- 09.16.2024

Preamble

This program is designed to provide information, and guidelines needed to effectively maintain a solid and dynamic workplace security, safety and health program. It does not purport to be all-inclusive or serve as a replacement for or contradict regulatory requirements, manufacturers operating instructions or legal or other professional advice. In particular, this program should not be interpreted as providing advice regarding legal affairs for which counsel should be consulted.

It is impossible to guarantee the absolute accuracy or the materials herein, and the originator cannot assume responsibility or liability for loss or injury, or for any omission, error, misprinting, or ambiguity related to this program.

It is incumbent upon management and supervisors of Storer Transportation Services to understand these policies and procedures evaluate the conditions present in their operation, and to assure that their employees are appropriately trained and maintain high safety, security and health standards in the workplace.

These policies and procedures are intended to cover a broad spectrum of techniques and safety practices; but do not cover every possible point that could be unique to the company.

The manual is designed with the idea in mind that each safety topic can be removed and used in safety meetings. From training sessions, the company should evaluate their safety practices as they relate to these policies and procedures as well as actual situations encountered. Information may be obtained from individual experience and expertise work, during the sessions, to update the policies and procedures. These safety topics can be located in this manual under the heading of CODE OF SAFE WORK PRACTICES.

Hazards present in each terminal operation are, to a certain extent, unique to the individual setting, and supervisors must understand their various combinations of safety problems and apply these policies and procedures along with manufacturer's instructions and state and federal regulations to assure employee safety!

Safe operations are paramount to efficient business operations. Incidents and accidents reduce time available for productive work and ultimately affect the company's bottom line economic performance.

The employee is a vital key to a safe and efficient operation. The employee must be thoroughly knowledgeable of the equipment and intricacies of their job. Employees must understand that safety is paramount and has priority over all other factors. State and Federal regulations state, "That employee(s) must comply with standards, rules, regulations and orders issued which are applicable to their own actions and conduct." All employees have a great responsibility to ensure their own safety as well as that of their fellow workers and the general public.

Top management has the ultimate responsibility for the safety and health of their employee. They are the critical link in the safety chain, as the bridge between product producers, safety regulators, and the ultimate end user (the line employee). Management must ensure that all available information is gathered and transmitted to those responsible for day-to-day safety. Effective management of the company safety program and the ongoing training and communication programs will greatly help to fulfill the employer's charged responsibilities under the Occupational Safety & Health Act to provide a safe working environment.

1 Donald Storer, President/ CEO: TITLE 8 3203-Managements Responsible Person [8 CCR 3203 (a)(1)]

1.1 Management Safety Directive

It is our policy to comply in all respects with all local, state, and federal safety and health regulations and laws.

SAFETY IS OF PRIMARY IMPORTANCE in all Storer Transportation Operations. Our organization is firmly committed to providing a safe, secure, and productive working environment for all of our employees, and we will use all reasonable and practical means to achieve our organization's objectives in an accident/incident/injury-free manner! Sufficient training will be provided to all employees so that, in following the established work rules and safe-work practices, our employees will be able to work in a safe, productive, and accident-free manner:

1. Newly hired drivers are given classroom training regarding law, equipment safety, personal safety, security, and company policy. This is accomplished by the Safety Supervisors and the California Department of Education Certified Instructors and Trainers.
2. Shop employees are trained by their supervisor regarding their job duties, personal safety/security in and around the shop, and operational safety with the equipment they use.
3. Ensure vested employees that have been with the company long term are provided updated information regarding safety/security and new techniques. This is accomplished in their regular safety meetings, company sponsored workshops and through company memorandums.

1.2 Storer Safety Teams

The most important aspect of any formal safety structure is the people. Storer has a core of experienced employees who each have specific responsibilities in the Storer Safety Program and IIPP. The prevention of industrial injuries and illnesses can be achieved through the control of the working environment and control of people's actions. Only Management can implement such controls. That is why employee safety and health is a function of Management.
Storer organizational structure is one where supervisors are vested with the responsibility for industrial injury and illness control, and each higher level of management is accountable for its performance. There are multiple members that make up our Safety Team that fulfill many roles depending upon their duties and responsibilities. Within Storer, we have the following safety teams:

- Executive Management Team

- These members are part of the corporate team and assist with all divisions.

- Critical Incident Executive Management for Storer Threat Response and Security Plan
  - Members of this team are the 1st contact when something critical within the company occurs, that is a security threat we need to respond to for one of our customers or passengers.
- Storer Human Resources – Safety Executive Managers
  - Members of this team have specific responsibilities in the execution of the Safety/Health and Security Program
- Storer Safety Employees – Safety Officers (Road Supervisors)
  - These are members of the Manager's Safety Committee that provide investigative reports to formally document all industrial/company injury, illness, security, site assessment, accident, and other reportable
  - safety event. They are also street/road supervisors and conduct real time Storer Driver safety road observations that assess and evaluate Storer fleet vehicle defensive driving standards. They required performance standards of drivers and then debrief, coach and counsel Storer drivers on observed contemporaneous performance, good or bad or less than stellar performance!
- Training Team

  - The Storer Training Team are members of the Manager's Safety Committee and are the backbone of the companies "defensive driver training program." The division includes Delegated Instructors, SPAB Trainers, School Bus Trainers and State-Certified School Bus Driver Instructors.
  - Storer Certified Driver Instructors/Trainers/Delegates are qualified by the *Department of Education* and train Storer Drivers intended for passenger carrying commercial vehicles. The instructors have assistants (delegates) who work for him/her on training in different kinds/styles of buses (proficiencies). They also teach safety in and around the bus, which includes the equipment. Driver Training staff work with drivers of all different experience levels from veteran, journey to new cmv drivers, helping them to develop sound defensive driving skills and abilities that far outpace the average driver on the streets today.

1.2.1 Team Members

Below is a list of all members of the employees that make up the teams list above with their titles, what division they are a part of, and their experience.

Name and Positions Held	Division	Teams/Committees	Experience
Donald Storer • President/CEO • Administrative Lead Manager for Modesto and San Francisco Charter Divisions • Lead and Executive Director of all Storer Safety/Security Programs • CEO of the Managers' Safety Committee • Critical Incident Executive Management Team Key Contact for Storer Threat Response & Security Plan for all divisions.	Corporate	• Member of the Executive Management Team • Member of the Managers' Safety Committee • Member of the Human Resources – Safety Executive Managers Team • Member of the Critical Incident Executive Management Team for Storer Threat Response & Security Plan for all divisions	Donald has over 40 years of administrative, operations, CMV driving, and driver training experience.
Sarah Storer • Corporate Administrator • Administrative Assistant to Storer's President/CEO • Chief Business Officer	Corporate	• Member of the Executive Management Team • Voting Member of the Manager's Safety Committee • Critical Incident Executive Management Team Key Contact for Storer Threat Response & Security Plan for all divisions. • Member of the Human Resources – Safety Executive Managers Team	Sarah maintains all safety related data for the company and ensures Modesto Charter contracted business and safety requirements are fulfilled.
Rosa Garcia-White • Vice President for Storer Transit Systems	Corporate	• Member of the Executive Management Team • Voting Member of the Manager's Safety Committee • Critical Incident Executive Management Team Key Contact for Storer Threat Response & Security Plan for the Transit division. • Member of the Human Resources – Safety Executive Managers Team	Rosa is a is an expert in ADA law about public transportation, holds the Transit Paratransit Management Certificate from the University of the Pacific and has over 25 years of administrative experience.

Maryann Myers • Human Resources and Compliance Manager	Corporate	• Member of the Executive Management Team • Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Maryann has over a decade of experience working in human resources management, operations, and DOT compliance management. She assists in designing a productive IIPP and is our Drug / Alcohol Program Manager.
Dori Sullivan • Risk Manager	Corporate	• Member of the Executive Management Team • Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Dori has over 17 years of administrative experience. Dori identifies and assesses risks that could negatively impact Storer's reputation, finances, or safety. As a Risk manager, she regularly evaluates and monitors all divisions and communicates risk policies and processes for Storer.
Jimmy Albritton • Modesto Operations Manager	Modesto School Bus	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Jimmy has 13 years of experience in operations with Storer. In the past he has been a Transit Driver and a Safety Officer.
Falesha Guice • San Joaquin Operations Manager • Manager for Modesto School Bus	San Joaquin/ Modesto School Bus	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Falesha has 22 years of experience in Storer Charter, School Bus and Transit divisions. She has had administrative experience in all past assignments.
Open • General Manager	SCT/Link	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	_____is a member of the Manager's Committee.
Becky Day • General Manager	Tuolumne County Transit	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Becky has 8 years of administrative experience. She holds a certificate from the University of the Pacific for Transit Paratransit Management.
Douglas Cook • General Manager	Yuba-Sutter Transit	• Voting Member of the Manager's Safety Committee • Member of the Human Resources Safety Executive Managers Team	Doug has approximately 25 years of large-scale transportation management experience. He holds many certificates from FTA for completing the Public Transportation Training Programs for Bus and Rail.
Bill Harris • Operations Manager	Yuba-Sutter Transit	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Bill has over 10 years of transit experience at Yuba-Sutter Transit. He holds several safety certificates from the Transportation Safety Institute as well as an Associate Degree in Social and Behavioral Sciences.
Bobbi Wayman • General Manager	Turlock Transit	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Bobbi has 16 years' experience in the transit industry. She has worked in multiple positions throughout her experience with Storer, including HR and Compliance.

Maritza Tinoco • Operations Manager	Turlock Transit	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Maritza has over 8 years of administrative experience. She holds a Transit Paratransit Management certificate from the University of the Pacific.
Juan Vasquez • General Manager	Santa Clarita/Hart Newhall	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Juan has over 10 years' experience as a school bus driver, lead dispatcher and office administrative.
LaTamera Carpenter • General Manager • State Certified School Bus Instructor • Driver	Saugus	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team • Member of the Training Team	LaTamera is a State Certified School Bus Instructor, First Aid/CPR Instructor. LaTamera oversees the training, safety, security program implementation.
Karla George • General Manager • State Certified School Bus Instructor • Driver	Palmdale	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team • Member of the Training Team	Karla is a State Certified School Bus Instructor with over a decade of administrative experience.
Michael Marquez • TSI Certified Transit Instructor	Galt	• Member of the Training Team • Voting Member of the Manager's Safety Committee	Michael is a TSI Certified Transit Instructor
Dane Boucher General Manager	Modesto Charter/BTE	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team • Critical Incident Executive Management Team Key Contact for Storer Threat Response & Security Plan for • the Charter division.	Dane assists with the organizational needs of the Modesto/ San Francisco Divisions and implementation of Storer safety/ health and security programs.
Brittany Nixon General Manager	San Francisco	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team	Brittany assists with the organizational needs of the San Francisco Division and implementation of Storer safety/ health and security program.
Cristina Mestayer • General Manager • State Certified School Bus Instructor Driver	Hayward	• Voting Member of the Manager's Safety Committee • Member of the Human Resources – Safety Executive Managers Team • Member of the Training Team	Cristina has 5 years of administrative experience. She is a State Certified School Bus Instructor and First Aid/CPR Instructor. She provides driver training and health/safety/security program implementation for her division.

Joe Perry • Lead Safety Officer	Corporate	• Host and Presenter of the Manager's Safety Committee • Member of the Safety Officers Team • Member of the Training Team • Member of the Executive Management Team • Critical Incident Executive Management Team Key Contact for Storer Threat Response & Security Plan for • All divisions.	Joe brings 25 years of working with the Stanislaus County Probation Department to Storer. Joe assists with all Storer Driver and staff training needs. He ensures OSHA and Hazardous Materials/Waste Handling Compliance and oversight of onsite inspection duties, Safety Officer Development, and the implementation of Storer health/ safety / and security programs.
Geoffrey Bradshaw • Safety Officer	Corporate	• Voting-Assistant Host the Manager's Safety Committee • Member of the Training Team • Member of the Safety Officers Team • Member of the Executive Management Team	Geoffrey brings 25 years of working with the Santa Barbara County Probation, Sheriff's Department, and volunteering for Turlock Police Department to Storer. He assists with driver training, street supervision of fleet vehicle driver safety performance, lead Safety Officer in CERS, Business Hazardous Materials Compliance, OSHA, and all Storer division inspection processes. He also has oversight responsibilities for the Storer Health/Safety/ and Security program implementation.
Don Barkley • Safety Officer	Transit	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Don is a former State Certified School Bus Instructor and brings 22 years of experience as a Director of Transportation and State Certified School Bus Driver Instructor in the fields of training, investigation, street supervisor, security, and driver management duties to Storer. He assists with Driver training and certification, Hazardous Materials Compliance, and the implementation of Storer's Driver Health/Safety Security programs.
Steve Rocha • Safety Manager • Driver	Turlock Transit	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Steve has previous experience driving Storer Fleet Vehicles and is familiar with all Storer policies and procedures. He assists with training and implementation of Storer's Driver Health/Safety Security programs along with street supervisory duties.
Erick Norton • Safety Officer • SB Driver	Storer Transit System	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Erick is a Modesto School Bus Driver and assists with Safety Officer duties for Modesto School Bus. He has experience driving School Buses and is familiar with all Storer policies and procedures in Turlock Transit and Modesto School Bus.

Jake Philips • Safety Officer • Driver • Certified Transit Trainer	Tuolumne County Transit	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Jake has experience with driving Storer Fleet Vehicles, familiar with Storer policies and procedures in the Storer Transit division. He assists with driver training, re-training and implementation of Storer's Driver Health/Safety Security programs along with safety officer street supervisory duties in Tuolumne County Transit.
Maria Bautista • Safety Officer • Delegated Behind the Wheel (BTW) Trainer • Driver	Saugus	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Maria assists with training and implementation of Storer's Driver Health/Safety Security programs along with street supervisory duties.
Latina Pinkney • Safety Officer • Driver	Hart / Newhall	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Latina assists with training and implementation of Storer's Driver Health/Safety Security programs along with street supervisory duties.
Randy Lindvall • Safety Manager • Lead Safety Officer for Storer San Francisco	San Francisco Operations	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Randy is a Certified SPAB Instructor, who assists with driver training, street supervision, assessment of Fleet vehicle driver safety performance. He is also the Lead Safety Officer in SF for Hazardous Materials Compliance, OSHA, and all SF division inspection processes. He has oversight of the implementation of Storer's Driver Health/Safety and Security Program.
Jennipher Marquez • Transit Training Director • State Certified School Bus Instructor	All Transit Divisions	• Lead Member of the Training Team • Voting Member of the Manager's Safety Committee	Jennipher is a State Certified School Bus Instructor. She provides driver training and implementation of Storer's Driver Health/Safety and Security Programs.
Myra Wayman • Safety Officer/Road Supervisor • State Certified School Bus Instructor • Transit Training Director • Driver	Turlock Transit	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Myra is a State Certified School Bus Instructor. She assists with training and implementation of Storer's Driver Health/Safety Security Programs. Along with street supervisory duties.
Nikita Hiley • Safety Officer	Hayward	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Nikita has eight years' experience in transportation as a driver, road supervisor, driver trainer, and safety manager. She has a background in a variety of office positions. Nikita has experience with driving Storer fleet vehicles, familiar with all Storer policies and procedures. She assists with training and implementation of Storer's Driver Health/Safety Security programs along with street supervisory duties.

Arthur Leonard • Safety Manager • Federally Certified Transit Trainer	Yuba-Sutter Transit	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Arthur has over 30+ years previous experience in Fleet Vehicle Transit Operations and is familiar with all Storer policies and procedures. He assists with training and implementation of Storer's Driver Health/Safety Security programs along with street supervisory duties
John Clary • Safety Officer • State Certified SPAB Instructor • Charter Driver	Modesto Charter	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	John is familiar with all Storer charter policies and procedures. He assists with training and implementation of Storer's Driver Health/Safety and Security programs along with street supervisory duties
Von Renner • Safety Officer • Road Supervisor • Driver	Storer Transit Division	• Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Von has over 9 years' experience in transportation as a driver. She will assist in implementing the Storers safety security programs along with street supervisory duties.
Filemon Huerta • Safety Officer • Designated Trainer • TSI Certified Transit Instructor	Yuba-Sutter Transit	• Member of the Training Team • Member of the Safety Officers Team •Voting Member of the Manager's Safety Committee	Filemon has 9 years of experience in Fleet Vehicle Transit Operations and is familiar with all Storer policies and procedures. He assists with training and implementation of Storer's Driver Health/Safety Security programs along with street supervisory duties.
Grant Williams • Road Supervisor • Driver	Turlock Transit	• Member of the Safety Team • Voting Member of the Manager's Safety Committee	Road Supervisor and driver of large Transit vehicles and cutaways. Holds a VTT, GPPV certification as well as First Aid/CPR and NARCAN training certification.
Garrett Shingu • Safety Officer • Designated Trainer • TSI Certified Transit Instructor	Yuba-Sutter Transit	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Garrett is a Designated Trainer under Arthor Leonard. He has experience in Fleet Vehicle Transit Operations and is familiar with all Storer policies and procedures. He assists with training and implementation of Storer's Driver Health/Safety Security programs along with street supervisory duties.
Dwayne Price • Safety Officer	Storer San Francisco Charter	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Dwayne has 40 years of experience in the transportation industry as a driver, road supervisor and is a US Army Veteran. He will assist with training and implementation of Storer's Driver Health/Safety Security programs along with street supervisory duties.
Rodrigo Alcaraz • Safety Officer	Storer San Francisco Charter	• Member of the Training Team • Member of the Safety Officers Team • Voting Member of the Manager's Safety Committee	Rodrigo has 12 years of experience in the transportation industry as a driver, and manager. He will assist with training and implementation of Storer's Driver Health/Safety and Security Programs along with street supervisory duties.

Rebecca Leanna • State Certified School Bus Instructor • Driver	Storer San Francisco Charter	• Member of the Training Team • Voting Member of the Manager's Safety Committee	Rebecca is a State Certified School Bus Instructor, First Aid/ CPR Instructor and driver. She provides driver training and implementation of Storer's Driver Health/Safety Security programs.
Lily Maddox • State Certified School Bus Instructor • Driver	Modesto School Bus	• Member of the Training Team • Voting Member of the Manager's Safety Committee	Lily is a State Certified School Bus Instructor. She provides driver training and implementation of Storer's Driver Health/Safety and Security programs.
Christina Piersall • State Certified School Bus Instructor • Driver	Modesto School Bus	• Member of the Training Team • Voting Member of the Manager's Safety Committee	Christina is a State Certified School Bus Instructor and First Aid/CPR Instructor. She provides driver training and implementation of Storer's Driver Health/Safety and Security programs.
Ken Tusi • SPAB Delegated Trainer	Storer San Francisco Charter	• Member of the Training Team • Voting Member of the Manager's Safety Committee	Ken is a State Certified SPAB Delegated Trainer. He provides driver training and implementation of Storer's Driver Health/ Safety and Security Programs. He has been in the Transportation industry since 2012
Dan Hurd • State Certified School Bus Instructor	Hart / Newhall	• Member of the Training Team • Voting Member of the Manager's Safety Committee	Dan is a State Certified School Bus Instructor
Rosaura Jimenez • State Certified School Bus Instructor • Driver	Palmdale	• Member of the Training Team • Voting Member of the Manager's Safety Committee	Rosaura is a School Bus Certified Instructor. She provides driver training and implementation of Storer's Driver Health/Safety Security programs.

1.2.2 CPI, Designated, Delegated, SPAB, Transit, First Aid and Wheelchair Trainers

The following employees are certificated and/or Storer trained to provide various training(s) for Storer. All are part of the Manager's Safety Committee and should attend, but without voting privileges, provided the workday / training responsibilities allow.

- Alyssa Escano, CPI Lead Instructor
- Savannah Peters, CPI Instructor
- Melissa Hueser, CPI Instructor
- Walter Barrera, First Aid / CPR Instructor
- Sherell Glover, Designated BTW Trainer
- Cinthia Cruz, Designated BTW Trainer
- Noe Moreno, Designated BTW Trainer
- Henry Norris, Designated BTW Trainer
- Neisha Wingfield, First Aid / CPR Instructor
- Becky Ann Williams, Wheelchair Trainer

1.3 Assignment of Responsibility - Title 8 (3203 (a)(1)

In accordance with the California Code of Regulations, Title 8 (3203 (a)(1), and federal regulations, this company is assigning the authority and responsibility for the administration of the Storer Health, Safety and Security Program to:

Dori Sullivan	Loss Prevention Manager/ Risk Manager
NAME	**TITLE**
Joe Perry, Geoffrey Bradshaw, Myra Wayman, Steve Rocha Randy Lindvall, Don Barkley, Jake Philips, John Clary Garrett Shingu, Latina Pinkney, Eric Norton, Elizabeth Korth Nikita Hiley, Maria Bautista, Arthur Leonard, Filemon Huerta	Safety Officer Position
NAME	***TITLE***

The duties of the above-named persons will include but not be limited to the listed responsibilities in this program. It being understood that any areas of responsibility related to each of the above, or safety in general will be coordinated and/or administered by personnel listed above.

Joe Perry
Signature of Company Officer

2 Management Responsibility - Record Keeping [8 CCR 3203 (b)]

Management has the following responsibility in our Injury, Illness & Prevention Program:

- Legally to comply with the California Occupational Safety Health Act, both the General Duty Clauses and all applicable regulations, to comply with all applicable regulations, to comply with all other applicable State and Local regulations cover our activities.
- To be familiar with all applicable legal regulations related to employee safety and notify our affected key employees of their regulations.
- To develop and implement safety rules designed for the protection of our employees and facilities.
- Demonstrate a positive attitude and set the example for accident prevention.
- To measure employees for both production and safety achievement and to reward employees accordingly.
- To develop company safety policies and activities for implementation.
- To monitor the overall accident prevention activities.
- To keep our staff informed as to the final costs of job accident and the impact on our company.
- Document / retain events as stated in *Title 8 [8CCR 3203 (b)]*
- Establish and maintain the Companywide Record Keeping Management Program for retention of IIPP events.

2.1 Supervisor Responsibilities

Supervisors are defined in this program as those who supervise or direct other employees. They include supervisors, dispatchers, and lead persons. Supervisors shall:

- Be held accountable for accidents on their job assignment or under their supervision.
- Enforce safety rules and practices. Set a proper example for workers to follow. If you violate a company safety rule, then how can you expect those that you supervise to follow the rules?
- Be responsible at all times to see that the work is performed in a safe manner and that safety rules, regulations and instructions are followed.
- Be responsible for orientating new employees on safety aspects of the job and the proper method of doing the job. Nothing in the world can take the place of persistence in trying to keep someone from being hurt. Safety rules should always be given to each employee.
- Be responsible for reporting any hazard that would make the work area or the equipment unsafe. Prompt attention shall be given to any needed repairs and to safety suggestions. The **Safety Department** shall be notified of any hazard, security event or unsafe practices immediately!
- Not permit the use of intoxicating beverages on the job or allow on the job, any employee, under the influence of alcohol, drugs or barbiturates. If there is a reasonable suspicion the employee has been drinking alcohol or using drugs and is performing a safety sensitive job function, the Storer Alcohol and Drug Policy shall be followed.
- Be responsible to see that all illness, personal injury and or property damage accidents are ***immediately*** reported to a *Safety Supervisor* so they can be investigated.
- Ensure that needed first–aid, safety equipment and protective devices (PPE) are provided and used whenever necessary.
- Be aware of emergency responder and hospital phone numbers and that they are readily available at each terminal. The assigned facility safety officer shall review the information monthly for any changes and see that the emergency list is updated.

Supervisors shall take prompt corrective action whenever unsafe conditions and unsafe acts are identified, written up or verbally reported.

2.2 Employee Responsibilities

Employees are required to comply with all safety and health rules and regulations. Management expects each employee, regardless of his/her position with the company to cooperate in every respect with the Storer Safety Program. Some of the major points of our safety program require that:

- All damage, illness, injuries, security events and accidents shall be reported immediately to your supervisor and to obtain medical aid without delay. The employee's supervisor will then notify one of the "safety team" investigators.
- Personal Protective Equipment (PPE), where required, must be worn by all employees. There will be no exceptions to this requirement.
- Hazardous conditions and other safety concerns must be reported immediately to your supervisor.
- Shop Employees: Machines without adequate guards or guards in questionable condition will not be used! Unless another alternative exists for the safe use of the equipment, i.e. safety glasses or other type of machinery safety guard is in place prior to using the equipment.

2.3 First Aid

The medical and health program at each location should include the following:

- Adequate first aid facilities and equipment for the treatment of industrial injuries or illnesses.
- Trained personnel who are qualified to provide first aid treatment.
- Prior arrangements with a qualified medical doctor and/or facility, for providing treatment of industrial injuries and illnesses, and arrangements for emergency services, such as paramedics, ambulances, and hospital emergency facilities.
- A list of required first aid supplies to be maintained at the operational location, which must be approved and signed by a medical doctor.
- Establish and maintain adequate records of industrial injuries and illnesses, treatments, investigations, and other information related to employee safety and health.
- Follow-up to ensure proper care and treatment is provided to injured employees.

3 Communication of Safety, Security and Health Information [8 CCR 3203 (a) (3)]

3.1 Managers' Monthly Safety Committee Meeting - Storer Accident, Incident Review, Occupational Injury/Illness Preventability Determination Program for Employees Policy

Storer Transportation System (Storer) is committed to the fair and equal treatment of its fleet vehicle drivers. All work-related accidents, injuries and illnesses are formally investigated and reviewed. This commitment includes the fair assessment of circumstances in all vehicle accidents, incidents, or other serious events. The company believes determining the cause of any incident fairly is essential to the credibility of our fleet safety and driver recognition programs. To ensure all vehicle accidents and other events are judged fairly and drivers are trained consistently.

3.2 Storer Event Review Procedures

The following Storer event review procedures have been implemented:

3.2.1 Formal Review of "Reportable Storer Events"

Each driver and/or Storer employee is expected to understand the process on how 'reportable events' are reviewed by the "Managers Safety Committee." Fleet Vehicle Drivers must abide by the company's formal process and can be part of the Committee's decision-making process by giving statements as to how the event occurred. Safety Committee Members are comprised of Storer Transportation System Executive Staff, Managers, Safety Officers, and Trainers.

3.2.1.1 Purpose and Goal

Storer Transportation System, "Managers Safety Committee" (MSC) have monthly meetings to objectively review the previous month's recordable events. These events include vehicle collisions, crashes, security events and/or employee or customer injury due to; a slip, trip, fall or illness. The formal review is intended to determine the cause of the event, which is then classified as non-preventable, preventable or the fault of the employee involved. After a large group discussion of the MSC on its probable cause, a vote is taken to formally certify the event. If the employee is determined to have contributed to the accident by his/her actions, another majority vote is taken to assign a point level to the event. This will then become part of the employee's permanent personnel file.

This MSC certification review process can be appealed if a request is made by the employee.

> ***Storer Transportation defines a preventable accident/ incident as: "Any accident or incident in which the Storer Driver failed to do everything reasonably possible to avoid the collision, crash or circumstance."***

Safety Committee Members' focus, in part, is to determine if the Storer Driver contributed in some way to the event by not using good judgement and/or the trained defensive driving or other safety techniques and skill sets, that are mandatory for all Storer Fleet Vehicle Storer Drivers and Storer Administrative Staff. Safety Committee Members shall abide by established standards and protocols set forth to review accidents objectively, to come to a fair conclusion. The employee's case review can be attended by the employee for their additional assessment and input.

3.2.1.2 Storer Event Assessment Procedure (Determination of Preventability)

As stated earlier in this document, Storer Transportation Systems' accident review procedures are based on the premise that Storer Drivers are expected to meet a higher standard of safety performance due to their trained defensive driving skill set, that is better than the average motorist.

Nevertheless, when an Storer vehicle accident and/or employee or passenger injury/illness incident takes place; assessing probable cause through a formal determination of preventability or fault process, serves as the foundation of our employee event review program. With the ultimate Storer goal of preventing future like incidents.

In addition, the following vehicle accident review "code of behavior" has been established for MSC members to ensure uniformity in determining the cause/preventability of vehicle accidents. These procedures are necessary for:

- The promotion of the highest standards of safety among Storer fleet vehicle drivers and other employees to reduce the frequency of accidents and security events.
- The fair and equitable treatment of the safety record of individual Storer Transportation Systems Drivers
- The effective and timely administration of Storer Transportation System driver safety incentive and recognition program
- Measuring the effectiveness of Storer Transportation System fleet vehicle safety/security program

3.2.1.2.1 Facts Used to Determine an Event Preventability:

In determining preventability, Storer Transportation System Executive Management will use all available information including, but not limited to:

- The driver's initial report of the accident (including any statements from witnesses)
- A Police Officer generated report of the accident; when appropriate.
- Storer Safety Officer's ('the primary on-scene investigators' report); all findings
- Video evidence when available
- Storer Trained defensive driving performance standards event assessment.

3.2.1.3 Initial Storer Investigation

Based on on-site findings, to include on-board video confirmation when accessible, the responding Storer Transportation System Safety Officer will make an initial immediate assessment of the events, facts, and findings. A preliminary (on-site) liability assessment will be reported to the specific Divisional and/or Storer Risk Manager. This assessment includes facts, findings and a Storer preventability evaluation. The evaluation will partly (but not exclusively) be based on whether or not the driver could or should have taken reasonable action to avoid the accident using good judgment and pre-trained, mandated Storer defensive driving skill set.

During the initial at the scene investigation, when determining event preventability or Storer fault of a; security event, crash, collision, or passenger injury/illness response, the responsible Storer Transportation System Safety Officer shall:

- Gather information for a written report including all facts, findings and circumstances that led to the incident, accident, or TSA reportable security event.
- Immediately notify an Executive Manager (while at the scene) and/or the Company Risk Manager of investigative findings. Especially if the Storer Transportation Employee is reasoned to have contributed to the reportable event leaving the company w/ potential liability.
- Decide if the driver is safe to drive or should be temporarily removed from driving his/her job assignment based on; present emotional status/ fitness for duty status.
- Debrief the driver. Discuss the decision to take or not to take administrative action based on the investigative findings. Including reasonable suspicion determination.

3.2.1.4 Action Plan Implementation

Depending on the severity of the event and or other repeated past performance concerns, potential driver progressive disciplinary action recommendations may ultimately include a formal Action Plan Recommendation. This formal review can launch an employee re-training effort, this "Action Plan" may include various remedial trainings, safety officer and training department assessments. Developing a high defensive driving standard for the employee.

3.3 Storer Employee Participation in "Managers Safety Committee Meetings" (MSCM)

Storer Transportation System believes anyone who attends the monthly safety review at a Managers Safety Meeting will be rewarded with a sharpened sense of company safety practices and priorities. Since participation is considered by the company to be an educational experience, the committee can rotate in fleet vehicle Storer drivers and other employees randomly to observe the proceedings. This will serve to involve as many employees as possible in the accident review process. The employee "guest" can view the procedural

fairness of the meeting as Safety Officer's present the previous months investigated incidents. With each incident there is a full committee member participant discussion. Employee participation is encouraged but do not have voting privileges.

3.4 Non-Preventable/ Preventable Vehicle Accident Guidelines

The company will use the following guidelines (which are consistent with the National Safety Council rulings) for the purpose of determining preventable accidents.

3.4.1 General Guidelines

Barring extenuating circumstances and maintaining Storer preventability standards, accidents are generally Preventable if:

- Driver was inattentive or failed to accurately observe and assess existing conditions that contributed to an accident.
- Driver's speed was not consistent with posted (prescribed) limits or existing road, weather, or traffic conditions.
- Driver's speed precluded stopping within available clearances or assured clear distance.
- Driver misjudged (or did not confirm) available clearances (above, below, or on the sides) resulting in the striking of a fixed or movable object.
- Driver failed to control the vehicle.
- Driver failed to yield the right of way resulting in an accident (or to avoid an accident).
- Driver failed to communicate the vehicle's presence or intended actions through the use of directional lights (signal flashers), horn, or other means.
- Driver was in violation of company operating rules or special defensive driving instructions, the regulations of any federal of state regulatory agency, or any applicable traffic law or ordinance.
- Driver failed to scan the area appropriately.

3.4.2 Struck in the Rear by Another Vehicle

Non-preventable if:

- Driver's vehicle was legally and properly parked; unless there were extenuating circumstances, which should be recognizable to the alert driver, whose judgment should suggest "park elsewhere".
- Driver was proceeding in his or her own lane of traffic at a safe and lawful speed.
- Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign signal, or the directions of a police officer or other person legitimately controlling traffic.
- Driver was in proper lane, waiting to make turn, and was flashing a signal indicating the intention to turn.
- Driver's vehicle was disabled and was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting out or retrieving signals (see "Mechanical Effect or Breakdown Accidents") except, if opportunity was available for driver to remove vehicle off road.

Preventable if:

- Driver was passing slower traffic near an intersection and had to make a sudden stop.
- Driver made a sudden stop to park, load, or unload.
- Driver was improperly or illegally parked.

- Driver made any other type of unnecessary sudden stop.
- Driver's vehicle rolled back into vehicle immediately behind while starting on a grade.

3.4.3 Struck While Parked

Non-preventable if:

- Driver was properly parked in an area where permitted, unless there were extenuating circumstances recognizable to the alert driver, whose judgment should suggest "park elsewhere," or there was off-the-road parking available.
- Vehicle was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting or retrieving signals. The use of 4-way flashers as emergency warning lights under DOT regulations meets this provision for only the first 10 minutes.

3.4.4 Mechanical Effect or Breakdown Accidents

Preventable if:

- Defect was of a type which driver should have detected during a proper pre-trip inspection of vehicle.
- Defect was of a type that the driver should have detected during the normal operation of the vehicle.
- Defect was caused by the driver's abusive operation of the vehicle.
- Defect was known to the driver but was operated regardless of this knowledge.

3.4.5 Side-Swiped or Head-on Collisions

Preventable if:

- Driver was not entirely in the proper lane of travel.
- Driver did not pull to the right or left, slow down, and/or stop for the encroaching vehicle lane when such action could have been taken without additional danger and to prevent a collision.
- Driver changed lanes without ascertaining that sufficient space was available or failed to signal intent, or give sufficient warning of intent, to change lane.
- Driver was weaving to the right or left, thus crowding the passing vehicle.

3.4.6 Striking Other Vehicle in Rear Collisions

Non-preventable if:

- Another vehicle rolled backward while starting on grade.
- Storer Driver's vehicle was stopped but was hit from behind and pushed into another vehicle. Preventable as long as the driver had good space cushion!!!

Preventable if:

- Driver failed to maintain safe following distance and have the vehicle under control.
- Driver failed to stay alert and ascertain that traffic was slowing down or that vehicle ahead was moving slowly, stopped, or slowing down.
- Driver misjudged rate of overtaking vehicle.
- Driver came too close before pulling out to pass.
- Driver started up too soon or too fast for vehicle ahead.
- Driver failed to leave sufficient room for passing vehicle to get safely back in line.
- Driver was passing and misjudged approaching traffic and returned to right lane too fast.

3.4.7 Accidents at Intersection

Non-preventable if:

- Driver was stopped in compliance with traffic sign or signal or at the direction of a police officer or other person legitimately controlling traffic.

Preventable if:

- Driver failed to control speed so that the vehicle could stop within available sight distance.
- Driver failed to check cross-traffic and wait for it to clear before entering intersection.
- Driver pulled out in the face of oncoming traffic.
- Driver collided with person, vehicle, or object while making a right or left turn.
- Driver collided with vehicle making turn in front of him. Driver had collision with vehicle coming from either side, regardless of location of traffic signs or signals or whether light was green.

3.4.8 Backing Accidents

Preventable if:

- Driver backed up when backing could have been avoided by better route planning.
- Driver backed into traffic stream when such backing could have been avoided.
- Driver failed to get out of bus and check the immediate situation and proposed path of backward travel.
- Driver depended solely on mirrors when it was practicable to look back.
- Driver failed to get out of bus periodically and recheck conditions when backing a long distance.
- Driver failed to sound horn while backing.
- Driver failed to check behind vehicle parked at curb before attempting to leave parking space.
- Driver backed from blind side when a sight-side approach could have been made.
- Driver failed to use a guide (spotter) to help back or depended solely on a guide.
- Driver relinquished all responsibility to guide.

3.4.9 Accidents While Passing or Being Passed

Preventable if:

- Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- Driver attempted to pass in the face of closely approaching traffic.
- Driver failed to warn driver of vehicle being passed.
- Driver failed to signal change of lanes.
- Driver pulled out in front of other traffic overtaking from rear.
- Driver cut-in short returning to right lane.
- Driver failed to stay in own lane of traffic.
- Driver failed to hold speed or reduce speed to permit another vehicle to pass safely.

3.4.10 Accidents While Entering Traffic (Merging)

Preventable if:

- Driver failed to signal when pulling out from curb.
- Driver failed to check traffic before pulling out from curb.
- Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions.

- Driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction.
- Driver failed to make full stop before entering from a side street, alley, or driveway.
- Driver failed to make full stop before crossing sidewalk.
- Driver failed to yield right-of-way to approaching traffic.

3.4.11 Accidents Involving Pedestrians and Bicycles

Non-preventable if:

- Pedestrian or bicycle driver collided with driver's vehicle while it was legally parked or stopped.

Preventable if:

- Driver did not reduce speed in area of heavy pedestrian traffic.
- Driver was not prepared to stop.
- Driver failed to yield right-of-way to pedestrian.
- Driver failed to stop when passing a streetcar or bus on the right.

3.4.12 Accidents Involving Rail Operated Vehicles (Railroad Crossings)

Preventable if:

- Driver attempted to cross tracks directly ahead of train or streetcar.
- Driver ran into side of train or streetcar.
- Driver stopped or parked on or too close to tracks.
- Driver failed to yield right-of-way to trolley.
- Driver failed to stop at the railroad crossing.

3.4.13 Miscellaneous Accidents

Preventable if:

- Driver was making a "U" turn.
- Driver was pulling away from the curb or other parking space.
- Driver was entering traffic from a commercial driveway, or private alley.
- Driver was giving a push or was being pushed.
- Vehicle moved due to faulty brakes.
- Driver left vehicle unattended (with or without motor running) and failed to set parking brake and wheel chocks.
- Collision with fixed objects - poles gates, light stanchions, etc.
- Non-collision accidents, such as an overturn, or running off road.
- Skidding accidents in which the company's vehicle is damaged.
- Parking lot maneuvers where empty vehicle is struck and damaged.

3.5 Terminal Safety Meetings

3.5.1 Company Procedure for the Reporting of Site-Specific Terminal Hazards, to include Workplace Violence and Other Employee Safety Concerns

All Storer Divisions have an established/routine terminal safety committee meeting process. The monthly meetings are composed of employee nominated staff, of various employee job classifications, that represent the entire employee base at a terminal. During a meeting, the written and/or verbal hazard reporting concern from

an employee is presented by an elected committee member to communicate to a site -specific company "responsible person" for assessment or resolution and action plan consideration.

The terminal "responsible person" has a responsibility to address any concern(s) that an employee may have on unsafe work practices, safety hazard, or unsafe conditions such as workplace violence, that may exist on company property or reported hazards that may be encounter driver routes.

All employees are reassured that informing and reporting to Company Safety Committee Members and/or any other STS "responsible person(s)" any hazard in the workplace will be without the concern or the fear of reprisal.

Employees have been and will be directed to what type of form(s) they are to use and where they are located; These Forms are usually kept at or near the company employee breakroom. Terminal breakrooms keep Storer Library Materials, that pertain to site-specific employee programs, policies and procedures. Employees are trained in the use of the form(s) and how they can be submitted; with or without identifying themselves.

There are two forms used widely to identify hazards and unsafe conditions at the workplace.

1. "Report of Unsafe Condition or Hazards" known as Form 2, and
2. "Storer Safety Concern" form. (See Appendix A and B for examples of forms)

STS Action Plan:

Upon the receiving of either Form, safety personnel will investigate the complaint or concern, discuss with operations management any finding and then report back to the employee that submitted the form, or post the results of the investigation in the employee breakroom if the employee did not identify himself or herself (Form 2 only). This will conform to OSHA requirements.

4 Training and Instruction [8 CCR 3203 (A) (7)] - New Hire Orientation and Training Procedures

4.1 IIPP – Accident Prevention Program

A cornerstone requirement for the development of an effective formal accident prevention program involves the training of all new employees and those employees assigned to new job duties. The training requirements include addressing both general employee safety and job task specific employee topics. Use the Storer Employee Handbook for general reference.

4.2 General and Specific Safety/ Security Procedures:

General safety procedures establish the overall safety practices that shall be followed while working for Storer. They allow for procedures and rules that can be applied uniformly for situations found in the workplace. They assist management in giving proper safety instructions to employees and help establish the proper safety attitude of new employees.

Storer has specific safety procedures and rules for a variety of job processes. These job tasks have the potential to cause employee injuries. For example, in the Vehicle Maintenance Shops, proper equipment uses and handling with specialized operation procedures like confined space entry procedure and the lock out procedures for equipment maintenance, are just a couple such safety procedures to prevent employee occupational injury.

Safety Policies and Procedures allow employees to have a proper understanding of the task to be performed and the predictable hazards to avoid. Staff operating new equipment or needing to learn a new process or procedure will be trained on the equipment or process prior to it becoming a routine job task. Storer supervisors teach and coach the employee(s), then assess their performance! Storer Trainers routinely have the employee do the job but watch closely

to make sure that it is being done properly and safely. They often repeat the operation a second time, then have the employee explain what is being done and why. They have the employee repeat "commentary" on the key points of the job task back to them.

Trainer Reminder: Prepare the veteran employee to accept your instruction. Then correct any errors in a calm manner, never shouting or getting mad when the training is not performed correctly. Then repeat all of the above until the employee can do the job task as instructed. For new employees, do not assume the person knows anything even though the person tells you otherwise. Explain all aspects of the job from start to finish.

Follow-up on skill development: Put people on their own as soon as possible to give them self-confidence. Tell the employee whom to contact if help is needed. Check the employee frequently at first and then less frequently as you see that they can do the job task. Coach frequently, if coaching is effective don't take over the job. Make sure the person knows the key points of the job. Make sure that all required safety equipment is being worn properly.

Storer Certified Driver Instructors/Trainers/Delegates are qualified by the Dept. of Education and Train Storer Drivers intended for passenger-carrying commercial vehicles. The instructors have assistants (delegates) who work for him/her on training in different kinds/styles of buses (proficiencies). They also teach safety in and around the bus, which includes the equipment. Driver Training staff work with drivers of all different experience levels from veteran, journey level to new, helping them to develop their skills.

The shop and clean up personnel are trained by the supervisors of the shop. Safety Supervisors teach employees regarding occupational health and safety, security, and the management of hazardous materials. The safety training records of employees of the shop are retained by Safety Supervisors.

Driver training records (T-01 and T-02 time) are kept on all training courses of individual drivers by the Certified Instructor. This includes but not limited to; proper lifting procedure, working in and around wheelchairs, working with specialized equipment on the buses, and injuries or illness to employee in assisting disabled passengers.

5 Procedures For Correcting Unsafe or Unhealthy Conditions and Work Practices [8 CCR 3203 (a) (6)]

5.1 Safety and Health Inspections

The primary objective of Storer Transportation safety and health formal inspection process is to discover hazardous conditions and to initiate correction. The following check list should be used to achieve this objective:

- Assure that equipment, machines, tools and parts are in good condition, properly safeguarded and have not become worn or damaged that they create a hazard. And that the materials used in the workplace do not create an uncontrolled health, fire, or explosive hazard.
- Assure that personal protective equipment (PPE) and devices, fire equipment, machine safeguards, and safety appliances are adequate and being used properly.

- Assure that vehicles, equipment, aisles, floors, stairs, ramps, and operational facilities are being maintained in a safe condition.
- Check illumination, ventilation, and noise conditions to determine if they are at objectionable levels.
- Check all work practices to make sure that they conform to approved safety standards.
- Supervisors are to be constantly alert for unsafe conditions and their day-to-day observations will be supplemented with a formalized and regularly conducted safety program.
- Conduct periodic safety and health inspections by a supervisor at least once a month.
- Insurance loss control representative will conduct safety and health inspections at least 2 times a year.
- Formal inspections will show what has been inspected, and defects found, date correction needs to be completed, signed off that the correction has been completed.

Any defects will be brought to the attention of the department operational supervisor, who will see that the corrections are made. The formal inspection form that will be used is in the Appendix. The completed forms shall be kept for 1 year as required by regulation.

6 Hazard Identification and Control [8 CCR 3203 (a) (4)] - Job Hazard Analysis Program

6.1 Correcting Unsafe Conditions and Work Practices

To maintain a safe and healthful workplace requires correcting identified potentially hazardous workplace conditions. Knowing and failing to correct potential hazardous situations is against company policy.

POLICY: No supervisor or other employee shall knowingly allow a hazardous condition to exist, which may result in injury or occupational illness.

Although it is our intention to eliminate all unsafe conditions and work practices as quickly as possible, some corrective action will necessarily require longer periods of time and/or larger expenditures of capital. Because of this, it will be necessary to evaluate the seriousness of the hazards and focus our attention on those that have the potential to cause serious injury or illness.

One way to evaluate the seriousness of a potential injury is to use the same criteria Cal-OSHA generally uses in deciding if a violation of safety and health standard is a “serious” violation or a “non-serious” violation. To do this Cal- OSHA tries to determine if the resulting injury would involve hospitalization, amputation of a limb or part of a limb, or permanent disfigurement or disablement. These kinds of injuries are certainly serious and the conditions likely to cause them should receive our immediate attention.

Another way is to examine our accident records, including the Cal-OSHA log which records the pertinent information regarding the injury, and the loss runs of our insurance company, which clearly shows us which types of injuries and accidents tend to be more expensive (generally a good measure of the severity of the injury). Once determined that an unsafe condition or work practice exists, and we have evaluated the seriousness of this hazard, we need to decide what to do about it --- and then get it done.

IF IT’S QUICK AND EASY, FIX IT --- AND FIX IT NOW! ALL COMPANY PERSONNEL HAVE A RESPONSIBILITY FOR HELPING TO MAKE SURE WE ALL HAVE A SAFE AND HEALTHFUL PLACE TO WORK.

All Employees: Employees should make recommendations for changes in the workplace or in work practices, which will improve job safety and performance. This can be accomplished by completing a Hazards and Unsafe Condition form; Form 2 (See Appendix A and B).

All Supervisors: Supervisors are responsible for making changes in operations and work practices, which improve the job performance, or the people in their areas of responsibility. When changes are not within their budget authority or expertise, they must ensure that the responsible persons are notified. (Executive Management)

Executive and Operations Management; Management has the overall responsibility to ensure efficient and safe operations within their area of responsibility. Managers are responsible for corrective action. They must have a plan for correcting unsafe or unhealthful conditions or work practices and must select priorities and correct hazards in order of potential seriousness. They must come up with a written action plan.

6.2 Corrective Action generally falls into four categories:

Engineering or mechanical controls or job design: This is the preferred method since it usually eliminates or reduces the hazard and is a permanent solution. Cal-OSHA requires us to use this solution whenever possible.

Training: Once a safe job procedure has been established, employees can be trained in the proper (safe) method to do the job. While training is always desirable (and is required by law), the problem with this solution is that it requires constant supervision to make sure employees continue to do the job in the manner in which they have been trained to do. Storer provides the constant supervision required.

Administrative Control: For instance, we can limit the time the employee is exposed to a repetitive operation or exposed to a noisy environment. This type of control involves rotating employees between jobs and is difficult to administer.

Personal Protective Equipment (PPE): It is vital to use hearing protection for noisy areas, proper gloves for material handling or exposure to chemicals, bloodborne pathogens, etc. Once again, this solution requires constant supervision to make sure the equipment is properly used. If engineering controls are possible, Cal-OSHA says that we can use personal protective equipment until such time as we can implement the permanent controls.

6.3 Corrective Processes:

6.3.1 Job Hazard Analysis- Corrective Procedure

When the corrective action for an unsafe condition or job practice is not obvious or where it may involve several solutions, a JOB HAZARD ANALYSIS will be completed. Safe job procedure will consider engineering controls or job redesign whenever possible as the correct solution. Good business practices - as well as the law - require that we have a plan for corrective action and that we document what corrective action we have taken. We have several procedures for us to do this.

6.3.2 Program Schedule - Corrective Action

When corrective action for an unsafe condition or work practice will involve multiple steps, or cannot be completed immediately, the Safety Supervisor will develop an “Action Plan”. It will include who is responsible and the estimated time of completion.

6.3.3 Accident - Corrective Action Under Supervisor Control

Storer Policy requires that an Accident Report be completed whenever a vehicle or industrial accident or injury/illness occurs. A Safety Supervisor shall be notified immediately. He/she will indicate what is being done and if there is to be a correction and the approximate date of said correction.

6.3.4 Routine Safety Inspection Report- Corrective Action

When the safety inspection discloses an unsafe condition or job practice, the corrective action will be noted on the Safety Inspection Report. This will be used to document follow-up and completion date.

7 Training and Instruction [8 CCR 3203 (A)(7)] - Code of Safe Work Practices

The following items are required safe work practices to use in conjunction with individual company policies:

7.1 General Safety

Be alert for unsafe work methods or unsafe conditions. Either correct them or report them to your supervisor immediately. Report every injury immediately, whether serious or not. Report this to a operations manager, supervisor or a safety officer.

If you do not seek medical treatment, the injury still is required to be reported immediately. The supervisor shall report all injuries to the safety officer or operations manager. Documentation shall be made on all injuries. Only injuries requiring medical attention will be sent to the worker's compensation insurance company.

Drinking alcohol or taking narcotics or habit-forming drugs in any form just before or during work hours is not permitted. Refer to Storer Transportation Drug and Alcohol Policy for drivers with a CDL and the requirements.

ALL STORER EMPLOYEES NOT MENTIONED UNDER THE DRUG and ALCOHOL PROGRAM SHALL CONFORM THOSE REGULATIONS- There is Zero tolerance for straying from these regulations!!!!

- Horseplay and practical jokes can cause accidents and are not permitted.
- Obey warning tags and signs. They are posted to alert you to the hazards.
- Do not block firefighting equipment, fire doors, or exits with any material or equipment.
- Obey all smoking rules. Smoking is permitted in designated areas only.
- Keep your work area clean at all times.

7.2 Slips, Trips, and Falls

Wear safe, strong shoes which are in good repair. Watch where you step, be sure your footing is secure. Don't get in an awkward position. Keep control of your movements at all times.

- Pick up the litter. Don't let tripping hazards exist.
- Install cables, extension cords, and hoses so they don't trip you.
- If you must climb to reach something, use a sound ladder, set in and properly secured - - - top and bottom. Chairs are not ladders. When climbing, face the ladder and use both hands. When reaching from a ladder, keep your shoulder inside the vertical stringer. If you must reach further than this, move the ladder first.

7.3 Handling-Shop Materials

Material handling is a job everyone does. It is easier and faster to do it the safe way, why do it the hard way? The following safe practices will help.

- Don't move it twice if once will do. Plan your work! Don't try to lift objects which may be beyond your physical capacity and training. Get help or use a machine or a hand truck. Use gloves, aprons, or pads when handling materials which are rough, sharp, hot or cold, or which are covered with hazardous substances. When moving a load/cargo, be sure you can see where you are going.
- When carrying long objects like pipe or lumber, keep the leading end just above head height.
- When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up. Use the reverse procedure to set a load down. Your back is not made of steel.
- Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll away.

7.4 Hand Tools

Cutting tools must be dressed at the proper angle and kept sharp. Keep them in a scabbard, not your pocket. Store them in a safe place. The heads of striking tools must be kept square (with a few exceptions) and without burrs.

Use the right kind of tool. Use the right size tool. Hold screwdrivers, wrenches, chisels, etc., in such a way that if there is a slip or a miss, you will not be hurt. Do not use a file without a handle. The proper tool for the job in the hands of a craftsman does not require a lot of muscle power.

7.5 Portable Power Tools

Every electric power tool must be electrically grounded before it can be used. Check the insulation on the wires, the condition of the plugs and sockets every day. If they are frayed, worn, cut or broken, repair them before using.

String temporary extension cords and power lines so they will not create a tripping hazard and so they are protected from physical damage. Before using a drill on a wall, floor, or ceiling, be sure electrical wires, gas lines, and high- pressure lines are not in the way. Skill saws shall not be used without the guard in safe working condition. Do not pin the guard back. Do not use "cartridge" tools for driving nails or spikes in walls, ceilings, or floors, when people are working on the other side.

7.6 Power Machinery

A hazardous piece of machinery, unguarded, will eventually injure someone. Do not operate any machine without its guards being properly in place. If you see an unguarded machine, report it at once.

Use machinery only when you have been authorized to do so and when you have received safety instructions.

A safeguard covers all moving parts and is designed to permit safe lubrication and adjustment without removing the guard. If it is necessary to remove the guard, stop the machine and either lock the switch or tag it so another worker will not inadvertently start the machine.

Two-handed controls shall not be bypassed, or otherwise made ineffective. Loose clothing is easily caught in machinery. Loose sleeves, ties, aprons, rings, wristwatches, and other jewelry are not allowed on the job. Wear safe clothes. Goggles or shields must be worn when grinding or when handling acids or caustics. Do not use compressed air to clean off clothing or for other purposes for which it is not intended.

Employees must know the location and operation of all safety switches and safety devices connected with their job. Do not adjust or clean machinery while it is in motion.

7.7 Chemicals/Paints /Solvents

All Material Safety Data Sheets (MSDS) are available for your review. They are kept in the employees' break room and/or shop, which are available to all employees at any time of the day or night. All library material that is required is maintained in this room. You must be informed of all the hazardous properties of all the chemicals that you work with. Read the labels on the containers and follow the manufacturer's instructions to the letter. Know what the first aid treatment is and be prepared to carry it out immediately if need be. Also, store all chemical products in a safe manner and in accordance with the manufacturer's recommendations.

Keep containers closed when not in use. Containers must be labeled. Inspect containers and pipelines of corrosive materials at regular intervals. Report leaks immediately to your supervisor. If using corrosive materials, know where the times. Use PPE: goggles, gloves, masks, and other protective equipment as required.

7.8 Wheelchair Lifts

The lift will be checked during a pre-trip inspection prior to taking the bus on the route. Make sure the vehicle is parked safely, and the lift will lower to fairly level ground. The lift door/doors shall be secured to the bus prior to the lift being put in motion. The lift is a piece of machinery, so use all safety precautions when operating it. Do not stand in front of the lift when operating it. Move to the side and make sure that the operating switch and cord will not be in the way of the lift when it is put in motion. Keep your hands and fingers away from the lift until it is locked in position (pinch points). Watch your feet before the lift is about to make contact with the ground. Your feet could be crushed if they are under the lift.

7.9 Motorized Vehicles

Passengers are forbidden to ride on vehicles that are not equipped with seats for passengers. Do not get on or off a vehicle while it is in motion - - even slow motion. Overloading a vehicle with passengers or materials is forbidden.

All vehicles will be maintained in a safe operating condition. It is the responsibility of the driver to report any defective conditions immediately. (The forklift shall be inspected each day before use and there shall be a record of the inspection) No vehicles shall be driven in a fast or reckless manner.

7.10 Extreme Heat Conditions and Mechanical Breakdowns

When California is experiencing Extreme Heat conditions, all Storer drivers and staff are to follow these Emergency Company Polices, when possible and it is safe to do so. These policies include what to do in the event of a mechanical malfunction of a bus and/or bus equipment, to include, vehicle air conditioning systems, when extreme heat conditions exist!

In the Event of a Vehicle Emergency Breakdown, In Extreme Heat Storer Drivers are Required to:

1. Stop bus in safe location (Not alongside a busy road or freeway).
2. Keep passengers on the bus ONLY if safe to do so! If it is too hot in the bus evacuate passengers to a safe shaded area or a cooling area such as a Store or Restaurant. (The interior of buses can quickly climb to over 120 degrees in just a few minutes. Time is of utmost importance.)

3. Radio your dispatch or call for immediate rescue assistance including calling 911. Do not leave students on the bus waiting for a replacement vehicle if heat conditions are unsafe.

7.11 Specific Procedures to follow:

7.11.1 Air Conditioning System shall remain in full operation when possible.

The driver is to remain in the vehicle with the motor and air conditioning system in full operation. If you have air conditioning that you are running, watch the engine temperature gauge to make sure the bus does not overheat and plan your fuel use to make sure you don't run out.

7.11.2 Evacuation Procedures

Drivers should evacuate buses only when there is a danger of a potential health hazard while remaining on the bus. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. Move the group together and to a shaded area, if possible. Drivers will keep all evacuees a minimum of 100 feet from the bus when possible. They should be loaded back onto the bus or substitute bus only when the driver or rescue staff has determined it is safe to do so.

7.11.3 Vehicle breakdown:

If you experience an accident / incident / breakdown and the vehicle cannot perform as described above, you are to immediately open all doors and windows to allow for maximum ventilation. You are to immediately contact the office via two-way radio and explain the situation. Office staff is to immediately dispatch the closet Storer vehicle for assistance. In your judgement, if the conditions in your vehicle are extreme, you must remove your passenger(s) from the vehicle and accompany them to a safe location in the shade or an establishment that has air conditioning. If passengers are removed from the bus, they must be escorted to a safe location that is not near the road. Remember that having your passengers outside of the vehicle in and of itself can present other hazardous conditions.

7.11.4 Heat Emergencies:

In your judgement, at any time you feel there are passengers in danger from exposure to extreme heat, you must contact the office via the two-way radio, and they will dispatch emergency response services to the scene for assistance. Gather water and other liquids and make a distribution plan. Have passengers remove any extra or unnecessary clothing.

Watch for heat disorder and treat it if:

- Symptoms: Skin is sweaty and cold

As the heat disorder worsens:

- Skin becomes hot, dry, and red.
- Person feels weak.
- Person may faint or vomit.

Treatment: Get medical attention immediately, and:

- Attempt to Cool them down immediately.
- Cool wet cloths.
- Fan the student.
- Give sips of water

In summary, a cool, calm head and good judgement is vital when the above situations occur. By placing the safety and comfort of your passengers as your number one priority. Your teamwork in this matter is greatly appreciated.

7.12 Fog and Ice Rule

The maximum speed any vehicles should be driven at any time, shall be such that the driver can stop the vehicle within the clear unobstructed distance ahead, giving due regard for possible unforeseen obstructions and the condition of the road surface and the vehicle.

7.13 Critical Illness Policy

The Company realizes that employees with contagious temporary illnesses, such as influenza, colds and other viruses need to continue with normal life activities, including working. In deciding whether an employee with an apparently short-term contagious illness may continue to work, the company considers several factors. The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of the employer, the employee's continued presence must pose no risk to the health of the employee, other employees, and customers. If an employee disputes the company's determination that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no risk to the employee, other employees, or customers. Supervisors are encouraged to remind employees that the company provides paid sick leave/ PTO to cover absences due to contagious temporary illness.

7.14 Infectious/Communicable Disease Policy

Storer's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), COVID-19 and tuberculosis. We may choose to broaden this definition in accordance with information received through the Centers for Disease Control and Prevention (CDC). Storer will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. We reserve the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if we find that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace. Further, we recognize the need for education and the prevention of infectious diseases in the workplace. Of primary concern is the development of a policy which stresses the need for confidentiality, compassion and assistance to persons who are infected with communicable diseases, while also providing education and protection to employees and consumers against potential accidental exposure.

The following addresses the specific methods and procedures adopted by Storer to protect employees and passengers, to ensure the delivery of services to those in need, and to comply with existing Laws/Regulations and Storer Policies:

1. Storer will conduct ongoing training on awareness, prevention and techniques to ensure safety and minimize potential exposure including Universal Precautions and Blood Borne Pathogen information and supplies.
2. Each division will include a discussion of this policy as part of each new employee's training.
3. All employees whose job descriptions include the potential for physical contact with consumers and/or bodily fluids will be provided appropriate protective gear and they will be required to wear them when having such contact in order to prevent exposure between infected and non-infected persons. Protective gear is defined as disposable gloves and masks if necessary.
4. Storer employees whose job description require consumer contact and who refuse to take protective measure as outlined or refuse to fulfill their job duties may, based on position availability and their qualifications, be offered a non-consumer contact job or be terminated for cause.

5. Becoming infected with an infectious disease will not be grounds for termination until such time that the infected employee is medically unable to perform duties. Interactive discussion with the employee and HR would be a crucial part of this modification.

6. Training will be provided to safeguard and maintain the personal confidence about a person who has/may have communicable diseases. Current confidentiality regulations are on file and all employees will be familiar with them.
7. Federal, State and local laws regarding the reporting of infectious diseases will be followed.
8. Employees of Storer are required to report to a member of the Human Resources Department that they have or have been exposed to a communicable or contagious infection/ disease only when the failure to do so may result in the possibility of another employee becoming infected.
9. A physician note indicating the employee is no longer contagious may be required when an employee is returning to work after suffering a communicable or contagious infection or disease.

Every accident is an indicator that adequate preventive action was not taken. Safety-minded management plans all its operations to be as safe as possible.

7.15 Bloodborne Pathogen Personal Protective Equipment

Personal Protective Equipment (PPE) includes clothing and equipment worn by an individual during activities which may result in exposure to bloodborne pathogens. Personal protective equipment always starts with gloves but may also include gowns, face shields and eye protection. PPE is available at each site; be sure you know where yours is.

What Are Bloodborne Pathogens? Pathogens are disease-causing microorganisms. Bloodborne pathogens are viruses or bacteria present in human blood and body fluids which can infect and cause disease in humans. The three most notable of these are Human Immunodeficiency Virus (HIV), the virus that causes AIDS, the Hepatitis B virus (HBV) and the Hepatitis C infection (Hepatitis A is NOT transmitted by blood - it is transmitted by eating)

How Do Bloodborne Pathogens Spread in the Workplace? The most common ways bloodborne pathogens spread are through sexual transmission or IV drug use. However, any contact with infected blood or body fluids carries the risk of potential infection. With the correct information, irrational fears about workplace exposure to HIV and HBV can be prevented. On the other hand, treating HIV too lightly may lead you to ignore appropriate protective measures.

How to Protect Yourself: It is important to understand what the hazards of bloodborne pathogens are, and what preventative measures you can take to protect yourself from exposure. The three main areas of protection include Attitude, Personal Protective Equipment and Housekeeping.

Attitude: Your attitude is a vital part of protecting yourself. The right attitude means taking Universal Precautions. This means that you treat all human blood and body fluids as infectious.

Personal Protective Equipment Personal Protective Equipment (PPE) includes clothing and equipment worn by an individual during activities which may result in exposure to bloodborne pathogens. Personal protective equipment always starts with gloves but may also include gowns, face shields and eye protection. PPE is available at each site; be sure you know where yours is. Latex gloves and gowns-gloves and gowns protect your skin and hands from coming into contact with blood. Face Shield and eye protection-these items prevent blood from entering the mucous membranes through the eyes, nose, or mouth.

Housekeeping: Housekeeping refers to methods for cleaning and decontaminating infected surfaces and the disposal of blood and body fluids. All decontamination must include the use of an appropriate disinfecting solution, such as one-part bleach to ten parts water.

Work Practices to Prevent Infection:

If your assignments require you to administer first aid, or clean up after an accident, protective measures need to be taken to prevent exposure to infectious materials. Protect yourself by following these steps:

- Treat all blood and body fluid spills as if they were infectious. ear appropriate personal protective equipment: gloves, goggles, etc. as required by the accident.
- Contain spills immediately, then clean up and disinfect the area. Spill kits are available at each site. These kits contain all you will need to clean up safely and disinfect the area.
- Clean up contaminated broken glass with tongs, forceps, or a brush and dustpan. Never use your hands, even if protected with gloves.
- Handle all trash as if it contains sharps and/or infectious items.
- When removing contaminated clothing, carefully turn inside out as it is removed to contain contaminants. Dispose in appropriately labeled bags or containers.
- After removing personal protective equipment, wash hands or other affected body parts with soap and warm water. Vigorously scrub all areas to remove all potentially infectious contamination.
- Place all potentially infectious materials and contaminated items in closeable containers or bags. The bags must be color coded (usually red)

Protect Yourself First-Treat Victim Second: What to Do If You Are Exposed

Despite your best efforts, there is a possibility you may be exposed to blood or body fluids during an emergency response. An exposure incident is defined as specific eye, mouth, nose or skin contact with potentially infectious materials. All reports will be treated by STORER in the strictest confidence.

If you have an exposure, follow these steps:

- Flush the area on your body that was exposed with warm water then wash with soap and water. Vigorously scrub all areas. It is the abrasive action of scrubbing that removes contaminates from the skin.
- If you have an open wound, squeeze gently to make it bleed, then wash with soap and water.
- Notify your supervisor who will initiate Exposure Incident procedures from the Exposure Control Plan.
- Seek emergency medical treatment following an exposure incident.
- You will be counseled by a physician regarding the risk of HIV or HBV infection and any other follow-up treatment needed.

- Following the post-exposure evaluation, the physician will provide a written opinion to Storer. We will provide a copy of the written opinion to you within 15 days of the evaluation.

7.16 General Office Safety Rules

Although office work is generally considered one of the safest of all activities, slips and falls, collisions with desks and open drawers, strains from unauthorized moving of furniture, and other similar accidents resulting in injury are common in offices.

The following general safety rules shall therefore be observed in all general office environments:

1. Make sure that desks and work areas are clean and orderly. Pick up items such as pencils or paper clips, especially when they have fallen on the floor. Good housekeeping is the key to a safe environment.
2. Be *extra cautious* when you come up to a door that can be opened in your
3. direction. Be careful when pushing open such a door.
4. Slow down when coming to a "blind" corner.
5. Keep all files, desk, and table drawers closed when not in use.
6. Never open more than one file drawer at a time.
7. Do not stack 2-drawer or 3-drawer filing cabinets on top of one another.
8. Overloading the top drawer of unsecured file cabinets has caused many injuries. If unfamiliar with file cabinets, or desk drawers, be careful not to pull them out to full extension. There may be no locking device on inexpensive or older models. Put heavy materials in the bottom drawers.
9. Do not move heavy office furniture or office equipment unless properly trained and authorized. Ask for help when moving heavy objects.
10. Tilting chairs can be hazardous when improperly used. Make sure they are in good working condition. Report broken furniture to your supervisor immediately.
11. Never use chairs, desks, or other office furniture as makeshift ladders. Always use a stepladder.
12. Never overreach while climbing on a stepladder because you may lose your balance and fall. Never use the top rung of a stepladder.
13. Keep the blades of paper cutters closed and locked when not in use.
14. Scissors, paper cutters and similar office devices can cause minor but painful injuries. Always use such equipment carefully. Report injuries at once, take first aid measures to avoid infection and seek medical care if necessary.
15. Paper can cut. Use a sponge, glue stick, or other wetting devices for sealing envelopes. Use rubber finger guards when working with stacks of paper.
16. Keep paper clips, thumb tacks and pins in a place where they cannot injure you.
17. Do not use extension cords as permanent wiring.
18. Be sure electrical cords and telephone cords are out of the normal traffic pattern where they could cause a trip hazard. If necessary, use a cord cover.
19. Candles, incense, potpourri, and other items that use a flame are not permitted in the workplace.

7.16.1 Office Machines and Equipment

Office machines and electrical appliances present special hazards in the office. The following safety rules regarding office machines and electrical appliances shall be observed:

1. Carefully handle knives, box cutters, scissors and writing instruments.
2. Never leave x-acto knives/box cutters with the blade exposed.

3. Do not use makeshift equipment, and do not use equipment in ways in which it is not intended to be used. Suitable office equipment shall be used for stamping, sharpening, and cutting.
4. Inspect electrical equipment and appliances to be sure that cords are in good condition and that plugs are not cracked, frayed, or broken. Coffee makers and heaters can be fire hazards. Never leave a coffee maker on when it is empty. Never leave a coffee maker or heater on after working hours. Be sure heaters are not placed near combustible materials or where there may be a trip hazard.
5. Unless otherwise identified, always be sure that electrical equipment such as computers, calculators, etc., are turned off at the end of the day.
6. Remove liquid toner for copy machines from the carton and store it in a metal cabinet or metal file drawer away from combustible materials. Storage in an appropriate copier drawer is acceptable.
7. Store flammable materials e.g., alcohol, board cleaner, etc., away from combustible materials.
8. Inspect fire extinguishers monthly. Have the extinguishers re-charged annually.
9. Be sure your computer monitor, and chair are properly adjusted for you. Ask for assistance if you do not know how to adjust your chair, keyboard, or display.

7.17 Back Injury Prevention

The personal pain and inconvenience caused by back problems cannot be measured. Protecting your back around the clock is your best insurance against back injury. You are the only one who can do it, both on and off the job.

The following are general guidelines to follow when lifting to prevent back injury:

1. Think ahead! Lift your mind before you lift with your back. If you see hazards, you can take responsibility for eliminating them by making suggestions to the Benefit Administrator or your supervisor.
2. Get a firm footing. Keep your feet apart (shoulder width) for stable base; point toes out.
3. Bend your knees. Don't bend at the waist. Keep the principles of leverage in mind. Don't do more work than you have to.
4. Tighten stomach muscles. Abdominal muscles support your spine when you lift, offsetting the force of the load. Train muscle groups to work together.
5. Lift with your legs. Let your powerful leg muscles do the work of lifting, not your weaker back muscles.
6. Keep the load close. Don't hold the load away from your body. The closer it is to your spine, the less force it exerts on your back.
7. Keep your back upright. Whether you are lifting or putting down the load, don't add the weight of your body to the load. Avoid twisting; it can cause injury.

Remember that you can keep your back strong and healthy by having good posture, reducing stress, and following a weight reduction and physical exercise program.

8 Accident, Injury, Security, and Illness Investigation [8 CCR 3203 (A)(5)]

All Storer fleet vehicle accidents, whether with injury or not, shall be ***immediately*** reported to the Company, from the scene, by the Fleet Vehicle Driver involved, once it becomes reasonably safe to do so.

8.1 Storer Accident Investigation Purpose

Every accident is an indicator that adequate preventive action was not taken. Safety minded management, plans all its operations to be as safe as possible, trains its employees in safe work practices, and seeks the sincere cooperation of all employees in preventing accidents.

The primary reason for investigating an accident is to find the immediate and contributing causes of the accident. To demonstrate the sincere concern management has for the safety and welfare of each employee, to identify the corrective steps required to develop safe working attitudes and conditions, and to prevent the same type of accident from recurring. **The Company requires that all accidents should be reported immediately** once it becomes reasonably safe to do so.

8.1.1 Causes of Accidents:

The following lists are not intended to identify unsafe acts and conditions; they are intended as guidelines to help in making effective assessments when conducting accident investigations:

Unsafe Acts of Employees - Violated a safety rule or instruction./ Was horse playing, distracting or teasing./ Failed to use safety equipment or protective devices/ Operated without authority or instruction/ Operated at unsafe speed/ Used defective equipment, or improper tool/equipment/ Used tools, equipment, etc., improperly/ Failed to warn others of hazard/ Worked on machinery or equipment that was moving/ Performed sloppy or messy work/ Lack skill or knowledge for job or task/ Used haste or short cuts/ Was inattentive or lackadaisical/ Had improper (unsafe) body position/ Wore improper clothing/shoes/ Acted on instructions of fellow workers, or third party/ Not using defensive driving while operating a vehicle/ Failed to use a proper checkout procedure of equipment before using.

Unsafe Acts by Supervisors and Others - Did not give instructions / Did not give complete or correct instructions/ Did not enforce the safety rules or Storer Transportation policy/ Did not provide personal protective equipment, which was required for the job/ Did not provide correct tools or equipment/ Did not adequately inspect the work being done or the equipment that was being used/ Did not plan the job properly/ Rushed the job, putting pressure on the employee, disregarding safety and security.

Unsafe Conditions - Improper lighting/ Improper ventilation/ Congested area/ Hazardous arrangement (improper piling or storage)/ Poor housekeeping/ Tools, equipment or materials scattered around/ Trash or debris on floor or work area/ Slippery floor or other surfaces/ Unsafe design or construction/ Unguarded (no guard or guard not in place)/ Defective tools, material, or equipment/ Improper clothing/ climate or environment. Security Breach not reported.

8.2 Accident Investigation Methods by Safety Officer or Storer Supervisor:

A supervisor must display the proper attitude and conduct an impersonal investigation of the incident. The employee(s) must be convinced that the company is not out to get them. It is intended to find out all the causes that lead to the accident. And stop future type accidents.

The investigation can be accomplished in two distinct phases. First there should be a preliminary investigation, then a more thorough investigation involving cause analysis and what positive remedial corrective actions should be taken. Responsibility for the investigation of accidents will be the responsibility of the Safety Supervisors with the assistance from the department/divisional Operations Supervisor(s).

8.2.1 When should accidents be investigated?

Every accident should be investigated as soon as possible(immediately). The longer it is put off, evidence becomes lost, and it is harder for witnesses to recall exactly what took place. The prompt investigation gets

more complete and useful information. Call OSHA immediately when death or serious injury occurs in the place of employment. Vehicle collisions are not to be included in this. Notify OSHA by telephone. Modesto Office: (209) 495-9534.

8.2.2 Why should accidents be investigated?

The real purpose of accident investigation is to find out what causes them and once this has been determined, take action to eliminate or control the cause.

8.2.2.1 Follow-up actions should include:

Prompt consideration of every recommendation and the specifics of compliance with it. If there are any delays necessary to make the changes or obtain the equipment, this should be fully explained to the affected employees. Consideration should be given to all other operations to see if the same condition could apply whenever unsafe practices or physical hazards are found. The effectiveness of any investigation is contingent upon sound decisions, the distribution of information pertaining thereto, and the follow-up action that will be taken.

Every accident involving an injury or illness, no matter how minor, should be investigated, because the seriousness of any injury is frequently a matter of chance. Investigation of so-called minor injuries, such as cuts, bruises, or burns, as well as near misses, are usually an indication of needed action before a serious injury occurs.

By investigating minor injuries, and near misses, the supervisor demonstrates personal concern and interest in the welfare of the employees. In addition, conditions or practices might be discovered that would lead to a more serious injury. Eliminating the causes of minor problems today may prevent a serious injury tomorrow.

8.2.3 How should an OSHA or Security Threat, Vehicle Accident investigation be conducted?

Be objective throughout the investigation. The purpose is to find the cause of the accident, so that it may be corrected. It is not to cause embarrassment for anyone.

Check the scene of the accident thoroughly before anything is changed. If practicable, leave the scene as is, until the lead Investigating Safety Supervisor arrives. After first aid or medical treatment is given, discuss the accident with the injured employee. Check with the attending physician for any drugs that were given to the employee that could affect their memory or judgment. Discuss the accident with all people that were present at the time of the accident or people who are familiar with conditions both before and after the accident occurred. Small details could be important in determining the cause of the accident.

A good basic approach would be to get the answers to the following questions and document the information on the appropriate forms:

8.2.3.1 Who was injured?

When and where did the accident happen (its specific location)? How did it happen? What was the direct cause? What was the contributing factor? What was the unsafe act or condition, if any? Was the unsafe act committed by others? Why did the unsafe condition exist? What have you done, or can you do, as a supervisor, to prevent recurrence of the accident? What has management done to eliminate such hazards, unsafe acts, or unsafe conditions that caused this accident? What was the equipment being used? Describe and identify it.

Accident investigation, cause analysis, and appropriate corrections are the three basic steps in prevention, but the point of emphasis must be on CORRECTION. **If the results of the investigation are not used to develop an effective means of preventing more accidents/injuries, then the time has been wasted.**

8.2.4 Accident investigation forms and the immediate reporting procedure:

The proper form to be used when reporting an accident or vehicle collision as defined in the CHP Traffic Collision Manual will be a STS Form headed "Accident Report Storer Transportation/ 3519 McDonald Ave., Modesto CA 95358". (See Appendix C revised) This form may be used as an information gathering guide, and you are permitted to include a narrative. The report findings require detail, not generalities, in describing the accident. This form shall also be completed on all hospitalizations, any serious injuries to-employees or customers, and for any form of Storer equipment/vehicle damage or security event that involves a fleet vehicle driver.

Photographs should be taken to supplement the information in the report's findings. All accident/event reporting and notifications must be started ***immediately at the site,*** as conditions permit. Once it becomes safe enough to gather information. When all measures for protections are in place for the prevention of further risk of harm or damage. The Company shall be or *must be* notified from the scene of the event. Never depart from the site of an event, without attempting to notify the Company. Failure to comply or not following proper notification procedures could result in STS disciplinary policy implementation, in the form of one of the below actions to be taken;

1. Coaching
2. Verbal Warning
3. Written Warning
4. Final Written Warning
5. Suspension, without pay
6. Termination for same rule violation or another violation or similar severity of hazard.

9 Storer Employee Compliance and Disciplinary Policy [8CCR 3203(A)(2)] - Storer Transportation Service (The Company) Policy Statement of Progressive Discipline Designed for Safety Infractions

9.1 Policy

It is the policy of Storer to administer company safety rules and policies through established disciplinary guidelines.

The purpose of Storer is to promote and enforce safety among all employees and not just to discipline rule and policies offenders. These guidelines will be enforced as uniformly as possible considering all factors, such as the nature and severity of the infraction and the degree of the employee's responsibility.

In administering disciplinary action, the company recognizes the principle that mitigating factors may be considered in determining the degree of disciplinary action to be taken in any case.

9.2 Objectives

To establish general guidelines for the uniform and reasonable administration of Storer safety policies.

9.3 Disciplinary Guidelines

A. Factors to be considered in disciplinary mitigation might include:

1. Losses to employee(s) caused by injuries received as a result of unsafe practices.
2. Whether the hazard was subtle, inconspicuous, or earnestly but incorrectly analyzed.
3. Whether the employee was relatively inexperienced. In such cases, there may be supervisory responsibility.
4. Whether the employee might have been a victim of fatigue from extended work hours due to emergency service or inclement weather.

B. Other reasons may occur from time to time, but factors considered in mitigation should not include what might be called sentimental reason, i.e., trouble at home, distraction from financial pressures, physical problems resulting from the discovery of onset of tragic disease.

9.4 Degrees Of Discipline

The Safety Policy lists various types of disciplinary action to be taken including oral or written reprimands, days off, demotion or termination.

In order of severity, these are ranked as follows: 1= least disciplinary; 6=most disciplinary

1. Coaching
2. Verbal Warning
3. Written Warning
4. Final Written Warning
5. Suspension, without pay
6. Termination for same rule violation or another violation or similar severity of hazard.

Appendix A – Storer/ Divisional Safety Concern

Concern needs to be routed to:

☐ **Office** ☐ **Safety Office** ☐ **Safety Committee Concern Information:**

Date: _____Time: ___Passenger Name/ Site location: _____Driver:_____Bus # _____

Concern:

Suggested Alternative:

Appendix B – Report of Unsafe Condition or Hazard

[Form 2]

Optional: Employees may submit this form anonymously:

Employee's Name:

Job Title:

Location of Condition Believed to be Unsafe or Hazardous:

Date and Time Condition or Hazard Observed:

Description of Unsafe Condition or Hazard:

What Changes Would You Recommend to Correct the Condition or Hazard?

Optional:

Signature of Employee: _____ Date: _____

Company Response:

Name of Person Investigating Report: _____

Results of Investigation (what was found? Was condition unsafe or a hazard?) (attach additional sheets if necessary):

Action Taken to Correct Hazard or Unsafe Condition, If Appropriate or**, Alternatively,** Information provided to Employees **as to Why Condition Was Not Unsafe or Hazardous (attach additional sheets if necessary):** _____

Signature of Person Investigating Report: _____

Appendix C – Accident Report Storer Transportation

3519 McDonald Ave., Modesto CA 95358

OTHER PARTY

Name _____ **(Driver, Pedestrian, Passenger)** _____

Address _____ **City** _____ **State** _____ **Zip** _____

DL# _____ **State** _____ **DOB** _____ **Home Phone** _____

Vehicle Registered Owner _____

Address _____

Make of Veh. _____ **Yr. & Model** _____ **Color** _____ **Lic#** _____ **State** _____

Damage to Vehicle _____

Insurance Co. _____ **Policy#** _____ **Phone#** _____

STORER VEHICLE

Date: _____ **Time:** _____ **AM PM** **Fleet Vehicle Number:** _____ **DOH:** _____

Driver _____ **DOB:** _____ **Driver's License#** _____

Address _____ **City** _____ **Zip** _____

Home Phone _____ **Cell Phone** _____

Make of Veh. _____ **Yr. & Model** _____ **Color** _____

Vin# _____ **Lic. Plate#** _____

Location (Address, City, County) _____

Police Report: YES - NO **Dept.** _____ **Officers Name** _____

Citation Issued? YES - NO If yes, to whom _____ **Injuries? YES - NO If yes, list on reverse side.**

Damage to Vehicle (SR-1) _____

Date & Time of your official notification to STS Dispatch or another Company Supervisor:_____

This space is for reason(s) or explanation as to cause for a late or non-report of accident from the scene:

_____

_____

_____

Describe How the Accident Happened:

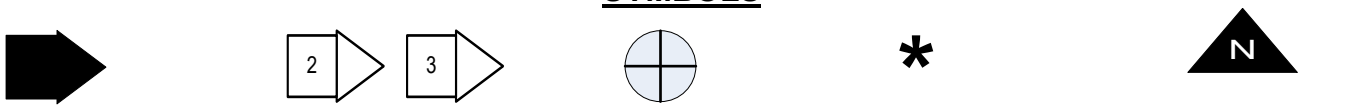
Passengers

Name	Address	Phone Number	Injured?

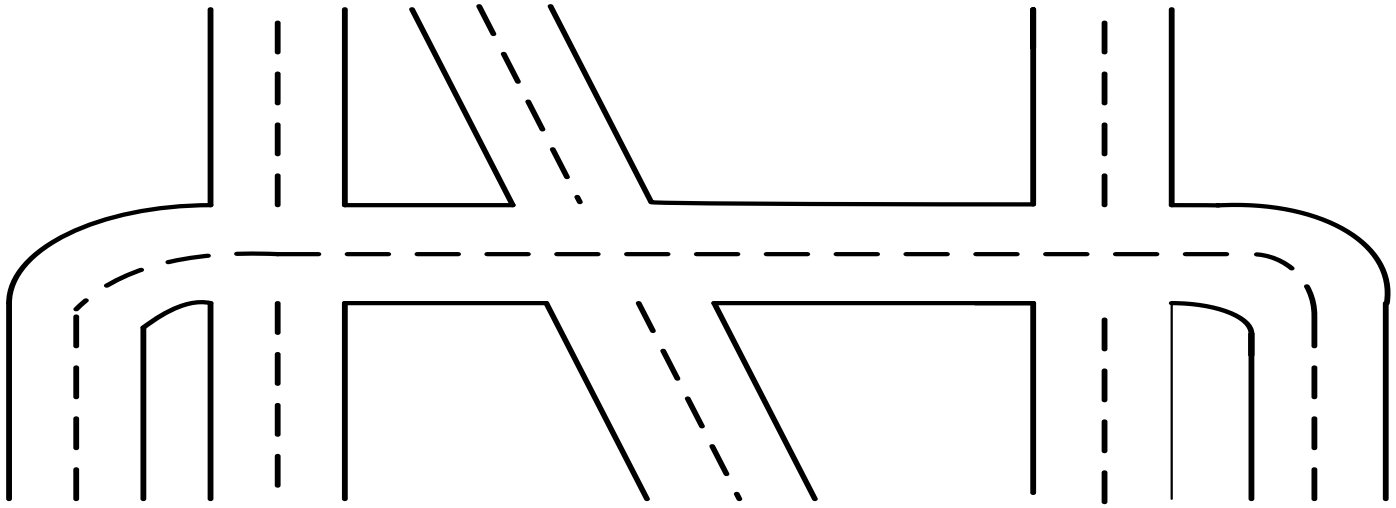
Sketch / Diagram

Show directions & position of all involved vehicles. Designate the point of contact. Indicate location of any traffic Control devices. Write in street names. Indicate locations of pedestrians

SYMBOLS



Your Vehicle **Other Vehicle** **Pedestrian** **Traffic Control** **Indicate North**



"X" All Applicable Squares In Each Section

Weather
- ☐ Clear
- ☐ Cloudy
- ☐ Fog
- ☐ Rain
- ☐ Snow
- ☐ Sleet

Lighting
- ☐ Daylight
- ☐ Dark
- ☐ Dusk
- ☐ Dawn
- ☐ Dark- No St. Lts
- ☐ Dark- St. Lts on

Road Surface
- ☐ Dry
- ☐ Wet
- ☐ Muddy
- ☐ Snowy
- ☐ Snow Covered
- ☐ Ice in Places

Road Description
- ☐ Straight
- ☐ Level
- ☐ Upgrade
- ☐ Paved
- ☐ One Way
- ☐ Two Way
- ☐ Curve
- ☐
- ☐
- ☐ Unpaved
- ☐ 2 Lanes
- ☐ 3 Lanes

Driver Signature: _____ **Date Completed:** _____

Appendix D – Storer Transportation Safety Observation Form

Please read and sign this document, then return to Site Manager or Safety Officer; Request a copy if desired.

Driver: _____ **Date:** **Bus #:** ____
Route #: _____ **Dept**:

Following Distance	☐ ☐ ☐ ☐ ☐	
Stops Complete		
Stops Cushion	☐ ☐ ☐ ☐ ☐	
Stops Limit Line	☐ ☐ ☐ ☐ ☐	
Stops Position	☐ ☐ ☐ ☐ ☐	
Emergency Braking	☐ ☐ ☐ ☐ ☐	
Visual Lead	☐ ☐ ☐ ☐ ☐	
Scanning Intersections	☐ ☐ ☐ ☐ ☐	
Stale Green Light	☐ ☐ ☐ ☐ ☐	
Turn U	☐ ☐ ☐ ☐ ☐	
Turn Prohibited Left	☐ ☐ ☐ ☐ ☐	
Turn Left	☐ ☐ ☐ ☐ ☐	
Turn Right	☐ ☐ ☐ ☐ ☐	
Turn Signals	☐ ☐ ☐ ☐ ☐	
Lane Position	☐ ☐ ☐ ☐ ☐	
Lane Change	☐ ☐ ☐ ☐ ☐	
Speed	☐ ☐ ☐ ☐ ☐	
Defensive Driving	☐ ☐ ☐ ☐ ☐	
Backing	☐ ☐ ☐ ☐ ☐	
Mirror Use	☐ ☐ ☐ ☐ ☐	
Right of Way	☐ ☐ ☐ ☐ ☐	
Passing	☐ ☐ ☐ ☐ ☐	
RXR Crossing	☐ ☐ ☐ ☐ ☐	
Curves	☐ ☐ ☐ ☐ ☐	
Parking	☐ ☐ ☐ ☐ ☐	
Loading Procedures	☐ ☐ ☐ ☐ ☐	
Unloading Procedures	☐ ☐ ☐ ☐ ☐	
Pre-Trip	☐	

Overall Evaluation: Redo/ Pass/ Fail

Observer:_____ **Driver Signature:**_____

Safety Officer **Date:** _____

Appendix E – Monthly Facility Inspection Example

Storer Transportation Facility Inspection Report/ Office/Break Area/ Location_____

Date_____ Inspected by_____ Date _____ page_____ of_____

GENERAL WORK AREA

☐ Work area is clean, orderly, and has adequate lighting.
☐ Furniture and file cabinets are in good repair.
☐ waste is stored safely and removed from work area site promptly.
☐ Clean toilets and washing area.
☐ Aisles and passageways are clear.
☐ Materials and supplies are stored safely.
☐ Carpets or floors are maintained in a safe manner. FIRE PROTECTION
☐ Portable fire extinguishers are provided in adequate number and type.
☐ fire extinguishers are mounted and readily accessible.
☐ fire extinguisher tags are signed monthly by inspector.
☐ Fire extinguishers are recharged yearly

ELECTRICAL

☐ wiring and cords without frayed or deteriorated insulation.
☐ cables and cords connections intact and secure.
☐ Electrical panel accessible

EMERGENCY PRECAUTIONS AND FIRST AID

☐ Emergency phone numbers posted in visible location.
☐ Emergency evacuation instructions posted.
☐ Exits are free from obstructions.
☐ First aid kits are available.
☐ First aid kits are inspected, and supply is updated.
☐ MSDSs are available for office chemicals.

OUTSIDE WALKWAYS

☐ Stairs are maintained and are designed to be slip resistant.
☐ Handrails are capable of withstanding a load of 200 lbs. in an outward or downward direction.
☐ Porches and stairs are free from debris.
☐ Walkways and drives are free from hazards.

SECURITY ASSESSMENT

☐ Fence line not tampered with & gates secure.
☐ Lighting is adequate/ all bulbs working.
☐ CCTV/ cameras are working properly.
☐ Vehicle keys secure
☐ Door/ Gates secure
☐ Signage, No Trespassing/ No Loitering/Visitors must check in, etc.
☐ Landscaping Hazards (Obstructions/ Fire, Etc.

Appendix F – New Hire/Safety Training Record

New Hire/Safety Training Record

Sign Off Sheet

Employee signature affixed below certifies that on the day indicated next to my name, I have completed a Storer Transportation Safety Training Session on;

- ☐ **Injury & Illness Prevention Program (Written Safety Program) 8 CCR 3204**
- ☐ **Hazard Communication Program (Written Safety Program) 8 CCR 5194 Understanding an MSDS; Material Safety Data Sheet (Form)**
- ☐ **Fire and Evacuation Procedure Program for Terminals 8 CCR 3220**
- ☐ **Storer Transportation System Security Program; Policy & Procedures**
- ☐ **Exposure Control Plan/ Bloodborne Pathogens 8 CCR 5193**
- ☐ **Heat Illness Prevention Program 8 CCR 3395**
- ☐ **Drug &Alcohol /49 CFR Part 655/380.503 and 380.505**
- ☐ **Distractions Training/ National Interstate Video Defensive Driving**
- ☐ **FMCSA; CSA, Driver Safety Enforcement; compliance, safety, accountability: Driver Qualification Requirement, Hours of Service, Driver Wellness and Whistle Blower Protection: 49 CFR 380.503**
- ☐ **Storer Transportation System Security Program; Safety, Security-Awareness and TSA- Observe, Assess, and Respond (OAR). PPT and DVD**
- ☐ **Slip/Trip/Fall**
- ☐ **Supervisors/ Reasonable Suspicion Testing**
- ☐ **Pedestrian Awareness Class**
- ☐ **Customer Sensitivity**
- ☐ **Fatigue Driving**
- ☐ **Other** _____

Printed Name	*Signature*	*Department*	*Date Completed*	*Date Hired*

Appendix G – Storer Transportation Complaint Form

Complainant Information	**Complaint Against**:
Name: ___ Address: ____ City/State/ Zip: __ Daytime Phone:____ Date Complaint Received:_____ Time Complaint Received: _____ AM PM	Name: _____ Bus #: _____ Division: _____ **Complaint Regarding:** ☐ Driver ☐ Route Times ☐ Safety Concern Complaint Received By: _____ Complaint must immediately be turned over to a Supervisor before investigat

Route To: ☐ **Supervisor** ☐ **Safety Officer** ☐ **Manager**

For:

☐ **Charter Division** ☐ **Transit Division** ☐ **School Bus Division** ☐ **San Joaquin**

Complaint Information:

Date:_____ **Time:_____** AM PM Location:_____

Complaint Details:

******************************Do not write below this line, Safety Department &Supervisor Use ONLY!**

Results of Investigation: **Investigated By**:

Date: _____

Attachment 6

Yuba-Sutter Transit

Named Employee List

This is the table indicating the named staff that are assigned to key roles and specific authorities, accountabilities and responsibilities as defined in the Agency Safety Plan, specifically in sections 1.2, 1.2, 5.4.1, 5.4.2, 5.4.3, and 5.4.4. Staff will review the table annually in April during the plan review process, or review and update as needed when assigned staff or plan elements change. A signature by the Accountable Executive on the cover page of this document indicates approval of any updates indicated on the list in Attachment 6.

ASP Designated Role	Agency Position for Designated Role	Name of Current Assigned Staff	Date of Approval for Review/Change
Accountable Executive	Executive Director	Matthew Mauk	6/18/2026
Chief Safety Officer	General Manager (Operations Contractor)	Douglas Cook	6/18/2026
Agency Leadership / Executive Management	General Manager	Douglas Cook	6/18/2026
	Assistant Operations Mngr.	Jody Adams	6/18/2026
	Safety & Training Manager	Art Leonard	6/18/2026
	Human Resources Mngr.	Juan Olivares	6/18/2026
Key Staff	Road Supervisor	Filemon Huerta	6/18/2026
	Road Supervisor	Garrett Shingu	6/18/2026
	Shop Manager	Roberto Resendez	6/18/2026
	On-site Safety	Jody Adams	6/18/2026
	Environmental Risk	Douglas Cook	6/18/2026
UPDATES NOTED BELOW THIS LINE (Fill in all 4 columns)			

UPDATES NOTED BELOW THIS LINE (Fill in all 4 columns)			
ASP Designated Role	Agency Position for Designated Role	Name of Current Assigned Staff	Date of Approval for Review/Change
NOTE - Designations include: **Accountable Executive**: Executive Director; **Chief Safety Officer**: General Manager - Operations; **Agency Leadership/Executive Management**: General Manager, Assistant Operations Manager, Safety & Training Manager, Human Resources Manager; **Key Staff**: Road Supervisor, Shop Manager, On-site Safety, Environmental Risk. *Staff may add or change designations relative to ASP/SMS plan as required upon any review of or change in the plan document.*			

Attachment 7

Yuba-Sutter Transit

Record of Annual Transmittal

After the annual review of the Yuba Sutter Transit Agency Safety Plan (ASP) each May, staff submits the updated Safety Performance Targets (SPTs) for that year to the Sacramento Area Council of Governments (SACOG) as the area's Metropolitan Planning Organization (MPO). Caltrans also receives this update. Section 3 of the ASP contains the original SPT data and outlines the purpose of coordinating this information with these agencies. Annual changes in SPT data along with any other plan updates or changes are included in Attachment 8 of the agency's ASP. A signature by the Accountable Executive on the cover page of this document indicates approval of the transmittal dates listed in Attachment 7.

Transmittal Date to SACOG (SPTs)	Transmittal Date to Caltrans
11/30/2020	11/30/2020
5/21/2021	5/21/2021
6/10/2022	6/10/2022
6/19/2023	6/19/2023
6/21/2024	6/21/2024
6/30/2025	6/30/2025

Revised: June 26

Attachment 8

Yuba-Sutter Transit

Record of ASP Changes/Updates

After the annual review and Board approval of the Yuba Sutter Transit Agency Safety Plan (ASP) each May or June, the agency updates Attachment 8 by listing any changes or updates to the ASP. At a minimum, this will include annual updates to the Safety Performance Targets, or SPTs. (Please refer to Attachment 7). Attachment 8 also indicates any changes requiring Board approval prior to a regular annual review and documentation copies of changes made. A signature by the Accountable Executive on the cover page of this document indicates acceptance by the Board for the subsequent implementation period.

Review / Change Date	Item Changed / Added/Deleted	Description of Action	Board Approval Date
5/21/2021	SPTs	Updated SPTs	5/20/2021
5/19/2022	SPTs	Updated SPTs	5/19/2022
12/15/2022	Subsection 6.3 and 6.4	Updated types of risks to include infectious diseases	12/15/2022
6/15/2023	SPTs	Updated SPTs	6/15/2023
6/15/2023	Attachments 5 & 6	Contractor (Storer) updated the Safety and Security Employee Training Plan and IIPP. They were combined into one document.	6/15/2023
6/20/2024	Accountable Executive	Updated Accountable Executive. Keith Martin has retired. New Accountable Executive is Executive Director Matthew Mauk.	6/20/2024
6/20/2024	Attachment 1.1	Contractor (Storer) updated ORG Chart	6/20/2024
6/20/2024	Attachment 1.2	Updated Yuba-Sutter Transit ORG Chart	6/20/2024
6/20/2024	Definitions	Updated definitions	6/20/2024
6/20/2024	SPTs	Updated SPTs	6/20/2024
6/19/2025	Attachment 1.1	Contractor (Storer) updated ORG Chart	6/19/2025
6/19/2025	Attachment 6	Current Named Staff in Key Roles	6/19/2025
6/19/2025	SPTs	Updated SPTs	6/19/2025
6/19/2025	Section 2 Subsection 2.4	Plan Review and Updates	6/19/2025
6/10/2026	SPTs	Updated SPTs	6/18/2026
6/10/2026	Section 2 Subsection 2.4	Updated Plan Review and Updates – including additional safety training and measures	6/18/2026
6/18/2026	Attachment 1.1	Contractor (Storer) updated ORG Chart	6/18/2026

6/18/2026	Attachment 6	Current Named Staff in Key Roles	6/18/2026