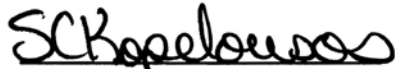


Approved:

Effective: January 20, 2011

Office: Public Transit

Topic No.: 725-030-009-j

  
Stephanie C. Kopelousos  
Secretary

## BUS TRANSIT SYSTEM SAFETY PROGRAM

### PURPOSE:

To establish specific procedures for the management, implementation and oversight of safety and security standards for bus transit systems.

### AUTHORITY:

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

### REFERENCES:

**Section 341.041, 334.044(2), and 341.061(2)(a), F.S.**, require the establishment of minimum equipment and operational safety standards for all governmentally owned bus transit systems; privately owned or operated bus transit systems operating in this state that are financed wholly or partly by state funds; all bus transit systems created pursuant to **Chapter 427, F.S.**; and all privately owned or operated bus transit systems under contract with any of the aforementioned systems. Under **Section 341.061(2), F.S.**, the Department has been assigned the responsibility for implementing the provisions of the statutes. Safety standards for bus transit systems are provided by **Rule Chapter 14-90, Florida Administrative Code.**

### DEFINITIONS:

Definitions are as set forth in **Rule 14-90.002, F.A.C.**

### SCOPE:

This procedure guides Central and District Modal Development/Public Transportation Offices responsible for establishing standards and implementing the public transit safety program requirements pursuant to **Section 341.061(2), F.S.**, and **Rule Chapter 14-90, F.A.C.**

## **1.0 DEPARTMENT RESPONSIBILITIES**

- 1.1 The Department responsibilities for oversight of adopted standards are as follows:
  - 1.1.1 Assuring that each bus transit system develops, adopts, and complies with a System Safety Program Plan (SSPP) and Security Program Plan (SPP) in accordance with the minimum established criteria set forth in **Rule Chapter 14-90, F.A.C.**
  - 1.1.2 Assuring that all transit buses operated by each bus transit system have received annual safety inspections according to standards set forth in **Rule 14-90.**
  - 1.1.3 Assuring annual certification by all bus transit systems pursuant to **Section 341.061(2), F.S., and Rule Chapter 14-90 F.A.C.**
  - 1.1.4 Conducting a review of any bus transit system that the Department believes to be in noncompliance with the provisions of **Section 341.061(2), F.S., Rule Chapter 14-90,** and their adopted SSPP).
  - 1.1.5 Initiating action to suspend affected bus transit system's service if a deficiency or unsafe condition exists to the extent that the continued operation of the system, or a portion thereof, is not safe for passenger service, or is posing a potential danger or threat to public safety.
  - 1.1.6 Suspending affected passenger service operations if the bus transit system fails to correct a deficiency in accordance with **Rule Chapter 14-9, F.A.C.** and the established implementation schedule.
  - 1.1.7 Preparing a detailed report of any safety and/or security compliance review conducted at a bus transit system.
- 1.2 Providing technical assistance to systems in development and implementation of safety and security programs. Safety and security standards and requirements shall be incorporated in designs, construction, procurement activities, training, operation, and maintenance of bus transit systems.

## **2.0 CENTRAL OFFICE RESPONSIBILITIES**

- 2.1 Maintaining communication with district offices on all matters relating to the implementation of the Bus Transit System Safety Program, and changes in regulatory requirements.

- 2.2 Assuring the development and maintenance of the Bus Transit System Safety Program procedures.
- 2.3 Developing minimum equipment and operational safety standards for all state funded bus transit systems.
- 2.4 Developing responsibilities for implementing and monitoring the Public Transit Bus Safety Program.
- 2.5 Monitoring transit industry developments, legislation and Federal regulatory issues that could influence or impact the Bus Transit System Safety Program.

### 3.0 DISTRICT OFFICE RESPONSIBILITIES

- 3.1 Establishing and maintaining communication with bus transit systems regarding safety standards, security standards, or regulatory requirements.
- 3.2 Assuring that each bus transit system submits an annual written certification to the Department that it has complied with its adopted SSPP and that safety inspections have been performed by a qualified entity, at least once during the certification period on all transit buses operated by the system.
- 3.3 Assuring that required safety certification provisions are made a part of Public Transportation Operations (PTO) Joint Participation Agreements (JPA) Exhibit C, or other JPA exhibits as appropriate, prior to execution of any PTO-JPA between the Department and any bus transit system which is financed wholly or in part by state funds and as defined in **Rule Chapter 14-90, F.A.C.**  
Provisions shall include:
  - 3.3.1 Assuring that each bus transit system submits to the Department an annual written certification of adoption and compliance with their approved SSPP and SPP in accordance with minimum established standards in **Rule Chapter 14-90, F.A.C.**
  - 3.3.2 Assuring that each bus transit system submits to the Department a written of performance of safety inspections on all buses operated.
- 3.4 Documenting, maintaining, and reviewing system safety and security certifications for compliance, submitted to the Department.
- 3.5 Conducting a review at least once every three (3) years, of each bus transit system within the respective district to assess performance and compliance

with **Rule Chapter 14-90, F.A.C.**, and the bus transit system's adopted SSPP and SPP. Reviews shall be conducted according to this procedure's **Template and Guidelines for Bus Transit System Safety and Security Review** in **Exhibit I**.

- 3.6 Conducting a review of any bus transit system that fails to certify compliance within ninety 90-calendar days of the due date; or if, upon certification by the bus transit system, the Department has good cause to believe the system is in noncompliance with its adopted SSPP or SPP, or providing passenger service in an unsafe manner, or if there is evidence of an immediate danger to public safety. Reviews may be conducted more often by the district, in cases of deficient past safety performance. In addition, the district shall conduct reviews of new starts as deemed appropriate, but no later than 90-calendar days after start of passenger service operations.
- 3.7 Preparing a written report of each review conducted and providing a copy of the report to the affected bus transit system upon completion of the onsite review.
  - 3.7.1 Submitting written reports to the bus transit system within 30-calendar days after completion of a regularly scheduled on-site review.
  - 3.7.2 Submitting written reports conducted as a result of a bus transit system not complying with its adopted SSPP, **Rule Chapter 14-90, F.A.C.**, or determined not safe for passenger service during a regularly scheduled review, to the bus transit system within 3-business days of completion of the onsite review.
- 3.8 Reviewing each transit agency's SSPP and SPP to determine compliance with the provisions and requirements of **Rule Chapter 14-90, F.A.C.**, and providing technical assistance, as necessary, for compliance.
- 3.9 Communicating with the Central Office Public Transit Safety Programs Manager on program status and implementation, and making recommendations relative to bus transit system safety requirements or improvements.

#### 4.0 **PROGRAM QUALITY CONTROL**

- 4.1 Quality control and evaluation of program performance is a continuing responsibility of the Central and district offices. Activities shall be regularly monitored and performance evaluated to assure proper implementation and compliance attained, time schedules are followed, and all functions are in accordance with statutory and administrative rule provisions.

4.2 The performance and frequency of review activities shall be in accordance with **Rule Chapter 14-90, F.A.C.**, and this procedure.

## 5.0 PROGRAM IMPLEMENTATION

5.1 **Records Maintenance** - The district office shall be responsible for maintaining the following information for a minimum of 5 years:

5.1.1 Records of corrective actions and follow-up activities pursuant to a compliance review or inspection.

5.1.2 Records and reports of monitoring and/or review activities.

5.1.3 Records of annual required certifications, including SSPP and annual safety inspection certification, by each bus transit system.

5.2 **Oversight/Evaluation** - Program activities shall be reviewed and evaluated to assure compliance with **Rule Chapter 14-90, F.A.C.** District office activities shall include:

5.2.1 Reviewing and evaluating each bus transit system's SSPP or SPP, at least once every three years, either before or during the on-site review, and any other time as needed or requested by the bus transit system. The SPP shall be reviewed on-site only at the location of the bus transit system and protected from disclosure.

5.2.2 Reviewing safety certifications submitted by the bus transit systems to determine compliance with **Section 341.061(2), F.S.**, and **Rule Chapter 14-90.010, F.A.C.**

5.2.3 In addition to the scheduled 3 year review, conducting an on-site review of any bus transit system determined by the Department to be in non-compliance with **Section 341.061(2), F.S.**, and **Rule Chapter 14-90, F.A.C.**, their adopted SSPP and/or their adopted SPP. If a review is performed, a compliance review report shall be prepared identifying and describing the deficiencies and/or unsafe conditions and forwarded by certified mail to the affected bus transit system within three (3) business days of the onsite review. The report shall serve as notification to the affected bus transit system of non-compliance with **Rule Chapter 14-90, F.A.C.**, and their adopted SSPP and/or SPP.

5.3 **Safety Certification** - The district office shall be responsible for assuring timely submittal of safety certifications, and verifying that required safety

certification provisions are included on the certification submission.

- 5.3.1 Annual safety certifications covering the prior calendar year shall be submitted by bus transit systems and received by the district office no later than February 15. The district office shall maintain a copy of each certification a minimum of 5 years.
- 5.3.2 Safety certifications for bus transit systems shall consist of:
  - 5.3.2.1 Name and address of the bus transit system.
  - 5.3.2.2 Statement verifying the adoption of a SSPP and SPP in accordance with the provisions of **Rule Chapter 14-90, F.A.C.**, and attesting to compliance with its adopted SSPP and SPP. The statement shall include the current date of the adopted SSPP and SPP.
  - 5.3.2.3 Statement attesting to the performance of safety inspections on all buses operated according to the provisions of **Rule Chapter 14-90, F.A.C.**
  - 5.3.2.4 The name and address of the entity that performed safety inspections along with the date of inspection(s).
  - 5.3.2.5 Typed or printed name, title, and signature of the officer or person directly responsible for management of the bus transit system certifying compliance with **Section 341.061(2), F.S.**, and **Rule Chapter 14-90, F.A.C.**
  - 5.3.2.6 The name, address, and phone number of each contract bus transit system subject to the provisions of **Rule Chapter 14-90, F.A.C.**

## 6.0 SAFETY and SECURITY REVIEWS

- 6.1 The Department, or its designee, is authorized to conduct inspections of bus transit systems to verify compliance with the provisions of **Rule Chapter 14-90, F.A.C.**
- 6.1.2 Each bus inspected during a safety and security review shall be checked for compliance with the requirements for safety devices and equipment, as referred or specified in **Rule 14-90.009(3), F.A.C.**
- 6.2 The district office shall ensure that each individual performing a bus safety inspection, as part of a Department safety and security review of a bus transit system, is qualified as follows:

- 6.2.1** The inspector understands the requirements set forth in **Rule 14-90.009, F.A.C.**, and can identify defective components.
- 6.2.2** The inspector is knowledgeable of and understands the methods, procedures, tools, and equipment used when performing a bus safety inspection.
- 6.2.3** The inspector has at least one year of training and/or experience as a mechanic or inspector in a vehicle-maintenance program, and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.
- 6.3** **3 Year Review** - The district office, or its designated contractor, shall conduct an on-site review of each bus transit system's safety and security program at least once every 3 years. The purpose of the review is to determine compliance with the bus transit system's SSPP and SPP, and to verify that adequate safety management controls are in place and functioning to meet the minimum standards provided by **Rule Chapter 14-90, F.A.C.**
- 6.4** Reviews shall be conducted at those bus transit systems defined in **Rule 14-90.002(2), F.A.C.** Bus transit systems shall be responsible for conducting and documenting safety and security reviews of their covered contractors. The district office shall provide technical assistance and guidance to the bus transit system in the performance of this requirement.
- 6.5** Each bus transit system shall be notified in writing at least three (3) weeks prior to a safety and security review, except for an unscheduled review resulting from identified deficiencies or unsafe conditions. The district office shall coordinate scheduling and areas of review with the bus transit system prior to written notification. Written notification to the bus transit system should include any request for pre-audit materials, such as a copy of the bus transit system's SSPP, and the most current vehicle inventory list, and other materials that would further expedite the onsite review process. At the discretion of the district office, additional reviews may be scheduled for follow-up or further evaluation.
- 6.6** The safety and security formal review report shall be submitted to the person directly responsible for management of the bus transit system by a cover letter or email authorized by the District Modal Development/Public Transportation Manager. The review report shall be prepared and submitted to the bus transit system within 30-calendar days following the completion of the on-site review. Submission of the formal review report may be delayed an additional 7 calendar days in order to request and receive additional information that would provide clarification on materials gathered during the onsite review. The

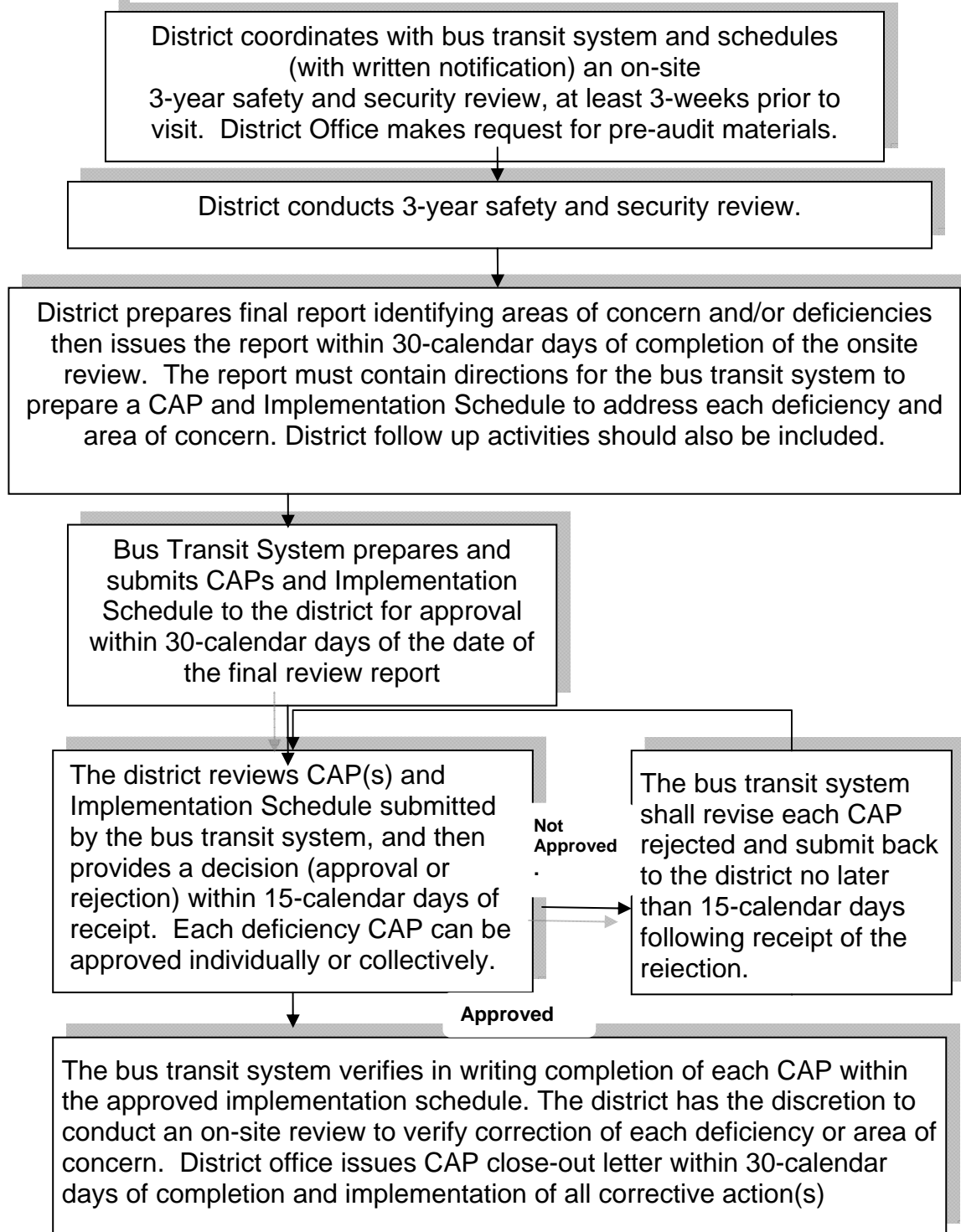
formal review report shall contain the following:

- 6.6.1** Name and address of the bus transit system, the dates the review was conducted, and the name of each reviewer.
- 6.6.2** Specific items reviewed and a description of any deficiencies, unsafe conditions, or areas of concern.
- 6.6.3** A requirement for the bus transit system to develop and submit a corrective action plan (CAP) and implementation schedule for each deficiency and /or area of concern within 30-calendar days from the date of the final report.
- 6.6.4** A requirement that the bus transit system verify in writing, completion of required corrective action(s).
- 6.6.5** A description of any Department planned follow-up activities.
- 6.7** The district office shall notify the bus transit system of its approval or rejection of each corrective action and implementation schedule within 15-calendar days of receiving the plan. In the event the district office rejects a CAP, the district office shall state its reasons in writing and recommend revisions. The district shall require the bus transit system to submit a revised CAP and implementation schedule, for each CAP not approved, no later than 15-calendar days following receipt of the notification.
- 6.8** **Noncompliance Review** - The district office, or its designee, shall conduct a safety and security review of any bus transit system, which the Department believes to be in noncompliance with its SSPP or SPP, providing passenger service operations in an unsafe manner, or there is evidence of an immediate danger to public safety. The district office shall prepare and submit a report of the review to the affected bus transit system. The report shall be submitted to the bus transit system within 3 business days from completion of the review and contain the following:
  - 6.8.1** Identification of the findings, including a detailed description of each deficiency.
  - 6.8.2** Required corrective action(s) and schedule for implementation of the corrective action(s).
  - 6.8.3** Any requirements for suspension of bus transit system service should the Department determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.

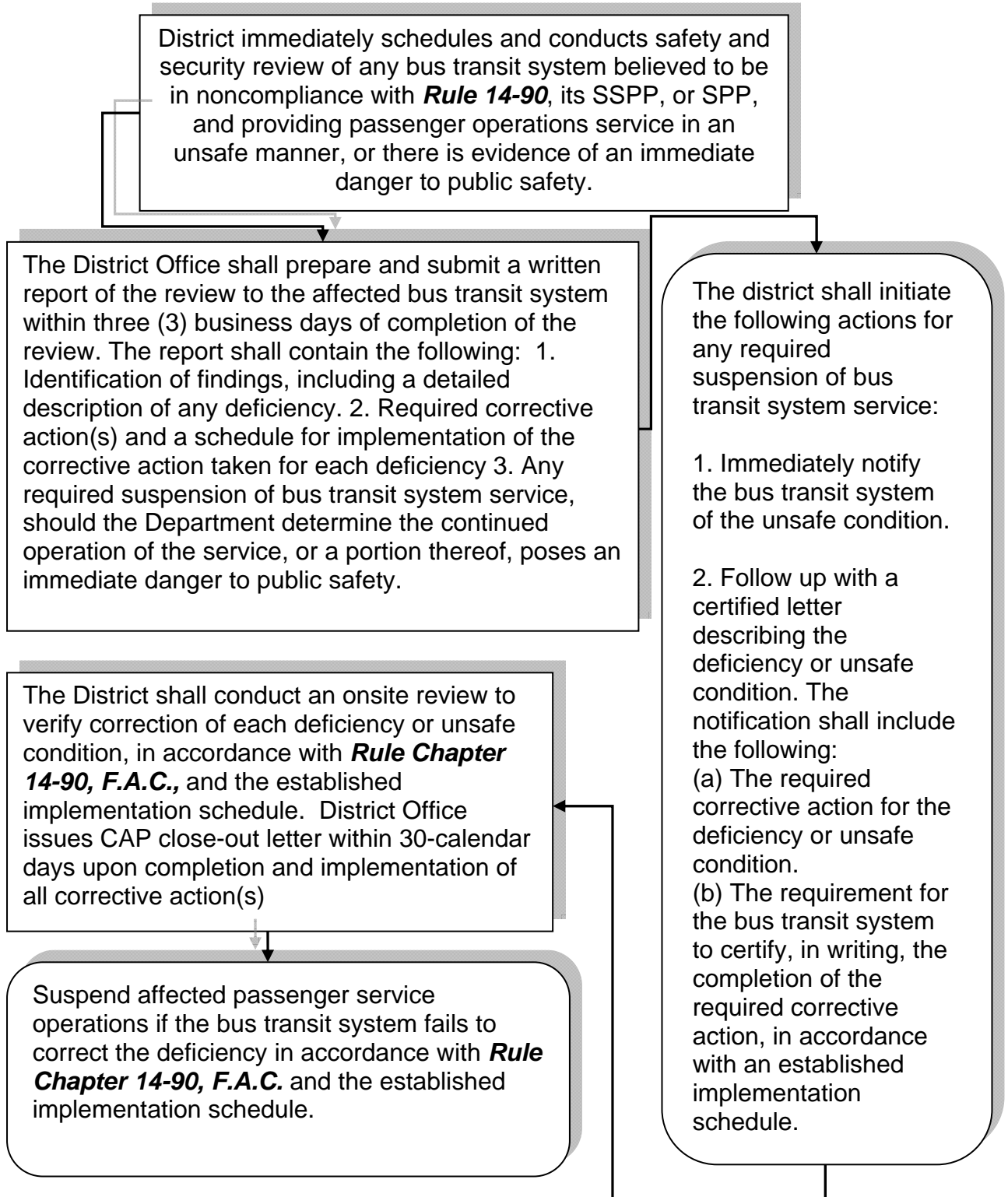


- 6.9 Suspension of Operation** - The district office shall initiate the following actions to suspend the affected bus transit system service anytime a specific deficiency or unsafe condition exists, to the extent that the continued operation of the system or a portion thereof, is not safe for passenger service, or is posing a potential danger or threat to public safety:
- 6.9.1** Immediately notify the affected bus transit system of the unsafe condition(s), followed by a certified letter describing each deficiency or unsafe condition. The notification shall include required corrective actions for each deficiency or unsafe condition, and requirements for the bus transit system to certify, in writing to the district office, completion of each required corrective action in accordance with an established implementation schedule.
- 6.9.2** The district shall conduct an on-site review of the bus transit system to verify correction of each deficiency in accordance with ***Rule Chapter 14-90, F.A.C.***, and the established implementation schedule.
- 7.0** The district office shall submit to the bus transit system a CAP close-out letter within 30 calendar days of completion and implementation of all corrective actions resulting from a review or investigation.
- 7.1** If the affected transit system fails or refuses to implement the required corrective action pursuant to the requirements of any safety or security compliance review, the bus transit system may be required to suspend affected passenger operations. In addition, the Department shall suspend any or all of its obligations under any pending or existing PTO-JPA with the bus transit system and shall remain suspended until verification of completion of the corrective actions.

### 3-YEAR SAFETY & SECURITY REVIEW PROCESS



## NONCOMPLIANCE SAFETY AND SECURITY REVIEW PROCESS



## 8.0 TRAINING

- 8.1 Courses in bus transit system safety are available from the U.S. Department of Transportation -Transportation Safety Institute.

Website: <http://transit-safety.volpe.dot.gov/training/new/OnlineResources.aspx>

Upon request, the Central Office will conduct training for district office personnel in specific transit program management and implementation. Best practices, technical assistance, and safety/security tools and guidance materials are available from the Department's "**Bus Safety Resource Guide**"

Website: [www.cutr.usf.edu/bussafety](http://www.cutr.usf.edu/bussafety)

## 9.0 FORMS

- 9.1 **Form No. 775-030-011, Medical Examination Report for Bus Transit System Driver**, is available from the Transit Office and the Department's internet website [www.dot.state.fl.us](http://www.dot.state.fl.us)

This form is incorporated by reference into **Rule Chapter 14-90, F.A.C.** Any revisions, additions or updates to this form must be coordinated with the Office of the General Counsel to update the affected **F.A.C.** provisions.

**EXHIBIT I**

**TEMPLATE and GUIDELINES  
BUS TRANSIT SYSTEM SAFETY AND SECURITY REVIEW**

of

**Bus Transit System**

by

**FLORIDA DEPARTMENT OF TRANSPORTATION**

District \_\_\_\_

**Modal Development Office/Public Transportation Office**

**FINAL REPORT**

**Review Date(s):** \_\_\_\_\_ **Prepared by:** \_\_\_\_\_

**Report Date:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

**Reviewer/Consultant** (As Applicable)

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contractor/Consultant**

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## I. INTRODUCTION

On \_\_\_\_\_ (*date*) \_\_\_\_\_ the Florida Department of Transportation District No. \_\_\_\_\_ Modal Development/Public Transportation Office conducted an on-site Bus Safety & Security Review of (*Transit System or CTC*) at (*address*). The purpose of the Bus Safety & Security Review was to determine your agency's compliance with the provisions of **Rule Chapter 14-90, F.A.C.** The provisions include the development of and compliance with a System Safety Program Plan (SSPP) and Security Program Plan (SPP), performance of safety inspections of all operational buses, documentation of compliance with equipment and operational safety standards, and safety monitoring of covered contractors. Bus transit systems are prohibited from publicly disclosing, under any circumstance their SPP or other security sensitive documents.

The Department representative(s) and/or contractor/consultant(s) who conducted the review:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

The Bus Transit System representatives who were interviewed and/or assisted in the review:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## II. SYSTEM INFORMATION

### General Information:

Total Number of drivers \_\_\_\_\_

Full-time \_\_\_\_\_ PartTime \_\_\_\_\_ Volunteers \_\_\_\_\_

Number of operational buses: \_\_\_\_\_

Buses W/C accessible \_\_\_\_\_

Number of Type I buses \_\_\_\_\_ Type II buses \_\_\_\_\_

Dispatch Location(s): \_\_\_\_\_

Maintenance Locations: \_\_\_\_\_

Community Transportation Coordinator (CTC): Yes \_\_\_\_\_ No \_\_\_\_\_

CTC Operator: Yes \_\_\_\_\_ No \_\_\_\_\_

CTC Name: \_\_\_\_\_

Contracted passenger service operations: (Describe)

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Contract operator(s) has own adopted SSPP and SPP approved by transit system or CTC:  
Yes \_\_\_\_\_ No \_\_\_\_\_ Describe \_\_\_\_\_

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Contract operator(s) adopts and implements the Transit System's or CTC's SSPP:  
Yes \_\_\_\_\_ No \_\_\_\_\_ Describe \_\_\_\_\_

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### III. SAFETY REVIEW CHECKLIST ITEMS

#### Equipment and Operational Standards

- (1) Develop and Adopt System Safety Program Plan (SSPP)
- (2) Develop and Adopt Security Program Plan (SPP)
- (3) Develop and Adopt Wireless Communications Plan
- (4) Qualification, Selection and Training of Drivers
- (5) Record Maintenance, Retention and Distribution
- (6) Drug Free Workplace & Substance Abuse Management
- (7) Establish Written Maintenance Plan/Bus Maintenance
- (8) Event Investigation
- (9) Medical Examinations & Certifications for Bus Drivers
- (10) Operational and Driving Requirements
- (11) Vehicle Procurement
- (12) Bus Safety Inspections
- (13) Certification

### IV. EXPLANATION OF FINDINGS

#### Reviewer Guidance: SAFETY & SECURITY REVIEW TEMPLATE

The district office may combine a safety and security compliance review with other state required on-site compliance reviews, but only findings or comments resulting from compliance with **Rule Chapter 14-90, F.A.C.**, and/or the Bus Transit System's SSPP and



SPP, should be included in the safety and security formal review written report submitted to the bus transit system.

Any finding resulting from the review will be categorized as follows:

**Deficiency:** Area(s) found to be deficient or inadequate in complying with the bus transit System's SSPP or SPP and/or the Department's ***Safety and Security Standards and Technical Guidelines***. Requirements to address deficiency will be indicated. The bus transit system is required to develop and submit a CAP and implementation schedule for approval for each deficiency arising from a compliance review. The district office will provide the CAP and implementation schedule for all deficiencies arising from a non-compliance review.

**Areas of Concern:** Weakness in the adoption or implementation of the Bus Transit System's SSPP or SPP and implementing procedures, and/or weaknesses with regard to conformance with the Department's ***Safety and Security Standards and Technical Guidelines***. Recommendations will be provided to address areas of concern. The bus transit system is required to develop and submit a CAP and implementation schedule for each area of concern, for approval by the district office.

**Observation:** An offered suggestion, view, or comment regarding safety and security performance. An observation may address or refer to information obtained during the review.

**Corrective Action Plan:** Action(s) required to correct deficiency, including individual(s) and departments responsible for completing each action, plan and actual date(s) of completion, and rationale for incomplete or postponed action, as necessary.

## **V. COMPLIANCE REVIEW FINDINGS**

Described below are the findings derived from the inspection of each of the 13 areas identified in the review. Findings shall consist of information obtained during the review and identified as an "Area of Concern" or "Deficiency", as applicable. A sampling of records may be performed for any individual area. Observations are not intended to reflect a condition of non-compliance.

**(1) System Safety Program Plan (SSPP) (Rule14-90.004, F.A.C.)**

At a minimum, the SSPP appropriately addresses the following safety elements and requirements	Yes/ No	Comments Deficiency, Areas of Concern, Observation
Safety polices and responsibilities.		
Vehicle and equipment standards and procurement criteria.		
Operational standards and procedures.		
Bus driver and employee selection.		
Driving requirements.		
Bus driver and employee training.		
Vehicle maintenance.		
Investigation of events.		
Hazard identification and resolution.		
Equipment for transporting wheelchairs.		
Safety data acquisition and analysis.		
SSPP requirements for contractors.		
Records retention.		
Certification requirements.		

Requirements for safety inspections of all operable transit buses at least annually in accordance with <b>Rule Chapter 14-90, F.A.C.</b>		
Wireless Communications Plan (WCP) requirements.		

**(2) Security Program Plan (SPP) (Rule 14-90.004, F.A.C.)**

<b>SPP addresses the following security elements and requirements at a minimum</b>	<b>Yes/No</b>	<b>Comments Deficiency, Areas of Concern, Observation</b>
Security policies, goals, and objectives.		
Organization, roles, and responsibilities.		
Emergency management processes and procedures: mitigation, preparedness, response and recovery.		
Procedures for the investigation of events under <b>Rule 14-90.004(5) F.A.C.</b>		
Procedures for the establishment of interfaces with emergency response organizations.		
Procedures for interagency coordination with local law enforcement jurisdictions.		
Employee security and threat awareness training programs.		
Security data acquisition and analysis.		
Emergency preparedness drills and exercises.		
Certification requirements.		
SPP requirements for Contractors.		

Procedures for oversight and monitoring of contactors compliance with security requirements.		
Procedures for SPP maintenance and distribution: includes disclosure prohibition per <b>Section 119.071(3)(a), F.S.</b>		

**(3) Wireless Communications Plan (WCP) (Rule 14-90.004, F.A.C.)**

<b>At a minimum, the WCP appropriately addresses the following safety elements and requirements</b>	<b>Yes/ No</b>	<b>Comments Deficiency, Areas of Concern, Observation</b>
Prohibits the use of a personal wireless communications device while the transit vehicle is in motion.		
Requires that all personal wireless communications devices be turned off, with any earpieces removed from the operator's ear while occupying the driver's seat.		
Contains a policy on the use of a wireless communications device issued to the operator by the transit system.		
Has guidelines developed for the use of a wireless communications device in emergency situations (example: medical emergencies, family emergencies, and/or when regular issued equipment is inoperable during the emergency).		
Has a policy or procedure that guarantees the use of a wireless communications device will not interfere the operator's safety related duties.		
Has a wireless communications driver educational training program.		

The driver educational program address the proper use of a wireless communications device issued by the transit system.		
The driver educational program addresses hazards (accidents/incidents) associated with the use of a wireless communications device.		

**(4) Qualification, Selection, and Training of Drivers (Rule 14-90.004, F.A.C.)**

<b>The bus transit system has established the following criteria for the selection and qualification of all drivers</b>	<b>Yes/ No</b>	<b>Comments Deficiency, Areas of Concern, Observation</b>
Standards for driver qualifications and criteria for background checks.		
Driver and criminal background checks for all new drivers.		
Verification and documentation of valid driver licenses for employees who drive buses.		
<b>The bus transit system has a driver training program that provides explicit instructional and procedural training and testing in the following areas</b>		
1. Bus transit system safety and operational policies and procedures.		
2. Operational bus and equipment inspections.		
3. Bus equipment familiarization.		
4. Basic operations and maneuvering.		
5. Specific instructions to the bus driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards.		

6. Boarding and alighting passengers.		
7. Operations of wheelchair lifts and other special equipment		
8. Defensive Driving.		
9. Passenger assistance and securement.		
10. Handling of emergencies and security threats.		
11. Security & threat awareness.		
12. Driving Conditions.		

**5) Operational and Safety Procedures (Rule 14-90.004)(3)(e), F.A.C.)**

<b>bus transit system provides the following written operational and safety procedures</b>	<b>Yes/ No</b>	<b>Comments Deficiency, Areas of Concern, Observation</b>
1. Communication & handling of hazards, unsafe conditions, security threats, and emergencies.		
2. Familiarization and operation of safety and emergency equipment, wheelchair lift equipment and restraining devices.		
3. Application and compliance with all applicable federal and state laws, rules, and regulations.		
4. Requirements for drivers to complete and submit a daily inspections report. <b>(Rule 14-90.006, F.A.C.)</b>		

**(6) Records Retention, and Distribution**

The bus transit system maintain the following records for at least four years	Yes/ No	Comments Deficiency, Areas of Concern, Observation
<b>Driver Records (Rule 14-90.004)(3)(g), F.A.C.)</b>		
Records of bus drivers background checks and qualifications.		
Detailed description of training administered & completed by each driver.		
Each bus drivers daily duty status: total days worked, on-duty hours, driving hours and time reporting on and off duty.		
<b>Maintenance Records (Rule 14-90.004)( 4)(d), F.A.C.)</b>		
Make, model, license number, or other means of identification and ownership of vehicles.		
Date, mileage, description of inspection, maintenance and lubrication intervals		
Transit system maintains records of vehicle inspections, PMs and repairs made off site.		
If not owned by bus transit system, name of person or lessor furnishing vehicles.		
Name and address of entity or contractor performing inspection, maintenance, lubrication, or repairs.		
<b>Safety Inspections (Rule 14.90-009)(5), F.A.C.)</b>		
Records of annual safety inspections and documentation of any corrective actions.		
<b>Event and Incident Reporting and Investigation Records (Rule 14-90.004)(7), F.A.C.)</b>		
Notification and Investigation reports, findings, causal factors, corrective action plans, supporting documents.		
<b>Medical Records (Rule 14-90.0041)( 4, F.A.C.)</b>		

Required proof of Biennial, Pre-employment and any Follow-up medical exams of employee bus drivers .		
<b>SSPP &amp; SPP Review and Revision (Rule 14-90.010)(d), F.A.C.)</b>		
Reviews of the SSPP and SPP have been conducted to ensure they are up-to-date.		
<b>Pre-trip Inspections and Corrective Action (Rule 14-90.006, F.A.C.)</b>		
Bus transit system maintains daily vehicle inspections and documented corrective actions a minimum of two weeks.		

**(7) Drug Free Workplace (Rule 14-90.004(3)(h), F.A.C.)**

<b>Substance abuse management program criteria includes the following</b>	<b>Yes/ No</b>	<b>Comments Deficiency, Areas of Concern, Observation</b>
The bus transit system has established a drug free workplace policy statement in accordance with <b><i>Drug-Free Workplace Act [Reference Title 49, Code of Federal Regulations, Part 32 and Rule 14-90.004(3)(h)</i></b> and a substance abuse management and a testing program pursuant to <b><i>49CFR parts 40 and 655.</i></b>		

**(8) Bus Maintenance (Rule 14-90.004)(4), F.A.C.)**

<b>Bus Maintenance Plans and Procedures are established as follows</b>	<b>Yes/ No</b>	<b>Comments Deficiency, Areas of Concern, Observation</b>
The bus transit system has established a maintenance plan and procedures for preventive and routine maintenance for all buses operated.		



Maintenance plan and procedures assure that all buses operated, all parts and accessories on such buses, and any additional parts and accessories which may affect safety of operation, are regularly and systematically inspected, maintained and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements.		
Maintenance plan assures that a recording and tracking system is established for types of inspections, maintenance, and lubrication intervals, including date or mileage when services are due.		
Maintenance plan assures that proper preventive maintenance is performed when a bus is assigned away from the system's regular maintenance facility or when maintenance services are performed under contract.		

**(9) Event Investigation (*Rule 14-90.004(5), F.A.C.*)**

<b>Bus transit systems addresses investigation of events as follows</b>	<b>Yes/ No</b>	<b>Comments Deficiency, Areas of Concern, Observation</b>
Bus transit system has written investigation policy or procedure(s) for any event involving a bus or taking place on the bus transit system.		
Investigation is conducted for a fatality or where an individual is confirmed dead within 30 days of a bus transit event.		
Investigation is conducted for injuries involving medical attention away from the scene for two or more individual.		

Investigation is conducted for property damage over \$1,000 to transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property.		
Investigation is conducted for evacuation of bus due to life safety event, where there is imminent danger to the passengers.		
Events are investigated and documented in a final report that includes a description of the investigation activities, identified causal factors and any identified corrective actions.		
Corrective action plans are developed by the bus transit system that will identify planned actions and schedule for implementation.		
Bus transit system monitors and tracks the implementation and completion of each corrective action.		

**(10) Medical Examinations for Bus Transit System Drivers  
 (Rule 14-90.0041, F.A.C.)**

<b>Bus transit system has established the following medical examination requirements for all applicants to driver positions and for existing drivers</b>	<b>Yes/ No</b>	<b>Comments Deficiency, Areas of Concern, Observation</b>
Medical Examination requirements are established using <b>Form Number 725-030-011</b> , effective 05/09, or an equivalent form that meets or exceeds standards.		
Medical Examinations are completed for new drivers.		

<p>Bus transit system have on file a completed and signed medical examination certificate (signed by medical examiner and driver)for each bus driver, dated within the past 24 months.</p>		
<p>A return to duty examination is completed for any driver prior to returning to duty after having been off duty for 30 or more days due to an illness, medical condition or injury.</p>		

**Note: For determining compliance with the medical examination requirements, the review should only involve the inspection of the medical examination certificate for certification status, dates, signatures, and completion of information. The reviewer should never record an individual’s personal medical history or examination results.**

**(11) Operating and Driving Requirements (Rule 14.90.006, F.A.C.)**

<p><b>The bus transit systems has established a driver’s handbook and/or procedures to address the following operating and driving requirements</b></p>	<p><b>Yes/ No</b></p>	<p><b>Comments Deficiency, Areas of Concern, Observation</b></p>
<p>A requirement for buses to be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.</p>		
<p>A procedure for a bus transit system driver to report the suspension or revocation of a license to operate a motor vehicle immediately or no later than the end of the business day following the day he or she received the notice.</p>		
<p>A process for tracking and monitoring on duty and driving hours compliant with the driving and on-duty hours standards of <b>Rule 14-90.006, F.A.C.</b></p>		

<p>A driver that has been required to drive for 12 hours in a 24 hour period or a driver that has been on duty for 16 hours in a 24 hour period has had 8 hours off duty prior to returning to duty.</p>		
<p>A driver that has been on duty for 72 hours in any period of seven consecutive days has had 24 consecutive hours off duty prior to returning to duty.</p>		
<p>Pre-operational or daily inspections and reporting are required for drivers to identify defects and deficiencies.</p>		
<p>Inspections address the following parts and devices to ascertain that they are in safe condition and good working order: service brakes, parking brakes, tire and wheels, steering, horn, lighting devices, windshield wipers, rear mirrors, passenger doors, exhaust system, equipment for transporting wheelchairs, and safety, security, and emergency equipment.</p>		
<p>A process or procedure exists to address and resolve deficiencies and record corrective actions for inspection findings.</p>		
<p align="center"><b>The Bus Transit System addresses the following required safety criteria in their operational procedures, driver’s handbook, and the driver training program</b></p>		
<p>Requirement that a bus with any passenger door in the open position shall not be operated with passengers aboard.</p>		
<p>During darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely.</p>		
<p>Prohibition against passengers occupying the stepwell or any area forward of the standee line while the bus is in motion.</p>		

Prohibitions for fueling buses in closed building or refueling while passengers are on-board.		
Requirement for the driver to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion		
Requirement that buses shall not be left unattended with passengers aboard for longer than 15 minutes.		
Requirement that buses shall not to be left unattended in an unsafe condition with passengers aboard at any time.		
Proper setting of parking brake and holding device.		

**(12) Vehicle Equipment Standards & Procurement Criteria**  
**(Rule 14-90.007, F.A.C)**

<b>Bus transit system has established the following minimum equipment standards and procurement criteria</b>	<b>Yes/ No</b>	<b>Comments Deficiency, Areas of Concern, Observation</b>
The SSPP has procedures that address State and Federal motor vehicle safety and procurement standards.		
Requirements for manufacturers to submit proof of strength and structural integrity tests on new buses.		
Vehicles purchased and operated are equipped in compliance with <b>Rule 14.90. 007, F.A.C.</b> with the following: mirrors, wiring & battery, brake interlock systems, standee line, handrail & stanchions, flooring, steps & thresholds, doors, emergency exits, tires & wheels, seat belts & fire extinguishers.		

Type1 buses are equipped with portable red reflectors warning devices in compliance with <b>Section 316.300, F.S.</b>		
Certification label for wheel chair lifts, ramps and securement devices in or on vehicle. <b>Rule 14.90.007(14), F.A.C.</b>		
Inspections and maintenance procedures are established for wheel chair lift equipment, ramps and securement devices.		
Instructions for normal and emergency operation are carried or displayed in vehicle.		

**(13) Vehicle Safety Inspections (Rule 14.90.009, F.A.C.)**

The bus transit system has established the following annual bus inspection criteria:	Yes/ No	Comments Deficiency, Areas of Concern, Observation
Annual inspections are conducted for each vehicle operated by the agency and all contractors according to <b>14-90.009 F.A.C.</b>		
Safety inspection report includes: individual(s) performing inspection, identification of bus transit system, date of inspection, equipment & devices inspected, any deficiencies, required corrective actions for defective and/or deficient items, and dates of completion.		
Safety inspections are conducted as part of routine scheduled maintenance inspections.		

**(14) Certification (Rule 14.90.010, F.A.C.)**

	Yes/ No	Comments Areas of Concern, Deficiency, Observation
Bus transit system has submitted an annual safety and security certification to the Department for the prior calendar year, and the certification is on file and current.		
Safety Certification address SSPP, SPP, and safety inspections.		

**VI. DEFICIENCIES, AREAS OF CONCERN, CORRECTIVE ACTIONS**

(Transit System or CTC) must respond to all deficiencies and identified areas of concern within 30 calendar days of the date of this final report. The response shall be submitted to the Florida Department of Transportation District \_\_\_\_\_ Office with a copy to the reviewer.

If, during the course of the review process, it is determined that a specific deficiency or unsafe condition exists to the extent that continued operation of the system, or a portion thereof, is not safe for passenger service or is posing an immediate danger to public safety and (transit system or CTC) fails to suspend affected system service, the District \_\_\_\_\_ Office shall immediately notify and require (transit system or CTC) to immediately suspend affected system service. A certified letter will follow this notification and be sent to (transit system or CTC) with notification of the required corrective actions and implementation schedule.

If the deficiency or unsafe condition is immediately corrected, a complete description of the deficiency, unsafe condition, or threat and completed corrective action will be documented in the final report. For other deficiencies, a detailed Corrective Action Plan (CAP) and implementation schedule for each item shall be developed within 30-calendar days of the date of the final report. The CAP shall be submitted as part of the response to the District \_\_\_\_\_ Office, and with a copy to the Reviewer.

If, (transit system or CTC) fails to submit as part of their response a detailed CAP, as required by this report, within 30-calendar days of the date of the final report, or fully resolve the deficient items or areas of concern within the approved CAP and implementation schedule, the District \_\_\_\_\_ Office will issue to (transit system or CTC) a

