



ROWAN TRANSIT SYSTEM

2022 SYSTEM SAFETY PLAN

TABLE OF CONTENTS

1. SYSTEM SAFETY PLAN MANAGEMENT DESCRIPTIONS OF ELEMENTS
2. EMERGENCY ACTION PLAN
3. FIRE PREVENTION PLAN
4. PREVENTATIVE MAINTENANCE PLAN
5. DRUG AND ALCOHOL POLICY
6. SECURITY PLAN
7. CONTINUITY OF OPERATIONS PLAN

APPENDICES

APPENDIX A
APPENDIX B
APPENDIX C
APPENDIX D
APPENDIX E
APPENDIX F
APPENDIX G
APPENDIX H
APPENDIX I
APPENDIX J
APPENDIX K

ORG CHART
JOB DESCRIPTIONS
EMERGENCY PLAN COORDINATORS
EVACUATION ROUTES
KEY CONTROL POLICY
INTERNAL/EXTERNAL PERSONNEL
KEY PERSONNEL RESPONSIBILITIES
BOMB THREAT PROCEDURES
OPENING AND CLOSING PROCEDURES
EMERGENCY RESPONSE TEAM ROSTER
SAFETY/SECURITY ALERT SYSTEM

GENERAL SYSTEM SAFETY PLAN MANAGEMENT

DESCRIPTIONS OF ELEMENTS

1. POLICY STATEMENT AND AUTHORITY FOR SYSTEM SAFETY PLAN

- A. North Carolina Board of Transportation 2003 Resolution established the requirement for each transit system to develop and implement a System Safety Plan (SSP).
- B. Establish the SSP as an operating document that has been prepared for and approved by the transit system top management, chief executive officer or the governing board.
- C. The authority statement in the SSP should define, as clearly as possible, the following:
 - 1. The authority for establishment and implementation of the SSP
 - 2. How that authority has been delegated through the organization
- D. The SSP must adequately address the SIX CORE ELEMENTS.

2. DESCRIPTION OF PURPOSE FOR SYSTEM SAFETY PLAN

- A. Address the intent of the *SSP* and define why it is being written.
- B. Establish the safety philosophy of the whole organization and provide a means of implementation.
- C. A *SSP* could be implemented for the following reasons:
 - To establish a safety program on a system wide basis.
 - To provide a medium through which a system can display its commitment to safety.
 - To provide a framework for the implementation of safety policies and the achievement of related goals and objectives.
 - To satisfy federal and state requirements.
 - To meet accepted industry standards and audit provisions.
 - To satisfy self-insurance or insurance carrier provisions.
- D. The relationship of system safety to system operations should be defined.
- E. All departments involved must have a clear definition of their individual responsibilities relative to the scope of the *SSP*.
- F. This section should also contain system safety definitions applicable to the operating systems.

3. CLEARLY STATED GOALS FOR VEHICLE SAFETY MANAGEMENT PROGRAM

- A. The overall goal of a *SSP* is to identify, eliminate, minimize and control safety hazards and their attendant risks by establishing requirements, lines of authority, levels of responsibility and accountability, along with methods of documentation for the organization.
- B. These goals should be system-specific, tailored to the individual needs of the system, as well as being:
 - 1. Long term - the goal must have broad and continuing relevance.
 - 2. Meaningful - they must not be so broad as to be meaningless; desired results must be identified.
 - 3. Realizable - any goal that meets the first two criteria but cannot be attained is meaningless.
- C. Example:
 - 1. A goal might be to establish a high level of safety comparable to other transit systems in the U.S.
 - 2. Identify, eliminate, minimize, and/or control all safety hazards

3. Provide appropriate action and measures to obtain necessary safety-related agreements, permits and approvals from outside agencies, where applicable.

4. IDENTIFIABLE AND ATTAINABLE OBJECTIVES

- A. Objectives are the working elements of the *SSP*, the means by which the identified goals are achieved.
 1. Must be quantifiable and meaningful.
 2. Met through the implementation of policies.
 - B. Policies are central to the *SSP* and must be established by top management.
 1. They set the framework for guiding the safety program, on a relatively long-term basis.
 2. Policies are measurable.
 3. Policies are methods for reaching a specified objective.
 - C. Example:

The establishment of a safety program incorporating public, patron, employee, and property safety including fire protection, loss prevention and life safety requirements.
- **Policies depend on the goals defined by the transit system and its safety philosophy.**

5. SYSTEM DESCRIPTION/ORGANIZATIONAL STRUCTURE

- A. System Description
 1. Briefly describe the system's characteristics. The information should be sufficient to allow non-technical person and those not employed in transit to understand the system and its basic operation.
 2. Components that should be included in the system description:
 - a. History
 - b. Scope of service
 - c. Physical features
 - d. Operations
 - e. Maintenance
 - f. System Modifications
- B. Organizational Structure
 1. Organizational diagrams showing the title of each position.
 2. Diagram showing the structure of the system safety unit identifying the key positions.
 3. Diagrams showing the relationships and lines of communication between the system safety unit and other departments in the organization.
 4. Describe the relationship of the transit system to local political jurisdictions.

SYSTEM SAFETY PLAN

Program Description:

The System Safety Plan (SSP) was developed utilizing established guidance listed in the procedural manuals of the North Carolina Department of Transportation Standard Operating Procedure SSP-001 and the State Management Plan. The SSP consists of and addresses the required six (6) core elements:

1. Emergency Action Plan
2. Fire Prevention Plan
3. Preventative Maintenance Plan
4. Drug and Alcohol Policy
5. Security Plan
6. Continuity of Operations Plan

Rowan Transit System's (RTS) number one priority is adherence to policies and procedures of the core elements. All of the elements listed are equal in importance and the policies and procedures must be met. The compliance will ensure that we meet all Federal Transportation Administration (FTA) and North Carolina Department of Transportation Public Transportation Division (NCDOT/PTD) policies and regulations.

Emergency Action Element:

The goal is to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment, and by assigning responsibilities, human life and company resources will be preserved. The intent of this plan is to ensure all employees a safe and healthful workplace. Those employees assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats, leaks, etc.

Fire Prevention Element:

It is the policy of Rowan Transit to provide to employees the safest practical workplace free from areas where potential fire hazards exist. The primary goal of this Fire Prevention Plan is to reduce or eliminate fire in the workplace by heightening the fire safety awareness of all employees. Another goal of this Plan is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

Authority: This Fire Prevention Plan complies with the requirements of 29 CFR 1910.39.

This Plan details the basic steps necessary to minimize the potential for fire occurring in the workplace. Prevention of fires in the workplace is the responsibility of everyone employed by Rowan Transit and MV Transportation, but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made by Rowan Transit and MV Transportation to identify those hazards that might cause fires and establish a means for controlling them. The Plan administrator, or safety officer, must also be familiar with the behavior of employees that may create fire hazards as well as periods of the day, month, and year in which the workplace could be more vulnerable to fire.

The Fire Prevention Plan will be reviewed annually and updated as needed to maintain compliance with applicable regulations and standards and remain up-to-date with best practices in fire protection. Workplace inspection reports and fire incident reports will be maintained and used to provide corrections and improvements to the plan.

This Plan will be available for employees to view at all times during normal working hours.

Preventative Maintenance Element:

The goal is to ensure each vehicle and wheelchair lift is properly maintained to maximize the service life, maintain reliability, mitigate high maintenance costs and sustain proper safety and mechanical condition. To accomplish this goal we will, at a minimum, adhere to the vehicle manufacturer's maintenance/service manual and the wheelchair lift service manual.

Drug Alcohol and Abuse Program Element:

The goal is to provide a safe, healthy and productive drug-free work environment for all employees. A person being under the influence of a drug or alcohol while on the job poses serious safety and health risk to the user, co-workers as-well-as passengers. Rowan Transit System has established a policy of a drug-free work environment. A standard of zero tolerance for use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed. Random drug test will be administered.

Security Element:

The overall purpose of the Security Program is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to vehicles, equipment, facilities, passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system both during normal operations and under emergency conditions.

The security of passengers and employees is paramount to promoting the objectives of FTA and NCDOT. We will take all reasonable and prudent actions to minimize the risk associated with intentional acts against passengers, employees and equipment/facilities. To further this objective, Rowan Transit System has developed security plans and procedures and emergency response plans and procedures. The plans have been coordinated with local law enforcement, emergency services and with other regional transit providers, which addresses the conduct of exercises in support of their emergency plans, and assessment of critical assets and measures to protect these assets.

Continuity of Operations Plan:

This continuity of operations (COOP) plan for Rowan County presents a management framework, establishes operational procedures to sustain essential functions, and guides the restoration of full functions if normal operations in one or more of the Community's locations are not feasible. This plan was prepared in accordance with Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated April 2004, which provides a structure for formulating a COOP plan; Presidential Decision Directive-67, "Ensuring Constitutional Government and Continuity of Government Operations," which requires all Federal departments and agencies to have a viable COOP capability; and State of North Carolina requires all local communities to prepare for emergencies and disasters. This document focuses on the basic COOP elements: essential functions, critical systems, alternative facilities, orders of succession, delegations of authority, and vital records. Development of procedures that address the basic

COOP elements and work in concert with business continuity and disaster recovery plans allows for uninterrupted delivery of the Community's essential functions.

This document applies to the full spectrum of threats and emergencies that may affect the Community. Specifically, this COOP plan is based on an event scenario that disrupts the Community's essential functions. In this scenario, the Community location is closed for normal business activities. The most likely causes of such disruption are severe winter storms (i.e., ice or snow), widespread utility failure, multiple explosions, civil disturbance, or credible threats of actions that would preclude access to or use of Community facilities. Under this scenario, Community offices relocate staff and resources to a remote facility identified as the Emergency Relocation Site (ERS).

The SSP will be updated as changes occur. An annual review is required to ensure all information is current. The annual review must be adopted by the board and certified by NCDOT/PTD.

This operational policy was adopted by the Rowan County Board of Commissioners.

Date: _____

System Director (Signature) _____

Governing Board Chairman (Signature) _____

RESOLUTION FOR APPROVAL OF REQUIREMENT FOR COMMUNITY TRANSPORTATION SYSTEMS TO IMPLEMENT SYSTEM SAFETY PLANS

WHEREAS, the Federal Transit Administration's strategic safety goal is to promote the public health and safety by working toward the elimination of transportation related deaths, injuries and property damage;

WHEREAS, the Federal Transit Administration and the National Transportation Safety Board require the reporting of certain transportation related accidents;

WHEREAS, the vision for public transportation services in North includes the provision of safe, affordable transportation choices, statewide to those who have travel options and to those whose options are limited;

WHEREAS, the development and implementation of System Safety Plans by Community Transportation systems is a fundamental step toward these goals;

WHEREAS, the North Carolina Department of Transportation, Public Transportation Division recognizes the safety implications of the development of System Safety Plans and provides training and technical assistance to transit systems to assist in the development and implementation of their System Safety Plans;

WHEREAS, rural transit systems receiving federal and state funds are not currently required to have a System Safety Plan;

WHEREAS, the Public Transportation Division, in an effort to promote safe public transportation services recommends requiring that each rural transit system in the state that receives federal and/or state funds must have an approved System Safety Plan which includes provision for local system safety data collection and reporting;

WHEREAS, the Transit, Rail, and Ferry Committee has concurred in this recommendation.

THEREFORE BE IT RESOLVED AS FOLLOWS:

That the North Carolina Board of Transportation approves the recommended requirement that each Community Transportation System that receives federal and/or state funds must have an approved System Safety Plan which includes provision for local system safety data collection and reporting.

ANNUAL MANAGEMENT REVIEW

The SSP should reflect the changing needs of our system programs. As a transit system evolves and operates, it must consistently monitor the programs and update the SSP accordingly.

To ensure that this occurs, the transit management staff should prepare an annual report that assesses the adequacy and effectiveness of all phases of the SSP. The annual report should be submitted to the local Transportation Board and a copy submitted to NCDOT/PTD Safety & Training Unit.

Report topics include:

- ❖ Results of incident investigations and analysis
- ❖ Identification of possible hazardous conditions
- ❖ Results of inspections
- ❖ Established plans for handling future incidents
- ❖ Recommendations for SSP revisions
- ❖ Analysis of departmental involvement in the administration of the SSP

Members of the SSP Review Committee as-well-as system managers are jointly responsible for maintaining and updating the SSP. The local Transportation Board must approve the required revisions.

SAFETY POLICY AND PROCEDURE REVISION INDEX

Policy/Procedure Name	SPP#	Revision #	Date	Description
SSP / Emergency Action Plan	Section 1			
Policy/Procedure Name	SPP#	Revision #	Date	Description
SSP / Fire Prevention Plan	Section 2			
Policy/Procedure Name	SPP#	Revision #	Date	Description
SSP/Drug and Alcohol Policy	Section 4	1	Feb 2022	Revised Policy
Policy/Procedure Name	SPP#	Revision #	Date	Description
SSP/Continuity of Operations Plan	Section 6			
Policy/Procedure Name	SPP#	Revision #	Date	Description
SSP/Preventative Maintenance Plan	Section 3			
Policy/Procedure Name	SPP#	Revision #	Date	Description
SSP/Security Plan	Section 5			

Mission Statement

To provide Transportation that enhances quality of life

Vision Statement

To provide Transportation that is safe, efficient, affordable and respectful

SYSTEM GOALS

As public transportation providers in North Carolina, Rowan Transit System utilizes and upholds statewide safety goals. These goals include:

- ❖ Instilling a safety attitude and a safe work place/customer service environment
- ❖ Establishing a commitment to safety
- ❖ Developing and maintaining a comprehensive, structured safety program
- ❖ Developing and maintaining safety standards and procedures
- ❖ Providing formalized safety training
- ❖ Reducing accident and injury rates
- ❖ Selecting equipment that promotes and enhances safety
- ❖ Safeguarding hazards
- ❖ Making necessary changes in the system to uphold safety
- ❖ Establishing an incentive/reward program that rewards safe employee practices
- ❖ Increasing employee safety awareness
- ❖ Applying new research and development in safety efforts
- ❖ Meet NCDOT/PTD minimum training standard

SYSTEM DESCRIPTION

Rowan Transit System (RTS) is a consolidated transportation system operating in Rowan County, NC. RTS provides subscription routes for a variety of human service agencies and other specialized transit services listed below:

Human Service Agencies

Rowan Vocational Opportunities	Trinity Living Center
Rowan County Parks and Recreation	Rowan County Dept. of Social Services
Rufty - Holmes Senior Center	Rowan County Health Department

Specialized Transit Services

Dialysis Transportation	Rural General Public
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All services are accessible to persons with disabilities.

The vehicle fleet of RTS consists of the following:

- 2-25 passenger lift equipped Ford light transit vehicles (not currently operating)
- 1-16 passenger lift equipped Ford light transit vehicle
- 4-14 passenger lift equipped Ford light transit vehicles
- 4-08 passenger lift equipped Ford light transit vehicles
- 5-08 passenger lift equipped Ford vans
- 5-10 passenger Ford Transit lift equipped van
- 1-13 passenger Ford Transit van
- 2-12 passenger Ford Conversion vans
- 2-13 passenger Ford light transit vehicles
- 2-14 passenger Ford light transit vehicle

Service Area

Rowan Transit System serves all of Rowan County outside the City of Salisbury Urban Transit System. Service is provided one day per week to all rural areas and smaller municipalities within its borders. Rowan County is located in the heart of the piedmont of North Carolina encompassing 2000 square miles. The ridership of RTS is targeted towards the Rural General Public passengers including many of the clients and consumers of the participating organizations.

Days and Hours of Service

RTS operates Monday through Friday, from 5:30 AM to 5:30 PM

RTS is closed for the following holidays:

New Year's Day	December 31, 2021
Martin Luther King Jr.s Birthday	January 17, 2022
Good Friday	April 15, 2022
Memorial Day	May 30, 2022
Independence Day	July 4, 2022
Labor Day	September 5, 2022
Veteran's Day	November 11, 2022
Thanksgiving	November 24 & 25, 2022
Christmas	December 23, 26, & 27, 2022