



Virginia Department of Rail and Public Transportation

## VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

### Public Transportation Agency Safety Plan

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#### SCOPE OF SERVICES

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##### Statement of Need

Per the FTA's Public Transportation Agency Safety Plan (PTASP) final rule (<https://www.govinfo.gov/content/pkg/FR-2018-07-19/pdf/2018-15167.pdf>) published July 19, 2018, all recipients or sub-recipients of financial assistance under 49 U.S.C. § 5307 that operate a public transportation system are required to develop and certify a PTASP by July 20, 2020. The intention of this plan is to help transit agencies manage safety risks while prioritizing capital investments that promote safety. States are required to offer a state-developed PTASP for all small bus operators (small bus operators are those public transit providers with 100 vehicles or fewer in peak revenue service that do not operate commuter rail service or passenger ferry) that wish to participate. Those small agencies that chose not to participate in the state-developed PTASP, effectively opting out, must develop their own PTASP. The Virginia Department of Rail and Public Transportation (DRPT) seeks to develop a state PTASP for all small providers that chose to participate.

More resources and guiding documents on PTASP can be found here:  
<https://www.transit.dot.gov/PTASP>

The Statewide Program Manager will administer this task order.

##### Scope of Services

DRPT's state PTASP must address all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and National Public Transportation Safety Plan (49 CFR 673.11), including but not limited to these major elements:

- Documentation of processes and procedures for the transit agency's Safety Management System, which consists of four main elements: (1) Safety Management Policy, (2) Safety Risk Management, (3) Safety Assurance, and (4) Safety Promotion
- The creation of performance targets based on the safety performance criteria established under the National Public Transportation Safety Plan (49 CFR 673.11(a)(3))

- Adherence to all applicable requirements and standards as set forth in FTA’s Public Transportation Safety Program and National Public Transportation Safety Plan (49 CFR 673.11(a)(4));
- Establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan (49 CFR 673.11(a)(5)).

DRPT’s state PTASP will be offered to 13 small public transit providers. The state developed plan must include all FTA required elements as tailored to each participating provider. Below is a list of the providers that will be invited to participate in the plan (this list is subject to change at DRPT’s discretion):

Organization	Name	Vehicles Operated in Max. Service (as reported to NTD 2017)
BRIS	City of Bristol Virginia	4
WIN	City of Winchester	7
SUFF	City of Suffolk	8
BRITE	Blue Ridge Intercity Transit Express (CSPDC)	8
PETE	City of Petersburg	18
RAD	City of Radford	20
FRED	Fredericksburg Regional Transit	21
CAT	Charlottesville Area Transit	23
WATA	Williamsburg Area Transit Authority	35
HDPT	City of Harrisonburg Dept. of Public Transportation	39
BT	Blacksburg Transit	40
GLTC	Greater Lynchburg Transit Company	43
VALLEY	Greater Roanoke Transit Company	53

**Deliverables (Tentative Schedule)**

Deliverables associated with this task order include the following:

- Within 30 days, develop a detail plan of approach for collecting information regarding the existing safety documentation, processes, and procedures in place at all participating providers and for developing the compliant PTASP. DRPT must approve this plan before moving forward.
- Aggregate all collected existing safety documentation, processes, and procedures in place at all participating providers. Identify areas those areas that do not meet FTA PTASP requirements for each provider.
- Develop a plan of approach to bring each non-compliant area into FTA PTASP compliance for each provider.

- Develop a draft PTASP for DRPT staff and participating providers to review and provide feedback. The draft plan will be provided to DRPT for review no later than March 1, 2020.
- Make changes requested by DRPT staff and participating providers prior to producing the final plan document, no later than May 1, 2020.
- Monthly invoicing including progress reports detailing work completed and anticipated work over the next billing cycle (30 days).
- Bi-weekly project progress calls with project manager for the duration of the project.
- DRPT will secure final approval of plan from transit agency accountable executives for all participating providers before the July 20, 2020 federal deadline and will coordinate with MPOs to ensure compliance with Performance Based Planning requirements.