

# OLD COLONY

## METROPOLITAN PLANNING ORGANIZATION (MPO)

C/o Old Colony Planning Council, 70 School Street, Brockton, MA / Phone: 508-583-1833 / [www.ocpcrpa.org](http://www.ocpcrpa.org)

### OLD COLONY MPO VOTING MEMBERS

CITY OF BROCKTON

TOWN OF PLYMOUTH

TOWN OF WEST BRIDGEWATER

TOWN OF WHITMAN

BROCKTON AREA TRANSIT AUTHORITY (BAT)

MASSACHUSETTS DEPARTMENT OF  
TRANSPORTATION (MASSDOT)

MASSACHUSETTS DEPARTMENT OF  
TRANSPORTATION (MASSDOT) HIGHWAY DIVISION

OLD COLONY PLANNING COUNCIL (OCPC)

### OLD COLONY MPO EX-OFFICIO NON-VOTING MEMBERS

OLD COLONY JOINT TRANSPORTATION COMMITTEE  
(JTC)

FEDERAL HIGHWAY ADMINISTRATION (FHWA)  
MASSACHUSETTS DIVISION

FEDERAL TRANSIT ADMINISTRATION (FTA)  
REGION 1

### NOTICE OF VIRTUAL MEETING

**Tuesday, November 17, 2020, 3:00 P.M.**

Join Zoom Virtual Meeting Webinar:

<https://zoom.us/join>

Meeting Webinar ID: 828 6889 7278 | Password: 370367

Dial by your phone: +1 646 518 9805

Meeting Webinar ID: 828 6889 7278 | Password: 370367

### AGENDA

1. Call to Order, Title VI Notice of Protection, and Introductions
2. Public Comments
3. Minutes of October 19, 2020 Old Colony MPO Meeting
4. Brockton Area Transit (BAT) Report
5. Performance Based Planning and Brockton Area Transit (BAT) Public Transit Agency Safety Plan (PTASP) and Transit Safety Performance Targets
  - Presentation, Discussion, and Possible Adoption of the Proposed Set of Federally Required Performance Targets Pertaining to Transit Safety
6. FFY 2021-2025 Old Colony Transportation Improvement Program (TIP) Adjustments and/ or Amendments
  - Amendment 1 - Review and Potential Release to Public Review and Comment Period
7. MBTA Forging Ahead Schedule Planning and Service Impacts - Public Meetings
8. Old Colony Public Participation Plan Update (Virtual Public Meetings, and Measures of Effectiveness, etc.) - Overview and Next Steps
9. Administrative Matters, Other Business, and Date and Time of Next Meeting(s)
10. Adjournment

The Old Colony MPO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. The Old Colony MPO operates without regard to race, color, or national origin (including limited English proficiency), age, sex, disability, ancestry, ethnicity, gender, gender identity or expression, sexual orientation, religion, creed, veteran's status, or background. Any person who believes that they or any specific class of persons to be subject to discrimination prohibited by Title VI may by themselves or by representative file a written complaint with the Old Colony MPO. Complaints are to be filed no later than 180 days from the date of the alleged discrimination. Please contact Mary Waldron at 508-583-1833 Extension 202 for more information.

This meeting is accessible to people with disabilities and those with limited English proficiency. Accessibility accommodations and language services will be provided free of charge, upon request, as available. For more information or to request reasonable accommodation and/or language services please, contact Mary Waldron at 508-583-1833 Extension 202.

- If this information is needed in another language, please contact Mary Waldron at 508-583-1833 Extension 202.
- Se esta informação é necessária em outro idioma, entre em contato com Mary Waldron em 508-583-1833 Ramal 202.

- Si se necesita esta información en otro idioma, por favor póngase en contacto con Mary Waldron al 508-583-1833 extensión 202.
- Si yo bezwen enfòmasyon sa a nan yon lòt lang, tanpri kontakte Mary Waldron nan 508-583-1833 Ekstansyon 202.

The public discussion of the Transportation Improvement Program (TIP) at Old Colony JTC, Old Colony MPO, and transportation meetings satisfies the Program of Projects (POP) public hearing requirements of the Federal Transit Administration (FTA).

## Accessibility Statement and Title VI Nondiscrimination Statement

To be read by the Chair at the start of each meeting:

- “This meeting is accessible to people with disabilities. Microphones or telephones will be used by all speakers. If you would like these accommodations, please contact Mary Waldron at 508-583-1833 Extension 202.”
- “The Notice of Nondiscrimination Rights and Protections to Beneficiaries with regard to the Federal Title VI/ Nondiscrimination Protections and the State Nondiscrimination Protections is included on this meeting’s agenda, is posted in the conference room, and is available on the Old Colony Planning Council Website at [www.ocpcrpa.org](http://www.ocpcrpa.org). Please contact Mary Waldron at 508-583-1833 Extension 202 for more information. Thank you.”

November 17, 2020 Old Colony MPO Meeting  
Agenda Item 1  
Call to Order and Introductions

**Summary**

Call to Order, Accessibility Statement and Title VI Nondiscrimination Statement, Roll Call, and Introductions

November 17, 2020 Old Colony MPO Meeting  
Agenda Item 2  
Public Comments

**Summary**

Public comments.

November 17, 2020 Old Colony MPO Meeting  
Agenda Item 3  
Minutes of October 20, 2020 Old Colony MPO Meeting

**Summary**

The Old Colony MPO is respectfully asked to consider approval of the October 20, 2020 Old Colony MPO Meeting Minutes.

November 17, 2020 Old Colony MPO Meeting  
Agenda Item 4  
Brockton Area Transit Authority (BAT) Report

**Summary**

Brockton Area Transit to provide report.

November 17, 2020 Old Colony MPO Meeting

Agenda Item 5

Performance Based Planning and Brockton Area Transit (BAT)

Public Transit Agency Safety Plan (PTASP) and Transit Safety

Performance Targets

- Presentation, Discussion, and Possible Adoption of the Proposed Set of Federally Required Performance Targets pertaining to Transit Safety

### **Summary**

The Public Transportation Agency Safety Plan (PTASP) details the safety processes and procedures for the Brockton Area Transit Authority (BAT). This plan utilizes existing agency safety practices and best practices to be implemented to meet the new regulation set in 49 CFR Part 673 of the federal guidelines.

The PTASP includes formal documentation to guide the agency in proactive safety management policy, safety risk management, safety assurance, and safety promotion. The goal is to provide management and labor a comprehensive, collaborative approach to managing safety. The plan includes safety performance targets, the process and



schedule for an annual review to evaluate the safety performance measures and update processes to continuously improve the organization’s safety practices.

### Brockton Area Transit Safety Performance Targets

#### Safety Performance Targets

*Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.*

*The targets below are based on the review of the previous five years of BAT’s safety performance data.*

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability (Miles between Major Failure)
Fixed Route	0	0	10	7.6	6	4.6	20,000
Demand Response	0	0	4	5.9	4	5.9	30,000

\*Rates are per 1,000,000 vehicle revenue miles

MPOs are required to set their initial transit safety targets no more than 180 days from receipt of the PTASP. As such, the Old colony MPO is respectively review and consider the adoption of the BAT Set of Federally Required Performance Targets pertaining to Transit Safety.

# *Brockton Area Transit Authority* **Public Transportation Agency Safety Plan** August, 2020



## **Introduction**

The following Public Transportation Agency Safety Plan (PTASP) details the safety processes and procedures for the Brockton Area Transit Authority (BAT). This plan utilizes existing agency safety practices and best practices to be implemented to meet the new regulation set in 49 CFR Part 673 of the federal guidelines.

The PTASP includes formal documentation to guide the agency in proactive safety management policy, safety risk management, safety assurance, and safety promotion. The goal is to provide management and labor a comprehensive, collaborative approach to managing safety. The plan includes the process and schedule for an annual review to evaluate the safety performance measures and update processes to continuously improve the organization's safety practices.

## **Agency Background**

The Brockton Area Transit Authority (BAT) was established in 1974. Bat is one of fifteen regional transit authorities operating within the Commonwealth of Massachusetts, serving eleven member communities as well as several additional communities through a coordinated human service delivery system, and also provides a critical link to the Central Business District of Boston. In accordance with the provisions of Massachusetts General Laws, Chapter 161B, all of BAT's services are contracted out to private contractors. BAT, through its contractors, operates twenty fixed routes, a paratransit system, a flex ride service and a supported, regional Council on Aging (COA) transportation network. BAT's Intermodal Transportation Centre (BAT Centre), adjacent to MBTA's Brockton Commuter Rail Station, serves as the transit hub for the South Shore and Greater Brockton areas. BAT has a distinctive coalition with the local business community; BAT's innovative transportation solutions have been recognized by the Metro South Chamber of Commerce as well as the Community Bank for its positive economic impact on the region.

# 1. Transit Agency Information

<b>Transit Agency Name</b>	Brockton Area Transit Authority (BAT)		
<b>Transit Agency Address</b>	155 Court Street, Brockton, MA 02302		
<b>Name and Title of Accountable Executive</b>	Michael Lambert, Administrator		
<b>Name of Chief Safety Officer or SMS Executive</b>	Kelly Forrester, Manager of Transit Operations		
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Demand Response	<b>FTA Funding Types</b>	5307, 5310
<b>Mode(s) of Service Provided by the Transit Agency (Directly Operated or Contracted Service)</b>	Fixed Route - Contracted Service Demand Response - Contracted Service		
<b>Does the agency provide transit services on behalf of another transit agency or entity</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<b>Description of Arrangements</b> Brockton Area Transit is a Human Service Transportation (HST) provider.
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	BAT 155 Court Street Brockton, MA 02302		

## 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Brockton Area Transit Authority (BAT)	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of the Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	<b>Relevant Documentation (Title and Location)</b>	
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	Brockton Area Transit Authority (BAT)	
	<b>Relevant Documentation (Title and Location)</b>	
	155 Court Street, Brockton, MA 02302	

### Version Number and Updates

*Record the complete history of successive versions of this plan.*

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	All	New Document	9/08/20

### Annual Review and Update of the Agency Safety Plan

*Describe the process and timeline for conducting an annual review and update of the ASP.*

This plan shall be reviewed on an annual basis to account for any updates to BAT's safety policies or procedures. The Chief Safety Officer shall direct the update of the ASP, in consultation with the General Manager of each operation. Each February the Chief Safety Officer will initiate a review of the ASP, in consultation with the General Manager of each operation. By May, an updated draft of the ASP shall be provided to the Accountable Executive for final review. The Board of Directors will vote to approve any changes by July 20<sup>th</sup>. All changes will ultimately be approved by the Accountable Executive. All changes will ultimately be approved by the Accountable Executive.



### 3. Safety Performance Targets

#### Safety Performance Targets

*Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.*

*The targets below are based on the review of the previous five years of BAT's safety performance data.*

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability (Miles between Major Failure)
Fixed Route	0	0	10	7.6	6	4.6	20,000
Demand Response	0	0	4	5.9	4	5.9	30,000

\*Rates are per 1,000,000 vehicle revenue miles

#### Safety Performance Target Coordination

*Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.*

The Accountable Executive shares our ASP, including safety performance targets, with the Metropolitan Planning Organization (MPO) in our service area each year after its formal adoption by the Advisory Board. BAT's Accountable Executive also provides a copy of our formally adopted plan to the Massachusetts Department of Transportation (MassDOT). BAT staff are available to coordinate with MassDOT and the MPO in the selection of MassDOT and MPO safety performance targets upon request.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	MassDOT	05/21/20
Targets Transmitted to the MPOs	MPO Name	Date Targets Transmitted
	Old Colony Planning Council	9/15/20

## 4. Safety Management Policy

### Safety Management Policy Statement

*Use the written statement of safety management policy, including safety objectives.*

The purpose of the Agency Safety Plan is to set forth the “safety philosophy” of Brockton Area Transit Authority. To maximize this effort, this document defines the specific safety responsibilities, activities and capabilities identified by the Authority to promote and improve safety for its transit services.

The mission of the Brockton Area Transit Authority is to proudly serve and be recognized as an innovative regional transit authority by providing safe, reliable and efficient service to its customers, clients and communities.

BAT strives to reduce the number of safety and security incidents within its service area by:

- Improving community involvement
- Training employees
- Increasing organizational awareness and responsibility
- Obtaining and making effective use of technology and equipment
- Identifying and prioritizing problems that impact the transit system
- Coordinating the use of resources to obtain the proper responses to identified problems
- Establishing a feedback process for employees to address system safety concerns

### Safety Management Policy Communication

*Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.*

The Safety Management Policy was distributed to all safety-related employees at the monthly safety group meeting. Copies of the Agency Safety Plan are made available to staff and all contractors, and key safety policies are posted in common areas for both operations and maintenance staff. BAT has incorporated review and distribution of the Safety Management Policy Statement into new-hire training.

In addition, BAT’s contract operator also utilizes the BeSafe system, which provides a comprehensive safety program for all aspects of the operation. This program is the touchstone of BAT’s safety operations and is incorporated into training.

### Authorities, Accountabilities, and Responsibilities

*Describe the role of the following individuals for the development and management of the transit agency’s Safety Management System (SMS).*

#### Accountable Executives

As BAT’s Administrator, the Accountable Executive has the authority to control and direct 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),



	<p>and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.</p> <p>The responsibilities of the Accountable Executive include:</p> <ul style="list-style-type: none"> <li>• Controlling and directing human and capital resources needed to develop and maintain the ASP and SMS</li> <li>• Designating and overseeing an adequately trained Chief Safety Officer who is a direct report</li> <li>• Ensuring that the SMS is effectively implemented</li> </ul>
<p><b>Chief Safety Officer or SMS Executive</b></p>	<p>As Manager of Transit Operations, the Chief Safety Officer has direct responsibility for day-to-day implementation of the Safety Management System and has the authority to make modifications to operating procedures to optimize system safety. The CSO reports directly to the Accountable Executive and communicates critical safety-related information to the AE on at least a weekly basis.</p> <p>The Chief Safety Officer is responsible for:</p> <ul style="list-style-type: none"> <li>• Developing and managing ASP and SMS policies and procedures, and keeping all policies and procedures up-to-date</li> <li>• Ensuring and overseeing implementation and operation of the Safety Management System (SMS)</li> <li>• Overseeing the Employee Safety Reporting Program and ensuring that a robust line of safety-related communication is consistently maintained</li> </ul>
<p><b>Agency Leadership and Executive Management</b></p>	<p>Agency leadership and executive management also have authorities and responsibilities for SMS implementation and operation of BAT's SMS under the plan. Agency leadership and executive management roles include the following contractor employees:</p> <ul style="list-style-type: none"> <li>• General Manager (Fixed Route)</li> <li>• General Manager (Demand Response)</li> <li>• Assistant General Manager</li> <li>• Operations Managers</li> <li>• Safety Manager</li> <li>• Assistant Safety Manager</li> <li>• Vehicle Maintenance Manager</li> </ul>

	<p>The responsibilities of this group include:</p> <ul style="list-style-type: none"> <li>• Oversight of day-to-day operations and procedures related to the Safety Management System within each of their departments</li> <li>• Modification of policies in their departments to be consistent with SMS implementation, as necessary</li> <li>• Day-to-day oversight of the employee safety reporting program, as necessary (particularly for Safety Manager and Assistant General Manager) and ensuring a consistent line of communication between front line employees and management concerning safety</li> </ul>
<p><b>Key Staff</b></p>	<p>Other key safety-related staff at BAT include: operators, maintenance staff, trainers, supervisors, schedulers, and dispatchers.</p> <p>While employee category has diverse and specific safety responsibilities related to their day-to-day duties and job performance, the overarching responsibilities of key safety staff include:</p> <ul style="list-style-type: none"> <li>• Reporting any identified safety concerns to management in a timely fashion</li> <li>• Following and abiding by all BAT safety policies and acting in accordance with the principles of the SMS</li> </ul>
<p><b>Employee Safety Reporting Program</b></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>BAT has implemented a suggestion box in the drivers' room where all employees can submit any identified safety concerns or hazards in an anonymous fashion. In addition, BAT's contractor has adopted an open-door policy that allows front line staff to report any potential safety concerns verbally to senior management (either the General Manager or the Assistant General Manager, Safety Manager or Assistant Safety Manager) at any time. In the event that a concern reported by an employee is identified as a safety hazard, management will notify the Chief Safety Officer. In addition to daily vehicle safety checks, every bus is examined in depth by operators, maintenance staff, and managers on a quarterly basis, which affords employees another opportunity to note any potential vehicle-related safety concerns to management.</p> <p>When action is taken to address a concern identified by an employee report that results in changes in policies or procedures, employees will be notified by either:</p> <ul style="list-style-type: none"> <li>• Bulletins posted in common areas</li> <li>• A verbal update by the GM or AGM during weekly staff meetings</li> </ul>	

Employees that report safety concerns in good faith are protected from any retaliatory measures. However, BAT's contractors may take disciplinary actions if the report contains any of the following employee activities:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

## 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 associate with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

BAT generally adopts a decentralized approach to Safety Risk Management, with input from subject matter experts across different departments used to identify and assess potential safety hazards, as well as suggest and implement mitigation strategies to reduce the level of risk posed by hazards. The AGM of Operations and the Safety Department help to coordinate risk management processes across the organization and provide guidance to managers on best practices for implementing mitigation strategies.

### Safety Hazard Identification

Managers at BAT rely on a variety of sources to identify potential hazards that pose safety risks to the agency. These sources include:

- Defect Sheet and Vehicle Inspection - all operators will inspect their vehicles prior to operating. Vehicle Condition Report (defect) sheets will be filled out daily by all operators for every vehicle that they drive and turned in to the office at the completion of their shift.
- Vehicle Pre-trip Inspection in the Yard – the wheelchair lift must be cycled before leaving the garage area. The radio and wheelchair lift check and camera status should be called in to Operations.
- Paratransit Vehicle Condition Reports - operators must complete a full pre-trip inspection prior to operating their vehicles as required by the DPU and the Registry of Motor Vehicles. Vehicle Condition Reports are supplied for this purpose in order to note any and all vehicle or equipment defects. This includes checking all safety equipment, fire extinguisher, first aid kit, mask, etc. Operators must fully cycle the lift, check lift restraint, etc. Operators should also perform a careful wheelchair equipment check, including all straps and belts, noting any missing pieces or defects on the report. A wheelchair and equipment check is again performed at the end of the operator's workday or when through with the vehicle.
- Observation surveys by management
- Customer Service feedback
- Accident and Incident Reporting policies/procedures, as well as BAT's comprehensive accident/incident historic database
- Secret Rider program
- Safety Lanes (quarterly safety inspection program)
- Vehicle Camera Footage
- External information, including reports from FTA and other oversight authorities, which provide information based on Federal, State or local findings, research, considerations, or assessments

Documentation procedures for hazards identified by the methods detailed above varies based on the nature of the hazard. However, all identified hazards are documented and forwarded to the Safety Department when determined to pose a safety risk to the organization.

### **Safety Risk Assessment**

Following the identification of any risks, the Safety Department (Safety Manager and Assistant Safety Manager) will lead the assessment of safety risk for the consequences of a given hazard. The likelihood and severity of the potential consequences of the hazard are assessed based on the type of hazard presented and the potential consequences the hazard could pose if not properly mitigated. Risk assessments are brought to the attention of all managers either at monthly Safety meetings or at bimonthly managerial meetings. During these meetings, the Safety Department will take the lead on discussing the nature of the hazard, as well as evaluating the level of risk and the likelihood of occurrence of its consequences. The following matrices are used to guide discussions of the risk assessment of the consequences of hazards.

#### **A. Categorize Level of Severity**

1. Catastrophic - may cause death
2. Critical - may cause severe illness, severe injury or major system loss
3. Marginal - may cause minor injury
4. Negligible - will not result in injury, illness or property damage

#### **B. Categorize the Likelihood of Occurrence**

1. Highly likely - frequent reoccurrence
2. Likely - expected occurrence
3. Unlikely- occurrence not expected

Once the risk of a safety hazard is assessed based on the suggested categorizations above, mitigation strategies that align with the severity and likelihood of the safety problem are determined. Hazards and results are to be logged and reviewed at biweekly management meetings. If a mitigation is already in place to address the potential consequence of a hazard, the effectiveness of this mitigation is factored into the risk assessment. This process will generally take place under the supervision of the Chief Safety Officer and General Manager.

### **Safety Risk Mitigation**

Appropriate mitigation strategies are determined by the Contract Operator Safety Managers in conjunction with the AGM for Operations and any other relevant departmental managers based on the level of severity and the likelihood of occurrence determined during the Safety Risk Assessment process. Any mitigations that result in long-term changes to operational procedures must be communicated to the Chief Safety Officer and approved by BAT management.

## 6. Safety Assurance

### Safety Performance Monitoring and Measurement

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

Monitoring and oversight to ensure compliance with internal procedures for operations and maintenance is the responsibility of the Chief Safety Officer. The Chief Safety Officer will periodically audit training protocols, pre-trip inspections, and post-trip operations and maintenance safety procedures. BAT uses the following procedures for ongoing monitoring of safety procedures to ensure compliance with organizational policies including:

- Ongoing informal inspections of vehicles and facilities
- Daily logs of operations and maintenance are sent directly to BAT management and , reviewed by the Chief Safety Officer
- Monthly reports on safety performance, including incidents and accidents, are filed and reviewed by the Chief Safety Officer
- Regular claims meetings are held with BAT's insurance provider to discuss systemic risk
- Quarterly "Safety Lane" inspections that involve comprehensive review of vehicle safety with operators, mechanics, and manages

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

BAT monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer, Safety Managers, and AGM for Operations share responsibility for ensuring that mitigation strategies are effective and appropriate on a continuous basis.

Implemented safety risk mitigations are frequently reviewed at scheduled safety and managerial meetings. If a mitigation is not working as intended, the Safety Manager or other relevant manager will propose improvements to the identified mitigation, or propose an alternative mitigation strategy altogether. The Chief Safety Officer will approve or modify this proposed course of action and ensure its execution.

Monitoring methods for safety risk mitigations include:

- Reviewing results from accident, incident, and occurrence investigations, and utilizing the accident/incident database to monitor trends over time
- Monitoring employee safety reporting to determine if complaints persist after implementation of a mitigation strategy
- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns.
- Job performance observations
- Tracking performance metrics, including more granular metrics like preventable accidents, "near misses", and frequency of customer complaints

*Describe activities to conduct investigations of safety events, including the identification of casual factors.*

BAT investigates all accidents, incidents, and occurrences that occur involving BAT revenue vehicles or on BAT property. The Safety Manager conducts an investigation of all accidents. Investigation procedures include reviewing video, operator reports, police reports, Mobileye data, and any other information available to assist in determining preventability and causes. The report is then presented to BAT for review along with any supporting material. All steps follow a BAT checklist and are thoroughly documented.

Additionally, BAT maintains a comprehensive database of all accidents and incidents, dating back to 2001. The database tracks location, time of day, and route, as well as type of accident/incident. The database is consistently updated after the completion of an accident or incident report. This allows BAT to examine historic data and understand opportunities for mitigating accidents.

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

The Chief Safety Officer and Safety Department routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Department ensure that the concerns are investigated or analyzed through the SRM process.

The Safety Department is primarily responsible for management and oversight of all employee reporting at BAT, and particularly for monitoring of any written employee safety reports. All other managers and supervisors have the responsibility to communicate safety-related employee reports to either the Safety Department or Chief Safety Officer so any hazards can be properly documented.

## 7. Safety Promotion

### Competencies and Training

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

BAT employs a comprehensive training program for all safety-sensitive staff and contractors. The Accountable Executive reviews the safety training program on at least an annual basis with the Chief Safety Officer to ensure that relevant staff are up-to-date on all trainings and that all contractor staff are receiving the training and guidance necessary to excel in their duties. This review is part of the annual ASP update process.

Other roles and responsibilities related to safety training are described below:

- It is the role of the Safety Manager to maintain complete and accurate records of all operator-training, certifications and on the road observations, as well as the training materials and grading mechanism.
- It is the role of the Safety Manager to administer the written test, road tests, and pre-trip inspection tests.
- It is the role of the Safety Manager to require all operators to demonstrate skill and performance competency in the type of vehicle to which they are assigned as a part of training requirements (periodic and annual testing).
- It is the role of the Safety Manager and AGM of Operations to regularly identify and schedule on-going/recurring training as necessary to reinforce the policies and procedures as well as providing a mechanism to brief operators on new policies, procedures, and/or regulations.
- It is the role of the Safety Manager and the AGM-Operations to perform annual ride checks to ascertain operator's competency level and their adherence to driving rules and regulations of the Authority assigned by Federal/State grant agreement.
- It is the role of the AGM of Operations/ Safety Manager and General Manager to review incident/complaint logs to identify recurring safety issues.
- It is the role of the Authority to perform ride checks to verify that operators are collecting the correct fares.
- It is the role of the Shift Supervisors/Dispatchers and the AGM of Operations to appropriately assess fitness for duty when employees report for their assigned work.
- It is the role of the Safety Manager and the AGM of Operations to do an on the road observation if an operator fails to adequately perform any of the assigned functions.
- It is the role of the Safety Manager to maintain all Drug and Alcohol testing files for FRC and PTC.
- It is the role of the Transit Supervisor at BSU to maintain all Drug and Alcohol testing files.
- It is the role of the AGM of Operations/Safety Manager to serve as the Security Incident Monitor and to contact the Administrator immediately and directly if there are any incidents of a security nature.



Refresher trainings for staff are provided on an ongoing basis, with the frequency of re-training depending on the specific training module. The frequency of re-training is noted alongside each training described below.

In addition to the required trainings below, all safety-related staff, including executive staff, are briefed on the components of the Safety Management System through completion of the Transit Safety Institute's SMS Awareness Course.

Required safety trainings for operators include:

- Traffic regulations
- Defensive driving and accident prevention
- Basic driving maneuvers
- Safety and Security training including Terrorist Activity Recognition and Response (TARR), Code Red, Code Blue and Homeland Security Readiness Alert levels
- Wheelchair Securement/Lift Training

Required safety trainings for maintenance staff include:

- Right to Know
- Hazard Communication
- Bloodborne Pathogen
- Respirator Training
- Viral Control and Vehicle Cleaning

Required trainings for supervisors include:

- Fatigue awareness
- Incident response and reporting
- Hazard waste response planning
- Drug and alcohol reasonable suspicion training

BAT's contractors each have their own Drug and Alcohol Policy that complies with FTA's regulations.

### Safety Communication

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

BAT is committed to thoroughly communicating its safety policies, procedures, and performance, as well as ensuring that contractors are consistently conveying information related to hazards and safety risks relevant to employees' roles and responsibilities to its staff. Monthly safety meetings between BAT and its contractors serve as a consistent outlet for communication between managers to discuss ongoing safety issues.

Communication between managers and frontline staff is a critical component of safety communication at BAT. Safety policies, directives, and procedures are communicated to staff through a variety of different methods, including:

- Frequent radio communications to drivers on the road
- Weekly safety check-ins between operators and managers
- Monthly and quarterly staff safety meetings

- Bulletins detailing safety policies and procedures posted in common areas for drivers and maintenance staff

Additionally, the New Hire handbook contains detailed information about the safety responsibilities for all BAT employees and for specific staff roles. These safety responsibilities are a key element of all new-hire training. Additionally, frequent retraining is used to reinforce both safety responsibilities and standard operating procedures.

When action is taken to address a concern identified through the Employee Safety Reporting Program that results in changes in policies or procedures, employees will be notified by either:

- Bulletins posted in common areas
- A verbal update by the GM or AGM during weekly staff meetings

## Additional Information

### Supporting Documentation

*Include or reference documentation used to implement and carry out the ASP that are not included elsewhere in this plan.*

New Hire Handbook

### Definitions of Special Terms Used in the ASP

Term	Definition
Accident	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.
Accountable Executive	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.
BeSafe	BeSafe is a safety program conducted by First Transit, Inc that focuses on eliminating risk behaviors and mindsets and replacing them with safe ones by

	providing tailored safety solutions including innovative technology, training curricula and extensive on-going driver training.
Equivalent Authority	Entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
Event	Any Accident, Incident, or Occurrence.
Hazard	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.
Incident	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.
Investigation	Process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
National Public Transportation Safety Plan	Plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53
Occurrence	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.
Operator of public transportation system	Provider of public transportation as defined under 49 U.S.C. 5302.
Performance measure	Expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Performance target	Quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
Public Transportation Agency Safety Plan (or Agency Safety Plan)	Documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
Risk	Composite of predicted severity and likelihood of the potential effect of a hazard.
Risk Mitigation	Method or methods to eliminate or reduce the effects of hazards.
Safety Assurance	Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Management Policy	Transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
Safety Management System	Formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
Safety Performance Target	Performance target related to safety management activities.

Safety Promotion	Combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety risk assessment	Formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
Safety risk management	Process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
Serious injury	Any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when 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.
Transit Agency	Operator of a public transportation system.
Transit Asset Management Plan	Strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

### List of Acronyms Used in the ASP

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CSO	Chief Safety Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
MassDOT	Massachusetts Department of Transportation
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
SRM	Safety Risk Management

November 17, 2020 Old Colony MPO Meeting  
Agenda Item 6

FFY 2021-2025 Transportation Improvement Program (TIP)  
Amendments and/ or Adjustments

- Amendment 1 - Review and Potential Release to Public  
Review and Comment Period

**Summary**

The Old Colony Transportation Improvement Program (TIP) is a program of capital improvements and operating assistance for the transportation system in the Old Colony Region. Amendment 1 adds two (2) projects to FFY 2021.

1. BROCKTON AREA TRANSIT (BAT)

- AMENDMENT: ADD PROJECT - BUY REPLACEMENT 40-FT BUS (4)
- COST IS \$2,250,000 (2018 - \$141,416; 2019 - \$878,105; 2020 - \$780,479 FEDERAL; \$450,000 STATE)

2. BROCKTON AREA TRANSIT (BAT)

- AMENDMENT: ADD PROJECT - ACQUIRE - MISC SUPPORT EQUIPMENT COST IS \$490,000 (\$490,000 FEDERAL; \$98,000 TDC)

**Transportation Improvement Program (TIP)  
Project List (FY2021)**

Draft TIP Released **04/21/20**  
TIP Endorsed: **05/19/20**

Draft TIP Amendment 1 Released: **11/17/20**  
TIP Amendment 1 Endorsed:

FTA Program	Project Number	Transit Agency	FTA Activity Line Item	Project Description	Carryover (unobligated)	Federal Funds	State Funds	TDC	Local Funds	Total Cost
<b>5307</b>										
5307	RTD0008797	Brockton Area Transit Authority	114220	ACQUIRE HVAC Intermodal and Admin Buildings		\$200,000	\$50,000	\$0	\$0	\$250,000
5307	RTD0008806	Brockton Area Transit Authority	114402	REHAB/RENOVATE - MAINTENANCE FACILITY		\$40,000	\$10,000	\$0	\$0	\$50,000
5307	RTD0008803	Brockton Area Transit Authority	114405	Fuel Tanks		\$400,000	\$100,000	\$0	\$0	\$500,000
5307	RTD0008795	Brockton Area Transit Authority	111240	ACQUIRE ASSOC CAP MAINT ITEMS		\$100,000	\$25,000	\$0	\$0	\$125,000
5307	RTD0008804	Brockton Area Transit Authority	116203	PURCHASE RADIOS		\$120,000	\$30,000	\$0	\$0	\$150,000
5307	RTD0008807	Brockton Area Transit Authority	113403	REHAB/RENOVATE TERMINAL, INTERMODAL (TRANSIT) OPERATING ASSISTANCE -		\$40,000	\$10,000	\$0	\$0	\$50,000
5307	RTD0008796	Brockton Area Transit Authority	300901	Operating/PM/ADA		\$2,500,000	\$2,500,000	\$0	\$0	\$5,000,000
5307	RTD0008802	Brockton Area Transit Authority	111201	BUY REPLACEMENT 40-FT BUS (4)		\$1,658,584	\$450,000	\$0	\$0	\$2,250,000
5307	RTD0008805	Brockton Area Transit Authority	113404	REHAB/RENOVATE - BUS PARK & RIDE LOT		\$80,000	\$20,000	\$0	\$0	\$100,000
5307	RTD0008794	Brockton Area Transit Authority	114220	ACQUIRE - MISC SUPPORT EQUIPMENT		\$80,000	\$20,000	\$0	\$0	\$100,000
					Subtotal	\$5,218,584	\$3,215,000	\$0	\$0	\$8,575,000
<b>5309</b>										
					Subtotal	\$0	\$0	\$0	\$0	\$0
<b>5310</b>										
					Subtotal	\$0	\$0	\$0	\$0	\$0
<b>5311</b>										
					Subtotal	\$0	\$0	\$0	\$0	\$0
<b>5337</b>										
					Subtotal	\$0	\$0	\$0	\$0	\$0
<b>5339</b>										
5339	RTD0008802	Brockton Area Transit Authority	111201	BUY REPLACEMENT 40-FT BUS (4)	2018 - \$141,416; 2019 - \$878,105; 2020 -	\$141,416	\$450,000	\$0	\$0	\$2,250,000
					Subtotal	\$141,416	\$450,000	\$0	\$0	\$2,250,000
<b>5320</b>										
					Subtotal	\$0	\$0	\$0	\$0	\$0
<b>Other Federal</b>										
Other Federal	RTD0010052	Brockton Area Transit Authority	114220	ACQUIRE - MISC SUPPORT EQUIPMENT		\$490,000	\$0	\$98,000	\$0	\$490,000
					Subtotal	\$490,000	\$0	\$98,000	\$0	\$490,000
<b>Other Non-Federal</b>										
Other Non-Federal	RTD0008039	Brockton Area Transit Authority	113406	REHAB/RENOVATE - FIXED ROUTE STATIONARY BUS FARE COLL EQUIP		\$0	\$850,000	\$0	\$0	\$850,000
					Subtotal	\$0	\$850,000	\$0	\$0	\$850,000
					Total	\$4,191,416	\$4,065,000	\$98,000	\$0	\$9,915,000

Funds listed under the Carry Over column are included in the Federal Amount

November 17, 2020 Old Colony MPO Meeting  
Agenda Item 7  
MBTA Forging Ahead Schedule Planning and Service Impacts -  
Public Meetings

**Summary**

Challenged by unprecedentedly low ridership due to the COVID-19 pandemic, the MBTA is facing a historic moment. In 2019, MBTA riders took 1.26 million daily trips. In October 2020, riders are taking around 330,000 daily trips—or 26% of daily ridership compared to 2019. While the MBTA has continued to run service at 2019 levels, in order to protect essential service for those who depend upon it, the MBTA is proposing to reduce service where there are fewer riders.

The MBTA is Forging Ahead to preserve access and quality of service available to these transit-critical customers.

The proposed adjustments preserve the vast majority of MBTA service while also:

- Aligning current service levels with changing ridership and demand
- Preserving and protect service for those who depend on the MBTA for frequent and reliable service

- Reducing primarily non-essential services

The MBTA will continue to provide sufficient service for current ridership levels on all modes except the ferry system, which is proposed for temporary closure.

### **Proposed Changes to Commuter Rail**

The Commuter Rail is experiencing approximately 13% of its pre-COVID ridership, with about 8.5% of its normal ridership during morning peak periods.

Starting mostly in May 2021, the MBTA plans to:

- Stop all service after 9 PM
- Stop all weekend service (Fairmount Line replaced by bus service), starting as early as January 2021
- Decrease weekday peak service and some midday service, reducing from 505 trains (Fall 2019) to 430 trains
- Close six (out of 141) stations based on low ridership, operational impacts, and availability of alternatives:
  - Plimptonville
  - Prides Crossing
  - Silver Hill
  - Hastings
  - Plymouth



- Cedar Park
- Take into account ridership patterns when adjusting service levels by line

### **Proposed Changes to Bus**

Buses are experiencing about 171,000 weekday boardings, which is approximately 41% of pre-COVID ridership.

Starting in summer 2021, the MBTA plans to:

- Stop all service after midnight (early service will continue on essential bus routes)
- Reduce frequency on essential routes by system-wide average of 5% (will vary by route, high ridership will not be changed)
- Reduce frequency on non-essential routes system-wide by 20% (will vary by route based on ridership)
- Consolidate or restructure approximately 10 routes
- Eliminate approximately 25 routes that served less than 0.5% of pre-COVID riders (about 1,700)

### **How to provide Public Comment**

The MBTA is hosting a series of 11 virtual public meetings via Zoom (nine regional meetings, two system-wide meetings). Comments may be submitted at the meetings.

## Upcoming System-Wide Meetings

Forging Ahead Virtual Public Hearing: System-Wide Service

**NOVEMBER 19, 2020, 6:00 PM**

Virtual, Boston, MA

Forging Ahead Virtual Public Meeting: System-Wide Service

**DECEMBER 2, 2020, 6:00 PM**

Virtual, Boston, MA

## Upcoming Regional Meetings

Forging Ahead Virtual Public Meeting: Inner Core (Region 4)

**NOVEMBER 17, 2020, 6:00 PM**

Virtual, Boston, MA

Forging Ahead Virtual Public Meeting: Mystic River (Region 5)

**NOVEMBER 18, 2020, 6:00 PM**

Virtual, Boston, MA

Forging Ahead Virtual Public Meeting: South Shore (Region 6)

**NOVEMBER 23, 2020, 6:00 PM**

Virtual, Boston, MA

Forging Ahead Virtual Public Meeting: North Shore (Region 7)

**NOVEMBER 24, 2020, 6:00 PM**

Virtual, Boston, MA

Forging Ahead Virtual Public Meeting: Bristol (Region 8)

**NOVEMBER 30, 2020, 6:00 PM**

Virtual, Boston, MA

Forging Ahead Virtual Public Meeting: Merrimack Valley (Region 9)

**DECEMBER 1, 2020, 6:00 PM**

Virtual, Boston, MA

A comment portal is available at <https://www.mbta.com/forging-ahead>, and comment may be emailed to [publicengagement@mbta.com](mailto:publicengagement@mbta.com)

To help gather feedback directly from riders, the MBTA's team of Community Liaisons will reach out to communities directly impacted by proposed service changes for their input and feedback. Want a representative to come talk to your community? Please send a request to [publicengagement@mbta.com](mailto:publicengagement@mbta.com)

November 17, 2020 Old Colony MPO Meeting  
Agenda Item 8  
Old Colony Public Participation Plan Update (Virtual Public  
Meetings, and Measures of Effectiveness, etc.)  
- Overview and Next Steps

**Summary**

The Old Colony MPO has been developing its Measures of Effectiveness (MOE) Report. The MOE Report is one of the outcomes of the recommendations offered by the Federal partners during the MPO's Federal Certification Review. The Federal partners suggested that the public participation process should be tracked in more detail to help the MPO understand the performance of its public outreach process. The MOE report tracks and compares, where available, five years' worth of public outreach effort data to understand how engagement between the MPO and members of the public and organizations has been achieving greater participation in the planning process.

Beginning in March 2020, because of the pandemic, was the introduction of virtual public meetings and participation. The MPO adapted and embarked upon conducting its public outreach efforts via online meeting platforms such as Zoom to continue its efforts in meeting its public participation requirements. The MPO will also be tracking its virtual

public participation process and will be included in the MOE reports going forward. The next steps will be submitting the MOE to our Federal partners for review, which will be continued on a yearly cycle.

For information, please direct inquiries to Paul Chenard ([pchenard@ocpcrpa.org](mailto:pchenard@ocpcrpa.org)) at 508.583.1833 x210.

November 17, 2020 Old Colony MPO Meeting  
Agenda Item 11  
Administrative Matters, Other Business, and Date and Time of  
Next Meeting(s)

**Summary**

**1.) MassDOT - Shared Winter Streets and Spaces**

Shared Winter Streets and Spaces will be focused on supporting communities during the next several months, when the need for physical distancing poses challenges. The program will invest in cities and towns in order to facilitate outdoor activities and winter programming by creating safe spaces for people of all ages and abilities to walk, bicycle, eat, shop, play, and enjoy community events.

Types of eligible projects include:

- **Main Streets:** Investments in local downtowns and villages that repurpose streets, plazas, sidewalks, curbs, and parking areas to facilitate outdoor activities and winter programming, including, but not limited to, facilities for eating, shopping, play, and community events and spaces for all ages. Grant limit: up to \$300,000.

- **Reimagined Streets:** Creation of safe spaces for people walking and bicycling by implementing low-speed streets, 'shared streets,' new sidewalks, new protected bike lanes, new off-road trails, new bicycle parking, new crosswalks, new traffic-calming measures, and new ADA-compliant ramps. Grant limit: up to \$300,000.
- **Better Buses:** Establishment of new facilities for public buses, including, but not limited to, dedicated bus lanes, traffic-signal priority equipment, and bus shelters. Grant limit: up to \$500,000.
- **Shared Mobility:** Support for the capital costs of equipment for new bikeshare and micromobility programs. Grant limit: up to \$200,000.
- **Making Pilots Permanent:** Conversion of temporary Shared Streets and Spaces projects to permanent facilities. Grant limit: up to \$300,000.

Applications will be accepted on a rolling basis, and decisions will be made in four rounds.

Information about the Shared Streets and Spaces Program, including information about the new Shared Winter Streets and Spaces funding round, can be found at [www.mass.gov/shared-winter-streets-and-spaces-grant-program](http://www.mass.gov/shared-winter-streets-and-spaces-grant-program).

## **2.) Date and Time of Next Old Colony MPO Meeting(s)**

The Old Colony MPO members are respectfully requested to schedule the date and time of their next meeting(s).

- **December 15, 2020 at 10 AM**
- **January 19, 2021 at 10 AM**