



Western Contra Costa
Transit Authority

NOTICE OF MEETING

The Regular Meeting of the WCCTA Board of Directors
will be held:

DATE: November 12, 2020 (Thursday)
TIME: 6:30 PM
PLACE: Via Zoom conference call (access details
below)

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Directors, staff and the public may participate remotely:

Topic: WestCAT Board Meeting

Time: November 12, 2020, 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86105395527>

Meeting ID: 861 0539 5527

One tap mobile

+16699006833,,86105395527# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 861 0539 5527

Find your local number: <https://us02web.zoom.us/j/86105395527>

Public comments may be submitted via email to info@westcat.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the committee Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

AGENDA

Americans With Disabilities Act: In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in a WCCTA Board Meeting or you need a copy of the agenda or the agenda packet in an appropriate alternative format, please contact the WestCAT Administrative Office at (510) 724-3331. Notification at least 48 hours before the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangement can be made to provide accessibility to the meeting or service.

A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

B. APPROVAL OF AGENDA

C. PUBLIC COMMUNICATIONS

This is the time for members of the public to bring up with the Board of Directors matters of general interest that are not on the agenda. In accordance with provisions of the Brown Act, the Board will automatically refer to staff any matters that are brought before them at this time, and the matter may be placed on a future agenda. The time limit is 3 minutes and is subject to modification by the Chair.

1.0 CONSENT CALENDAR

- 1.1 Approval of Minutes of Regular Board Meeting of October 8, 2020. *
- 1.2 Approval of Expenditures of October 2020. *
- 1.3 Receive Contractors Monthly Management Report for September 2020. * **[Action Requested: Approve Items 1.1 and 1.2 and Receive Item 1.3]**

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Presentation of WCCTA's Federally-mandated Public Transportation Agency Safety Plan (PTASP). **[Action Requested: Approve WCCTA's Federally-mandated Public Transportation Agency Safety Plan (PTASP)].** *
- 2.2 Authorization for General Manager to Enter into Purchase Contract with Gillig LLC for the Purchase of Four 40' Heavy Duty Transit Buses (to replace four 2002 year-model vehicles) Using Pricing and Procurement Authority from CalACT/MBTA Purchasing Cooperative. **[Action Requested: Authorization for General Manager to Issue Purchase Order Not to Exceed \$2,420,000, (inclusive of Applicable Taxes), to Gillig, LLC. for Purchase and Delivery of Four (4) Forty Foot Low Floor Transit Buses. Funding to be Provided by Federal Transit Administration, AB664 Bridge Toll Revenues, TDA Capital Reserves, and STA State of Good Repair Program].** *
- 2.3 Power Point Presentation and Discussion of Service Priorities. **[Action Requested: Discussion and Direction to Staff].** ^^

3.0 COMMITTEE REPORTS

- 3.1 General Manager's Report. **[No Action: Information Only]**
- 3.2 WCCTAC Representative Report **[No Action: Information Only]**

4.0 CORRESPONDENCE

5.0 BOARD COMMUNICATION

6.0 ADJOURNMENT

* Enclosures
^^ To Be Distributed Separately

Documents provided to a majority of the Board of Directors after distribution of the packet, regarding any item on this agenda will be made available for public inspection at the Administration Counter at WCCTA located at 601 Walter Avenue, during normal business hours (Pursuant to SB 343 or California Government Code Section 54957.5 -effective July 1, 2008). This information will also be uploaded and posted to the website before the

meeting and made available at this link <https://www.westcat.org/Home/InsBoard>. The posting of SB 343 information on this website is in addition to the posting of the information at the legally required locations specified above.

Next Board Meeting: December 10, 2020

WCCTA Board meetings are prerecorded and posted for public viewing on the Authority's website at this link: <https://www.westcat.org/Home/InsBoard>.

Agenda Item 1.2

**WESTERN CONTRA COSTA TRANSIT AUTHORITY BOARD OF
DIRECTORS
MEETING MINUTES**

October 8, 2020	Regular Meeting	6:30 P.M. via Zoom Conference Call
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The Board of Directors Meeting was held via teleconference due to COVID-19. Members of the public did not attend this meeting in person. Directors, staff, and the public participated remotely.

A. CALL TO ORDER, ROLL CALL, & PLEDGE OF ALLEGIANCE

Chair Martinez-Rubin called the meeting to order at 6:32 P.M. and Director Powers led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Martinez-Rubin, Vice-Chair Chavez, Chris Kelley, Dion Bailey, Maureen Powers, Anthony Tave, Tom Hansen

STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Yvonne Morrow, Manager of Marketing and Administrative Services, Mike Furnary, Grants Manager, Rob Petty, IT Manager, Andramica McFadden, Human Resource Analyst/ Compliance Specialist

GUESTS PRESENT

Peter Edwards, MVT General Manager, Pinole

B. APPROVAL OF AGENDA

Following an inquiry to the Board, the Board reported there were no conflicts with any items on the agenda.

MOTION: A motion was made by Director Powers, seconded by Vice-Chair Chavez to approve the agenda. The motion was carried by the following vote:

Ayes: 7–Chavez, Kelley, Bailey, Powers, Hansen, Tave, Martinez-Rubin

C. PUBLIC COMMUNICATIONS

This is the time for members of the public to bring up with the Board of Directors matters of general interest that are not on the agenda. In accordance with provisions of the Brown Act, the Board will automatically refer to staff any matters that are brought before them at this time, and the matter may be placed on a future agenda. The time limit is 3 minutes and is subject to modification by the Chair.

DUE TO COVID-19, The public was notified in advance of the meeting that public comments could be submitted via email to info@westcat.org, and comments submitted before the meeting would be provided to the Directors before or during the meeting. Any comments submitted after the meeting was called to order would be included in correspondence that would be provided to the full Board.

NONE.

1) CONSENT CALENDAR

Following an inquiry to the Board, the Board reported there were no conflicts with any items on the Consent Calendar.

MOTION: A motion was made by Director Kelley, seconded by Director Tave to approve Consent Calendar Items 1.1 and 1.2, and receive Item 1.3. The motion was carried by the following vote:

Ayes: 7—Chavez, Kelley, Bailey, Powers, Hansen, Tave, Martinez-Rubin

2) ITEMS FOR BOARD ACTION / DISCUSSION

2.1 Presentation and Discussion of FY2020 4th Quarter Financial and Operating Data Report: No Action, Information Only

Chair Martinez-Rubin introduced the item. General Manager Anderson provided a staff report.

General Manager Anderson explained that this is the standard operating and financial data report that we give to the Board. It is post-audit, so it is for the performance through the recently completed fiscal year, through June 30, 2020.

He highlighted a few items, explaining that it has been impacted by the COVID-19 pandemic and our adaptation to that. He reported that we're within the budget that the Board adopted and explained that the \$407,155 surplus that is showing for the year is carried over as an amount refundable to the Metropolitan Transportation Commission (MTC). Essentially, this reflects somewhat lower operating expenses because of the service changes we made and in addition, it reflects the fact the we have used Federal CARES Act funding in order to balance the operating budget. The net result is we're returning \$407,155 to MTC for deposit back into our local transportation fund reserves.

Board members made comments and asked questions. General Manager Anderson answered questions.

2.2 Presentation and Discussion of WCCTA Audited Financial Statements for the Year Ended June 30, 2020: Receive and File

Chair Martinez-Rubin introduced the item. General Manager Anderson provided a staff report.

General Manager explained that these financial statements are subject of the independent audit firm's detailed review of all of our transactions for the year, testing of randomly sampled transaction invoices, review of our procedures, minutes, and other critical documentation for our business practices. The audit firm's certification confirming that what is stated in the financial statement is accurate.

Director Powers departed the meeting at 6:58 PM.

General Manager Anderson stated that staff are pleased to report that this was a clean audit with no findings, and no reported issues.

Board members made comments and asked questions. General Manager Anderson answered questions.

2.3 Consideration and Adoption of Resolution 2020-07 Supporting WCCTA's Participation In the Regional Means-Based Fare Program (Clipper Start): Formal Adoption of Resolution 2020-07

Chair Martinez-Rubin introduced the item. Assistant General Manager Thompson provided a staff report.

Assistant General Manager Thompson explained that Clipper Start is the name of the regional means-based transit fare pilot, which is an 18-month program that will, in our case, offer a 20% discount on rides for eligible riders who earn under 200% of the federal poverty level. A Clipper card is required to take part in the program, as it is a Clipper program. The discount is applied directly to

the card for riders to take advantage of the program.

The pilot actually began in June with four of the larger operators. Through discussions at MTC, and the direction of the Blue Ribbon Taskforce, an additional seventeen operators will join the pilot in either November or January. If the Board passes the resolution tonight, WestCAT is slated to begin the program in January, and the pilot will actually run through the middle of January, 2022.

In terms of a regional means-based fare program, this is a good opportunity for us to coordinate and work together with MTC and the other operators in supporting this program, and to roll it out and see where the pilot goes.

Cubic is currently programming the discount into the individual operator's business rules, which are all different. A lot of work goes into this effort with the number of operators taking part. Once that's in place, there'll be some marketing and promotion done through the program. But we don't have that detail yet. We should get that information a little closer to January. The application itself has to be done through the Clipper system, not through the individual agencies. Eligibility will be determined by the regional program through Clipper.

To questions posed by the Board, Assistant General Manager Thompson replied that eligibility for the program is determined by submitting an application through the Clipper system. Information will be available on the Clipper website, through MTC, and we will place links on our website and social media pages once we roll the program out. If asked, the Board can direct people to the Clipper website for information now, but until WestCAT are actually part of the program, the discount would not apply. There is a little bit more to be done in preparation before January.

Board members made additional comments, and then move forward with the action.

MOTION: A motion was made by Director Bailey, seconded by Vice-Chair Chavez to adopt of Resolution 2020-07 Supporting WCCTA's Participation In the Regional Means-Based Fare Program (Clipper Start). The motion was carried by the following vote:

Ayes: 6—Chavez, Kelley, Bailey, Hansen, Tave, Martinez-Rubin

2.4 Update on COVID-19 Response and Bay Area Transit Operators' Healthy Transit Plan and Associated Reporting: No Action, Information Only

Chair Martinez-Rubin introduced the item. Assistant General Manager Thompson provided and update.

Assistant General Manager Thompson confirmed that we have begun reporting to the Bay Area Healthy Transit Plan dashboard. The next reporting deadline is tomorrow, and the data is currently being finalized by our operator so that we can submit it. The dashboard will then be updated either next week or the following.

He mentioned that most of the Bay Area counties, including Contra Costa have moved to the red tier in terms of the State's monitoring system, so there are more businesses and entertainment opening back up and expanding. However, we haven't observed any noticeable upticks in ridership, but we're monitoring this through daily reports provided to us by our operator, MV Transportation.

General Manager Anderson answered a question posed by Director Bailey that in addressing concerns that the virus is airborne, we've actually made the control changes on the HVAC system, so that the air exchanges have increased, and there are opportunities for air to be extracted from the vehicle and that's proven very effective. Once the cold weather starts, we'll be looking into some other options.

Chair Martinez-Rubin shared some of her own observations, and asked some additional questions.

Assistant General Manager Thompson said that if you go to the website healthytransitplan.com there is a link to the plan itself and to the dashboard. We also we have a link on our website, and the

dashboard actually links back to our COVID-19 information on our website. Hence, the information is out there and anyone can access it for all of the transit agencies in the Bay Area. He confirmed that presently, WestCAT data shows greater than 98% compliance with all of the reporting metrics included on the dashboard.

MVT General Manager Edwards established that the riders and the drivers have gotten used to how we are doing business now, and everyone is complying. There have been a few outliers, but drivers and road supervisors have been provided with extra masks to provide to riders who do not have their own. We are well prepared and positioned to go forward with this being the normal way we do business and it's healthy.

1) **COMMITTEE REPORTS**

1.1. **General Manager's Report**

General Manager Anderson provided a report on the following:

1. Current ridership trends
2. Update on the ground breaking of the long-delayed bus wash project
3. The request made by BART to MTC to reexamine the payments that they make for the express services that they turned over to us. The initial meetings between the small operators who took over those services for BART and MTC, and the first meeting scheduled for the end of October between the four operators, MTC, and BART.

Board members made comments and asked questions.

General Manager Anderson responded that we will know what the next steps are once we have the meeting at the end of the month regarding the express service payments. We will see what BART and MTC's positions are and then we'll see what kind of political support we may need for the sustained funding.

There were some additional follow-up comments and concerns expressed by the Board and a request that staff keep them informed and let them know of any help that may be required of them.

Vice-Chair Chavez and Director Hansen shared some of their own insight into this matter.

General Manager Anderson concluded with some history and editorial comment. He stated that if the discussion gets serious, it is something that we will potentially call on the Board for assistance.

Chair Martinez-Rubin made some final remarks.

1.2. **WCCTAC Repot**

Director Kelley provided a report on the following:

1. Presentation by Tamara Miller, Pinole City Engineer and some consultants on the replacement project of the San Pablo Bridge located between the Cities of Pinole and Hercules.

1.3. **CORRESPONDENCE**

There were no correspondences, but Chair Martinez-Rubin took the opportunity to thank WCCTA Marketing Manager, Yvonne Morrow for keeping everyone up-to-date between Board meetings via WestCAT's Social Media accounts.

Director Kelley also thanked Yvonne for posting all of the photos of the new bus wash, she is enjoying watching it getting built.

2) **BOARD COMMUNICATION**

Director Kelley announced as a member of the Contra Costa Transportation Authority Board of Directors, that CCTA's Executive Director, Randy Iwasaki is retiring and a subcommittee has been formed to look for a new Executive Director.

Chair Martinez-Rubin asked the public to please continue adhering to public health guidelines that help everyone in having a safe ride on our WestCAT buses.

3) **ADJOURNMENT**

At 7:38 p.m., Chair Martinez-Rubin adjourned the regular meeting of the WCCTA Board of Directors of October 8, 2020.

Norma Martinez-Rubin, Chair

Date

Charles Anderson, Secretary

Date

A/P DISBURSMENTS OCTOBER 2020

AGENDA

WCCTA - WestCAT
Purchase Journal

ITEM # 1,2

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
9/27/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	41069	Sep inspection Afforda-Test	100.00	100.00
9/21/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	73172	Key duplicated Armor Locksmith Services	43.59	43.59
9/12/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	9391068325	Sep phone service 8/13-9/12/20 Sep phone service 8/13-9/12/20 AT&T	102.32 51.16	153.48
10/13/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	15469925	Oct phone service 9/13-10/12/20 Oct phone service 9/13-10/12/20 AT&T	103.10 51.54	154.64
9/30/20	11.103 Office Equipment & Furniture 20100 Accounts Payable	9/20	Sep payment Bank of America Business Card	6,749.26	6,749.26
10/22/20	50902-60 Travel Expense, Admin 20100 Accounts Payable	1020038	2020 Autumn conference registration (Donesha, Erenia, Mica, Mike, and Yvonne) CALACT	375.00	375.00
9/26/20	50499-10 Other Mat & Supplies, Oper 50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M- INO2618751	Safety vests Janitorial supplies CCP Industries Inc.	79.24 373.06	452.30
9/30/20	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-1110400	Janitorial supplies Central Sanitary Supply	743.82	743.82
10/1/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	10/20	Oct cell phone reimbursement Oct cell phone reimbursement Charles Anderson	40.00 20.00	60.00
9/30/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	128550	Vehicle parts Chuck's Brake & Wheel	3,619.51	3,619.51
9/30/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4062528354	Sep uniform Cintas Corporation	2,172.44	2,172.44
10/1/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	109225356	Oct fiber optic network Oct fiber optic network Comcast Business	1,066.67 533.33	1,600.00

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/1/20	50901-60 Dues & Subscriptions, Admin 20100 Accounts Payable	11/20	Membership renewal 11/19/20-10/31/21 Costco Membership	600.00	600.00
11/1/20	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	11/20	Nov LTD Nov supplemental life ins BCC	667.54 288.77	956.31
10/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	10/20	Membership renewal FY21 California Special Districts Assoc.	1,482.00	1,482.00
9/30/20	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	14-2020-Sep	Sep ins. admin fee California Transit Systems	1,497.60	1,497.60
9/1/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	57471	Vehicle parts Diesel Marine Electric	1,387.48	1,387.48
10/11/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	10/20	Oct bus shelter maint Don Hinkle	528.00	528.00
9/28/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-20-190681	FCAB50, motor oil, and DEF Flyers Energy, LLC (RCP)	1,627.65	1,627.65
10/12/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-20-198867	DEF Flyers Energy, LLC (RCP)	466.27	466.27
7/14/20	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	234549	Vehicle repair unit #34 Ford Lincoln Fairfield	299.92	299.92
9/28/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-40736186	Vehicle parts Gillig LLC	1,216.00	1,216.00
9/21/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	SON20001827S	Vehicle parts Hanover Displays, Inc.	1,979.77	1,979.77
9/30/20	11105 Oper, Maint & Admin Facility 50300-60 Outside Services, Admin 20100 Accounts Payable	M-1276797	Aug and Sep legal services for buswash Aug and Sep legal services Hanson Bridgett LPP	3,326.55 6,798.70	10,125.25
10/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	10/20	Sep and Oct dental ins Health Care Dental	1,773.02	1,773.02
10/2/20	50402-10 Tires & Tubes	M-134990	Oct tires	8,830.82	

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		J & O's Commercial Tire Center		8,830.82
11/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	11/20	Oct and Nov medical ins Kaiser Foundation Health Plan, Inc.	21,096.98	21,096.98
9/29/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-D814895	Vehicle parts Kenworth Pacific Holding	2,243.15	2,243.15
9/9/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	8215142	Vehicle parts Kimball Midwest	417.95	417.95
9/27/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	11161	Bathrooms, and shop sink faucet repair Kurt's Plumbing & Heating	675.00	675.00
9/30/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	363428	Vehicle parts Napa Auto Parts Antioch	6,227.34	6,227.34
10/1/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4648681-26	Mats/pads New Pig Corp.	217.53	217.53
10/10/20	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	69801245	Oct copier Pacific Office Automation/Lease	356.16	356.16
10/6/20	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	010963	Excess color meter Pacific Office Automation/Service	15.79	15.79
10/16/20	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	6905571-00	Vehicle repair unit #163 Pacific Power Group, LLC	739.35	739.35
10/1/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M-59847	Oct landscaping and repairs Pacific Site Landscaping	1,257.87	1,257.87
10/31/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-92020	Sep-Oct phone service Sep-Oct phone service STREAMS	759.56 379.79	1,139.35
9/10/20	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	9/2020	Sep gas and electric 8/12-9/10/20 Sep gas and electric 8/12-9/10/20 PG & E	2,849.37 1,424.68	4,274.05
9/15/20	50500-10 Utilities, Operations 50500-60 Utilities, Admin	9/20	Sep electric 8/15-9/15/20 Sep electric 8/15-9/15/20	8.90 4.44	

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		PG & E		13.34
10/1/20	50300-10 Outside Services, Operations 20100 Accounts Payable	37652	Oct-Dec 2020 airtime fee Precision Wireless Service	7,767.68	7,767.68
9/3/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	2148297	Vehicle parts Prevost Car, a division of	87.29	87.29
10/9/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	180826	Repair bench in shop RAM Welding & FAB	180.00	180.00
9/30/20	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	051-1539935593	Sep service Sep service Republic Services #851	565.91 282.95	848.86
9/1/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	163960	Diesel Spartan Tank Lines, Inc.	17,812.49	17,812.49
9/11/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	164212	Diesel Spartan Tank Lines, Inc.	16,516.59	16,516.59
9/23/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	164452	Diesel Spartan Tank Lines, Inc.	16,458.97	16,458.97
9/25/20	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	M-2653181741	Office supplies Staples	210.87	210.87
9/21/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0000000534	Maint support TransTrack Systems, Inc.	3,900.00	3,900.00
9/30/20	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	9/20	Sep service Sep service Western Exterminator Co.	102.67 51.33	154.00
9/29/20	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-1500-00619039	Waste pick-up World Oil Environmental Services	2,766.81	2,766.81
				154,371.55	154,371.55

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Vendor IDs: Multiple IDs; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/15/20	50300-10 Outside Services, Operations	2721324010151	Monitoring fee-fire (11/1-2/1/21)	509.43	
	50300-60 Outside Services, Admin		Monitoring fee-fire (11/1-2/1/21)	254.71	
	20100 Accounts Payable		Bay Alarm Company		764.14
9/30/20	11105 Oper, Maint & Admin Facility	062936.03*102649	Sept bus wash support service task order 3	9,088.82	
	20100 Accounts Payable		Gannett Fleming, Inc.		9,088.82
9/30/20	50401-10 Fuel & Lubricants	57-416014 9/20	Diesel fuel tax 7/1-9/30/20	716.00	
	20100 Accounts Payable		State Board of Equalization		716.00
9/30/20	50401-10 Fuel & Lubricants	44-002477 9/20	Underground storage 7/1-9/30/20	1,571.00	
	20100 Accounts Payable		State Board of Equalization (TK)		1,571.00
9/21/20	50300-10 Outside Services, Operations	9/20	Sept DAR tablets	3,885.57	
	20100 Accounts Payable		T-MOBILE		3,885.57
9/21/20	50300-10 Outside Services, Operations	9863288660	Sept cell phones	556.76	
	20100 Accounts Payable		Verizon Wireless		556.76
				16,582.29	16,582.29

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Vendor IDs: MV Transportation; 2) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/1/20	50800-10 Purchased Transportation, Ope 50800-41 Purchased Transp, Veh Maint 50600-10 Insurance, Operations 20100 Accounts Payable	11/20	Nov service (est)	567,628.68	
			Nov maintenance	81,217.00	
			Nov liability insur (est)	12,420.00	
			MV Transportation		661,265.68
				661,265.68	661,265.68

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/6/20	51200-10 Rentals & Leases, Operations 20100 Accounts Payable	ARO0001620	Oct-Dec 2020 Transit Center Bay rental AC Transit	35,652.50	35,652.50
10/8/20	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	001	Bus wash Saboo Inc.	130,274.69	130,274.69
				<u>165,927.19</u>	<u>165,927.19</u>

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Vendor IDs: MV Transportation; 2) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
9/30/20	50800-10 Purchased Transportation, Ope	109978	Sep service	459,950.50	
	50800-10 Purchased Transportation, Ope		Meals on Wheels, extra board, subsidized hrs, bus washing (COVID-19)	93,272.57	
	50800-41 Purchased Transp, Veh Maint		Sep maint	81,217.00	
	50600-10 Insurance, Operations		Sep liability ins.	10,432.53	
	20100 Accounts Payable		MV Transportation		644,872.60
10/1/20	50800-10 Purchased Transportation, Ope	10/20	Oct service (est)	567,254.44	
	50800-41 Purchased Transp, Veh Maint		Oct maintenance	81,216.00	
	50600-10 Insurance, Operations		Oct liability	13,789.19	
	20100 Accounts Payable		MV Transportation		662,259.63
				1,307,132.23	1,307,132.23
				1,307,132.23	1,307,132.23

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Vendor IDs: CalPers; 2) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
7/1/20	10400 Prepaid Expenses 20100 Accounts Payable	7/20	FY21 UAL Classic Public Employees' Retirement System	36,233.07	36,233.07
				<u>36,233.07</u>	<u>36,233.07</u>

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Vendor IDs: Hanover; 2) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
8/31/20	11101 Transp. Vehicles & Equipment 20100 Accounts Payable	SIN20001633S	APC install on new 5 Gillig buses (FTA) Hanover Displays, Inc.	14,940.00	14,940.00
				14,940.00	14,940.00



Monthly Management Report Summary

September, FY 20/21

System & Program Summary

	September FY 20/21	September FY 19/20	% Change	Year-To-Date FY 20/21	Year-To-Date FY 19/20	% Change
System Total						
Total Passengers	28,321	110,049	-74.3	85,954	311,048	-72.4
Revenue Passengers	0	99,980	-100.0	0	283,833	-100.0
Weekday Total Passengers	26,176	104,737	-75.0	78,866	296,556	-73.4
Saturday Total Passengers	1,402	3,005	-53.3	4,617	8,816	-47.6
Sunday Total Passengers	743	2,307	-67.8	2,471	5,676	-56.5
Weekday Average Passengers	1,246	5,237	-76.2	1,232	4,562	-73.0
Saturday Average Passengers	351	751	-53.3	355	630	-43.7
Sunday Average Passengers	149	385	-61.3	165	378	-56.3
Vehicle Revenue Hours	5,880.55	8,940.03	-34.2	17,973.68	28,307.46	-36.5
Total Vehicle Hours	6,248.57	9,541.96	-34.5	19,088.80	30,222.49	-36.8
Revenue Vehicle Miles	101,866.3	158,186.7	-35.6	313,097.0	507,278.2	-38.3
Total Miles	115,917.0	174,913.0	-33.7	360,104.1	559,329.1	-35.6
Dial-A-Ride Program						
Number of Weekdays	21	20	5.0	64	64	0.0
Number of Saturdays	4	4	0.0	13	13	0.0
Total Passengers	945	2,780	-66.0	2,803	9,180	-69.5
Revenue Passengers	0	2,497	-100.0	0	8,609	-100.0
Weekday Total Passengers	854	2,622	-67.4	2,517	8,598	-70.7
Saturday Total Passengers	91	158	-42.4	286	582	-50.9
Weekday Average Passengers	41	131	-68.7	39	134	-70.9
Saturday Average Passengers	23	40	-42.5	22	45	-51.1
Vehicle Revenue Hours	602.34	1,249.17	-51.8	1,785.57	4,102.36	-56.5
Total Vehicle Hours	693.00	1,371.02	-49.5	2,056.14	4,477.34	-54.1
Productivity	1.57	2.23	-29.6	1.57	2.24	-29.9
Revenue Vehicle Miles	11,410.3	14,859.3	-23.2	34,678.9	52,488.3	-33.9
Total Miles	12,589.0	16,456.0	-23.5	38,286.1	57,613.0	-33.5
Express Routes Program						
Number of Weekdays	21	20	5.0	64	64	0.0
Number of Saturdays	4	4	0.0	13	13	0.0
Number of Sundays	5	6	-16.7	15	15	0.0
Total Passengers	11,991	45,626	-73.7	37,117	131,754	-71.8
Revenue Passengers	0	42,033	-100.0	0	121,663	-100.0
Weekday Total Passengers	10,265	41,082	-75.0	31,359	119,519	-73.8
Saturday Total Passengers	983	2,237	-56.1	3,287	6,559	-49.9
Sunday Total Passengers	743	2,307	-67.8	2,471	5,676	-56.5
Weekday Average Passengers	489	2,054	-76.2	490	1,867	-73.8
Saturday Average Passengers	246	559	-56.0	253	505	-49.9
Sunday Average Passengers	149	385	-61.3	165	378	-56.3
Vehicle Revenue Hours	1,968.06	3,209.40	-38.7	6,047.07	9,973.74	-39.4
Total Vehicle Hours	2,060.67	3,476.10	-40.7	6,329.05	10,803.24	-41.4
Productivity	6.09	14.22	-57.2	6.14	13.21	-53.5
Revenue Vehicle Miles	27,192.8	57,599.4	-52.8	83,800.4	181,449.9	-53.8
Total Miles	28,857.8	62,959.2	-54.2	88,869.2	198,088.9	-55.1



Monthly Management Report Summary

September, FY 20/21

System & Program Summary

	September FY 20/21	September FY 19/20	% Change	Year-To-Date FY 20/21	Year-To-Date FY 19/20	% Change
Local Fixed Routes Program						
Number of Weekdays	21	20	5.0	64	64	0.0
Number of Saturdays	4	4	0.0	13	13	0.0
Total Passengers	8,448	31,170	-72.9	26,395	78,314	-66.3
Revenue Passengers	0	25,578	-100.0	0	63,603	-100.0
Weekday Total Passengers	8,120	30,560	-73.4	25,351	76,639	-66.9
Saturday Total Passengers	328	610	-46.2	1,044	1,675	-37.7
Weekday Average Passengers	387	1,528	-74.7	396	1,197	-66.9
Saturday Average Passengers	82	153	-46.4	80	129	-38.0
Vehicle Revenue Hours	2,472.04	2,964.00	-16.6	7,554.82	9,387.03	-19.5
Total Vehicle Hours	2,583.29	3,091.58	-16.4	7,893.56	9,823.02	-19.6
Productivity	3.42	10.52	-67.5	3.49	8.34	-58.2
Revenue Vehicle Miles	39,302.3	45,364.0	-13.4	120,236.2	144,175.2	-16.6
Total Miles	41,575.1	48,097.5	-13.6	127,161.4	152,689.9	-16.7
Transbay Lynx Program						
Number of Weekdays	21	20	5.0	64	64	0.0
Total Passengers	6,937	30,473	-77.2	19,639	91,800	-78.6
Revenue Passengers	0	29,872	-100.0	0	89,958	-100.0
Weekday Total Passengers	6,937	30,473	-77.2	19,639	91,800	-78.6
Weekday Average Passengers	330	1,524	-78.3	307	1,434	-78.6
Vehicle Revenue Hours	838.11	1,517.46	-44.8	2,586.22	4,844.33	-46.6
Total Vehicle Hours	911.61	1,603.26	-43.1	2,810.05	5,118.89	-45.1
Productivity	8.28	20.08	-58.8	7.59	18.95	-59.9
Revenue Vehicle Miles	23,960.9	40,364.0	-40.6	74,381.6	129,164.8	-42.4
Total Miles	25,489.7	42,022.0	-39.3	79,037.6	134,470.4	-41.2

Preventable Accidents per Miles Driven in 12 Month
Period

September-20

	Miles	Accidents	Frequency 12 Month Period
FR	1,555,703	15	103,714
DAR	169,579	2	84,790

FR=Fixed Route, Martinez Link, Transbay, & Express
DAR=Dial-A-Ride

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	1	1	2	4	1	4	2	7
DAR	0	1	0	1	0	0	0	1



Passenger & Productivity Statistical Report

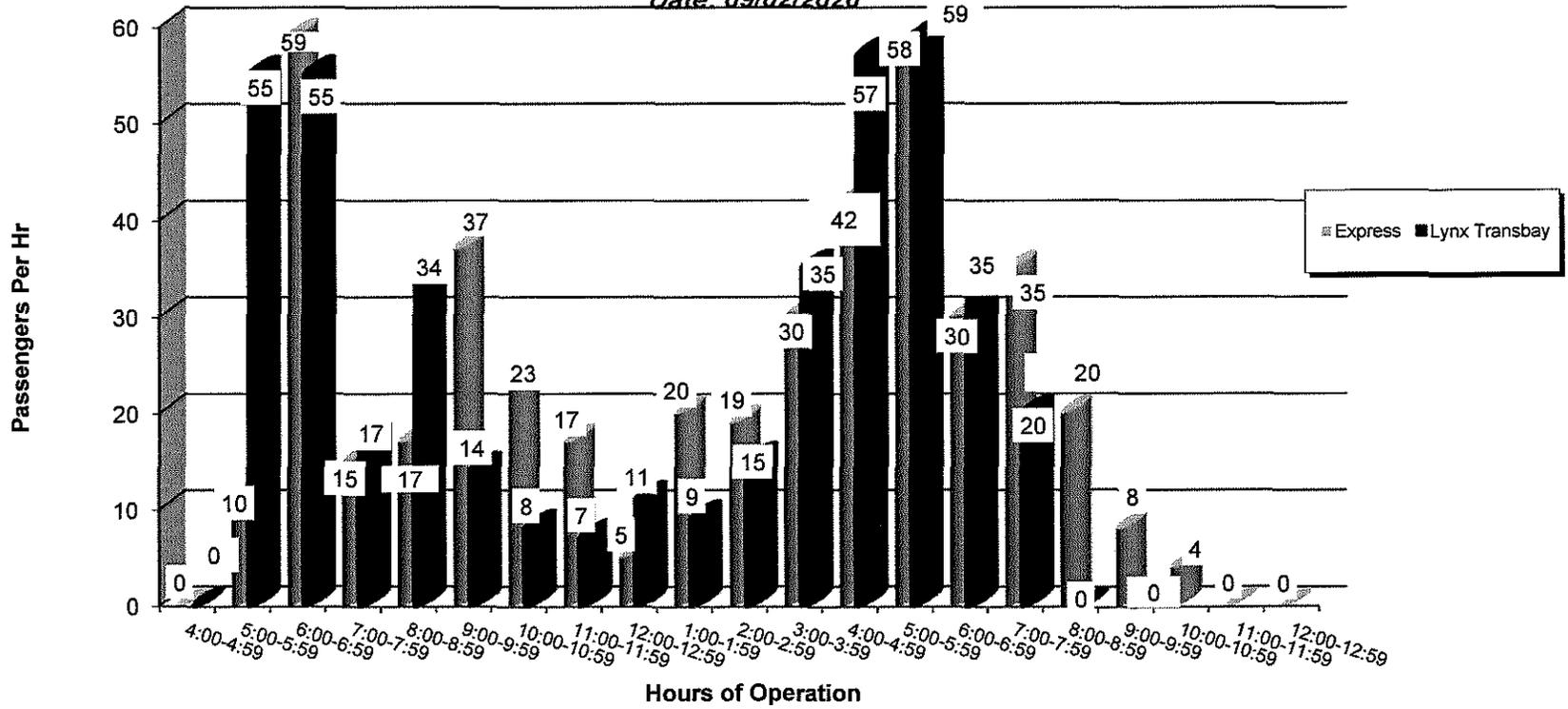
September, FY 20/21

System

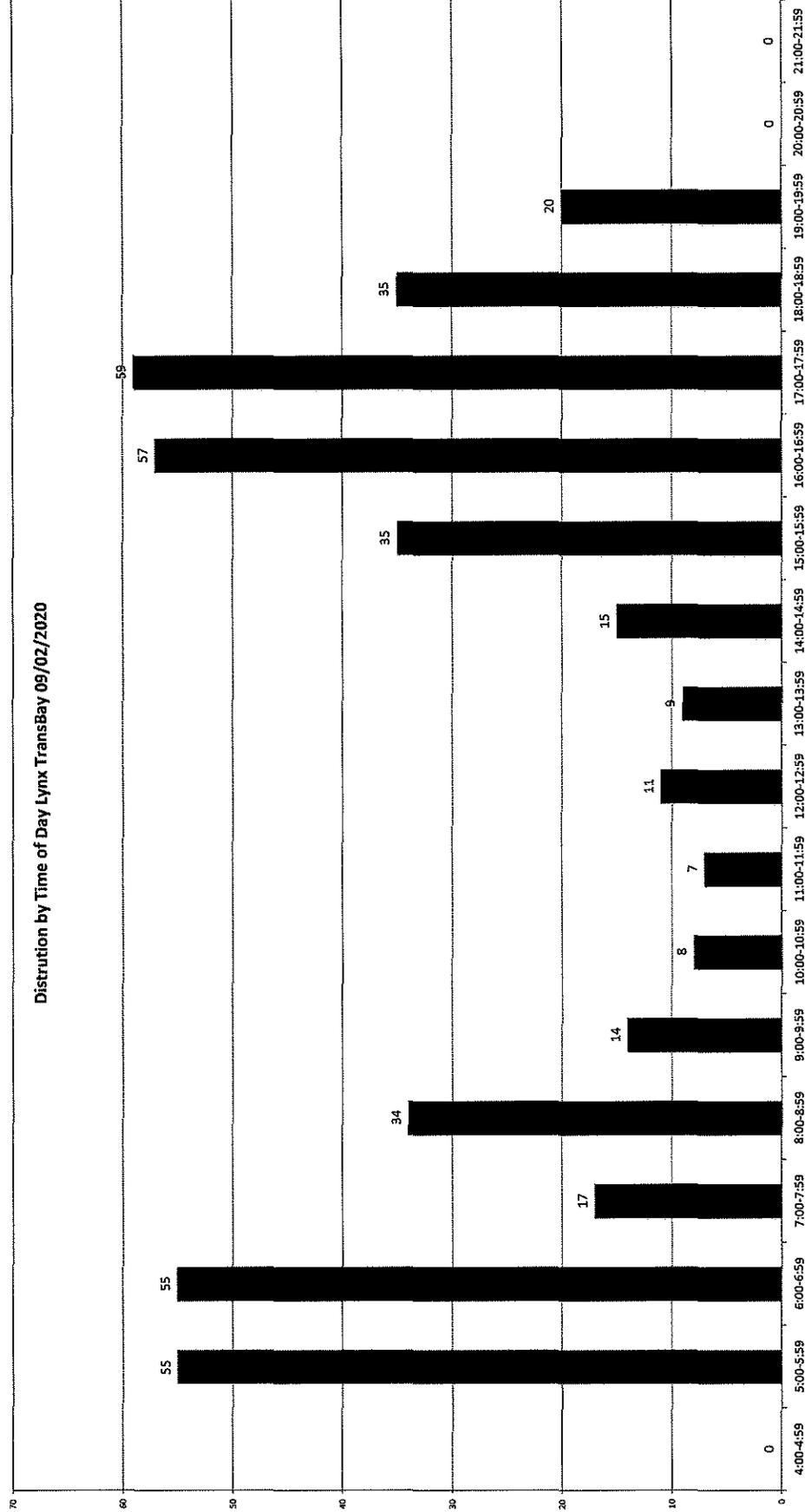
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	September			Fiscal Year To Date			September			Fiscal Year To Date		
	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change
Route 10 Weekday	2,894	535	-81.5	6,819	1,600	-76.5	12.0	2.9	-76.2	9.2	2.8	-69.7
Route 11 Weekday	5,638	1,630	-71.1	15,085	5,222	-65.4	14.2	4.9	-65.8	11.9	5.1	-57.3
Route 11 Saturday	325	180	-44.6	884	546	-38.2	6.6	3.8	-43.1	5.5	3.5	-37.2
Route 11 Total	5,963	1,810	-69.6	15,969	5,768	-63.9	13.4	4.7	-64.7	11.2	4.9	-56.4
Route 12 Weekday	3,948	578	-85.4	8,552	1,814	-78.8	13.7	2.6	-80.9	9.8	2.7	-72.6
Route 15 Weekday	1,775	528	-70.3	5,434	1,636	-69.9	7.8	2.3	-70.2	7.5	2.4	-68.5
Route 16 Weekday	6,149	2,039	-66.8	14,374	5,566	-61.3	10.4	3.4	-66.9	7.6	3.1	-59.4
Route 19 Saturday	285	148	-48.1	791	498	-37.0	5.1	2.9	-43.5	4.4	3.0	-31.8
Route 30Z Weekday	2,555	552	-78.4	7,023	1,877	-73.3	6.4	1.9	-69.6	5.5	2.2	-60.7
Route C3 Weekday	6,505	2,258	-65.3	16,365	7,636	-53.3	13.1	4.3	-67.2	10.3	4.8	-53.7
Route DAR Weekday	2,622	854	-67.4	8,598	2,517	-70.7	2.2	1.5	-32.0	2.2	1.5	-31.7
Route DAR Saturday	158	91	-42.4	582	286	-50.9	2.2	2.4	7.4	2.2	2.0	-7.7
Route DAR Total	2,780	945	-66.0	9,180	2,803	-69.5	2.2	1.6	-29.5	2.2	1.6	-29.8
Route J Weekday	21,405	5,910	-72.4	61,576	18,153	-70.5	14.6	5.6	-61.4	13.5	5.7	-58.0
Route J Saturday	2,237	983	-56.1	6,559	3,287	-49.9	11.9	7.1	-40.5	10.7	7.2	-32.6
Route J Sunday	2,307	743	-67.8	5,676	2,471	-56.5	9.9	4.4	-55.4	9.6	4.8	-50.2
Route J Total	25,949	7,636	-70.6	73,811	23,911	-67.6	13.8	5.6	-59.0	12.8	5.7	-55.3
Route JPX Weekday	12,252	4,355	-64.5	36,964	13,206	-64.3	13.6	7.1	-47.9	12.9	7.1	-45.3
Route LYNX Weekday	30,473	6,937	-77.2	91,800	19,639	-78.6	20.1	8.3	-58.8	18.9	7.6	-59.9
Total System-Wide	101,528	28,321	-72.1	287,082	85,954	-70.1	12.2	4.8	-60.6	10.9	4.8	-56.2

**Express Routes (J, JX, JPX), and Lynx Transbay
Ridership by Time of Day
Date: 09/02/2020**



Distribution by Time of Day Lynx TransBay 09/02/2020



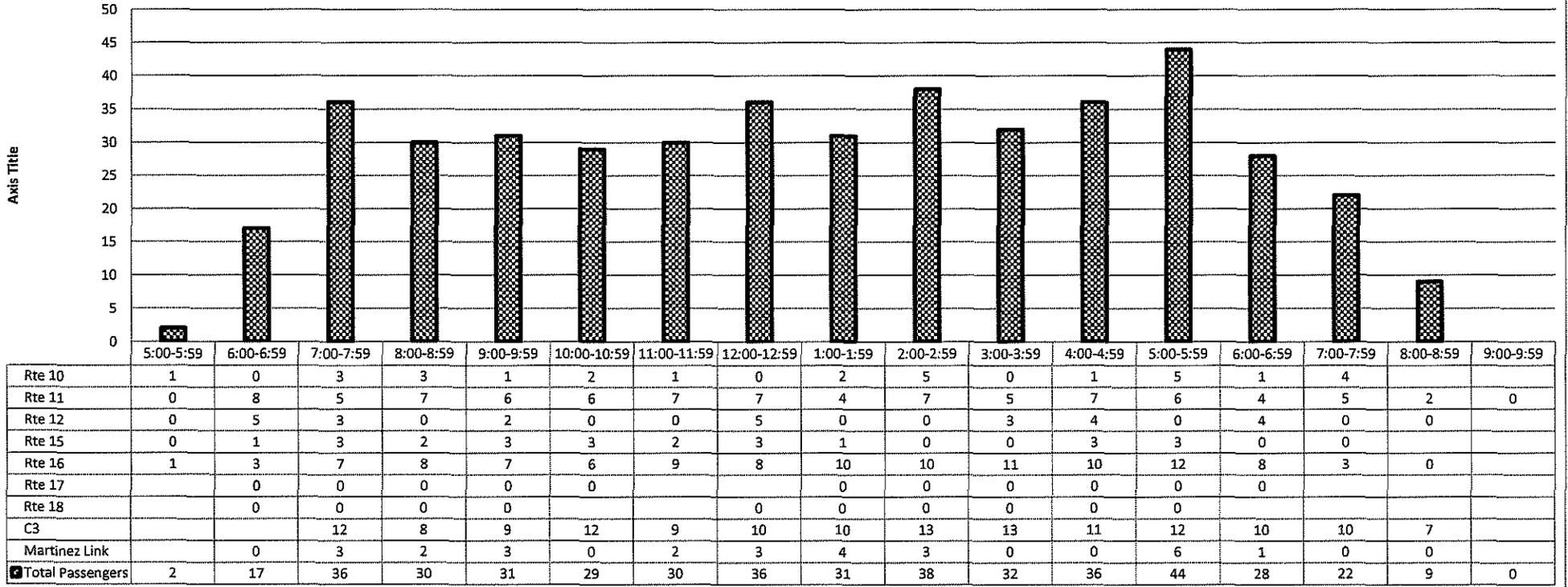
Distribution by Time of Day - Fixed Route

Date: 9/2/2020

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	1	0	3	3	1	2	1	0	2	5	0	1	5	1	4		
Rte 11	0	8	5	7	6	6	7	7	4	7	5	7	6	4	5	2	0
Rte 12	0	5	3	0	2	0	0	5	0	0	3	4	0	4	0	0	
Rte 15	0	1	3	2	3	3	2	3	1	0	0	3	3	0	0		
Rte 16	1	3	7	8	7	6	9	8	10	10	11	10	12	8	3	0	
Rte 17		0	0	0	0	0			0	0	0	0	0	0			
Rte 18		0	0	0	0			0	0	0	0	0	0				
C3			12	8	9	12	9	10	10	13	13	11	12	10	10	7	
Martinez Link		0	3	2	3	0	2	3	4	3	0	0	6	1	0	0	
Total Passengers	2	17	36	30	31	29	30	36	31	38	32	36	44	28	22	9	0

Total Route 10	29
Total Route 11	86
Total Route 12	26
Total Route 15	24
Total Route 16	113
Total Route 17	0
Total Route 18	0
Total C3	146
Martinez Link	27
Total	451

Distrubtion By Time Of Day Fixed Route 09/02/2020



Distribution by Time of Day - WestCAT Express

Date: 9/2/2020

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		0	0	0	0							0	0	0	0	0	
JPX		5	28	8	4	9	10	5	1	11	4	19	13	30	2	7	3
J	0	5	31	7	13	28	13	12	4	9	15	11	29	28	28	28	17
Total Passengers	0	10	59	15	17	37	23	17	5	20	19	30	42	58	30	35	20

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	8	4	0	0
Total Passengers	8	4	0	0

JX	0
JPX	159
J	290
Total	449

Distribution by Time of Day -Lynx Transbay

Date: 9/2/2020

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	55	55	17	34	14	8	7	11	9	15	35	57	59	35	20	0
Total Passengers	0	55	55	17	34	14	8	7	11	9	15	35	57	59	35	20	0

	21:00-21:59
TransBay LYNX	0
Total Passengers	0

Total Lynx	431
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AGENDA ITEM 2.1

MEMORANDUM

TO: WCCTA Board of Directors

FROM: Charles Anderson

DATE: November 12, 2020

SUBJECT: Approval of WCCTA'S Public Transportation Agency Safety Plan

RECOMMENDATION

Staff recommends that the Board of Directors approve WCCTA's federally mandated Public Transportation Agency Safety Plan (PTASP).

BACKGROUND

Through MAP-21 and the FAST Act, Congress required operators of public transportation systems that receive FTA funds to develop and implement a Public Transportation Agency Safety Plan. This FTA final rule, published July 19, 2018, requires transit agencies to implement a Safety Management System (SMS) to manage safety risk, which can help agencies maintain or improve their safety performance. An SMS generates data and information to help transit agency management evaluate and meet safety performance goals. The FTA deadline for self-certification and compliance of the PTASP is December 31, 2020.

Under the rule, state DOT's are required to prepare plans on behalf of bus operators with fewer than 100 peak-hour buses, unless a bus operator volunteers to prepare their own plan. WCCTA qualifies for the State DOT plan. However, after careful consideration WCCTA elected to prepare its own plan. The state DOT plan was likely not to provide options for customization specific to WCCTA operations and could possibly impact oversight at Triennial Performance Reviews. WCCTA staff "opted-out" from the "State Plan" for the PTASP.

In developing the agency's PTASP, WCCTA coordinated efforts with MV Transit's PTASP to ensure the two plans were not in conflict. All elements of WCCTA's PTASP are included in MV Transit's plan. The plan follows the PTASP outline and guidance provided by FTA and incorporates all required elements for compliance. Most procedures and policies identified in the PTASP are already in place and followed by WCCTA and MV safety personnel. The plan serves as a written living document that confirms and makes official these safety procedures. The PTASP (provided as a separate document) will go into effect upon Board approval and will be evaluated and reviewed on an annual basis.

WCCTA will not incur additional expenses due to the implementation of the Public Transportation Agency Safety Plan. Improvement in overall agency safety performance could result in WCCTA savings through fewer payable claims.

WCCTA PTASP EXECUTIVE SUMMARY

Key components of WCCTA's Public Transportation Agency Safety Plan include:

Policy Statement

Conveys top-level management's commitment and support for Safety Management Systems (SMS). The policy statement is signed by WCCTA's General Manager, the executive accountable for the operation of the agency.

Safety Performance Targets

Establishes a list of quantifiable levels of safety performance that the Agency has established as a base for safety performance measurability.

Safety Objectives

Specifies measurable and attainable safety objectives to reach Agency annual and overall safety goals.

Safety Accountabilities and Responsibilities

Clearly defines roles and responsibilities for safety management that provides for ownership at every level including assurance of safety.

Employee Safety Reporting Program:

Formalizes a reporting structure that empowers and encourages employees to report safety conditions to all management personnel void of any repercussions.

Safety Risk Management Approach

Provides the formal hazard control processes the Agency uses to identify hazards, analyze, evaluate and prioritize safety risks.

Safety Assurance

Provides a framework for continuously monitoring and evaluating the effectiveness regarding how the Agency's SMS manages safety risk, performance and continuous improvement.

Safety Training and Communication

Outlines the safety training program for Agency staff that assure personnel are trained and competent to perform their safety duties. Provides the means for effectively communicating safety performance and safety management information.



Western Contra Costa Transit Authority
Public Transit Agency Safety Plan
(PTASP)

December 31, 2020

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1. Transit Agency Information

Transit Agency Name	Western Contra Costa Transit Authority		
Transit Agency Address	601 Walter Ave., Pinole, CA 94564		
Name and Title of Accountable Executive	Charles Anderson, General Manager		
Name of Chief Safety Officer	Denise Williams, Safety Manager		
Mode(s) of Service Covered by This Plan	Fixed Route, Paratransit	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route, Paratransit		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Description of Arrangement(s) Early Morning Bus Service During Track Improvements & Retrofits
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	Bay Area Rapid Transit (BART) 300 Lakeside Drive, Oakland, CA 94612		

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Western Contra Cosa Transit Authority	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	_____ Charles Anderson, General Manager	10/8/2020
Approval by the Board of Directors	Name of Individual/Entity That Approved This Plan	Date of Approval
	_____ Norma Martinez-Rubin, Board Chair	10/8/2020
	Relevant Documentation (title and location)	
A copy of the approved Public Transportation Safety Plan and relevant documents will be electronically maintained by the Accountable		

	Executive and Chief Safety Officer on the WCCTA Share Drive in the SMS folder.	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Charles Anderson, General Manager	10/8/2020
	Relevant Documentation (title and location)	
	FTA Certifications and Assurances - TrAMS WCCTA Certification Letter- WCCTA Share Drive in the SMS folder.	

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
001	N/A	N/A - Initial Draft	10/8/2020

Annual Review and Update of the Public Transportation Agency Safety Plan
<i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>
<p>WCCTA's Safety Plan will be reviewed by the Agency's Safety Committee:</p> <ul style="list-style-type: none"> • Annually prior to the June or July meeting of the Board of Directors. • When information, processes or activities required under Part 673 undergo significant changes. • And when the Agency: <ul style="list-style-type: none"> ○ Determines its approach to mitigating safety deficiencies is ineffective; ○ Makes significant changes to service delivery; ○ Introduces new processes or procedures that may impact safety; ○ Changes or re-prioritizes resources available to support Safety Management Systems; and/or ○ Significantly changes its organizational structure. <p>Additionally, as data is collected through the Safety Risk Management and Safety Assurance processes, the Agency will evaluate its safety performance targets (SPTs) to determine whether they need to be changed. Revisions will be submitted to the Board for approval at their June or July meeting. Amendments to the PTASP will be communicated to staff per the <i>Safety Management Policy Communication</i> outlined in this plan. The Accountable Executive certifies SMS compliance with 49 C.F.R. Part 673.</p>

The Agency's Safety Committee will consist of the Accountable Executive, Chief Safety Officer, Director of Maintenance, Operations Manager, and front line employees including drivers upon availability.

3. Safety Performance Targets

Safety Performance Targets							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
Mode of Transit Service	Fatalities Total	Fatalities (per 100k VRM)	Injuries (total)	Injuries (per 100k VRM)	Safety Events (total)	Safety Events (per 100k VRM)	System Reliability (failure/VRM)
Fixed Route	0	0	2	.11	5	.28	178,278
Paratransit	0	0	1	.48	2	.95	209,597

Targets above numbers are based on review of the previous 5 years of WCCTA's safety performance data.

Total Vehicle Revenue Miles

- Fixed Route: 1,782,778
- Paratransit: 209,597

In addition to the Agency's annual review of the Safety Plan, as data is collected through the Safety Risk Management and Safety Assurance processes, the Agency will evaluate its safety performance targets (SPTs) to determine whether they need to be changed. Safety Targets will be communicated to staff annually and anytime changes are made.

Safety Performance Target Coordination		
<i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
WCCTA's Accountable Executive shares our ASP, including safety performance targets, with the Metropolitan Transportation Commission (MTC) each year after its formal adoption by the Board of Directors. WCCTA's Accountable Executive also provides a copy of our formally adopted plan to CalTrans. WCCTA personnel are available to coordinate with CalTrans and MTC in the selection of CalTrans and MTC safety performance targets upon request.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	CalTrans Safety Management Systems Brian Travis: brian.travis@dot.ca.gov	10/8/2020
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Metropolitan Transportation Commission (MTC) Shruti Hari: shari@bayareametro.gov	10/8/2020

4. Safety Management Policy

<p>Safety Management Policy Statement</p> <p><i>Include the written statement of safety management policy, incorporating safety objectives.</i></p>	
<p>Safety is WCCTA's first priority. WCCTA is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.</p> <p>We will develop and embed a safety culture in all our activities that recognize the importance and value of effective safety management and acknowledges at all times that safety is paramount.</p> <p>We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.</p> <p>For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We also will work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.</p> <p>We have established safety performance targets to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will review our adherence to our Safety Plan annually to identify how well we met our safety performance targets and any safety risk mitigations we implemented to reduce safety risk.</p>	
<p>Safety Management Policy Communication</p> <p><i>Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.</i></p>	
<p>WCCTA's Safety Management Policy Statement will be communicated to all employees, contractors and the Board of Directors. The statement will be reviewed annually at the June or July meeting of the Board of Directors and added to the employee manual, a copy of which will be provided to all new employees. A copy of the statement will be posted in common/shared WCCTA work areas (Administrative Office lobby, employee breakroom, and employee bulletin board). Additionally, the Agency will make available to the public a copy of the Safety Management Plan via the Agency Web site.</p>	
<p>Authorities, Accountabilities, and Responsibilities</p> <p><i>Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).</i></p>	
<p>Accountable Executive</p>	<p>The Accountable Executive is accountable for ensuring that WCCTA's SMS is implemented effectively and action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive reviewed the draft policy once it had been developed by our agency. Comments and recommended changes were taken into account when the</p>

	<p>final document was developed. The Accountable Executive then submitted the policy to the Agency Board of Directors for approval. Once their approval was given, the Accountable Executive signed the policy. Additional responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Decision-making about resources to support asset management, SMS activities, and capital investments; • Signing SMS implementation planning documents; and • Endorsing SMS implementation team membership.
<p>Chief Safety Officer</p>	<p>The Chief Safety Officer has the authority and responsibility for day-to-day implementation and operation of a transit agency's SMS. The Chief Safety Officer's duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Developing and maintaining SMS documentation • Directing hazard identification and safety risk assessment • Ensures and oversees day-to-day implementation and operation of WCCTA's SMS • Monitoring safety risk mitigation activities • Maintaining Safety Risk Register (Appendix B) to monitor and analyze trends in hazards, occurrences, incidents, and accidents • Providing periodic reports on safety performance • Briefing the Accountable Executive and Board of Directors on SMS implementation progress • Planning safety management training
<p>Agency Leadership and Executive Management</p>	<p>Other members of WCCTA's leadership and executive management with authorities and responsibilities for day-to-day implementation and operation of the agency's SMS include:</p> <p>Assistant General Manager:</p> <ul style="list-style-type: none"> • Assumes all roles of the Accountable Executive in his/her absence • Assists with identification of safety concerns and hazards • Assessment and mitigation of risk through safety risk management <p>Director of Maintenance:</p> <ul style="list-style-type: none"> • Provides maintenance data, including frequency and cost of materials and labor for in-house repairs • Assists with identification of safety concerns and hazards • Assessment and mitigation of risk through safety risk management • OSHA Compliance and site maintenance activities <p>Director of Operations (Contractor):</p> <ul style="list-style-type: none"> • Provides accident data and investigation results, driver evaluation results • Ensures that appropriate safety training is provided to contracted employees

	<ul style="list-style-type: none"> • Assists with identification of safety concerns and hazards • Assessment and mitigation of risk through safety risk management • Promoting operational safety and adhering to policies and procedures
Key Staff	<p>Trainers/Supervisors:</p> <ul style="list-style-type: none"> • Provide necessary training to ensure we are training employees to proficiency in accordance with performance standards • Provide pass/fail rates for new drivers, and evaluations of current drivers • Provide sufficient road observations and identify potential safety hazards with recommended solutions <p>All Employees</p> <ul style="list-style-type: none"> • Will assist with identification of safety concerns and hazards – A permanent agenda item dedicated to safety will be included at all bi-monthly Driver’s Meetings. • Will report safety hazards through the agency prescribed Safety Reporting Program
<p>Employee Safety Reporting Program</p> <p><i>Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).</i></p>	
<p>The purpose of WCCTA’s Employee Safety Reporting Program is to ensure that all safety hazards (real and potential) are reported, recorded, investigated, and communicated. Reporting and sharing information with relevant parties creates an opportunity to prevent an incident from occurring or to answer the questions of <i>what</i> happened and <i>why</i> and then to use this insight to determine <i>how</i> to prevent reoccurrence. Following the steps outlined in this program will:</p> <ul style="list-style-type: none"> • Promote an open, learning culture in regards to safety and accident prevention; • Employ a systematic approach for all administration, maintenance employees and drivers to report hazards and safety concerns; • Encourage an opportunity to gain understanding and insight from an incident or situation’s analysis; • Utilize knowledge gained to prevent or reduce future risk of reoccurrence; and • Support management’s goal of establishing a reporting culture with an aim to identify and control hazards, reduce risk and prevent harmful incidents. <p>Scope</p> <p>This program applies to all employees and contractors of WCCTA, who, regardless of level, location, or job description, all have a role in creating and maintaining a safe workplace. While the Management of WCCTA acknowledges responsibility for implementing and managing health and safety for the workplace as a whole, employees must also recognize and accept responsibility for their decisions and actions, which can, and will, affect their own personal safety as well as the personal safety of others.</p>	

Relevance

Many safety activities are reactive and not proactive, waiting for losses to occur before taking preventative measures. Potential hazards are often overlooked, as there was no harm (no injury, damage or loss). An opportunity to prevent an incident is lost if these hazards are not reported. Recognizing, reporting and investigating hazards can significantly improve worker safety and enhance an organization's safety culture.

Procedure for Reporting a Hazard or Potential Hazard

An employee who identifies a hazard (real or potential) may communicate/report it in one of several manners. The reporting system is non-punitive and, if desired by the person reporting, anonymous:

- Suggestion box;
- Verbal or written report (Hazard Report Form, Appendix A) submitted to the Chief Safety Officer or supervisor
- Driver meetings; and/or
- Reports issued to dispatch over the radio or on mobile data terminals.

On a regular basis, the Chief Safety Officer reviews the dispatch Operations Log, checks the suggestion box, and documents identified safety conditions in the Safety Risk Register. The Chief Safety Officer, supported by the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through WCCTA's SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through WCCTA's Safety Assurance process.

The Chief Safety Officer discusses actions taken to address reported safety conditions during the quarterly TAC Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee follows up directly with the employee when WCCTA determines whether or not to take action and after any mitigations are implemented.

Communication

The steps taken (training, new policies & procedures, etc.) to improve safety as a result of the hazard investigation will be reported to the Accountable Executive. Monitoring and investigation results of hazards will be communicated to employees in at least one of the following venues:

- Management discussion with employees;
- Bulletin board postings; and/or
- Bi-Monthly Safety Meetings.

Non-Punitive Exemptions

Hazard reporting is non-punitive and employees will not be subject to progressive disciplinary measures unless their behavior coincides with one of the following serious offences:

- Willful breach of professional codes;
- Acts of gross negligence;
- Acts of gross misconduct (e.g. possession of alcohol, illicit narcotics or non-prescribed pharmaceuticals while on company property, or use thereof while operating WCCTA equipment);
- Repeated unreported violations;

- Malicious activities (including malicious reporting of untrue allegations against a colleague);
- Workplace violence, including but not limited to fighting, assault, harassment or possession of a weapon.
- Record falsification

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

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

Safety Hazard Identification

WCCTA is committed to identifying and correcting hazards before they have consequences. WCCTA and Contractor staff participate in bi-monthly safety meetings where safety is a standard agenda item. Input is sought from all staff regarding any/all safety concerns – hazards, real or potential conditions that can cause injury, illness or death; damage to or loss of facilities, equipment, or rolling stock; or damage to the environment.

For purposes of this plan, a Hazard is defined as a real or potential condition that is NOT an event that can cause a consequence. WCCTA's sources for Identifying Hazards include:

- FTA data and information
 - Bulletins
 - General Directives
 - Notices
- NTSB/Oversight Authority information
- Employee safety reports
- Passenger feedback and complaints
- Internal investigations, reviews, and audits
- Industry data
- Operational data/observations
- Dispatch logs
- Maintenance records
- On board video data
- Claims and occupational injury reports

Inspections are an important source of information about hazards. Results from these inspections also help us identify areas where mitigations designed and adopted to manage safety risk are not

being carried out as required. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns or issues. Inspections focus on:

- Rules compliance checks, which may identify:
 - Non-compliance with safety rules;
 - Challenges in complying with safety rules; and
 - Emerging practices

- Operations personnel fitness-for-duty checks, which may identify:
 - Impairment;
 - Fatigue;
 - Absence of corrective lenses;
 - Apparent injuries; and
 - Uniform or equipment issues

- Radio or digital communication checks, which may identify radio failures, dead spots, and areas of high interference
- CDL and driver citations checks, which may identify driver non-compliance with driving regulations and requirements
- Pre-trip inspections, which may identify instances of a bus beginning revenue service after failing a pre-trip inspection
- Vehicle inspection, which may identify a series of defects in components and parts with the potential to impact the safety performance of the vehicle
- Facilities inspections, which may identify conditions with the potential to impact safety
- Events, incidents and occurrences: near misses, close calls, etc.

When a safety concern is observed by WCCTA's management or supervisory personnel, whatever the source, it is reported to the Chief Safety Officer who documents it in the Safety Risk Register. The Chief Safety Officer also may enter hazards into the Risk Register based on their review of WCCTA's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer may conduct further analyses of hazards and consequences noted on the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. 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 identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process for safety risk assessment and mitigation. Otherwise, the Chief Safety Officer will prioritize hazards for further SRM activity.

Safety Risk Assessment

Once a hazard has been identified, it must be assessed. WCCTA assesses safety risk associated with identified safety hazards with an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The Chief Safety Officer assess prioritized hazards using WCCTA’s Safety Risk Matrix. This matrix expresses assessed risk as a combination of severity and likelihood levels. This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- “High” hazard ratings will be considered unacceptable and require action to mitigate the safety risk,
- “Medium” hazard ratings will be considered undesirable and require WCCTA’s Accountable Executive to make a decision regarding their acceptability, and
- “Low” hazard ratings may be accepted by the Chief Safety Officer without additional review.

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk.

Once sufficient information has been obtained, The Chief Safety Officer will document the safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Chief Safety Officer will maintain completed Safety Risk Register sections for a period of three years from the date of generation.

Risk Probability:

The likelihood that the consequence of the hazard might occur, considering the worst foreseeable-but credible- condition.

Probability Level	Likelihood of event in specific item	MTBE* in Operating Hours	Occurrence in time	Occurrence Description
Frequent - A	Will occur frequently	< 7500 oh	1 per month	Continuously Experienced
Probable - B	Will occur several times	7500 - 90,000 oh	1 per year	Will likely occur
Occasional- C	Likely to occur sometimes	90,000 - 180,000 oh	1 per 2 years	Will occur several times
Remote - D	Unlikely but possible to occur	180,000 - 900,000	1 per 5 years	Unlikely, but can be expected to occur
Improbable - E	So unlikely, occur may not be experienced	>900,000 oh	1 per 10 years	Unlikely to occur, but possible

*Mean Time Between Events

***Mean Time Between Events**

Risk Severity:

The anticipated effects of a consequence of the hazard, should it materialize.

Severity	1. Catastrophic	2. Critical	3. Marginal	4. Negligible
System Disruption	> 24 hrs	12 - 24 hrs	4 – 12 hrs	< 4 hrs
Service/ Operation	Substantial or total loss of operation	Partial shutdown of operation	Brief disruption to operation	No disruption
Financial	> \$ 100,000	> \$10,000 but less than \$100,000	< \$ 10,000	No monetary loss
Environment	Permanent impact; affects a whole region; highly sensitive environment	Lasting months; impact on an extended area, area with some environmental sensitivity	Lasting weeks; reduced area, no environmentally sensitive surroundings	Lasting days or less; limited to small area, low significance/ sensitivity
Injury	Death (not include suicides or by natural causes)	Fracture, Severe Bleeding, Brain injury, Dismemberment	Bruising, Abrasions, Bleeding (Ambulance transport)	Bruising, Abrasions, Sprains (No Ambulance transport)
Health	Exposure with irreversible impacts with loss of quality of life of a numerous group/ population or multiple fatalities	Exposure with irreversible impact on health with loss of quality of life or single fatality	Exposure with reversible impact on health or permanent change with no disability or loss of quality of life	Exposure to health hazard resulting in symptoms requiring medical intervention, with full recovery

Risk Assessment Matrix

RISK ASSESSMENT MATRIX				
Severity Likelihood	Catostrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High (1A)	High (2A)	High (3A)	Medium (4A)
Probable (B)	High (1B)	High (2B)	Medium (3B)	Medium (4B)
Occasional (C)	High (1C)	Medium (2C)	Medium (3C)	Low (4C)
Remote (D)	Medium (1D)	Medium (2D)	Low (3D)	Low (4D)
Improbable (E)	Medium (1E)	Low (2E)	Low (3E)	Low (4E)

Resolution Requirements

Resolution Requirements		
High	Unacceptable	correction required
Medium	Undesirable	correction may be required, decision by management
Low	Acceptable w/ review	with review and documentation by management

Safety Risk Mitigation

Following Risk Assessment, the next step is to develop possible mitigation strategies that address identified safety risks. Safety Risk Mitigations are actions taken to reduce the likelihood and/or severity of the potential consequences of a hazard. Potential risk mitigations shall be identified and prioritized based on the accepted Risk Assessment Matrix. The expected risk reductions of the alternatives shall be estimated and documented. The goal should always be to eliminate the hazard completely if possible. However, when a hazard cannot be totally eliminated, the associated risk will be reduced to the lowest acceptable level.

- 1) Eliminate hazards by making immediate changes to the conditions contributing to the hazard: service, service design, associated materials and equipment, environmental influences, policy etc.

- 2) Reduce the risk by altering conditions contributing to the hazard.
- 3) Incorporate procedures and training to avoid the identified risk.

Prioritization of safety risk mitigations is based on the results of safety risk assessment. Risk mitigations will be developed and applied whenever a risk is identified as High. Risks deemed to be Medium or Low will be reviewed by the Chief Safety Officer and the Accountable Executive and mitigations developed at their discretion. Input will be obtained from subject matter experts from different departments to ensure that the selected safety risk mitigation is appropriate for the identified risk. Mitigations will be applied only when approved by the Accountable Executive. The Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register. Safety Assurance activities will be conducted to determine whether mitigations are having the intended effect.

6. Safety Assurance

Safety Performance Monitoring and Measurement

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

WCCTA Monitors the system for compliance with, and sufficiency of, the Agency's procedures for operations and maintenance utilizing the following activities:

- Safety audits,
- Informal inspections, road observations, and evaluations
- 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.

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

All mitigations implemented by staff will be monitored by the Chief Safety Officer to assure they are effective, appropriate and working as intended. This will be accomplished through the collection, analysis, and assessment of relevant information and data, including but not limited to:

- Reviewing results from accident, incident, and occurrence investigations
- Measures of mitigation outcomes / available statistics
- Monitoring employee safety reporting,
- Reviewing results of internal safety audits and inspections,

- Direct observation by staff
- Analysis of operational and safety trends to identify emerging safety concerns
- Subject matter expertise of staff

The Agency’s safety assurance activities are designed to:

- Ensure that mitigation procedures are in place and are effective
- Identify potential, or further, safety issues
- Make sure safety objectives/desired outcomes are being achieved

When safety risk mitigations are deemed necessary, measurable objectives (desired outcomes) will be established. Appropriate mitigations will be developed to achieve the desired outcome. A schedule for implementation and review will be generated by the Chief Safety Officer to monitor mitigation progress and effectiveness. Following implementation, safety staff will review the outcome of safety mitigations and evaluate their effectiveness. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register.

If a mitigation is not implemented or performing as intended, safety staff will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

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

To ensure proper steps will be taken to prevent recurrence, we will identify all factors that came into play to cause an incident, accident, or injury. This includes examining driving and work procedures and revising them if found faulty; and identifying violations of our contractor’s policies, as well as OSHA, DOT, FTA, or other rules or regulations. Additional procedures established to conduct investigations of safety events to identify causal factors are identified in WCCTA’s System Safety Program Plan (SSPP), “Section 7, Incident Management.” This document in its entirety is available for review and is located in the WCCTA Administrative Office located at 601 Walter Avenue, Pinole, CA.

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

Safety Committee and Employee Reporting Program:

The Chief Safety officer and Safety Committee periodically review and evaluate accumulated information received from its internal safety reporting system as well as other safety communication channels. The collective reports provide an important source of safety data and help identify trends, an analysis of which may lead to the identification of hazards that can be addressed through Safety Risk Management. The Safety Committee considers all safety reports (verbal, written, etc.) as well as relevant background knowledge about the hazard. The members of the Safety Committee will provide their input and collective subject matter expertise to complete their evaluation.

The primary responsibilities of the Safety Committee are to 1) periodically review and evaluate accumulated safety reports, 2) Identify possible or previously missed safety deficiencies, and 3) make recommendations to management concerning the continuation, modification, or elimination of procedures, behavior, or environmental situations that may contribute to an unsafe

situation/event. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and executive management and documents the results of these reviews.

7. Safety Promotion

Competencies and Training

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

WCCTA's safety training program applies to all WCCTA employees and Contractor employees responsible for safety. This includes but is not limited to:

- Vehicle operators,
- Dispatchers,
- Mechanics,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer, and
- Accountable Executive.

WCCTA requires employees and contractors, including the Chief Safety Officer to complete training to be able to fulfill their safety-related roles and responsibilities. Ongoing training programs target the Agency's accidents, incidents, and their exposure to such situations as well as the need to comply with applicable regulations. Initial training will be completed at hire/assignment, and refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, and when new hazards are identified and mitigation measures are developed.

WCCTA's Employee Training Program, including frequencies and refresher training, is described in detail within the Agency System Safety Program Plan (SSPP). This document in its entirety is available for review and is located in the WCCTA Administrative Office located at 601 Walter Avenue, Pinole, CA.

WCCTA's contractor provides job-specific training programs to enhance safety skills necessary for safe, secure, and reliable service. This includes training for operators, ytainers, supervisors, maintenance staff, operations, and management personnel. All employees will undergo new-hire training based upon type of service and experience level. Mastery is verified through evaluations prior to being released for service.

Maintenance monthly training will focus on OSHA compliance for shop safety. The training complies with current state and federal standards and covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards.

All contractor operators will receive refresher or remedial training as necessary throughout their employment. This can include, but is not limited to, defensive driving techniques, ADA and Wheelchair Securement activities, Fatigue Management, Pedestrian and Bicyclist Awareness, as well as hands-on training. This training provides a procedure for evaluation of job skills and

determining subsequent retraining needs of employees who are returning to work after extended leave, employees who have been involved in an accident and refresher skill training.

Training, retraining, proficiency checks, and safety meeting attendance will be recorded and documented. Contractor's training records are kept by the department supervisors and managers and will include:

- Date of training
- Employee Names
- Copies of training materials
- Training subject
- Location of training
- Name of trainer
- Signature of trainer and trainee

A training audit and training needs assessment will be conducted at least bi-annually, or as a result of activities that come out of the SRM process.

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.

Vehicle maintenance safety-related skill training includes the following:

- Ongoing mechanic skill training,
- Ongoing skill training for mechanic supervisors,
- Accident investigation training for mechanic supervisors,
- Ongoing hazardous material training for mechanics and supervisors, and
- Training provided by vendors

TSA Security Training for Surface Transportation Employees

Operations Staff performing security-sensitive functions will receive TSA-approved security training. The training curriculum will teach employees how to observe, assess, and respond to terrorist-related threats and/ or incidents. Security-sensitive employees will receive recurrent training every three years after initial training.

First Observer Plus™

Operations Staff will utilize First Observer Plus™, a security awareness training program managed by the Transportation Security Administration (TSA) to promote surface transportation security within the United States. Its mission is to increase security awareness of frontline transportation professionals by providing training to recognize suspicious activity that may be related to terrorism, to assess what they see, and methods for reporting their observations. Its message is simple: "**Observe, Assess, and Report** suspicious activities."

Safety Communication

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

Safety and Safety Performance information may be communicated throughout the agency in the following ways:

- Discussion at mandatory bi-monthly safety meetings. Safety communication content includes safety-related hazards, discussion, training videos, and safety messaging.
- Memos
- Safety Committees
- E-mail communications
- New hire orientation training
- Bulletin board postings in the driver's/mechanic's break room
- Posters in the Administration office on communication boards located in the copy room
- Safety Management Policy Statement posted on the maintenance and Administration communication boards.
- WCCTA also has established processes and activities for communicating safety and health-related issues throughout the organization. This process is described in the Agency's *Injury and Illness Prevention Plan* (IIPP). This document in its entirety is available for review and is located in the WCCTA Administrative Office located at 601 Walter Avenue, Pinole, CA.

Additional Information

Supporting Documentation

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

Pursuant to 49 CFR Part 673.31, WCCTA 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. WCCTA will make these documents available to FTA Region 9, Caltrans, and other Federal and state agencies upon request.

Documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan include:

- WCCTA Injury and Illness Prevention Plan: Assists with Safety Hazard Identification
- MV Transit Injury and Illness Prevention Plan: Assists with communicating safety and safety performance information
- WCCTA System Safety Program Plan (SSPP): Assists with
 - 1) Communicating safety and health-related issues throughout the organization;
 - 2) Safety Training for employees.

Glossary of Terms

Term	Definition
Accident	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; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)
Accountable Executive	<p>§ 673.5 Definitions – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; 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, in accordance with 49 U.S.C. § 5329(d), and the agency’s Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.</p> <p>§ 673.23(d)(1) – The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency’s SMS is effectively implemented throughout the agency’s public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency’s SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency’s safety performance cannot be delegated and always rests with the Accountable Executive.</p>
Chief Safety Officer/SMS Executive	<p>§ 673.31 Definitions – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency’s chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p> <p>Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.</p> <p>§ 673.23(d)(2) – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency’s SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p>
Consequence	Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself (per § 673.5)
Event	Event means any Accident, Incident, or Occurrence. (per § 673.5)

Term	Definition
Fatalities	Deaths, excluding suicides or trespassers
Hazard	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 a public transportation system; or damage to the environment. Hazards are conditions. (per § 673.5)
Incident	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 a transit agency. (per § 673.5)
Injuries	Not including assaults or injuries due to crimes
Occurrence	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 a transit agency. (per § 673.5)
Performance Target	Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA). (per § 673.5)
Safety Event	Reportable derailments, collisions, fires, and evacuations.
Safety Performance Target	Safety performance target means a Performance Target related to safety management activities. (per § 673.5)
Serious Injury	Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 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 5 percent of the body surface. (per § 673.5)

2018 NTD Safety & Security Quick Reference Guide – Non-Rail Mode Reporting

Reportable Event: A safety or security event occurring: on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit-related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.
 Alaska (AR) and Commuter rail (CR) modes report only SECURITY events that meet a Major event threshold.

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<p>An event meeting the reportable event definition AND meeting <i>one or more</i> of the following reporting thresholds:</p> <ul style="list-style-type: none"> • A fatality confirmed within 30 days (including suicide) • An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events) • Estimated property damage equal to or exceeding \$25,000 • An evacuation for life safety reasons • Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle <p>Reports are due within 30 days of the date of the event.</p>	<p>Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that is NOT a result of a collision, derailment, evacuation, security event, hazmat spill, or Act of God and non-major fires.</p> <p>OSONOC:</p> <ul style="list-style-type: none"> • Single injury event requiring transport away from the scene for medical attention (do not report “minor” collisions on S&S-50) <p>Fires:</p> <ul style="list-style-type: none"> • Requires suppression that does not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more</i> • Reports due by the end of the following month (e.g., January data due by end of February)

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
<ul style="list-style-type: none"> • A collision (including suicide/attempted suicide) • A fire • A hazardous material spill (requires <i>specialized</i> clean-up) • Acts of God (nature) • System security: <ul style="list-style-type: none"> ○ Arson ○ Bomb threat/bombing ○ Burglary/vandalism ○ Chemical/biological/radiological/nuclear release ○ Cyber security event ○ Hijacking ○ Sabotage ○ Suspicious package ○ Other security event (shots fired, projectiles, etc.) • Personal Security: <ul style="list-style-type: none"> ○ Assault ○ Homicide ○ Robbery ○ Larceny/theft ○ Motor vehicle theft ○ Rape ○ Other personal security events (non-collision suicide/attempted suicide, etc.) • OSONOC (two injuries and/or another threshold) <ul style="list-style-type: none"> ○ Miscellaneous events that meet a threshold 	<p>OSONOC:</p> <p>Injury due to:</p> <ul style="list-style-type: none"> • Slip/trip • Fall <ul style="list-style-type: none"> ○ Including person making contact with a non-moving transit vehicle • Injury to maintenance workers • Boarding/alighting • Electric shock/burns • Abrupt or evasive transit vehicle maneuvers • Mobility device (e.g. wheelchair) securement issues • Injury sustained on a mobility device lift • Stairs/elevator/escalator injury <p>Fire:</p> <ul style="list-style-type: none"> • Requires suppression but no major threshold is met <ul style="list-style-type: none"> ○ Small fire in transit station ○ Small engine fire on transit vehicle

Appendices

Appendix A: Employee Report of Unsafe Condition or Hazard Form

MV Transportation SMS Hazard/Risk Report Form	
This report concerns:	<input type="checkbox"/> Hazard <input type="checkbox"/> Risk <input type="checkbox"/> Near Miss <input type="checkbox"/> Other
Hazard Type:	<input type="checkbox"/> Policy/Procedure <input type="checkbox"/> Operational <input type="checkbox"/> Environmental <input type="checkbox"/> Equipment/Design <input type="checkbox"/> Training
REPORTED BY:	<input type="checkbox"/> Employee <input type="checkbox"/> Customer/Passenger <input type="checkbox"/> Other: <small>ie: PD or FD</small>
NAME:	LOCATION:
Description of Safety Concern:	
PHOTOS:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Analysis: <small>According to Hazard Severity Matrix</small>	<input type="checkbox"/> 1 Catastrophic <input type="checkbox"/> 2 Critical <input type="checkbox"/> 3 Marginal <input type="checkbox"/> 4 Negligible
Recommended Safety Risk Mitigation:	
Supervisor/Safety Manager Comments/Actions:	
Supervisor/Safety Manager:	

Hazard/Risk Resolution			
Is Hazard/Risk corrected "On the Spot"?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer is "No" then proceed with the steps below:	
This report must be forwarded to the SAFETY DEPARTMENT; report is assigned to specific department(s) for hazard rectification; report is assigned a priority			
Priority:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Hazard/Risk/ Near Miss deficiency corrected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date closed if "Yes"	Date
If answer is NO, notify Safety department to begin continuing action for resolution, and send to the Safety Team or Staff for recommendations.			
List how the Hazard/Risk/Near Miss was resolved			
Date Resolved		Date	

Appendix B: Sample Risk Register

Sample Safety Assessment Register														
Hazard	Identification Date	Identification Source	Analysis Date	Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	Existing Mitigation(s)	Severity of Consequences	Likelihood of Consequences	Safety Risk Index	Further Mitigation Action	Revised Safety Risk Index	Revised Safety Risk Index Date	Department Responsible for Mitigation	Estimated Implementation Date	Contact Person
VestCAT Sample 1 90 degree narrow turn into entrance of bus yard on Walter Ave.	3/9/2020	Employee safety reporting	3/12/2020	Bus turning right into yard colliding with smaller vehicles as they exit/turn left at intersection.	1. Operator training.	3 (Marginal)	C (Occasional)	3C (Undesirable corrective action may be required - decision by management)	1) Post bulletin with pictures of intersection in drivers' room 2) Post "watch for exiting vehicles" sign on Walter Ave. at intersection 3) install security mirror at intersection allowing drivers to see around the corner.	3D (Acceptable based on mitigations)	3/15/2020	1. Operations 2. Maintenance	6/1/2020	Denise Williams James Gimes
Sample 2 Buses misaligned over service pits.	Date	Employee safety reporting	Date	Bus falling into pit resulting in worker fatality.	1. Training in aligning the bus properly over pit. 2. SOP and rule book provided with training.	1 (Catastrophic)	C (Occasional)	1C (Unacceptable corrective action required)	1. Revise SOP and Rulebook to require a second worker to watch and signal for bus placement. 2. Establish speed restrictions moving in and out of shop. 3. Stripe lines around pits with high visibility fluorescent paint. 4. Revise SOPs to ensure pit is not occupied during bus movements over pit. 5. Install bus tire guides on pit edge.	1D (Acceptable based upon mitigations)	Date	Bus Vehicle Maintenance	Date	Name
Sample 3 Inspection panels in XYZ model buses difficult to access by maintenance	Date	Employee safety reporting	Date	Inspection panels in XYZ model buses difficult to access by maintenance personnel.	1. Maintenance training 2. SOP and rule book provided with training.	3 (Negligible)	B (Probable)	3B (Acceptable based upon mitigations)	N/A	N/A	N/A	N/A	N/A	N/A

Sample Safety Risk Mitigation Register						
Potential Consequence(s)			Timeframe and Mitigation(s) to be Implemented		Mitigation Monitoring Activities and Responsible Department	
Hazard	Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	Safety Performance Target	Mitigations	Timeframe	Monitoring Means	Department Responsible for Monitoring Mitigation Effectiveness
90 degree narrow turn into entrance of bus yard on Walter Ave	Bus turning right into yard from Walter Ave. colliding with smaller vehicles as they exit/turn left onto Walter Ave.	Reduce the likelihood of bus turning right into yard when vehicles are exiting yard.	1) Post bulletin with pictures of intersection in drivers' room	90 Days	1. Workplace observations. 2. Employee safety	Safety Department
			2) Post "watch for exiting vehicles" at intersection	90 Days	1. Workplace observations. 2. Employee safety	Safety Department
			3) install security mirror at intersection allowing drivers to see around the corner.	90 Days	1. Workplace observations. 2. Employee safety reporting	Safety Department
Buses misaligned over service pits.	Bus falling into service pit resulting in worker fatality.	Reduce the number events of bus misalignment over pit per [time unit] by [%] by [date].	1. Revised SOP and Rulebook to require a second worker to watch and signal for bus	180 Days	1. Workplace observations. 2. Employee safety reporting	Safety Department
			2. Establish speed restrictions moving in and out of shop.	180 Days	1. Workplace observations. 2. Employee safety reporting	Safety Department
			3. Stripe lines around pits with high visibility fluorescent paint.	180 Days	1. Workplace observations. 2. Employee safety	Safety Department
			4. Revise SOPs to ensure pit is not occupied during bus movements over pit.	180 Days	1. Workplace observations. 2. Employee safety reporting	Safety Department
			5. Install bus tire guides on pit edge.	180 Days	1. Workplace observations. 2. Employee safety	Safety Department
Placement of XYZ model buses inspection panels.	Inspection panels in XYZ model buses difficult to access by maintenance personnel.	N/A	N/A	N/A	N/A	N/A

Certification Letter



Western Contra Costa Transit Authority (WCCTA)

Public Transit Agency Safety Plan (PTASP)

CERTIFICATION

The Western Contra Costa Transit Authority (WCCTA) complies with all sections of the Federal Transit Administration's (FTA) 49 C.F.R Part 673. In accordance to sections 673.11(a), (a)(4) and (b) the agency has completed our PTASP by December 31, 2020 and we ensure it meets all requirements. The agency complies with section 673.21 by establishing and implementing a Safety Management System (SMS). Our Safety Management System (SMS) works in conjunction with the SMS developed by our Contractor, MV Transportation. It is appropriately scaled to the size, scope, and complexity of our transit system and includes the following elements:

- **Safety Management Policy** as described in 673.23
- **Safety Risk Management** as described in 673.25
- **Safety Assurance** as described in 673.27
- **Safety Promotion** as described in 673.29

WCCTA identifies the General Manager as the Accountable Executive as defined by 673.23 (d)(1) and is responsible for ensuring that SMS is effectively implemented throughout the agency. As defined in 673.23 (d)(2) the General Manager designates MV Transportation's Safety Manager as the Chief Safety Officer.

Norma Martinez-Rubin Board Chair	11/12/2020
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Charles Anderson General Manager and Accountable Executive	11/12/2020
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Denise Williams Safety Manager (MV Transportation) and Chief Safety Officer	11/12/2020
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Agenda Item 2.3

Discussion of Service Priorities for Remainder of FY2021

This staff report provides some basic background information for the Board's discussion of priorities for allocating service for the remainder of Fiscal Year 2021. Staff will present a more detailed discussion of service options at the November 12 Board meeting, but this staff report is intended to give some history of post-COVID service changes, and a summary of resources available to meet increasing service demand as we move into the 2021 calendar year.

Background

After the shelter in place orders and school closures took effect in March, 2020, WestCAT adjusted its schedules and operating procedures to respond to changes in demand, and to ensure the continued safety of its passengers and its workforce. Major changes to the service program included the following:

- Elimination of special school-focused "tripper" runs
- Temporary cancellation of JX express service
- Cancellation of Routes 17 and 18, due to low ridership & proximity to other routes
- Reductions in frequency of scheduled trips
(Lynx at 52%, Local at 78% and Express at 38% of scheduled pre-COVID trips)
- Reduction of some late night express runs (in response to earlier BART closures)
- Implementation of rear door boarding and suspension of fare collection
- Imposition of 6' social distancing limits, beginning in May
- Social distancing boarding limits reduced individual vehicle capacity by 80%.
- Staging of other standby buses to back up buses reaching capacity

Because demand has continued to be low, passenger demand has thus far been accommodated with current schedule and additional backup trips. As mobility restrictions for individuals, and rules affecting business reopening are relaxed, however, WestCAT is facing difficult decisions about how to allocate its limited backup resources.

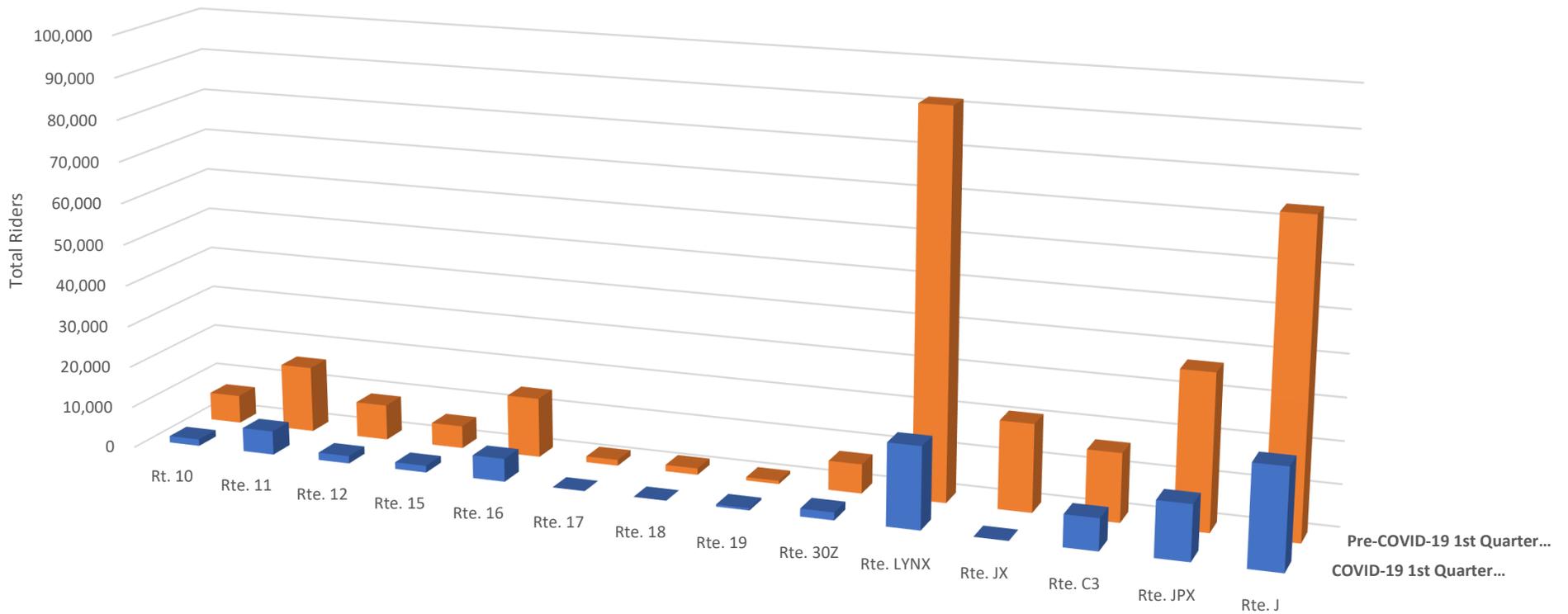
The FY2021 operating budget contains sufficient capacity to fully fund existing service levels through June 30, 2021 without further cuts. Major increases in service hours, however, would require revisions to the operating budget, even if WestCAT could assemble sufficient vehicles and drivers to provide more scheduled service.

Staff will lead a discussion of options for prioritizing service across various modes and routes, along with more detailed recent ridership information. The attachment to this report summarizes passenger volumes on each route since the pandemic began.

Attachment 2 - 1st Qtr.Total Passengers FY19-20 vs. FY2021

	COVID-19 1st Qtr FY20/21	Pre-COVID-19 1st Qtr FY19/20	% Change
Rt. 10	1,600	6,819	(76.54)
Rte. 11	5,768	15,969	(63.88)
Rte. 12	1,814	8,552	(78.79)
Rte. 15	1,636	5,434	(69.89)
Rte. 16	5,566	14,374	(61.28)
Rte. 17	0	1,437	(100.00)
Rte. 18	0	1,550	(100.00)
Rte. 19	498	791	(37.04)
Rte. 30Z	1,877	7,023	(73.27)
Rte. LYNX	19,639	91,800	(78.61)
Rte. JX	0	20,979	(100.00)
Rte. C3	7,636	16,365	(53.34)
Rte. JPX	13,206	36,964	(64.27)
Rte. J	23,911	73,811	(67.61)

Pre-COVID-19 Compared to COVID-19 Ridership 1st Quarter (July 1-Sept 30)



	Rt. 10	Rte. 11	Rte. 12	Rte. 15	Rte. 16	Rte. 17	Rte. 18	Rte. 19	Rte. 30Z	Rte. LYNX	Rte. JX	Rte. C3	Rte. JPX	Rte. J
■ COVID-19 1st Quarter FY 20/21	1,600	5,768	1,814	1,636	5,566	0	0	498	1,877	19,639	0	7,636	13,206	23,911
■ Pre-COVID-19 1st Quarter FY 19/20	6,819	15,969	8,552	5,434	14,374	1,437	1,550	791	7,023	91,800	20,979	16,365	36,964	73,811