Public Transportation Agency Safety Plan

Municipality-Specific Information Questionnaire

**Validation, Agency Information, Authorities, and Initial Assessment**

December 3, 2020

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# General Information and Instructions

## Background

All public transportation **operators receiving financial assistance under 49 USC Chapter 53** (public transportation) **must develop safety plans**, coordinate with planning processes, and certify that the Plan meets all requirements of 49 CFR § 673. This does not apply to those receiving funds only under 49 USC 5310 (seniors) or 49 USC 5311(rural).

Transit providers must certify that they meet PTASP regulation requirements, if applicable, to be awarded FTA grant funds. A transit operator **would be ineligible to receive FTA grant funds until the operator satisfies the requirements** of the regulation. Failure to comply with the regulation may subject a grantee to a range of FTA enforcement options depending upon the circumstances.

## Purpose

The purposes of this questionnaire are:

1. To include all Municipality-specific Public Transportation Agency Safety Plan (PTASP) elements, as they will appear on the document.
2. To aid Municipalities in the development of an initial safety assessment.
3. To validate and receive comments on the PTASP document.

## Instructions

Instructions are as follows:

1. Review all the contents of the PTASP document attached. All the contents of the PTASP document must be validated, adopted, and implemented to receive a certification.
   1. Comments can also be provided.
   2. The PTASP must be updated annually; hence, if during implementation it is found that modification to the processes are needed, they can be addressed on the next update.
   3. Note that any proposed modification must satisfy the minimum regulation requirements.
2. Fill-in all the information requested in this questionnaire, as applicable. Definitions related to the contents of this questionnaire are provided on the PTASP attached. All PTASP elements of this questionnaire must be fulfilled to receive a certification.
3. Send to PRHTA this questionnaire in the following formats:
   1. Provide the **questionnaire fulfilled** in **MS Word** format. This version does **not need to include the signature**.
   2. Provide the **questionnaire fulfilled** in **PDF** format. This version **must include the PTASP Validation page duly signed**.
4. At the end of most segments, there is a yellow table to indicate if no additional comments are provided or if the requested information was already fully provided and there are no changes.
5. Provide the PRHTA with a copy of all your existing and planned processes, guides, forms, and checklists related to PTASP elements. These will be organized on a digital appendix to the PTASP and will serve as a municipality-specific complement to the uniformized general procedures on the PTASP.

## Remarks

1. If **information is missing** and/or the **PTASP is not entirely adopted**, the Municipality will **not be included in this PTASP’s certification.**
2. If a Municipality does not have a certified PTASP by December 31, 2020, it will **not qualify to receive FTA funds**.
3. The contents of this document will **become part of the Public Transportation Agency Safety Plan (PTASP)**.
4. The forms included in this questionnaire are to collect the **Municipality-specific** information.
5. The PTASP document includes **minimum aspects that are required by regulation and common among participating municipalities**.
6. Each municipality **may have additional or more detailed processes** to those included in the PTASP document or may have more restrictive performance targets. If that is the case, **send us a copy of such documentation** so they can be included as part of the individual municipality’s process. The specific documentation received by each Municipality is being organized in a file that will become a digital attachment to the PTASP. An index of this digital attachment is included in the PTASP document.
7. All **documentation supporting adoption and continuous implementation** of the PTASP must be **maintained for at least three (3) years** and must be made available to PRHTA and FTA.
8. **FTA will review** **PTASP implementation** **during their Triennial Review**.

# PTASP Comments

The PTASP document is included in a separate file. Please review it. If you have comments to the PTASP, please include them in the shaded space below.

1. Indicate if the comments must be evaluated for this version which certification is due December 31, 2020 or if they can be considered for next year’s update.
2. Be sure that any suggestion provided meets all the PTASP requirements as established on 49 C.F.R. Part 673.
3. Be specific regarding the section of the document to which the comment applies.

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  | No Comments |

# PTASP Validation

|  |  |
| --- | --- |
| **Accountable Executive Signature** | |
| The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673. | |
| Name |  |
| Title |  |
| Municipality |  |
| Applicable Area | Aguadilla Urbanized Area  San Juan Urbanized Area  Urbanized Areas Under 200,000 Population |
| Signature |  |
| Date |  |

# System Identification

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SYSTEM IDENTIFICATION** | | | | | | | | | | | |
| Municipality: |  | | | | | | | | | | |
| Address: |  | | | | | | | | | | |
| **Transit Employees** | | | | | | | | | | | |
| Transit Employees | Management | | | Operations | | | | | | Maintenance | |
|  | | |  | | | | | |  | |
| PTASP Authorities | Accountable Executive | | | Chief Safety Officer or | | | | | | | |
| Safety Management System Executive | | | | | | | |
|  | | |  | | | | | | | |
| **Transit Assets** | | | | | | | | | | | |
| Modes | Mode | | Vehicle Type | Number of Vehicles | | Vehicle Capacity | | Operation | | Funding | |
| (DO o PT) | | (5307, 5310, 5311, 5337, 5339) | |
| DR | |  |  | |  | |  | |  | |
| MB | |  |  | |  | |  | |  | |
| OR | |  |  | |  | |  | |  | |
| TB | |  |  | |  | |  | |  | |
| VP | |  |  | |  | |  | |  | |
| Terminals: | Name of Terminal | | | Terminal Address | | | | | | Transit Vehicle Capacity | Terminal Area  (Sq. Mts.) |
|  | | |  | | | | | |  |  |
|  | | |  | | | | | |  |  |
|  | | |  | | | | | |  |  |
| **Service** | | | | | | | | | | | |
| Service | Service Area (Square Meters) | | | | | | | Service Population | | | |
|  | | | | | | |  | | | |
| Routes | Route Name | | | | | Route Length (meters) | | | | Stops with Refuge | Total Stops |
|  | | | | |  | | | |  |  |
|  | | | | |  | | | |  |  |
|  | | | | |  | | | |  |  |
| **Service on Behalf** | | | | | | | | | | | |
| Do you provide transit services on behalf of another transit agency or entity? | | | | | Yes  No | | Description of arrangement: | |  | | |
| **Legend** | | | | | | | | | | | |
| **Modes** | | **Funds** | | | | | | | **Operation Type** | | |
| DR - Demand Response | | 5307 - Urbanized Area Formula Grants | | | | | | | DO - Directly Operated | | |
| MB - Motor Bus | | 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities | | | | | | | PT – Purchased Transportation | | |
| OR - Other | | 5311 - No-Urbanized Area Formula Grants | | | | | | |  | | |
| TB - Trolley Bus | | 5337 - State of Good Repair Grants | | | | | | |
| VP - Van Pool | | 5339 - Bus and Bus Facilities Grants | | | | | | |

|  |  |
| --- | --- |
|  | Previously submitted completely fulfilled and there are no changes |

# Authorities

| Authority | Titles / Positions | Names |
| --- | --- | --- |
| Accountable Executive |  |  |
| Chief Safety Officer |  |  |
| Agency Leadership and Executive Management |  |  |
| Key Staff |  |  |
| Safety Committee |  |  |

|  |  |
| --- | --- |
|  | Previously submitted completely fulfilled and there are no changes |

# Initial Hazard Identification

This is not required by regulation to be included as part of the PTASP document. However, it is being requested by the PRHTA for its certification, as a confirmation of the first steps of the implementation of a Safety Management System. Note that this is just the first stage of the Risk Management process that will need to be completed and continuously updated as part of the PTASP requirements. This table will be included as part of the digital attachment that will complement the PTASP.

| **ID** | **Componente del Sistema**  Puede añadir filas adicionales al final, pero no cambie lo que ya está | **Criterio de Evaluación y Pregunta Guía**  Puede añadir filas adicionales al fina, pero no cambie lo que ya está | **Área**  Puede añadir filas adicionales al final, pero no cambie lo que ya está | **Respuesta**  Indique aquí solo una de las siguientes alternativas   * Si * No * Parcialmente | **Descripción Detallada** | **Ubicación**  Indique aquí solo una de las siguientes alternativas   * Ruta * Terminal * Estación * Estacionamiento de Clientes * Servicio * Taller * Transporte * Abordaje * Parada * Administración (Edificio o estacionamiento) * Organización * Procesos * Otro * N/A | **Comentarios** | **Posible Consecuencia** | **Información de Apoyo**  **Documentos**  (Favor de incluir nombre y proveer copia en archivo aparte)  **Fotografías**  (Favor de incluir el nombre de la foto a ser provista en archivo aparte) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Estructura Organizacional y Recursos Humanos | ¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.? | Organización |  |  |  |  |  |  |
| 2 | Estructura Organizacional y Recursos Humanos | ¿La cultura organizacional está orientada hacia la seguridad? | Cultura |  |  |  |  |  |  |
| 3 | Estructura Organizacional y Recursos Humanos | ¿Poseen liderato experto dedicado al transporte colectivo? | Liderato |  |  |  |  |  |  |
| 4 | Estructura Organizacional y Recursos Humanos | ¿El liderato es responsivo? | Liderato |  |  |  |  |  |  |
| 5 | Estructura Organizacional y Recursos Humanos | ¿El personal está asignado a labores dentro de sus capacidades? | Personal |  |  |  |  |  |  |
| 6 | Estructura Organizacional y Recursos Humanos | ¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados? | Personal |  |  |  |  |  |  |
| 7 | Estructura Organizacional y Recursos Humanos | ¿Existe un programa de manejo de sucesión? | Personal |  |  |  |  |  |  |
| 8 | Procesos | ¿Existe un proceso de identificación de peligros? | Riesgos |  |  |  |  |  |  |
| 9 | Procesos | ¿Existe un proceso de manejo de riesgos? | Riesgos |  |  |  |  |  |  |
| 10 | Procesos | ¿Se documentan hallazgos de las inspecciones y evaluaciones? | Evaluación |  |  |  |  |  |  |
| 11 | Procesos | ¿Se atienden adecuadamente los hallazgos? | Evaluación |  |  |  |  |  |  |
| 12 | Procesos | ¿Se documentan las estrategias? | Evaluación |  |  |  |  |  |  |
| 13 | Procesos | ¿Se evalúan las estrategias implementadas? | Evaluación |  |  |  |  |  |  |
| 14 | Procesos | ¿Hay protocolos de comunicación implementados? | Comunicación |  |  |  |  |  |  |
| 15 | Procesos | ¿Hay programas de adiestramiento implementados (choferes, mecánicos, servicio al cliente, gerencia)? | Adiestramiento |  |  |  |  |  |  |
| 16 | Procesos | ¿Se han implementados procesos para recoger el insumo de empleados y público? | Evaluación |  |  |  |  |  |  |
| 17 | Procesos | ¿Se han implementado protocolos de preparación para y manejo de emergencias? | Emergencias |  |  |  |  |  |  |
| 18 | Procesos | ¿Se recogen todos los datos que son necesarios (fallas, millaje, resultados de inspecciones, resultados de análisis de accidentes, eventos de seguridad, heridos, muertos, daños a la propiedad, colisiones, evacuaciones, etc.)? | Información |  |  |  |  |  |  |
| 19 | Procesos | ¿Hay protocolos de manejo de la información implementados? | Información |  |  |  |  |  |  |
| 20 | Procesos | ¿Se mantiene la información en un lugar seguro, existe redundancia (servidor, nube, etc.)? | Información |  |  |  |  |  |  |
| 21 | Procesos | ¿Es efectivo y eficiente el proceso de compras y contratación? | Adquisición |  |  |  |  |  |  |
| 22 | Facilidades, Edificios y Estructuras | ¿Existe un programa de gerencia de activos de facilidades? | Facilidades |  |  |  |  |  |  |
| 23 | Facilidades, Edificios y Estructuras | ¿Se mantiene un inventario de los bienes? | Facilidades |  |  |  |  |  |  |
| 24 | Facilidades, Edificios y Estructuras | ¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente? | Facilidades |  |  |  |  |  |  |
| 25 | Facilidades, Edificios y Estructuras | ¿Existen procesos efectivos y eficientes de inspección y mantenimiento? | Facilidades |  |  |  |  |  |  |
| 26 | Facilidades, Edificios y Estructuras | ¿Están las facilidades en buena condición o estado de buena reparación? | Facilidades |  |  |  |  |  |  |
| 27 | Facilidades, Edificios y Estructuras | ¿Son adecuadas las facilidades para el uso actual y el esperado? | Facilidades |  |  |  |  |  |  |
| 28 | Facilidades, Edificios y Estructuras | ¿Están las áreas de espera debidamente identificadas? | Facilidades |  |  |  |  |  |  |
| 29 | Facilidades, Edificios y Estructuras | ¿Están los macados visibles? | Facilidades |  |  |  |  |  |  |
| 30 | Facilidades, Edificios y Estructuras | ¿Están los rótulos legibles? | Facilidades |  |  |  |  |  |  |
| 31 | Facilidades, Edificios y Estructuras | ¿Existen las facilidades para personas con impedimentos? | Facilidades |  |  |  |  |  |  |
| 32 | Facilidades, Edificios y Estructuras | ¿Se cumple con ley ADA? | Facilidades |  |  |  |  |  |  |
| 33 | Facilidades, Edificios y Estructuras | ¿Las tecnologías son adecuadas y están vigentes? | Facilidades |  |  |  |  |  |  |
| 34 | Facilidades, Edificios y Estructuras | La política de seguridad y declaraciones relacionadas están visibles. | Facilidades |  |  |  |  |  |  |
| 35 | Vehículos | ¿Existe un programa de gerencia de activos para vehículos? | Vehículos |  |  |  |  |  |  |
| 36 | Vehículos | ¿Se mantiene un inventario de los bienes? | Vehículos |  |  |  |  |  |  |
| 37 | Vehículos | ¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente? | Vehículos |  |  |  |  |  |  |
| 38 | Vehículos | ¿Existen procesos efectivos y eficientes de inspección y mantenimiento? | Vehículos |  |  |  |  |  |  |
| 39 | Vehículos | ¿Están los vehículos en buena condición o estado de buena reparación? | Vehículos |  |  |  |  |  |  |
| 40 | Vehículos | ¿Son adecuados los vehículos para el uso actual y el esperado? | Vehículos |  |  |  |  |  |  |
| 41 | Vehículos | ¿Se cumple con ley ADA? | Vehículos |  |  |  |  |  |  |
| 42 | Vehículos | ¿Las tecnologías son adecuadas y están vigentes? | Vehículos |  |  |  |  |  |  |
| 43 | Equipos | ¿Existe un programa de gerencia de activos para equipos? | Equipos |  |  |  |  |  |  |
| 44 | Equipos | ¿Se mantiene un inventario de los bienes? | Equipos |  |  |  |  |  |  |
| 45 | Equipos | ¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente? | Equipos |  |  |  |  |  |  |
| 46 | Equipos | ¿Existen procesos efectivos y eficientes de inspección y mantenimiento? | Equipos |  |  |  |  |  |  |
| 47 | Equipos | ¿Están los equipos en buena condición o estado de buena reparación? | Equipos |  |  |  |  |  |  |
| 48 | Equipos | ¿Son adecuados los equipos para el uso actual y el esperado? | Equipos |  |  |  |  |  |  |
| 49 | Equipos | ¿Las tecnologías son adecuadas y están vigentes? | Equipos |  |  |  |  |  |  |
| 50 | Equipos | ¿Existen sistemas de protección para equipos eléctricos adecuados (baterías, protectores contra variaciones en voltaje, etc.)? | Equipos |  |  |  |  |  |  |
| 51 | Equipos | ¿Existe sistema para mantenimiento limitado del servicio durante emergencias (planta eléctrica, abastos de agua, etc.)? | Equipos |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Previously submitted completely fulfilled and there are no changes |