



MEETING NOTICE & AGENDA

DATE: Thursday, November 19, 2020

TIME: 4:00 P.M.

PLACE: Pursuant to state and local public health orders and directives, this meeting will be held remotely with members of the Board of Directors and staff attending from separate remote locations. The meeting will be live cast via Zoom for members of the public to observe and offer comment whether on-line or by telephone.

To join the meeting from your computer, tablet, or smartphone, please use the link below.

<https://us02web.zoom.us/j/88412969604?pwd=emRYeWM4TmR2cnVZTzVwUVNvRmMwdz09>

To join by telephone conference call: 1-669-900-6833

Meeting ID: 884 1296 9604

Password: 753222

Please note that the public will be muted by default. If you would like to speak during the public comment portion of the meeting, you have the following options:

Online: Raise your hand or use the Q&A panel to submit your comments.

Phone: Press *9 to raise your hand or press *6 to send a request to be unmuted to submit comments.

Board members and participants are encouraged to join the meeting 10 minutes early to resolve any technical issues before the session begins.

I. Call to Order & Roll Call

Cardoza, Fletcher (Vice-Chair), Hudson, Leahy, Samayoa, Shaw, Sullenger and Whiteaker (Chair)

II. Public Business from the Floor

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

III. Consent Calendar

All matters listed under Consent Calendar are considered routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed or removed from the Consent Calendar for specific action.

A. Minutes from the Regular Meeting of October 15, 2020. (Attachment)

B. Disbursement List for October 2020. (Attachment)

C. Monthly Performance Report for October 2020. (Attachment)

IV. Reports

- A. Yuba Sutter Transit Agency Safety Plan (ASP) for 2020.** Review and consideration of the Yuba-Sutter Transit ASP for calendar year 2020. (Attachment)

RECOMMENDATION: Adopt Resolution 9-20 approving the Yuba Sutter Transit Agency Safety Plan for the calendar year 2020.

- B. Regional Waste Management Authority (RWMA) Organizational Study Recommendations.** Review and discussion of the potential Yuba-Sutter Transit impacts of the study recommendations. (Attachment)

RECOMMENDATION: Information only.

- C. First Quarter Performance Report for FY 2020-21.** (Attachment)

RECOMMENDATION: Information only.

- D. Project & Program Updates.**

1. COVID-19 Impacts & Response
2. FRAQMD Blue Sky Grants (Finance Committee Recommendation)
3. Annual Unmet Transit Needs Hearing Results
4. Next Generation Transit Facility Plan

RECOMMENDATION: Information only.

VI. Correspondence/Information

VII. Other Business

VIII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, DECEMBER 17, 2020
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS
UNLESS OTHERWISE NOTICED**

P:\YST Agenda Items\AGENDA November 19, 2020.doc

If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or (TTY) 634-6889 at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES OCTOBER 15, 2020

I. Call to Order & Roll Call (4:00 pm)

Present: Cardoza, Fletcher (Vice-Chair), Hudson, Leahy, Samayoa, Shaw, Sullenger, and Whiteaker (Chair)

Absent: None

II. Presentations

A. Next Generation Transit Facility Plan Consultant Presentation – Working Papers #1 and #2

Martin described the Next Generation Transit Facility Study which was made possible by a planning grant from Caltrans. The purpose of this agenda item is for the project consultant, WSP USA, to present the first two working papers for input from the board and public as part of the public engagement for this project. Martin introduced Alva Carrasco, Project Manager for WSP USA for this project. She then introduced members of her team: Manager of Bus Facilities and Senior Architect Jewels Carter, Northern California District Planning Manager Kristina Svensk, Transportation and Environmental Planner Naomi Batzer, and Transportation Planner Rafael Ruiz.

Carrasco first presented Working Paper #1 via a PowerPoint presentation, reviewing the existing site conditions at Yuba-Sutter Transit's maintenance, operations and administration facility at 2100 B Street in Marysville and the need for a replacement site to meet the agency's future needs. WSP USA began with 16 possible sites before narrowing them down to the top three ranked sites. She showed a video that is now available to the public that explains the reason for the project and provides a virtual tour of the top ranked sites.

Working Paper #2 reviews the design criteria for a future facility. WSP USA conducted interviews with Yuba-Sutter Transit and Storer Transit Systems staff regarding the functional requirements and operating characteristics of a future facility. WSP USA put together all the standards required of the facility, including staffing and vehicular circulation, and overlaid it onto several proposed sites to confirm the potential fit. Other requirements of a potential site included a sustainable facility design, room for future growth, infrastructure capacity for battery electric buses and/or the ability to support hydrogen fuel cell electric vehicles.

Ms. Carrasco concluded her presentation with a review of the next steps in the project including the collection of public comments, the development of a financial plan and preparation of a final plan with a goal of early spring 2021 for completion.

Director Cardoza asked the price of the land located at Butte House and Harter Roads. Ms. Carrasco stated they were unable to obtain a specific cost for that location as no specific site on the large parcel was identified. Martin explained that the price of a Butte House and Harter Road site would vary depending on the amount of land required and the location of the parcel within the larger site but that site and the site on Onstott Road would be the highest prices of the sites considered. Director Cardoza asked if the price would be over \$2 million for the Onstott site. Martin stated that it would be over that, but that any site considered would have to be appraised and any sale would follow a typical public purchase process.

Director Hudson mentioned that the site adjacent to Yuba College is next to the Fire Academy and would most likely have to deal with occasional smoke from the training facility.

Director Shaw asked impact fees and construction costs were taken into consideration when ranking the sites. Martin stated that the financial analysis would review the development costs for each site and that Working Paper only includes the bare ground price for the site. The next step would consider those additional factors into the final ranking.

Director Fletcher stated that more information will be needed to give adequate feedback about the sites and stated that he most likely will visit the sites to get a better idea of considerations such as flooding. Martin responded that specific direction is not being requested at this time, but Board comments are invited to better assess each site and how they may or may not meet future needs.

Director Samayoa stated that this will be a long-term investment and that a large site is needed for larger buses, but he wondered what would happen if there is a shift to smaller vehicles in the future and how the new facility would be adjusted for that shift. Martin responded that a larger site could always be downgraded, but the priority right now is to replace the current facility which is already constrained for the current operation and must be replaced to accommodate zero emission buses if not the Caltrans highway expansion project.

Director Cardoza mentioned that the Onstott Frontage Road is not in good repair and it might need to be repaved if that site is selected. Martin responded that Washington Avenue on the north boundary of the same site is in a similar situation and both would need widening.

III. Public Business from the Floor

None.

IV. Consent Calendar

Director Cardoza made a motion to approve the consent calendar. Director Fletcher seconded the motion and it carried unanimously.

V. Reports

A. Feather River Air Quality Management District (FRAQMD) Blue Sky Projects Applications for FY 2020/2021.

Martin stated that the Feather River Air Quality Management District (FRAQMD) is now accepting applications under the Blue Sky Grant Program for Fiscal Year 2020/2021. Due to the reduced amount of funding available this year and the recent extension of the current program through September 2021, staff is recommending that the new request be made for just six months of funding (\$72,000) to extend the existing program through March 2022. The second priority project is for another \$10,000 to help continue the expanded Live Oak Service for another year from March 1, 2021 through February 28, 2022. The applications are due for submission by Monday, October 19, 2020.

Director Fletcher made a motion to authorize submittal of the FRAQMD grant applications as proposed. Director Cardoza seconded the motion and it carried unanimously.

B. Project & Program Updates

1. COVID-19 Impacts and Response

Martin discussed the ongoing COVID-19 response noting a need for Board input on a few issues. There has been no major operational or policy changes since the last meeting. Ridership has remained rather stable since the July 1st resumption of fare collection on the fixed route service.

As both communities are looking to open more as restrictions are eased, there is an anticipation of an increase in local fixed route ridership when schools begin to offer in-person classes especially at middle and high schools. In addition, the Alta California Regional Center expects to resume programs for their adult developmentally disabled clients in the next few weeks as well.

Even as they plan to reopen schools, the Marysville and Yuba City school district are not planning to provide much school bus service for middle and high school students any time soon. Since a large population of middle and high school students typically use the fixed route system, staff is concerned about the impact of being the only bus service available and how the current 12 passenger capacity limit might result in leaving lots of youth or developmentally disabled adults at bus stops.

The 12-passenger limit is not a requirement, but it is an industry best practice for social distancing purposes. While the state mandates that passengers and drivers on public transportation must wear a mask, the issue is always about enforcement. While Yuba-Sutter Transit does not have a “no mask, no ride” policy, passenger compliance has been estimated at around 70 percent. Waiving or increasing the on-board capacity limit to avoid a high number of passengers being left at bus stops might require a more aggressive face mask requirement. While face mask dispensers will soon be installed on all buses to encourage the use of face masks, the real concern is whether local law enforcement would cooperate to actively enforce the mask requirement.

Director Cardoza asked about an idea to put plastic shields between the seat rows for protection. Martin stated that the major concern with that approach is the installation and ongoing maintenance cost. He added that industry studies around the world have not shown that public transportation use presents any greater risk of COVID-19 infection than other activities.

Director Fletcher stated that since current practices appear to be working that they should remain as they are and revisit them when they are no longer effective.

Director Samayoa stated that he appreciates the proactive approach and recommended contacting the Bi-County Health Officer for her input, but that increasing the number of riders would be beneficial.

Director Leahy, noting that Yuba County schools will be able to open on October 21st, encouraged the idea of increasing the passenger capacity limit.

Director Whiteaker agreed with the recommendations to speak with Dr. Luu and keep the limits as they are until further action is needed.

Martin thanked the board for their input and stated that he would be following up on the recommendations as conditions dictate.

Martin also discussed the Yuba College Sutter County Campus Shuttle noting that Yuba College has announced that the Sutter Campus will be holding very few in-person classes for the spring semester so no

shuttle service will provided at least through the Summer 2021 semester. He continued that, due to the continued suspension of this service, a significant portion of the state funding that has been designated for this service will likely expire and be lost for local use before it can be spent. As a result, staff is now recommending that the service now be permanently cancelled and that the remaining funds be reallocated to other active projects. As proposed in a recent meeting with Caltrans, approximately \$190,000 would be moved to the Sacramento Commuter Service Expansion Program with the remainder to the Discount Pass Program. The program concept could still be revisited in the future when conditions are more favorable.

Director Cardoza asked if the program funding could instead be extended for another year due to the pandemic. Martin stated that he suggested that approach, but they are coming through the Air Resources Board and must be spent by the appointed date or they will revert back to the state. The consensus of the Board was to concur with the staff recommendation which can be accomplished administratively.

2. Bel Air Market Connect Card Sales Outlet to Close Saturday, November 7th

Martin stated that Bel Air Market will be closing their Customer Service Counter effective November 7th and will no longer be selling Connect Card products. This was a corporate decision that applies regionwide. This closure leaves the Administration Office in Marysville and the Yuba College Bookstore in Linda as the only local Connect Card outlets as both county libraries remain closed due to the pandemic. While Connect Cards can still be loaded on-line, the search is on-going for a new pass outlet location.

3. Annual Unmet Transit Needs Hearing – 2:00 p.m. on Tuesday, October 27th

Martin stated that the Annual Unmet Transit Needs Hearing will be held on Tuesday, October 27th at 2pm. Director Leahy will be representing SACOG.

VI. Correspondence/Information

None.

VII. Other Business

Martin informed the board about a new funding and service opportunity that will now require separate action to be considered as an off-agenda item. The notice of funding available for the Public Transportation COVID Research Demonstration Grant Program was released on October 5th and applications for the \$10 million competitive program must be submitted by November 2nd, 2020. No matching funds are required. Micro-transit software and service vendor Via has just this week offered to prepare an application on behalf of Yuba-Sutter Transit to enhance and expand the weekday evening Dial-a-Ride service as a mobility on-demand program. It would combine our Dial-a-Ride service with their software to improve functionality while adding an hour to the existing evening weekday service to end at 10:30 p.m.

Director Samayoa made a motion that the need for action on this item arose after the posting of the agenda. Director Leahy seconded the motion and it carried unanimously.

Director Samayoa made a motion to authorize the grant application as proposed. Director Cardoza seconded the motion and it carried unanimously.

VIII. Adjournment

The meeting was adjourned at 4:54 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 19, 2020 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.

P:\Yuba-Sutter Transit Agenda Items\YST BOARD MINUTES\YST MINUTES 2020\YST MINUTES OCTOBER 2020.docx

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF OCTOBER 2020**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,319.69	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,148.47	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 34,316.06	PAYROLL	PAYROLL
EFT	\$ 1,441.15	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 34.42	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - OCTOBER
EFT	\$ 334.89	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 400.00	FRANCOTYP-POSTALIA INC	POSTAGE RESET
EFT	\$ 4,109.98	PG&E	ELECTRIC
EFT	\$ 45.52	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 50.82	PG&E	GAS
EFT	\$ 526.00	CALIFORNIA DEPT OF TAX AND FEE ADMIN	FUEL TAX - 7/20 - 9/20
EFT	\$ 3,001.16	CARDMEMBER SERVICES	CREDIT CARD - ICE MACHINE, COMPUTERS, FUSER UNIT, GIFT CARDS & SUBSCRIPTIONS
EFT	\$ 259.77	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 50.00	RANDY FLETCHER	BOARD MEETING 10/15/2020
EFT	\$ 10,238.62	WSP USA	NEXT GEN FACILITY PLAN SERVICES SEPT 2020
EFT	\$ 95.14	ELAVON	MERCHANT SERVICE FEE - OCTOBER
17318	\$ 350.00	ALL SEASON TREE & TURF CARE	LANDSCAPING & WEED CONTROL AUG & SEPT 2020
17319	\$ 13,608.33	BOYETT PETROLUEM	BUS FUEL - DYED DIESEL
17320	\$ 1,113.00	DICKSON MECHANICAL	AIR CONDITIONER REPAIR - OPERATIONS*
17321	\$ 13,013.94	INTERSTATE OIL COMPANY	BUS FUEL - DYED DIESEL
17322	\$ 2,000.00	NICOLAY CONSULTING GROUP INC	GASB 75 ACTUARIAL EVALUATION
17323	\$ 13.18	QUILL CORPORATION	OFFICE SUPPLIES - SANITATION SPRAY & WIPES
17324	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - SEPTEMBER 2020
17325	\$ 4,583.00	RAMOS OIL COMPANY	BUS FUEL - GAS
17326	\$ 441.56	SC FUELS	DEF FLUID
17327	\$ 528.10	STAPLES	OFFICE SUPPLIES - MONITORS, PRINTER RIBBONS
17328	\$ 468,826.70	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 8/2020
17329	\$ 1,559.16	T-MOBILE	WIFI SERVICE FOR BUSES - SEPTEMBER 2020
17330	\$ 374.87	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - SEPTEMBER 2020
17331	\$ 145.08	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - SEPTEMBER 2020
17332	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - NOVEMBER 2020
17333	\$ 372.37	COMCAST BUSINESS	TELEPHONES SERVICES - OCTOBER 2020
17334	\$ 297.77	COMCAST BUSINESS	INTERNET SERVICES - OCTOBER 2020
17335	\$ 450.00	DIGITAL DEPLOYMENT	WEBSITE SERVICES - OCTOBER 2020
17336	\$ 657.01	FRAQMD	ANNUAL BACK-UP GENERATOR PERMIT RENEWAL
17337	\$ 113.92	HANCOCK PETROLEUM ENGINEERING	REPAIR LEAKING FILTERS ON PUMPS #1 & #2
17338	\$ 914.17	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17339	\$ 623.14	QUILL CORPORATION	OFFICE & JANITORIAL SUPPLIES: CALENDARS, ETC
17340	\$ 2,498.70	RAMOS OIL COMPANY	BUS FUEL - GAS
17341	\$ 1,476.00	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES - JULY - SEPTEMBER 2020
17342	\$ 13,290.88	SC FUELS	BUS FUEL - DYED DIESEL
17343	\$ 509.08	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES - NOVEMBER 2020
17344	\$ 492.75	STATE COMPENSATION INSURANCE FUND	TOTAL PREMIUM - 10/1/20 - 1/1/21
17345	\$ 11,893.88	STORER TRANSIT SYSTEMS	COVID-19 ADMINISTRATIVE LEAVE HOURS - 9/2020
17345	\$ 4,949.38	STORER TRANSIT SYSTEMS	COVID-19 EXPENSES - 9/2020
17345	\$ 580.00	STORER TRANSIT SYSTEMS	LIFT REPAIR REIMBURSMENT - CENTRAL VALLEY EQUIP
17346	\$ 750.00	SUTTER BUTTES COMMUNICATION INC	REPAIR GATEWAY & UPDATED FIRMWARE
17347	\$ 3,462.69	TEHAMA TIRE SERVICE INC	TUBES/TIRES
17348	\$ 50.00	BRAD HUDSON	BOARD MEETING 10/15/2020
17349	\$ 50.00	DAVID SHAW	BOARD MEETING 10/15/2020
17350	\$ 50.00	JIM WHITEAKER	BOARD MEETING 10/15/2020
17351	\$ 50.00	MANNY CARDOZA	BOARD MEETING 10/15/2020
17352	\$ 50.00	MIKE LEAHY	BOARD MEETING 10/15/2020
17353	\$ 50.00	RICKY SAMAYOA	BOARD MEETING 10/15/2020
17354	\$ 50.00	RON SULLENGER	BOARD MEETING 10/15/2020
	\$ 617,060.35		

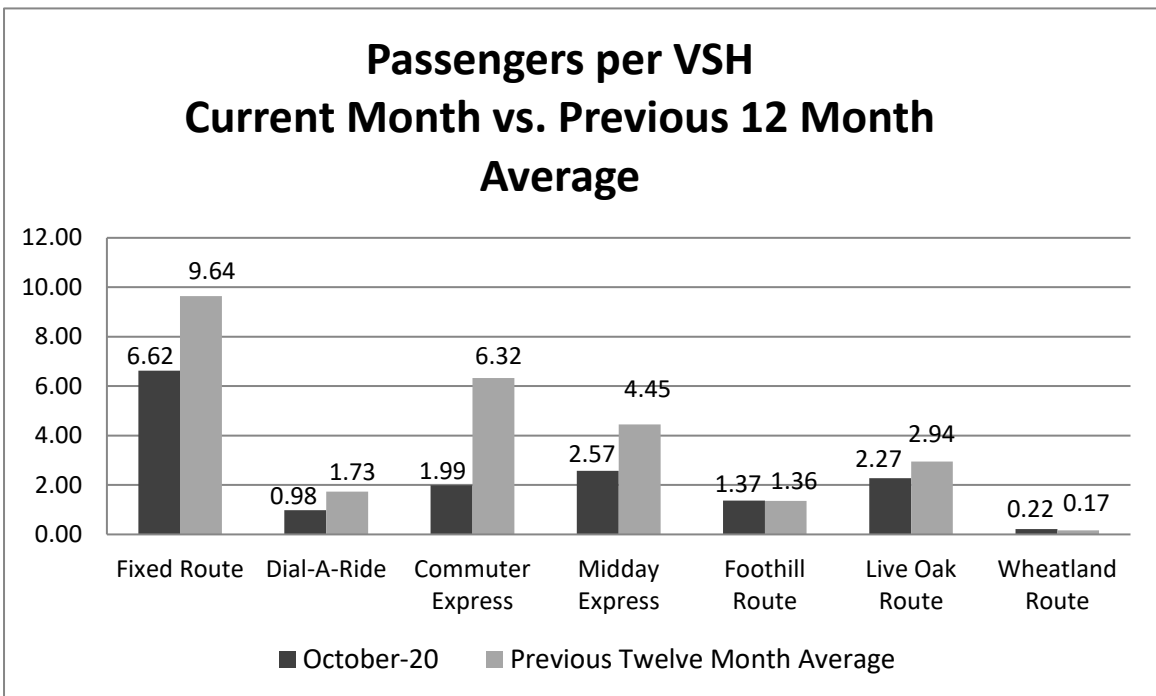
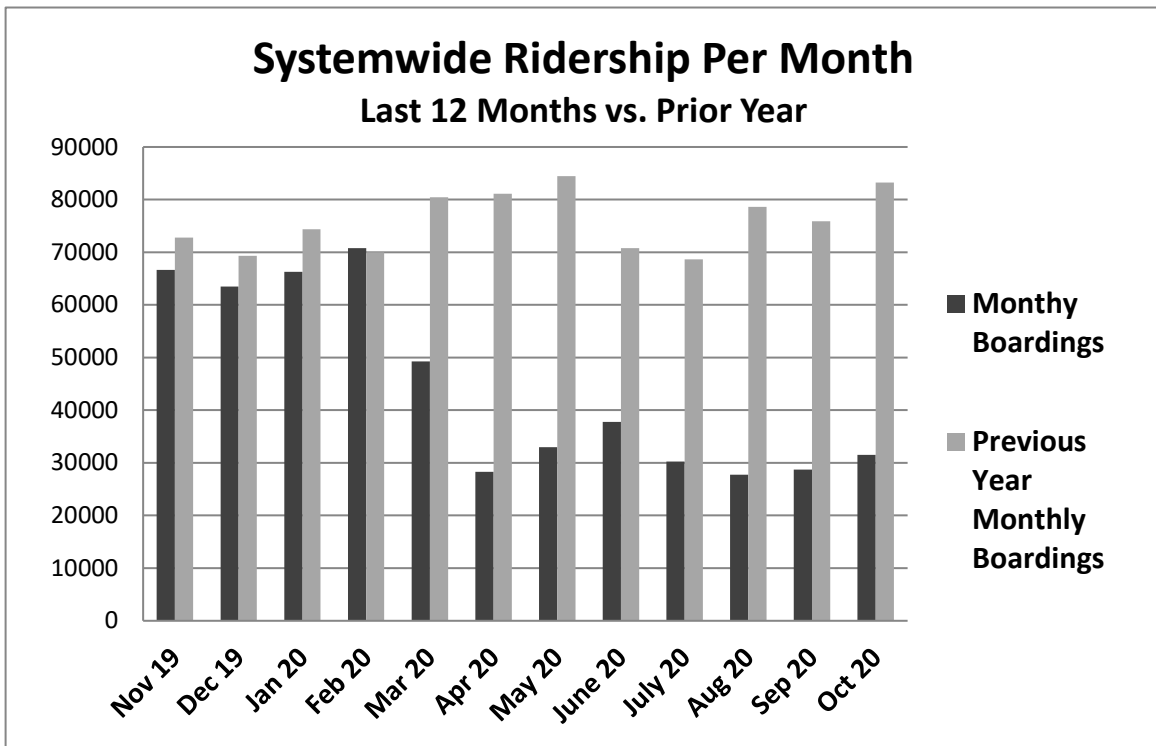
**LAIF
TRANSFERS**

AGENDA ITEM III - C

OCTOBER 2020 PERFORMANCE REPORT

	October-20	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	27,749	39,388	103,618	235,258
Dial-A-Ride	1,564	2,709	6,153	18,539
Commuter Express	1,480	5,661	5,915	45,752
Midday Express	406	688	1,388	4,605
Foothill Route	109	106	395	593
Live Oak Route	176	229	730	1,609
Wheatland Route	10	8	19	59
Total Ridership:	31,494	48,789	118,218	306,415
Vehicle Service Hours:				
Fixed Route	4,190.43	4,084.48	16,232.26	17,313.77
Dial-A-Ride	1,598.73	1,567.24	6,100.70	7,816.47
Commuter Express	744.04	895.23	2,915.40	4,383.65
Midday Express	157.87	154.64	617.76	677.87
Foothill Route	79.32	77.81	311.33	335.54
Live Oak Route	77.42	77.88	305.66	318.51
Wheatland Route	45.08	45.05	171.77	187.91
Total VSH's:	6,892.89	6,902.32	26,654.88	31,033.72
Passengers Per Hour:				
Fixed Route	6.62	9.64	6.38	13.59
Dial-A-Ride	0.98	1.73	1.01	2.37
Commuter Express	1.99	6.32	2.03	10.44
Midday Express	2.57	4.45	2.25	6.79
Foothill Route	1.37	1.36	1.27	1.77
Live Oak Route	2.27	2.94	2.39	5.05
Wheatland Route	0.22	0.17	0.11	0.31
Total Passengers Per VSH:	4.57	7.07	4.44	9.87

OCTOBER 2020 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

YUBA SUTTER TRANSIT AGENCY SAFETY PLAN (ASP) FOR 2020

In July 2019, the Federal Transportation Administration (FTA) implemented a rule requiring all public transit agencies that receive certain federal funding to create, approve and implement their own Agency Safety Plan. The specific regulation, taken from 49 C.F.R. Part 673, is called the Public Transportation Agency Safety Plan (PTASP) rule. The specific plan that each agency is required to create for board approval is referred to as the Agency Safety Plan (ASP). The plan must be reviewed and certified each year and any updates or amendments are to be incorporated into the ASP during the annual review or more frequently if necessary. After the initial implementation which must be completed by December 31st, the annual PTASP process is to be completed and certified to the FTA by July 20th each year.

The FTA requires state transportation agencies such as Caltrans in California to draft and certify agency safety plans for small transportation providers like Yuba Sutter Transit. Although the FTA does allow such agencies to opt-out of the state's plan oversight, Yuba-Sutter Transit staff has chosen to use the Caltrans provided plan template at least for this initial year. The draft Yuba-Sutter Transit ASP that is enclosed under separate cover was created using this template and it has been reviewed by FTA and approved by Caltrans for FTA certification assuming Board approval.

The draft Yuba-Sutter Transit ASP includes the PTASP required elements of:

- Outlining the agency's commitment to and processes of integrating safety into all operational aspects by assigned executive leadership, management and employees.
- Extensive presentation of the Safety Management System (SMS) required elements, processes and activities, including Safety Management Policy, Safety Risk Management, Safety Assurance and Safety Promotion.
- Development, review and adjustment (as necessary) of Safety Performance Targets (SPTs) and a record of forwarding them to the agency's Metropolitan Planning Organization (MPO), SACOG.
- Documentation methods and records related to the ASP, SMS implementation and results from the SMS processes and activities.
- Specific contractor-generated documents that support all PTASP requirements, including robust processes for identification, assessment and mitigation of risk.

In the future, if so desired, subsequent certification cycles can be undertaken solely by Yuba Sutter Transit by simply notifying Caltrans that we are opting out of their process.

Staff will be prepared at the meeting to discuss plan and process elements in detail.

RECOMMENDATION: Adopt Resolution 9-20 approving the Yuba Sutter Transit Agency Safety Plan for the calendar year 2020.

Attachments

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:

Noes:

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:

Chairman of the Board

*Janet Frye
Secretary to the Board of Directors*

Date



Agency Safety Plan

DRAFT v5

Yuba-Sutter Transit Authority

2100 B Street

Marysville, CA 95901

Approved by Board of Directors

November 19, 2020

Signature of Accountable Executive

Date

Table of Contents

Definitions	3
Section 1: Transit Agency Information.....	5
Subsection 1.1: Accountable Executive	5
Subsection 1.2: Chief Safety Officer.....	5
Subsection 2.1: Drafting the Plan	6
Subsection 2.2: Signature by the Accountable Executive and Approval by the Board.....	6
Subsection 2.3: Certification of Compliance.....	6
Subsection 2.4: Plan Review and Updates.....	7
Section 3: Safety Performance Targets (SPTs)	7
Subsection 3.1: Target Development.....	7
Section 4: Overview of the Agency’s Safety Management Systems (SMS)	8
Section 5: Safety Management Policy	9
Subsection 5.1: Safety Management Policy Statement.....	9
Subsection 5.2: Safety Management Policy Communication	10
Subsection 5.3: Employee Safety Reporting Program	10
Subsection 5.4: SMS Authorities, Accountabilities, and Responsibilities	12
Subsection 5.4.1: Accountable Executive	12
Subsection 5.4.2: Chief Safety Officer.....	12
Subsection 5.4.3: Agency Leadership and Executive Management	13
Subsection 5.4.4: Key Staff.....	13
Section 6: Safety Risk Management (SRM).....	14
Subsection 6.1: Safety Hazard Identification	14
Subsection 6.2: Safety Risk Assessment	16
Subsection 6.3: Safety Risk Mitigation.....	18
Section 7: Safety Assurance	18
Subsection 7.1: Safety Performance Monitoring and Measurement.....	19
Section 8: Safety Promotion	20
Subsection 8.1: Safety Communication	20
Subsection 8.2: Competencies and Training.....	21
Section 9: Documentation	22
Section 10: Attachments.....	22

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 Agency. The Account 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.

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

Caltrans means the California Department of Transportation.

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.

Event means any Accident, Incident, or Occurrence.

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.

Incident means an Event that involves any of the following: a personal injury that is not a serious injury, one or more injuries requiring medical transport, or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the Transit Agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

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.

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of the Transit Agency.

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.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a period of time required by the Federal Transit Administration (FTA).

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

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 Management Policy means the Transit Agency's documented commitment to safety, which defines the Transit Agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management Systems (SMS) means the formal, top-down, 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 risks and hazards.

Safety Performance Target (SPT) means a Performance Target related to safety management activities.

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

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 safety risk.

Serious injury means any injury which: (1) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received, (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses), (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ, or (5) involves second or third-degree burns, or any burns affecting more than five percent of the body surface.

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.

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 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. The Agency also operates a commuter service between these counties and 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, Section 5310, and Section 5311 funds. Yuba-Sutter Transit 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 Transit Manager. The Transit Manager is the single, identifiable person who has ultimate responsibility for carrying out this Agency Safety Plan, 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 Transit Manager is accountable for ensuring that the Agency's Safety Management Systems (SMS) are effectively implemented throughout the Agency's public transportation system. The Transit Manager is accountable for ensuring action is taken, as necessary, to address substandard performance in the Agency's SMS. The Transit Manager may delegate specific responsibilities, but the ultimate accountability for the Transit Agency's safety performance cannot be delegated and always rests with the Transit Manager.

Subsection 1.2: Chief Safety Officer

The Transit Manager 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 drafted 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, Yuba-Sutter Transit must fulfil requirements of systems operating more than 100 vehicles.

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. 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.

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 April, this Plan will be jointly reviewed and updated by the Chief Safety Officer, Transit Manager and applicable support staff, with the assistance of subject matter experts. The Accountable Executive will approve any changes then forward the Plan to the Board of Directors at their May 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 it will review and update 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 2020 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	18,404 (VRMs between incidents)
Fixed Route Target per Vehicle Revenue Mile (VRM)	0	0.22	0	
Demand Response Integer Target	0	0	0	13,362 (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, and/or Supervisors. Once the Transit Manager 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. The Agency and/or any operations management staff keep all Union representatives informed as these actions occur.
- 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.

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 7 includes a table indicating names of staff currently in each role. Staff updates the table each April 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 Transit Manager. The Transit Manager is accountable for ensuring effective implementation of the Agency's SMS throughout the Agency's public transportation system. The Transit Manager is accountable for ensuring staff takes action, as necessary, to address substandard performance in the Agency's SMS. The Transit Manager 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 Transit Manager. The Transit Manager 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 Transit Manager 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 employee's 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;
- 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, 5, and 6 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 is 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 authority 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 authorities.

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 identify 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 table below presents a typical safety risk. It includes four categories to denote the level of severity of the occurrence of a consequence, 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 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 subject matter experts, reviews current safety risk mitigations and establish procedures to 1) eliminate; 2) mitigate; 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, even mitigated risks shown as Acceptable status (Low-Green), 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,
- 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 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 6 contains a copy of this plan.

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 . Yuba-Sutter Transit requires driver notification to Yuba-Sutter Transit immediately and maintains 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

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;
- Communicating purpose, objectives, and outcome;
- 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
- TSA First Observer Plus

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

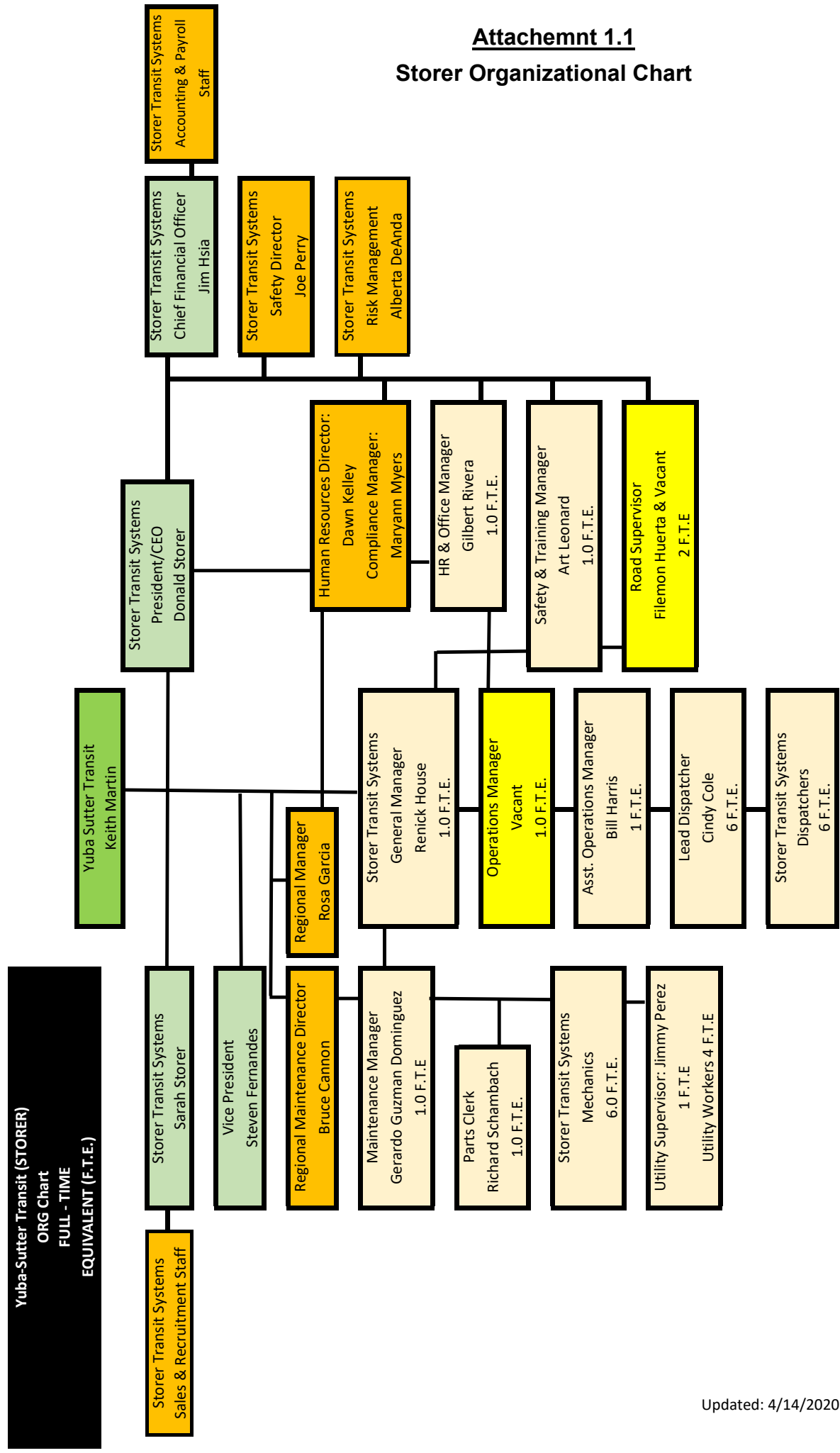
Section 9: Documentation

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 within and related to this Agency Safety Plan.

Attachemnt 1.1 Storer Organizational Chart



Attachment 1.2

YUBA-SUTTER TRANSIT
ORGANIZATIONAL CHART



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:

Noes:

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:

Chairman of the Board

*Janet Frye
Secretary to the Board of Directors*

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.

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 than 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.

Storer Transportation Service

Safety, Security-Awareness and First Observer Program

Hot Line (844) TSA-FRST

Overview

Storer Transportation System follows the guidelines provided by the Federal Transit Administration's (FTA) description of Core Elements addressing Model Bus Safety Programs in our internal focus on safety and the FTA's Public Transportation System Security Guide in our internal focus on security.

Risk Reduction: Storer Transportation System reviews 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 threats. 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 communicate 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.

Storer Transportation System has in place Operational Policies that address responding to unusual events, including weather emergencies.

Particular attention is given to the following:

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. *As 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 Transit 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	Seat Belt Cutter	Bio-hazard Kit
Fire Extinguisher		Reflective Triangles

Training and Development

FLEET VEHICLE OPERATOR/ CMV DRIVER TRAINING and CERTIFICATION

Driver Training

Once qualified candidates are identified and hired, Storer Transportation System provides initial and ongoing training critical to ensure proper operations and adherence to Storer Transportation defensive driving rules and regulations. 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 and passenger evacuation.

- **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.

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	Fog
Rainstorms/thunderstorms	Flash flooding
Tornadoes	Skids
Intersections	Following distance
Backing	Stale Green Lights
Passing	Prohibited left turns
Lane changes and turns	Pedestrians, bicycles and motorcycles
Railroad crossings	Complete stops with full scans
Expressways	Traffic congestion

- **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 tuned to the appropriate assigned frequency at all times.
- 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, fire evacuation to handling aggressive clients. 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
- Securing the vehicle

Security Awareness

First Observer Plus

The Storer Transportation System supports First observer and prepares all its employees to help promote safety and security within the community, region and nation.

Transit Watch (now First Observer Plus) was developed by the Federal Transit Administration (FTA) 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.

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 look out 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 in difficult situations

Existing Security Principles

In the past, Storer Transit 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.

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.

Existing 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.

Drivers: Drivers are primarily responsible for the safety of the vehicle and the passengers. 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. The following are warning signs for the driver:

1. 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.
2. 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.
3. 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.
4. 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. He/She 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.

Dispatchers and Receptionists: It is the responsibility of the dispatcher to respond to the security requests of 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.

Storer Transit Systems purchased an advance telephone system which has many capabilities including the following:

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.

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.

Caller ID: All agents will have this feature for incoming calls.

Reports: Complete reporting package, including, but not limited to, number of calls received, how long the caller was on hold and in queue.

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 Managers' responsibility to coordinate any necessary activities. The Vice President and Managers must make sure all warning and suspension letters are sent. 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 Managers must review all security breaches to assess the actions of the participants and to learn what steps might prevent a reoccurrence in the future.

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 affects 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 the passengers for characteristics that could 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.
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.

Attachment 6

STS

**SB198 PROGRAM
Injury & Illness
Prevention Program**

Revised Date: 10.29.2015
Revised Date: 09.09.2017
Revised Date: 08.07.2018
Revised Date: 04.29.2019
Revised Date: 01.08.2020

**STORER TRANSPORTATION SERVICE
(STS)
3519 McDonald Avenue
Modesto, CA 95358**

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 originates with the 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 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.

PREAMBLE

This program is designed to provide information and guidelines needed to effectively maintain a solid and dynamic workplace 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 of 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 Service 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 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 manufacturers 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 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.

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 of Storer Transportation's 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-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 in regards to law, equipment safety, personal safety, 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 in regards to their job duties, personal safety in and around the shop, and safety with the equipment they use.
3. Ensure vested employees that have been with the company long term are provided updated information regarding safety and new techniques. This is accomplished in their regular safety meetings, company sponsored workshops and through company memorandums.

Management

Organizational Responsibilities

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.

STS 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.

Storer Transportation Service Human Resources (STS)

The most important aspect of any system is the people. **Storer Transportation Service (STS)** has a core of experienced employees who each have specific responsibilities in the execution of the Safety/Health and Security Program.

Safety Executive Managers:

Donald Storer: President of Storer Transportation System, Donald is a member of the Manager's Safety Committee and has over 40 years of administrative, operations, CMV driving and driver training experience. He is the Administrative Lead Manager in the Modesto and San Francisco Charter Divisions of STS. He is also the Lead and Executive Director of the STS Safety and Security Programs.

Steven Fernandes: Vice President for Storer Transportation Service, Steven is a member of the Manager's Safety Committee and has 26 years of administrative, operations, CMV driving and driver training experience. He is the Division Manager of STS School Bus and STS Transit divisions. As well as the Executive Director of STS's California Department of Education Certified School Bus and Transit Instructors and Trainers.

Alberta DeAnda: Storer San Joaquin's Operations Manager and companywide Risk Manager. Alberta is a member of the Manager's Safety Committee and has over 22 years of administrative experience

Rosa Garcia-White: Storer Transit Systems Division Manager, Rosa is a member of the Manager's Safety Committee, is an expert in ADA law and has over 25 years of administrative experience

Becky Egleston: SCT/LINK Operations Manager, Becky is a member of the Manager's Safety Committee and has 16 years of administrative experience.

Cathy Metcalfe: Tuolumne County Transit Operations Manager, Cathy is a member of the Manager's Safety Committee and has 7 years' administrative experience

Bill Hummer: Clean Air Express Transit Operations Manager, is a member of the Manager's Safety Committee and has many years' administrative experience

Yvonne Player: Lake Hughes School Bus Operations General Manager and Santa Clarita School Bus Operations Manager, Yvonne is a member of the Manager's Safety Committee and has administrative experience

Danielle Cuevas: Saugus School Bus Operations Manager, Daniell is a member of the Manager's Safety Committee and has administrative experience

Edger Franco: Hayward School Bus Operations Manager. Edgar is a member of the Manager's Safety Committee and has 10 years of administrative experience

Kimberlie Hollingsworth-Orosco: Turlock Transit General Manager: Kimberlie is a member of the Manager's Safety Committee and has approximately 5 years of administrative experience.

Maritza Tinoco: Turlock Transit Operations Manager. Maritza is a member of the Manager's Safety Committee and has over 6 years of administrative experience.

Sarah Storer: Modesto Charter Division Operations General Manager & Administrative Assistant to Storer's President, CEO. A member of the Manager's Safety Committee, Sarah maintains all safety related data for the company and ensures Modesto Charter contracted business and safety requirements are fulfilled

Donald Storer: San Francisco Charter Division Operations General Manager. A member of the Manager's Safety Committee, he assists with STS organizational training needs, implementation of STS safety/ health and security program. Ensures SFO contracted business requirements are fulfilled

Safety Department Employees:

Safety Officers (Road Supervisors): Are members of the Manager's Safety Committee, they provide Investigative reports for all industrial injury and illness safety/ accident/ incident events. Including all pro-active STS driver generated route safety concerns. They are also street supervisors and conduct real time driver safety observations (a yearly driver review of performance) that assess and evaluate the STS fleet vehicle defensive driving standards that are trained performance standards .(refer to Appendix C for details)

Joe Perry: Northern California Lead Safety Officer and assistant to the Executive Manager of STS's Driver Instructor/Training Division. 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 organizational training needs and implementation of new safety programs.

Geoffrey Bradshaw: Safety Officer, Geoffrey brings 15 years of working with the Santa Barbra County Probation and Sheriffs Department. A member of the Manager's Safety Committee, he will assist with training, driver assessment and safety/security program implementation along with street supervisor duties.

Don Barkley: Safety Officer and 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.

Sherri Young: Safety Officer, Driver and School Bus Certified Trainer, Sherri is a veteran driver and trainer. A member of the Manager's Safety Committee, she will assist with training and implementation of the STS safety/security program along with street supervisor duties.

Wes Hester: Safety Officer for Storer San Francisco. Safety and trainer while working for 15 years with Via Trailways along with being a charter driver Yarts and tour bus driver. 25-year Marine Corps Veteran, Department of Defense Policer officer, Graduated Merced County Sheriff Corrections Academy.

Cinthia Torres: School Bus Certified Instructor and Safety Officer, 17 years Veteran Driver and a Certified Trainer. A member of the Manager's Safety Committee. Will provide Training, Safety Program Implementation of the STS safety/security program along with Street Supervisor Duties. Red Cross Certified Instructor"

Oscar Najarro: Safety Officer and Driver, Oscar was a veteran of the Los Angeles County Sheriff's Department. A member of the Manager's Safety Committee, he will assist with training and driver safety/security assessments along with street supervisor duties.

Mike Henry: Safety Officer and Driver for Storer Sonora Transit Systems. Mike brings 30 years of experience driving emergency vehicles and teaching Emergency Vehicle Operations. 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 duties

Janet Davis: Safety Officer and Charter Driver, Janet is a veteran driver, past delegated trainer and Transportation Safety Coordinator for the CHP for 16 years. A member of the Manager's Safety Committee, she will assist with driver safety assessment, training and implementation of the STS safety/security program along with street supervisor duties.

Myra Wayman: Safety and Training Manager for Storer Transit 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.

Steve Rocha: Safety Officer for Storer Transit 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.

Rubens Ferreira: Safety Officer for Storer San Francisco. Has previous experience with driving of Storer fleet vehicles, familiar with all STS policies and procedures.

Nikita Bricerest: Safety Officer for Storer San Francisco. Eight years experience in transportation as a driver, road supervisor, driver trainer, and safety manager. Background in a variety of office positions. Has experience with driving of Storer fleet vehicles, familiar with all STS policies and procedures.

Training Department Employees: Members of the Manager's Safety Committee, the *STS Training Team* 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.

Certified Instructors:

Steven Fernandes: Executive Director of STS's California Certified School Bus Instructors Division. School Bus Certified Instructor; and lead of the Manager's Safety Committee.

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

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

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

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

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

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

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

Kari Anderson: School Bus Certified Instructor, a member of the Manager's Safety Committee; she will provide training and safety program implementation

Christina Piersall: BTW Instructor, CPR Instructor, a member of the Manager's Safety Committee; she will provide training and safety program implementation

Cristina Mestayer: School Bus Certified Instructor, CPR Instructor, she will provide training and safety program implementation

Youel David: Certified SPAB Instructor. He will provide training and safety program implementation

CPI Instructors: KD Norman, Adrianna Chavez-Flores

Certified Delegate Trainers: Manuel Perez, Steve Rocha, Lorie Fanning, Ryan Wilkins

Designated Trainers: Elizabeth Korth CPR Instructor , Dan Hurd-State Certified SB Instructor, Christina Piersall, Robert Ambroz, Kenneth Tsui

SPAB, Transit, and/or School Bus Uncertified Trainers: Roberta Rivera, Becky Ann Williams

Certified First Aid/ CPR Instructors: LaTamera Carpenter, Michael Henry, Lorie Fanning, Cristina Mestayer, Izchel Huerta, Rebecca Leanna Elizabeth Korth, Christina Piersall

Wheelchair Trainers: Becky Ann Williams, Lily Maddox, Elizabeth Korth, Yvonne Player, Cristina Mestayer, Sherri Young, Christina Piersall, Rebecca Leanna, Randy Lindvall, Youel David, Robert Ambroz, Kenneth Tsui

ASSIGNMENT OF RESPONSIBILITY

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

Alberta DeAnda

NAME

Loss Prevention Manager/ Risk Manager

TITLE

Joe Perry, Geoffrey Bradshaw, Don Barkley, Steve Rocha

Janet Davis, Oscar Najarro, Myra Wayman, Kari Anderson

Mike Henry, Randy Lindvall, Wes Hester, Rubens Ferreira,

Nikita Bricerest, Daryl Lee, Travis Pilcher, Cynthia Torres,

NAME

Safety Officers

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.

SIGNATURE OF COMPANY OFFICER

MANAGEMENT RESPONSIBILITY

Management has the following responsibility in our Injury 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.

Supervisor Responsibility

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 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 personal injury and property damage accidents are 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.

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

- 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.

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 STS safety program. Some of the major points of our safety program require that:

- All damage, injuries 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.
- 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 used on grinders, is available. Or other type of machinery safety guard is in place prior to using the equipment.
- Hazardous conditions and other safety concerns must be reported immediately to your supervisor

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 assure proper care and treatment is provided to injured employees.

SAFETY COMMITTEE

STS System/Procedure for reporting of Hazards' and other Safety Concerns

Storer Transportation has a safety committee, with monthly meetings, composed of different employee job classifications. Also in place, is a written reporting procedure for these employees to communicate to the company's responsible persons that have specific responsibilities in the execution of the company Safety/Health and Security Program. The reporting procedure is in effect to notify the operations manager and/or other responsible safety person(s) of any concerns that they may have on unsafe work practices, safety hazards, or unsafe conditions that may exist on company property or they have encounter on their routes. Employees are encouraged to inform STS of hazard(s) in the work place without fear of reprisal.

Employees have been instructed on what type of form(s) they are to use and that is located in the company employee room, which has the library materials that pertain to the employees. They have also been instructed on how to use the form(s) and how it/they can be submitted without identifying themselves.

The Report of Unsafe Condition or Hazard; **Form 2**, and a **STS Safety Concern** form. (See Appendix A and B)

Upon receipt of either form safety personnel will investigate the complaint/concern and then report back to the employee that submitted the form or post the results of the investigation in the employee room if the employee did not identify himself or herself (Form 2 only). This will conform to the OSHA requirements instead of a Safety Committee. The submitted reports and the investigation results will be kept with the Safety Departments Supervisors file.

ORIENTATION AND TRAINING PROCEDURES

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 STS Employee Handbook for general reference.

General and Specific Safety Procedures: General safety procedures establish the overall safety practices that shall be followed while working for STS. 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 helps establish the proper safety attitude of new employees.

STS have specific safety procedures and rules for job operations that have the potential to cause employee injuries: In Maintenance, proper equipment use and handling/ specialized operation procedures/ confined space entry procedure/ lock out procedures for equipment maintenance are just a few such safety procedures.

Safety Policies and Procedures shall allow employees to have a proper understanding of the task to be performed and the predictable hazards to avoid. Staff operating new equipment or need to learn a new process or procedure, will be trained on the equipment or process prior to it becoming a routine job task. STS supervisors teach and coach the employee(s), then assess their performance! STS 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 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 are able to 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.

STS Certified Driver Instructors/Trainers are qualified by the Dept. of Education. Training STS 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.

The shop and clean up personnel are trained by the supervisors of the shop. Safety Supervisors also teach all employees, in regards to occupational health and safety and the management of hazardous materials.

Driver training records (T-01 and T-02 time) are kept on all trainings 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.

The safety training records of employees of the shop are kept by Safety Supervisors.

SAFETY AND HEALTH INSPECTIONS

The primary objective of Storer Transportation safety and health inspection 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 work place do not create an uncontrolled health, fire, or explosive hazard.
- Assure that personal protective devices (PPE), fire equipment, machine safe guards, 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 supervisor, who will see that the corrections are made. The formal inspection form that will be used is located in the Appendix. The completed forms shall be kept for 1 year as required by the regulations.

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 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 assure that the responsible persons are notified. (Executive Management)

Executive and Operations Management: Management has the overall responsibility to assure 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 have a written action plan.

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. STS 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, 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.

Procedure:

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 to us to do this.

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.

Accident - - Corrective Action Under Supervisor Control

Storer Policy requires that an Accident Report be completed whenever a vehicle or industrial accident or injury 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.

Safety Inspection - - 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.

CODE OF SAFE WORK PRACTICES

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

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 STILL CONFORM TO THOSE REGULATIONS. 0 tolerance!!!!

- 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 fire fighting 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.

SLIPS 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.

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.

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.

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.

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 safe guard 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.

CHEMICALS /PAINTS /SOLVENTS

All *Material Safety Data Sheets (MSDS)* are available for your review. They are kept in the employee's 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 closest shower and eyewash are located. Keep the emergency facilities unobstructed and in a working condition at all times.

Use PPE; goggles, gloves, masks, and other protective equipment as required.

WHEELCHAIR LIFTS

The lift will be checked 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 hands and fingers away from the lift until it is locked in position. Watch the feet before the lift is about to make contact with the ground. Your feet could be crushed if they are under the lift.

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.

Fog Rule

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

All STS vehicle accidents, whether with injury or not, shall be immediately reported to your supervisor!

STS 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.

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.

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.

Accident Investigation Procedure by Safety Officer or other Supervisor:

A supervisor must display 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 of 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).

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) 576-6260.

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. Follow-up action 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.

How should a OSHA or Vehicle 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:

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.

Accident investigation forms and procedure:

The employee form to be used when reporting an accident or vehicle collision as defined in the CHP Traffic Collision Manual; will be a form headed; "Accident Report Storer Transportation/ 3519 McDonald Ave., Modesto CA 95358". (See Appendix C)

This form may be used as a guide, and it is permissible to include a narrative format. The report requires detail, not generalities in describing the accident. This form shall be completed on all hospitalization, serious injuries, and for any STS equipment/vehicle damage events. Photographs should also be taken to supplement the information in the report. This must be processed immediately/when and if safe to do so.

Storer Transportation Service (STS)

POLICY STATEMENT OF PROGRESSIVE DISCIPLINE

FOR SAFETY INFRACTIONS

I. POLICY

It is the policy of **STS** to administer company safety rules and policies through established disciplinary guidelines.

The purpose of **STS** is to promote and enforce safety among all employees and not just to discipline offenders. These guidelines will be enforced as uniformly as possible taking into account 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 taken into account in determining the degree of disciplinary action to be taken in any case.

II. OBJECTIVES

To establish general guidelines for the uniform and reasonable administration of **STS** safety policies.

III. 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.

IV. 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:

- Oral reprimand
 - Written reprimand
 - Point Penalization
 - Days off
 - Demotion
 - Termination for same rule violation or another violation or similar severity of hazard.
-

Appendix A.

**STS/ 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: _____

[Form 2]
Report of Unsafe Condition or Hazard

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 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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Stops Complete	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Stops Cushion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Stops Limit Line	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Stops Position	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Emergency Braking	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Visual Lead	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Scanning Intersections	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Stale Green Light	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Turn U	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Turn Prohibited Left	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Turn Left	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Turn Right	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Turn Signals	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Lane Position	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Lane Change	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Speed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Defensive Driving	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Backing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Mirror Use	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Right of Way	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Passing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
RXR Crossing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Curves	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Parking	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Loading Procedures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Unloading Procedures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Pre-Trip	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
Other:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____

Overall Evaluation:
Redo/Pass

Driver: _____

Observer: _____

Date: _____

Safety Officer

AGENDA ITEM IV – B STAFF REPORT

REGIONAL WASTE MANAGEMENT AUTHORITY (RWMA) ORGANIZATIONAL STUDY RECOMMENDATIONS

Background

Since March 1988, Yuba-Sutter Transit staff have served as contract staff to what is now known as the Regional Waste Management Authority (RWMA) with the Transit Manager also serving as the RWMA Administrator since that time. While this arrangement has been mutually beneficial for both agencies as well as their member jurisdictions, increased complexity in municipal solid waste management over time as well as anticipated changes in key staff prompted the RWMA Board of Directors to consider organizational alternatives. At their October 15th meeting, the RWMA Board of Directors conceptually approved the recommendations of the RWMA Organizational Study and directed staff to initiate the implementation process. If implemented as proposed, this process would result in the transition away from the current contract staffing relationship between the two agencies beginning as early as July 1, 2021.

Issue

At their January 16, 2020 meeting, the Regional Waste Management Authority (RWMA) Board of Directors authorized an agreement with HF&H Consultants, Inc. for completion of the RWMA Organizational Study. This study was initiated in response to the development of state regulations regarding Short-lived Climate Pollutants: Organic Waste Reductions [SB 1383 (Lara, Chapter 395, Statutes of 2016)] and anticipated changes in key staff. The project scope included an analysis of four different potential organization scenarios for the future local solid waste management system including status quo, legislative district, expanded authority and dissolving the RWMA. This process included a qualitative and quantitative assessment for each of the four scenarios based on primary research of the law and interviews to understand the experience of other regional agencies with structures similar to the identified scenarios with estimates of the human and financial resources required to perform the various activities required of the local jurisdictions under each scenario.

RWMA staff and the member jurisdiction administrators met with representatives of the consulting team several times to discuss their analyses and recommendations. During this process, it was concluded that three of the organizational scenarios (i.e., status quo, legislative district and dissolving the RWMA) did not merit further consideration. The status quo scenario was dropped because the RWMA would still not be empowered and equipped to undertake the new state requirements. The legislative district scenario was dropped because it appears that a Joint Powers Authority (JPA) can be empowered to accept the authority and responsibility for certain aspects of SB 1383 while maintaining a greater degree of flexibility than a legislative district which would also require extensive effort to establish. Dissolving the RWMA would result in the loss of the economies of scale realized by the current regional approach and greater expenses for each jurisdiction, as well as requiring significant adjustments to how existing programs and facilities are now owned and operated.

Attached for the Board's information is a copy of the RWMA consultant's PowerPoint report that was presented at the October 15th meeting of the RWMA Board of Directors. Focusing on the expanded authority organizational scenario, this report features the primary recommendation of the RWMA Administrators that ***“the member agencies empower and equip the RWMA to be the solid waste planning, management, monitoring, reporting and possibly contracting organization for the member agencies.”*** Among the many implementation recommendations, Yuba-Sutter Transit's long-term, part-time contract staffing relationship with the RWMA would be replaced with new permanent full-time staff to support the more comprehensive, full-service agency that is needed to meet the current and future municipal solid waste management needs of the member jurisdictions.

Impact

The RWMA Board conceptually approved the report recommendations as proposed and directed staff to initiate the implementation process with a target effective date of July 1, 2021. The next step in that implementation process is to begin outlining and drafting specific amendment language for both the RWMA Joint Powers Authority and the Regional Agency agreements for future consideration by both the RWMA Board and the policy bodies of the six member jurisdictions. Because the current Yuba-Sutter Transit staffing relationship is expected to continue on a month-to-month basis beyond June 2021 to assist in the transition to the newly expanded RWMA, the approximately \$40,000 annual financial impact will not likely be fully factored into the Yuba-Sutter Transit budget until FY 2023.

Staff will be prepared at the meeting to answer any questions that the Board may have regarding the recommendations of the RWMA Organizational Study and periodic updates on the implementation process will be provided over time.

RECOMMENDATION: Information only.

Attachment: HF&H RWMA Organizational Study Report PowerPoint Presentation

RWMA ORGANIZATIONAL STUDY REPORT

PRESENTED TO:

REGIONAL WASTE MANAGEMENT AUTHORITY (RWMA) BOARD

OCTOBER 15, 2020

HF&H is a team, expertly applying environmental, economic, and social principles to support our clients' vision of a sustainable future.



AGENDA

- Reasons for RWMA Organizational Study
- RWMA Administrators' Recommendations
- Summary of Recommendations
- Detailed Recommendations
- Reasons for Recommendations



REASONS FOR RWMA ORGANIZATIONAL STUDY

- Solid waste management is complex. Jurisdictions must comply with existing state requirements (i.e., California Integrated Waste Management Act--AB939, Mandatory Commercial Recycling--AB341, and Mandatory Commercial Organics Recycling--AB1826), as well as plan for the extensive new SBI383 organic materials management mandates effective January 1, 2022.
- The RWMA Member Agencies established significant long-term contracts for solid waste collection and management services for their residents and businesses valued at over \$30 million dollars annually for the six Member Agencies.
- Jurisdictions require specialized knowledge to fulfill their responsibilities and it is not cost effective for the RWMA Member Agencies to perform these functions independently.
- The RWMA, as it is currently configured and empowered, is neither adequate nor sustainable for either the current or future solid waste management needs of the Member Agencies.
- The RWMA Administrator and Consultant to the RWMA have announced their intent to end their services within approximately the next 12 to 24 months.



RWMA ADMINISTRATORS' RECOMMENDATIONS

The RWMA Administrators are recommending that the Member Agencies empower and equip the RWMA to be the solid waste planning, management, monitoring, reporting, and possibly contracting organization for the Member Agencies.



SUMMARY OF RECOMMENDATIONS

Empower and Equip the RWMA to Meet the Solid Waste Management Needs of the Region by:

1. Amending and expanding the existing JPA, Regional Agency, and (to the extent necessary) the Collection Service Agreements.
2. Creating new administrator and regulatory compliance manager/analyst positions.
3. Engaging Consultant to provide SB 1383 implementation and management support, possibly in combination with services from the Local Enforcement Agency (LEA) or County food inspectors, if additional staffing is needed.
4. Retaining (on a month-to-month basis) Keith Martin and Alyson Burleigh.
5. Using existing RWMA Surcharge revenues for recruiting and SB 1383 implementation activities.
6. Increasing the RWMA Surcharge as necessary for on-going RWMA, Yuba-Sutter HHW Facility, and LEA operations.



DETAILED RECOMMENDATIONS

- I. Amend the JPA, Regional Agency Agreement, and Solid Waste Franchise Agreements with a target effective date of July 1, 2021, to:
 - a) Grant the RWMA authority to adopt ordinances and policies.
 - b) Assign current collection contract management responsibility and assign liability for regulatory compliance to the RWMA.
 - c) Expand the RWMA's authority to enter and manage professional and business contracts and (in the future) collection franchise agreements (including the adoption of rates).
 - d) Authorize the RWMA to acquire, finance, and operate facilities for the provision of solid waste services.
 - e) Authorize the RWMA to set fees and charges to further the purposes of the JPA.
 - f) Provide a process by which a Member Agency may withdraw from membership in the RWMA while not harming the remaining members of the RWMA.



DETAILED RECOMMENDATIONS

2. Approve the creation of one full-time administrator position and one full-time regulatory compliance manager/analyst position.



DETAILED RECOMMENDATIONS

3. Contract with a consulting firm:

- a) To Provide SB 1383 implementation and management support; perhaps, in combination with services from the LEA or county food inspectors.
- b) Until on-going staffing requirements can be more accurately determined.



DETAILED RECOMMENDATIONS

4. To assist with the transition, authorize the retention on a month to month basis of the following:
 - a) Keith Martin/Yuba-Sutter Transit (long time and current part-time Administrator); and,
 - b) Alyson Burleigh/Aurora Environmental, Inc. (long time and current consultant).



DETAILED RECOMMENDATIONS

5. Fund the expenditures through the existing RWMA surcharge (budgeted at \$750K for FY 2021) for:
 - a) Recruiting and implementation; and,
 - b) On-going RWMA, HHW Facility, and LEA costs.

6. Increase the RWMA surcharge as necessary for ongoing RWMA, Yuba-Sutter HHW Facility, and LEA operations.



REASONS FOR RECOMMENDATIONS

The Current RWMA is Inadequate for the SW Management Needs of the Members:

1. State legislation has increased the complexity of solid waste management practices.
2. State legislation has increased local agency responsibility and liability.
3. These actions have increased local agencies' need for specialized knowledge.
4. In 2019, the Member Agencies assigned limited authority to the RWMA for contract management and regulatory compliance activities.
5. The existing Administrator and Consultant, with their long term experience, lack the power and authority to enforce the provisions of the collection service agreements and to ensure compliance with state requirements.
6. Existing and, particularly, future program success requires consistent ordinances, programs, contractor management, regulatory and enforcement actions; and, the authority to perform these activities does not reside with the RWMA.



REASON FOR RECOMMENDATIONS

SB 1383 (2016) has Mandated Jurisdictions to Implement:

1. New programs specific to new generator types (e.g., commercial edible food waste generators; and, commercial, multi- and single-family food and organic waste generators).
2. New programs for the separation and processing of unique materials (including edible food recovery).
3. Product (compost, mulch, and renewable fuel) procurement policies and targets for jurisdictions.
4. Capacity planning for organic waste processing and edible food recovery.
5. Ordinances and policies governing these programs.
6. Public education, outreach, and monitoring of generators' performance.
7. Inspection, enforcement, and levying of fines against non-compliant generators.
8. Record keeping and reporting systems.

Failure to implement and manage these programs can result in fines of up to \$10,000/day/agency. It is understood that a JPA agency will be able to accept regional liability for such fines for regional programs.



REASONS FOR RECOMMENDATIONS

It is Not Cost Effective for the Member Agencies to Perform the SB 1383 Functions Individually:

Option	\$000's Implement (Midpoint)	\$000's Annual (Midpoint)	\$000's Annual Amortized 10 Yrs. (Midpoint)	FTE Ongoing (Midpoint)
1: Ind. Members	\$380	\$935	\$970	6.5
2: RWMA Staff	\$250	\$570	\$595	4.5
3: Consultant	\$250	\$625	\$650	4.0

These costs are in addition to the ongoing RWMA, HHW Facility, and Local Enforcement Agency Costs Currently Budgeted at \$985,000 for FY 2021.



REASONS FOR RECOMMENDATIONS

Monitoring Regulatory and Contract Compliance Requires Knowledge that Does Not Reside in the Member Agencies, such as:

1. Knowledge of the collection contract.
2. Knowledge of prevailing industry practices.
3. Knowledge of state and local regulations.



REASONS FOR RECOMMENDATIONS

Many of these Activities Cannot be Assigned to Recology Because they Represent a Conflict of Interest and are Inherently Governmental Activities, such as:

1. Adopting ordinances and policies.
2. Creating edible food recovery programs.
3. Monitoring the implementation, performance, and success of services provided by Recology.
4. Monitoring and enforcing generator compliance (including imposing fines).
5. Granting waivers to generators.
6. Maintaining records and reporting to the State.

Recology will continue to play an important role in planning, implementing and managing specific programs and activities (e.g., organic waste collection and recycling/composting).



REASONS FOR RECOMMENDATIONS

Programs will be More Successful if Generators have a Clear Understanding and Belief in the Consistent Region-wide Application of:

1. Ordinances.
2. Programs and services.
3. Generator requirements.
4. Inspections.
5. Waivers.
6. Levying of fines.



REASONS FOR RECOMMENDATIONS

Delegating Authority and Assigning Responsibility to the RWMA will result in:

1. The Member Agencies avoiding \$10K/day liability for SB 1383 enforcement actions; and,
2. Reduction of the total amount of such liability.



REASONS FOR RECOMMENDATIONS

The Expanded Authority of the RWMA:

1. Needs to be balanced with the protection of each Member Agency's interests.
2. Can be achieved through representation, voting, and withdrawal provisions of JPA.



REASONS FOR RECOMMENDATIONS

The Current RWMA Administrator and Principal Consultant to the RWMA:

1. Will end their service to the RWMA within approximately the next 12 - 24 months.
2. Are willing to provide transition assistance and their assistance is essential to the success of the transition.



AGENDA ITEM IV – C
STAFF REPORT

FIRST QUARTER PERFORMANCE REPORT FOR FY 2020-21

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first quarter of FY 2021 (July 2020 through September 2020) presented in comparison with the performance for the same period in the previous fiscal year. This is the first quarterly report to illustrate the full service and ridership impacts of the COVID-19 pandemic which first began to materialize in mid-March of this year. After several months of significant service and policy changes in response COVID-19 and the pandemic induced ridership free-fall, ridership levels on most of Yuba-Sutter Transit's services have been stable since the start of this quarterly report period.

Similar to what has been experienced at other transit systems in the Sacramento region and beyond, overall Yuba-Sutter Transit ridership dropped 61 percent compared to the first quarter of FY 2020 while the number of vehicle service hours operated dropped 13 percent. As a result, other systemwide performance indicators were also down around 55 to 65 percent for the same period. The one major policy change that occurred during the quarter was the September 1st reinstatement of fare collection on the Dial-A-Ride and rural route services which followed the July 1st resumption of fare collection on the local fixed route service. Fare collection was never suspended on the Sacramento services.

Individually, the greatest ridership drop in terms of passenger trips was on the local fixed route system. While the number of local fixed route service hours was reduced in May to reflect the lower ridership, much of that service has since been operated as supplemental limited stop Route 1 express service to reduce the number of passengers being left at bus stops due to bus capacity limits to encourage social distancing. Dial-A-Ride service hours have been reduced more significantly, but passenger capacity limits have also limited how much those service hours can be reduced as well. Consistent with the experience of other commuter service operators, Yuba-Sutter Transit's Sacramento service has experienced the most significant reductions in ridership (down 85 percent) and vehicle service hours operated (down 29 percent) compared to the same period last year. As always, rural route ridership continues to vary widely due to the limited nature of these services.

Looking forward for FY 2021, systemwide ridership is expected to remain relatively unchanged relative to the same period last year at least through the end of 2020 and probably well into 2021 depending on externalities that remain well outside our control. Local fixed routes will likely not see much growth until middle-school, high-school and Yuba College students return to class in significant numbers; Dial-A-Ride ridership growth will depend largely on when the various adult day programs re-open; and Sacramento ridership levels will be tied to state and other employees returning to work in their downtown offices.

Staff will be prepared to discuss the performance summary in detail at the meeting.

RECOMMENDATION: Information only.

QUARTERLY PERFORMANCE REPORT
FIRST QUARTER 2020-2021
Revised 11/9/20

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
Fixed Route:						
July 2020 - Sept 2020	75,869	12,041.83	6.30	\$94,420	\$7.84	7.8%
July 2019 - Sept 2019	171,080	12,877.24	13.29	\$141,243	\$10.97	12.5%
Percent Change	-55.7%	-6.5%	-52.6%	-33.2%	-28.5%	-37.1%
Dial-A-Ride:						
July 2020 - Sept 2020	4,589	4,501.97	1.02	\$5,564	\$1.24	1.2%
July 2019 - Sept 2019	13,612	5,618.24	2.42	\$35,311	\$6.29	7.9%
Percent Change	-66.3%	-19.9%	-57.9%	-84.2%	-80.3%	-84.3%
Sacramento Services (Commuter & Midday):						
July 2020 - Sept 2020	5,417	2,631.25	2.06	\$41,569	\$15.80	15.8%
July 2019 - Sept 2019	36,778	3,689.71	9.97	\$164,930	\$44.70	55.9%
Percent Change	-85.3%	-28.7%	-79.3%	-74.8%	-64.7%	-71.7%
Foothill Route:						
July 2020 - Sept 2020	286	232.01	1.23	\$80	\$0.34	0.3%
July 2019 - Sept 2019	444	243.83	1.82	\$434	\$1.78	2.2%
Percent Change	-35.6%	-4.8%	-32.3%	-81.7%	-80.7%	-84.6%
Live Oak Route:						
July 2020 - Sept 2020	554	228.24	2.43	\$230	\$1.01	1.0%
July 2019 - Sept 2019	1,243	233.89	5.31	\$1,242	\$5.31	6.6%
Percent Change	-55.4%	-2.4%	-54.3%	-81.5%	-81.1%	-84.9%
Wheatland Route:						
July 2020 - Sept 2020	9	126.69	0.07	\$3	\$0.02	0.0%
July 2019 - Sept 2019	41	136.49	0.30	\$62	\$0.45	0.6%
Percent Change	-78.0%	-7.2%	-76.4%	-95.1%	-94.7%	-95.8%
Systemwide Summary:						
July 2020 - Sept 2020	86,724	19,761.99	4.39	\$141,865	\$7.18	7.2%
July 2019 - Sept 2019	223,198	22,799	11.07	\$343,220	\$15.05	20.3%
Percent Change	-61.1%	-13.3%	-60.4%	-58.7%	-52.3%	-64.7%

Notes:

1. All financial calculations are estimates pending final fiscal audits.