



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Committees

DATE: Wednesday, June 24, 2020

TIME: 8:30 a.m. Administration & Finance Committee Meeting, and
Operations & Capital Projects Committee Meeting
*(estimated at 9:30 a.m., although to be held immediately
following the Administration & Finance Committee Meeting)*

LOCATION: Staples Street Center
602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX

ADMINISTRATION & FINANCE COMMITTEE

PATRICIA DOMINGUEZ (Chair)

Lynn Allison ~ George Clower ~ Glenn Martin ~ Michael Reeves

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	2 min.	-----
3.	Receipt of Conflict of Interest Affidavits	P. Dominguez	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	P. Dominguez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of May 27, 2020	P. Dominguez	3 min.	Pages 1-2
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Third Party Administrators for Administration of the Self Insurance Plan	A. Gaitan	3 min.	Pages 3-4 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors to Adopt the 2020 Public Transportation Action Safety Plan (PTASP) Manual	M. Rendón	3 min.	Pages 5-6 PPT ATTACHMENT A
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage	M. Rendón	3 min.	Page 7 PPT
9.	Adjournment	P. Dominguez	1 min.	-----

Total Estimated Time: **22 min.**

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

DAN LEYENDECKER (Chair)

Anne Bauman ~ Anna Jimenez ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	2 min.	-----
3.	Receipt of Conflict of Interest Affidavits	D. Leyendecker	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	D. Leyendecker	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	Discussion and Possible Action to Approve the Operations & Capital Finance Committee Meeting Minutes of May 27, 2020	D. Leyendecker	3 min.	Pages 1-5
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services	G. Robinson	3 min.	Pages 6-7 PPT
7.	Adjournment	D. Leyendecker	1 min.	-----

Total Estimated Time: **16 min.**

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On **Friday, May 19, 2020** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made.

Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

Mission Statement

The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.

Vision Statement

Provide an integrated system of innovative accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 27, 2020**

Summary of Actions

1. **Roll Call**
2. **Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits**
4. **Opportunity for Public Comment**
5. **Action to Approve the Administration & Finance Committee Meeting Minutes of April 22, 2020.**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Enghouse Transportation for an Interactive Voice Response (IVR) System**
7. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room, Corpus Christi, Texas.

Call to Order & Roll Call

Ms. Patricia Dominguez called the meeting to order at 8:30 a.m., called Roll, and stated a quorum was present.

Board Members Present Patricia Dominguez, Committee Chair, Lynn Allison, George Clower and Glenn Martin. Board members attended remotely.

Board Members Absent Michael Reeves.

Staff Present Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Rita Patrick, Mike Rendón, Robert Saldaña and Ashlee Winstead-Sherman.

Public Present **DUE TO THE CURRENT CONDITIONS FOR COVID-19, SPACE MAY BE LIMITED FOR INDIVIDUALS ATTENDING THE MEETING.** Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and **MUST** be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

No public comment received in-person or online.

Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point.



He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Action to receive Conflict of Interest Affidavits

None received.

Action to Approve the Administration & Finance Committee Meeting Minutes of April 22, 2020

MS. LYNN ALLISON MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF APRIL 22, 2020. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, CLOWER AND MARTIN VOTING IN FAVOR. ABSENT REEVES.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Enghouse Transportation for an Interactive Voice Response (IVR) System

Mr. Robert Saldaña reported the IVR system is known as the RIDELINE on the Agency's website and marketing documents, and is an outdated system, no longer supported by Microsoft, and does not meet the IVR standards in today's technology. He commented the Board approved a Request for Proposals (RFP) on March 4, 2020 for an IVR System purchase to include installation and 3-year warranty and maintenance support. Mr. Saldaña stated this new IVR system will let us know the caller's intent based on their recent transactions that will provide the callers an answer quickly before presenting full menu options. This will help make the IVR system more human-like by adapting to the caller's experience, speed of the interaction, longevity and a loyal customer program. He said it will do all of this and meet today's computer security standards.

Mr. Saldaña displayed a chart of evaluation results with Enghouse Transportation rating of 93.80 total maximum points for a total of \$151,920. He said funding will be 80 percent Federal, with a 20 percent local match, with expenditures this year based on actual usage at \$151,920.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO ENGHOUSE TRANSPORTATION FOR AN INTERACTIVE VOICE RESPONSE (IVR) SYSTEM. MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, CLOWER AND MARTIN VOTING IN FAVOR. ABSENT REEVES.

Adjournment

There being no further review of items, the meeting adjourned at 8:42 a.m.

Submitted by: Dena Linnehan



Subject: Approve Issuing a Request for Proposal (RFP) for the Third-Party Administrator of the CCRTA Employee Group Health, Vision, and Dental Benefit Program Administration

Background

The CCRTA has had the Third-Party Administration offered by 90 Degrees Benefit, formally known as ENTRUST, Inc. for over 15 years. The CCRTA employs approximately 230 employees. The full-time employees are provided Health, Vision, and Dental Benefits. The program is self-funded with a variety of benefits for our employees to utilize.

Breakdown of Current Employee Enrollment: 209 Members

Status	# of Enrollees (Active Employees)	# of Enrollees (Retirees)	Total Enrollees
Employee Only	91	7	98
Employee & Family	109	2	111

Identified Need

The current contract for group health, vision and dental benefit program is currently administered by 90 Degrees Benefits, formally known by ENTRUST, Inc. of Katy, TX and is scheduled to expire on December 31, 2020. It is of importance to have a Third-Party Administrator manage our self-funded health plan available for our employees and their dependents to ensure that their healthcare is administered properly. The Third-Party Administrator also assists the agency to ensure that we meet the Affordable Care Act (ACA) requirements for organizations with large groups of employees which offer benefits. The Third-Party Administrator has provided support and guidance services in regards to how to manage the plan and implementation process of various services which are offered.

Disadvantaged Business Enterprise (DBE)

This item is not funded with federal funds.

Financial Impact

The FY 2020 amount included the listed items below and was budgeted within the Human Resources departmental budget. The annual cost for the FY2020 is estimated at \$238,395. This cost encompasses the administration for the self-funded insurance plan of medical, vision, dental, underwriting, plan compliance, and claim transactions fees which are all associated with the administration provided by the current incumbent, 90 Degrees Benefits.

Third-Party Administrator Services Provided:

- Administration of Plan Benefit (Provide call center, explain co-pay, benefit allowance information to requesting doctor offices)
- Case Management Services (Provides large claimants access to care issues to ensure in-network services is being utilized properly, provides access to medications that are needed)
- Audits of Stop-Loss Carrier (Conducts audits to ensure that reimbursements are performed properly and accurately)
- Fiduciary for Plan (Third-Party Administrator makes payments for claims on our behalf; also protect CCRTA from liability)
- Intermediary with Pharmacy Benefit Manager (Assisted in negotiating and improving the pharmacy benefits which recently provided us with an annual \$75,000 savings)

Board Priority

This Board Priority is Transparency.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve issuing a Request for Proposals (RFP) for the Third-Party Administrator of the CCRTA Employee Group Health, Vision, and Dental Insurance Program Administration.

Respectfully Submitted,

Submitted by: Angelina Gaitan
Director of Human Resources

Final Approval by: 
Jorge G. Cruz-Aedo
Chief Executive Officer



Subject: Adopt the 2020 Public Transportation Action Safety Plan (PTASP) Manual

Background

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with CCRTA and the CCRTA Board of Directors.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, CCRTA and the CCRTA Board of Directors adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A). While safety has always been a primary function at CCRTA, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

Identified Need

Safety is CCRTA's first priority. CCRTA is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards. We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System. For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that

all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

Financial Impact

There is no financial impact.

Board Priority

This item aligns with Board Priority – Facilities – Safety and Security.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or his designee to approve the Public Transportation Action Safety Plan (PTASP) Manual.

Respectfully Submitted,

Submitted & Reviewed by: Miguel Rendón
Director of Safety & Security

Final Approval by: 
Jorge G. Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority

Public Transportation Agency Safety Plan

Version 1

Adopted **DATE HERE**

In compliance with 49 CFR Part 673

Developed in conjunction with the
Texas Department of Transportation

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1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Corpus Christi Regional Transportation Authority (CCRTA), all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with CCRTA and the CCRTA Board of Directors.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, CCRTA and the CCRTA Board of Directors adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).¹ While safety has always been a primary function at CCRTA, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

¹ Federal Register, Vol. 81, No. 24

A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Jorge Cruz-Aedo, Chief Executive Officer

ACCOUNTABLE EXECUTIVE SIGNATURE

DATE

The main governing body of CCRTA is the CCRTA Board of Directors. Approval of this plan by the CCRTA Board of Directors occurred on [DATE] and is documented in [RESOLUTION] from the Board meeting.

B. Certification of Compliance – 673.13(a)(b)

TxDOT certifies on [DATE] that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by CCRTA as evidenced by the plan adoption signature and necessary Board of Directors approvals under Section 1.A of this plan.

2. TRANSIT AGENCY INFORMATION – 673.23(D)

CCRTA is the regional transportation authority for Nueces County, Texas and is the largest transit provider in the region. The CCRTA main office is located at 5658 Bear Lane, Corpus Christi, Texas and the main transfer center (Staples Street Station) is located in downtown Corpus Christi at 602 N Staples Street.

CCRTA currently operates thirty-six (36) fixed routes, five (5) of which are shuttle routes, and seven (7) regional express routes, along with several park and ride programs and a vanpool program. Fixed route service is operated seven (7) days a week ranging from 5:00 am to 10:30 pm depending on the route. CCRTA also operates Americans with Disabilities Act (ADA) paratransit services, known as the B-Line, for those who have disabilities that would prevent them from using the fixed route services. Recently, CCRTA has begun offering a flexible, deviated fixed route service as an addition to our normal services, which our agency plans to expand in the future.

CCRTA is managed by the CEO and the management team consisting of the Asset Management Executives, Project Managers, and Transit Asset Team Members.

No additional transit service is provided by CCRTA on behalf of another transit agency or entity at the time of the development of this plan.

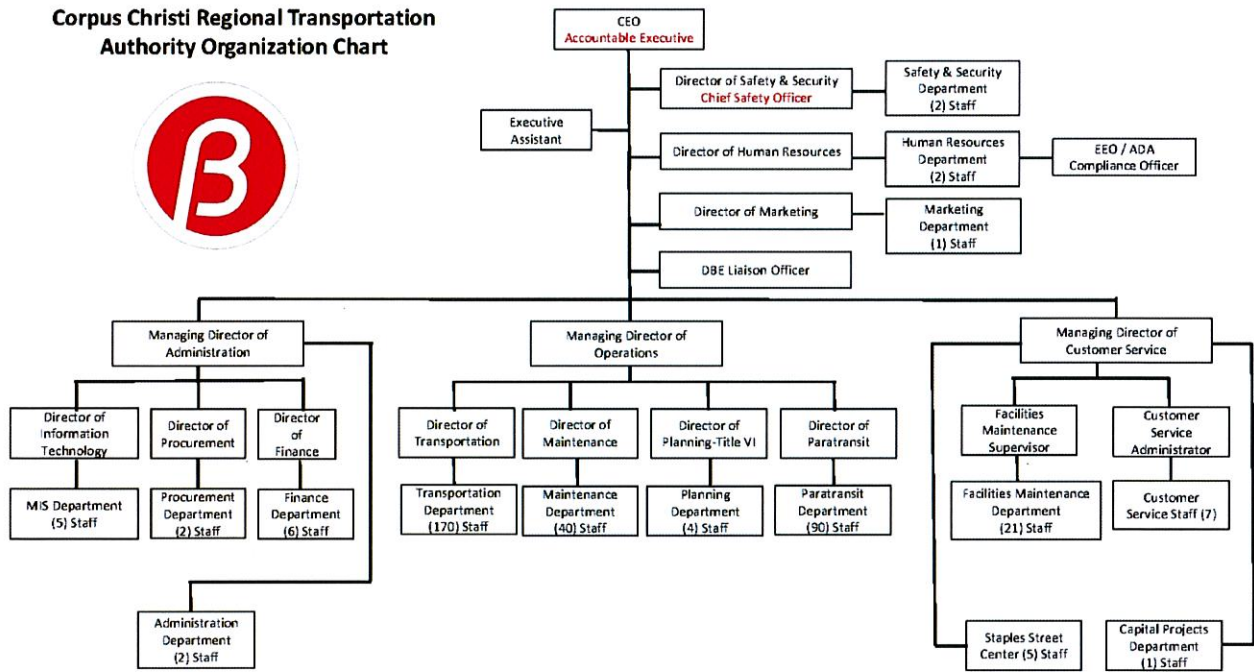
Table 1 contains agency information while an organizational chart for CCRTA is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information
Full Transit Agency Name	Corpus Christi Regional Transportation Authority
Transit Agency Address	5658 Bear Lane, Corpus Christi, TX 78405
Name and Title of Accountable Executive 673.23(d)(1)	Jorge Cruz-Aedo, Chief Executive Officer
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Mike Rendon, Director of Safety & Security
Key Staff	John Esparza, Safety & Security Administrator
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed Route Bus, Demand Response, ADA Paratransit
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, & 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus, Demand Response, ADA Paratransit
Number of Vehicles Operated	135



FIGURE 1: CCRTA ORGANIZATIONAL CHART



A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), CCRTA is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP (in accordance with 49 U.S.C. 5329(d)), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the CCRTA SMS, per 673.23(d)(1).

Agency leadership and executive management are those members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the CCRTA SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

Further detail on this authority and these responsibilities are described at length in *Transit Asset Management Plan* (Appendix A, Table 9 shows the document name, file name, and date of adoption). In addition, over the next year, CCRTA will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.

3. SAFETY POLICIES AND PROCEDURES

A. Policy Statement – 673.23(a)

Safety is CCRTA's first priority. CCRTA is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

CCRTA has a policy in place called the *Employee Grievance* procedure (Appendix A), which is only applicable to internal complaints. The procedure requires that complaints be submitted within 30 days of the incident. The complaints are first routed to the immediate supervisor who will conduct an initial investigation. The immediate supervisor has five (5) calendar days to return a written response, unless elevated to the next management level (order: Immediate Supervisor, Department Manager, Division Head, Human Resources Manager, CEO). The decision of the CEO is final in all cases. Over the next year, CCRTA will review and modify, if necessary, our *Employee Grievance* procedure to develop the procedure into a full ESRP to ensure that the procedure complies with 49 CFR Part 673.

As contained in CCRTA's *Employee Handbook* (Appendix A), CCRTA has an Open-Door Policy that allows for both anonymous and identified communication of complaint, question, or suggestion for improvement. This process encourages the employee to first approach their respective immediate supervisor. If the matter cannot be resolved with the immediate supervisor, the employee can move up to the next management channel. Additionally, a Human Resources representative may be involved at any level. CCRTA employees are protected from retaliation for using the Open-Door Policy in good faith and CCRTA maintains the confidentiality of the employee making the complaint.

In general, the CCRTA ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy will also spell out what protections are afforded employees who report safety related conditions and will describe employee behaviors that are not covered by those protections. The policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, CCRTA will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, CCRTA will develop additional means for receiving, investigating and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

II. Communicating the Policy Throughout the Agency – 673.23(c)

CCRTA is committed to ensuring the safety of our clientele, personnel and operations. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communications strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency's regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP has been developed by TxDOT on behalf of the Corpus Christi Metropolitan Planning Organization (MPO) and Corpus Christi Regional Transportation Authority in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. TxDOT mailed a formal call for participation in a State sponsored PTASP development process to all Texas Section 5307

small bus transit agencies on January 15, 2019 and followed that call with a series of phone calls and additional correspondence. CCRTA provided a letter to TxDOT opting into participation on March 15, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The CCRTA documentation used in the development of this plan is presented in Table 9, in Appendix A.

In support of tracking performance on our SA and SP processes, CCRTA conducts a yearly safety culture survey. The survey is intended to help CCRTA assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by CCRTA's administrators, supervisors, staff and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with CCRTA to gain a better understanding of the agency. This understanding was necessary to ensure that the ASP was developed to fit CCRTA's size, operational characteristics, and capabilities.

The draft ASP was delivered to CCRTA in March 2020 for review and comment. Once review was completed and any adjustments made, the final was delivered to CCRTA for review and adoption.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of CCRTA's ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, CCRTA will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through CCRTA's annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOPs], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at CCRTA. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the CCRTA Board of Directors whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, CCRTA will track those changes for use in the annual review.

TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation <ul style="list-style-type: none"> • Safety Policy; • Risk Management; • Safety Assurance; and • Safety Promotion. 		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), TxDOT, Corpus Christi MPO					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 3: ASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

D. PTASP Maintenance – 673.11(a)(2)(c)

CCRTA will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as CCRTA continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, CCRTA will maintain documents that set forth our ASP, including those documents related to the implementation of CCRTA’s SMS and those documents related to the results from SMS processes and activities. CCRTA will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of

those documents. These documents will be made available upon request to the FTA, other Federal entity, or TxDOT. CCRTA will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual ASP review and update.

F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

TABLE 4: NSP SAFETY PERFORMANCE MEASURES

Safety Performance Measure	SPT	
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

Table 5 presents baseline numbers for each of the performance measures. CCRTA collected the past two (2) years of reported data to develop the rolling averages listed in the table.

TABLE 5: BASELINE 2019 SAFETY PERFORMANCE MEASURES

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0	0%	14.5	0.00039%	7.5	0.00020%	28,320
Demand Response	0	0%	2	0.00015%	2	0.00015%	14,932
Van Pool	0	0%	0	0%	0	0%	96,963

*rate = total number for the year/total revenue vehicle miles traveled

While safety has always been a major component of the CCRTA operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6, Table 7, and Table 8 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported two-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last two years.

TABLE 6: FIXED ROUTE (BUS) SAFETY PERFORMANCE TARGETS

Measure	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0%	0%
Injuries	14.5	14.5
Rate of Injuries*	0.00039%	0.00039%
Safety Events	7.5	7.5
Rate of Safety Events*	0.00020%	0.00020%
Mean Distance Between Major Mechanical Failure	28,320	28,320

*rate = total number for the year/total revenue vehicle miles traveled

TABLE 7: DEMAND RESPONSE SAFETY PERFORMANCE TARGETS

Measure	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0%	0%
Injuries	2	2
Rate of Injuries*	0.00015%	0.00015%
Safety Events	2	2
Rate of Safety Events*	0.00015%	0.00015%
Mean Distance Between Major Mechanical Failure	14,932	14,932

*rate = total number for the year/total revenue vehicle miles traveled

TABLE 8: VAN POOL SAFETY PERFORMANCE TARGETS

Measure	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0%	0%
Injuries	0	0
Rate of Injuries*	0%	0%
Safety Events	0	0
Rate of Safety Events*	0%	0%
Mean Distance Between Major Mechanical Failure	96,963	96,963

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, CCRTA will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, CCRTA may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination – 673.15(a)(b)

CCRTA will make our SPTs available to TxDOT and the Corpus Christi MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, CCRTA will coordinate with TxDOT and the MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, CCRTA will transmit any updates to our SPTs to both the Corpus Christi MPO and TxDOT (unless those agencies specify another time in writing).

4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, CCRTA is adopting SMS as the basis for directing and managing safety and risk at our agency. CCRTA has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components - SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS



Implementing SMS at CCRTA will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency's risk. CCRTA has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, CCRTA will identify SMS roles and responsibilities, key stakeholder groups and key staff to support this process. CCRTA will also ensure that these key staff receive SMS training, develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress with the CCRTA Board and our agency's planning partners.

A. Safety Risk Management – 673.25

By adopting this ASP, CCRTA is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the CCRTA SMS.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS

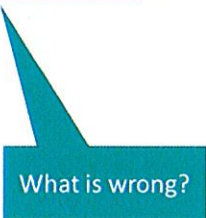


The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into CCRTA's SOPs.


The SRM is focused on implementing and improving actionable strategies that CCRTA has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER


Hazard	Type	Likelihood	Consequence	Resolution



What is wrong?



What could happen



What could mitigate this?

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps CCRTA is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

I. Safety Hazard Identification – 673.25(b)

CCRTA has a *Hazard Recognition/Identification* strategy located in the *System Safety Program Plan (SSPP)* (Appendix A) in place to identify safety and operational risks based on individual assets. This assessment uses both inductive and deductive identification processes. The purpose of the hazard assessment activities is to determine the acceptability of assuming the hazard risk, or to determine the necessity of recommending corrective measures. These activities involve four steps:

1. Cause identification.
2. Testing and analysis.
3. Determination of severity and likelihood of occurrence.
4. Development of options for control/elimination strategies and costs

This assessment is provided in *Sections 6 through 8* of CCRTA’s *SSPP*.

Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, CCRTA is working to implement the following expanded SRM process.

The CCRTA SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or, damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. CCRTA uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, CCRTA ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that CCRTA has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g. *Pre-and Post-trip Inspection Forms* and *Collision Reports* to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The CCRTA *SSPP* contains procedures for flagging and reporting hazards as a part of day-to-day operations.
- Supervisors are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- CCRTA uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous suggestion box or anonymous online reporting form, or other secure mechanism.

- To increase the safety knowledge of our agency, Safety Department personnel are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include:
 - ESRP
 - Inspections of personnel job performance, vehicles, facilities and other data
 - Investigations of safety events
 - Safety trend analysis on data currently collected
 - Training and evaluation records
 - Internal safety audits
 - External sources of hazard information could include:
 - FTA and other federal or state authorities
 - Reports from the public
 - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

II. Safety Risk Assessment – 673.25(c)

CCRTA currently uses a *Hazard Analysis/Assessment/Evaluation* process with a framework for assessing risks and threats with reference to security for the transportation system. This assessment procedure can be found in *Section 7* of the *SSPP* and shows the likelihood of occurrence and the impact on transportation assets and the system as a whole.

As part of the new SRM process, CCRTA has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a risk, CCRTA may need to perform an investigation. CCRTA currently investigates accidents or crashes but will need to develop a full investigation procedure to inform the SRM process. The investigation procedure will start with an Assessment Form and framework found in the *Hazard Analysis/Assessment/Evaluation* procedures and will be developed to cover all risk assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

FIGURE 5: SAFETY RISK ASSESSMENT STEPS IN POPULATING THE RISK REGISTER

Hazard	Type	Likelihood	Consequence	Resolution

The risk assessment is conducted by the CSO and Safety Department supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

FIGURE 6: SAFETY RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that CCRTA will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard’s likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

III. Safety Risk Mitigation – 673.25(d)

As part of the SSPP, CCRTA currently has a *Hazard Resolution* policy found in Section 8. The SSPP lists specific resolution strategies according to the assigned Likelihood Categories, with additional precautionary measures to take moving forward.

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely

or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

FIGURE 7: RISK REGISTER MITIGATION COMPONENT

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution’s documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel’s specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the CCRTA SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) CCRTA meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting CCRTA’s critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the CCRTA SA program, CCRTA collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. CCRTA currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, CCRTA will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES – 673.27 (B)(1)

CCRTA monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with CCRTA SOPs through direct observation and review of information from internal reporting systems such as the *Employee Grievance* procedures from employees and the *Customer Assistance Form (CAF)* (Appendix A) for customers.

CCRTA addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

MONITORING OPERATIONS – 673.27(B)(2)

Department Heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor

and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

II. Safety Event Investigation – 673.27(B)(3)

CCRTA currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that CCRTA can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. CCRTA uses gathers various information to help in identifying and documenting root causes of accidents and incidents, including but not limited to:

1. The purpose of these investigations is to:
 - a. Determine responsibility.
 - b. Identify causes and effects.
 - c. Verify identified hazards.
 - d. Implement remedies to eliminate, reduce or control recurrences of a similar accident.
 - e. Gather formal documentation in the event of litigation.
 - f. Develop solutions that will eliminate, nullify, or prevent such accidents and hazards.
 - g. Provide a means of checking the adequacy of past training.
 - h. Make personnel aware of unsafe acts and conditions.
 - i. Promote on-the-spot correction.
2. Investigations will be of two types:
 - a. Those in which the affected department conducts the investigation, and reports and information are provided to Safety.
 - b. Those of a major nature in which the Safety Department will play the leading role and publish a report.
3. The following are necessary for effective investigations:
 - a. Determine field personnel responsibilities for investigation.
 - b. Utilize the Supervisor's Accident Investigation Procedures.
 - c. Integrate Claims' findings into investigations.
 - d. Ensure Safety Department notification of significant accidents, on both an immediate and routine basis.
 - e. Develop criteria for Safety Department investigations.

- f. Prepare procedures, checklists and formats for conducting investigations.
- g. Adopt policies for major accident investigation report publication and follow up systems for compliance with report recommendations. In addition, the Safety Department will establish procedures for coordinating investigations by outside agencies, or peer reviews.

MONITORING INTERNAL SAFETY REPORTING PROGRAMS – 673.27(B)(4)

As a primary part of the internal safety reporting program, CCRTA monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, CCRTA is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that CCRTA will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

CCRTA provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, CCRTA will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (CCRTA is not subject to the requirements under 49 CFR Part 672 but will

review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).

- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

II. Safety Communication – 673.29(b)

CCRTA regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in 3.A.I) or other means.

CCRTA reports any safety related information to the CCRTA Board of Directors at their regular meetings and will begin including safety performance information. In addition, CCRTA holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. CCRTA also posts safety related and other pertinent information in a common room for all employees.

CCRTA will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, CCRTA will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?

- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, CCRTA will review our current communications strategies and determine whether others are needed. As part of this effort, CCRTA has conducted, and will continue to conduct, a Safety Culture Survey to understand how safety is perceived in the workplace and what areas CCRTA should be addressing to fully implement a safety culture at our agency.

5. APPENDIX A

TABLE 9: PTASP SUPPORTING DOCUMENTS

File Name	Revision Date	Document Name	Document Owner
Interview Tech.pdf	5/1/2004	Interview Techniques	CCRTA
Rep. Writing SG.pdf	N/A	Report Writing: An Overview	CCRTA
2018 Monthly Accident _Incident Reports.xls	12/31/2018	Monthly Accident/Incident Reports	CCRTA
Customer Assistance Form.docx	2018	Customer Assistance Form (CAF)	CCRTA
Attachment B - Revised Drug and Alcohol Policy 2019.pdf"	3/6/2019	Drug and Alcohol Policy	CCRTA
Attachment A - Section 103 Employee Grievance.pdf	3/6/2009	Employee Grievance	CCRTA
Attachment C - 2010 Employee Handbook.pdf	2/1/2010	Employee Handbook	CCRTA
CCRTA IT Policy and Procedure Manual 2018 (003).pdf"	2018	Information Technology Policy and Procedure Manual	CCRTA
Dispatch Operations Administrator 2019.pdf	N/A	Job Description: Dispatch Operations Administrator	CCRTA
JD - Dispatcher.pdf	N/A	Job Description: Dispatcher	CCRTA
Street Operations Administrator 2019.pdf	2019	Job Description: Street Operations Administrator	CCRTA
Street Operations Supervisor 2019.pdf	2019	Job Description: Street Operations Supervisor	CCRTA
Training Instructor 2016.pdf	2016	Job Description: Training Instructor	CCRTA
Transportation Services Administrator 2019.pdf	2019	Job Description: Transportation Services Administrator	CCRTA
vamonos-lrp-final.pdf	Oct-12	Long Range Plan	CCRTA
Corpus Christi MPO Boundary.pdf	N/A	Corpus Christi Metropolitan Planning Organization (MPO)	CC MPO

File Name	Revision Date	Document Name	Document Owner
Biohazard - Final.pdf	7/12/2017	Biohazard on a RTA Vehicle	CCRTA
BTW Training 5.3.19.pdf	5/3/2019	Behind the Wheel Training	CCRTA
Bus Operator Trainee Requirements.pdf	9/19/2018	Bus Operator Trainee Requirements	CCRTA
Daily Schedule Posting and Rotation - Final.pdf	7/12/2017	Daily Schedule Posting and Rotation	CCRTA
Dispatch Responsibilities - Final 1.1.pdf	7/12/2017	Dispatch Responsibilities	CCRTA
Electronic Fare-box Road call Instructions - Final.pdf	7/12/2017	Electronic Fare-box Road Call Instructions	CCRTA
Emergency Procedures 1.24.19.pdf	1/24/2019	Emergency Procedures (Dispatch)	CCRTA
Handheld Radio - Final.pdf	7/12/2017	Handheld Radio: Basic Operating Guide	CCRTA
Health Care Providers Statement - Final.pdf	7/12/2017	Health Care Providers Statement	CCRTA
Health Leave - Final.pdf	7/14/2017	Health Leave	CCRTA
Lost and Found Articles - Revision 2.pdf	4/20/2018	Lost and Found Articles	CCRTA
Red Light and Stop Sign Procedures.pdf	5/24/2019	Red Light and Stop Sign Procedures	CCRTA
Request for Leave - Final.pdf	8/10/2017	Request for Leave	CCRTA
Request Video Pull - Final.pdf	7/12/2017	Video Request Pull Instructions	CCRTA
Retraining.pdf	2/6/2018	Retraining	CCRTA
Return to Work Revised 2-13-18.pdf	2/13/2018	Return to Work	CCRTA
Road Call Report.pdf	2/5/2018	Road Call Report	CCRTA
Road Monitor Work Schedule - Final.pdf	5/1/2018	Road Monitor Work Schedule	CCRTA
Service Stop Removal or Temporary Closure - Final.pdf	7/12/2017	Service Stop Closure / Removal	CCRTA
Setting up Detours - Final.pdf	7/12/2017	Detour Set Up	CCRTA
Transporting Passengers in Non-Revenue Vehicle - Final.pdf	4/1/2018	Transporting people in a non-revenue RTA vehicle	CCRTA

File Name	Revision Date	Document Name	Document Owner
Utilizing EB Operators - Rev 5-21-19.pdf	4/9/2018	Utilizing Extra Board Operators	CCRTA
Final Procurement Policy 2010 (revised 07-26-2010).pdf	2/1/2010	Procurement Policy	CCRTA
2010 Policy Book final.pdf	2/1/2010	Employee Handbook	CCRTA
Original Manual 2009.pdf	3/11/2009	Bus Operator's Guidelines	CCRTA
Red Light and Stop Sign Procedures.pdf	5/24/2019	Red Light and Stop Sign Procedures	CCRTA
RTA System Safety Program Plan.doc	Jun-13	System Safety Program Plan	CCRTA
FINAL Emergency Response Plan 5-24-19.docx	5/20/2019	Emergency Response Plan	CCRTA
Transit-Plan-2020-Five-Year-Service-Plan-Executive-Summary.pdf	Sep-16	Transit Plan 20/20	CCRTA
Cover Page (3).pdf	N/A	Instructors Course in Bus Operator Training: Participant Manual	Transportation Safety Institute (TSI)
Tab1 VEH OP Part 1 (3).pdf	N/A	Vehicle Operation: Part 1	Transportation Safety Institute (TSI)
Tab1 VEH OP Part 2.pdf	N/A	Vehicle Operation: Part 2	Transportation Safety Institute (TSI)
Tab1 VEH OP Part 3.pdf	N/A	Vehicle Operation: Part 3	Transportation Safety Institute (TSI)
Tab2 CUST REL Part 1.pdf	N/A	Customer Relations: Part 1	Transportation Safety Institute (TSI)
Tab2 CUST REL Part 2.pdf	N/A	Customer Relations: Part 2	Transportation Safety Institute (TSI)
Tab3 EM MGMT.pdf	N/A	Emergency Management	Transportation Safety Institute (TSI)
Tab4 OperationalProcedures.pdf	N/A	Operational Procedures Schedule	CCRTA
Tab5 BUS GUIDE Part 1.pdf	3/11/2009	Bus Operator's Guidelines	CCRTA
6.a1-4_Transit Asset Management Plan MPO.pdf	10/1/2018	Transit Asset Management Plan	CCRTA
June 2017 CCRTA Service Standards.pdf	Jun-17	Fixed Route Service Standards	CCRTA

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: Those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an 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 PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means 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: means an 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: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an 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 a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an 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: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, 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 Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an 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.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the 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.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Additional Acronyms Used

ADA: Americans with Disabilities Act

ASP: Agency Safety Plan

CAF: Customer Assistance Form

CCRTA: Corpus Christi Regional Transportation Authority

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

SOP: Standard Operating Procedure

SSPP: System Safety Program Plan

TxDOT: Texas Department of Transportation



6. APPENDIX B

A. Board Minutes or Resolution

Place here



Subject: Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage

Background

The current contract with Carlisle Insurance was a one-year contract and it expires on July 27, 2020. The expiring premium is \$92,589.00. Specifications of policy are as follows; deductible of 1% of the sum of the stated values for each building (affected by loss) identified in the State of Values subject to \$25,000 minimum per occurrence – Named storm wind/hail with \$25,000 per occurrence – all other wind/hail storms.

Identified Need

A Request for Proposals (RFP) was issued on Monday, May 11, 2020. CCRTA covered asset values total \$45,109,315.00. Proposals were received on Thursday, June 11, 2020. One proposal was received, Carlisle Insurance the incumbent.

Evaluation results are as follows:

Firms	Carrier	Score	Price
Carlisle Insurance	Certain Underwriters at Lloyds, London AXV, United Specialty Insurance Company AIX, Arch Specialty Insurance Company A+ XV	93.80	\$109,410.00

The policy term is from July 28, 2020 through July 27, 2021.

Financial Impact

Funds are budgeted in FY 2020 Operating Budget, local funds.

Board Priority

This item aligns with Board Priority – Facilities – Safety and Security.

Recommendation

Staff request the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a one-year contract to Carlisle Insurance for Windstorm and Hail Insurance coverage.

Respectfully Submitted,

Reviewed by: Miguel Rendón, Director of Safety & Security

Final Approval by: 
Jorge G. Cruz-Aedo, Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 27, 2020

Summary of Actions

1. Roll Call
2. Safety Briefing
3. Receipt of Conflict of Interest Affidavits
4. Opportunity for Public Comment
5. Action to Approve the Operations & Capital Finance Committee Meeting Minutes of April 22, 2020
6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing and Invitation for Bids (IFB) for Ultraviolet Germicidal Irradiation (UVGI) Kits
7. Action Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Driver Safety Shields
8. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Eight (8) Transportation Supervisor and Support Vehicles
9. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for a CNG Defueling Station
10. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Two (2) Year Option on the Contract with Brad Hall & Associates for Diesel Fuel Supply
11. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Second Option Year on the Contract with Bridgestone Tire Operations, LLC for Bus Tire Leasing and Services
12. Adjournment

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room, Corpus Christi, Texas.

Call to Order & Roll Call

Mr. Dan Leyendecker called the meeting to order at 8:43 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Dan Leyendecker, Committee Chair, Anne Bauman, Anna Jimenez, Philip Skrobarczyk and Matt Woolbright. Board members attended remotely.

Board Members Absent None.

Staff Present Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Rita Patrick, Mike Rendón, Robert Saldaña and Ashlee Winstead-Sherman.



Public Present DUE TO THE CURRENT CONDITIONS FOR COVID-19, SPACE MAY BE LIMITED FOR INDIVIDUALS ATTENDING THE MEETING. Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

No public comment received in-person or online.

Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Action to receive Conflict of Interest Affidavits

None received.

Action to Approve the Operations & Capital Finance Committee Meeting Minutes of April 22, 2020

MR. MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL FINANCE COMMITTEE MEETING MINUTES OF APRIL 22, 2020. MR. PHILIP SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing and Invitation for Bids (IFB) for Ultraviolet Germicidal Irradiation (UVGI) Kits

Mr. Derrick Majchszak commented the IFB is for UVGI kits for Gillig Fixed Route buses and would be installed in the HVAC system. He said the 52 Gillig buses will have 2 ultraviolet (UVC) bulbs and a reusable electrostatic filter, and these systems have been proven to be up to 99.9 percent effective in killing a variety of harmful viruses and pathogens. Mr. Majchszak also explained how these systems disinfect the air as it is pulled through the HVAC system that kills harmful bacteria, mildew, mold, fungi, pathogens and viruses that includes the Coronaviruses, Influenza, H1N1 and the MRSA viruses.

Mr. Majchszak commented the agency will work with the successful bidder to pursue Disadvantage Business Enterprise (DBE) participation. He stated the total estimated cost for this project is \$265K and is expected to qualify for a full 100 percent funding under the CARES Act.

MS. ANNA JIMINEZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO DESIGNEE TO AUTHORIZE ISSUING AND INVITATION FOR BIDS (IFB) FOR ULTRAVIOLET GERMICIDAL IRRADIATION (UVGI) KITS. MR. SKROBARCZYK



SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Driver Safety Shields

Mr. Majchszak provided background information regarding the acrylic barriers the agency recently installed by our maintenance team in our fleet due to the COVID-19 Pandemic. He said these will provide the operators a layer of protection from viral and bacterial threats by any one utilizing our transportation. Mr. Majchszak also commented there would be an additional 63 Advanced Driver Shields installed on the Gillig Fixed Route buses. He mentioned the current barriers only help protect against the medical threats, and the additional driver shields will be another protectant for our operators against physical threats to include those with weapons. He said the primary threat to an operator is a physical assault.

Mr. Majchszak also commented the agency will work with the successful bidder to pursue Disadvantage Business Enterprise (DBE) participation, and stated total estimated cost for this project is \$443,240. He said this project is also expected to qualify for a full 100 percent funding under the CARES Act.

MR. SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO DESIGNEE TO AUTHORIZE ISSUING AN INVITATION FOR BIDS (IFB) FOR DRIVER SAFETY SHIELDS. MS. JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Eight (8) Transportation Supervisor and Support Vehicles

Mr. Majchszak presented background information on the agency's supervisor support vehicles that cover 846 square miles of service area. He said these supervisors and support staff work detours, weather issues, special events, accidents, service interruptions and any safety and security matters. Mr. Majchszak commented the current vehicles have met their useful life and need to be replaced to avoid any disruptions in the daily operations and excessive maintenance costs at this time. Mr. Majchszak commented the agency will work together with the successful bidder to pursue Disadvantage Business Enterprise (DBE) participation. He stated this project's total estimated cost is \$392K, is a 2020 CIP budgeted expense funded partially by the grant 5307 Formula Funds. He said the estimated local match is \$78,400, with the estimated 5307 funds being \$313,600.

MS. JIMENEZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO DESIGNEE TO AUTHORIZE ISSUING AN INVITATION FOR BIDS (IFB) FOR EIGHT (8) TRANSPORTATION SUPERVISOR AND SUPPORT VEHICLES. MR. SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for a CNG Defueling Station



Mr. Majchszak said the vehicles fueled by CNG are 50 Gillig 35' and 40' buses, 53 of the Arboc cutaway vans, and of the VPG MV-1 Supervisor units. The agency has two employees who are certified inspectors that perform periodic system and tank inspections to keep the vehicles in safe operating conditions as part of the Railroad Commission of Texas compliant requirements. He said the agency's maintenance department and MV Transportation employees are responsible for 110 CNG vehicles in the fleet, and repairs require removal of CNG from the tanks. Mr. Majchszak stated a grounding defueling station will add safety of our employees and our equipment, and meets the industry best practices and the Railroad Commission of Texas guidelines.

Mr. Majchszak commented the agency will also work together with the successful bidder to pursue Disadvantage Business Enterprise (DBE) participation. He said the project's total estimated cost is \$60K, is a 2020 CIP budgeted expense funded partially by the grant 5307 Formula Funds. He said the estimated local match is \$12K, with the estimated 5307 funds being \$48K.

MR. SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO DESIGNEE TO AUTHORIZE ISSUING AN INVITATION FOR BIDS (IFB) FOR A CNG DEFUELING STATION. MR. WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Two (2) Year Option on the Contract with Brad Hall & Associates for Diesel Fuel Supply

Mr. Majchszak said the agency has 20 Gillig buses in the fleet that utilizes the Texas Low Emission Diesel Program as a requirement of the Texas Commission on Environmental Quality (TCEQ) with a maximum of 15 ppm of sulfur. He said the contract is a 3-year base contract with a single two-year option with Board approval. He displayed a chart showing the diesel usage from 2015 through 2019 and the decline is due to the conversion of diesel to a CNG fleet. Mr. Majchszak stated this diesel supply agreement will ensure product availability and predictable pricing to include any OPIS discounts. He mentioned staff will monitor and work together with Brad Hall & Associates to pursue Disadvantage Business Enterprise (DBE) participation, including any sub-contracting opportunities. Mr. Majchszak commented total expenditures are based on actual usage with \$333,810.58 was the amount for usage in 2019 of 163,441 gallons of diesel fuel.

MR. SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO DESIGNEE TO EXERCISE THE TWO (2) YEAR OPTION ON THE CONTRACT WITH BRAD HALL & ASSOCIATES FOR DIESEL FUEL SUPPLY. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Second Option Year on the Contract with Bridgestone Tire Operations, LLC for Bus Tire Leasing and Services

Mr. Majchszak commented the tire leasing and services contract was approved by the Board on June 1, 2016. He said the contract is a three-year base with two 1-year option following Board



approval. He said tires are leased based on actual miles driven which eliminates reduction in the agency's capital investment purchases of over 450 tires needed annually at a cost of \$375 to \$385 each, or \$168-175K a year. He also mentioned the tires require a 4/32ND depth on the front, and 2/32ND on the rear, and a tire specialist to oversee these requirements is part of the contract.

Mr. Majchszak said the three-year base contract expired June 30, 2019, and the 1st Option Year expires on June 30, 2020. the contract will include turnkey service of a specialized trained person to make sure these requirements are met, environmental disposal, and maintain an inventory for the fleet. He continued and stated Staff will continue to monitor the DBE requirement and work with Bridgestone Americas Tires Operations, LLC to pursue any DBE participation, including subcontracting opportunities. He said expenditures are based on actual usage, and are budgeted in the FY2020 Operating budget. Estimated annual tire lease is \$152,357.58, estimated annual tire specialist service charge is \$75,804.00 for the Option Year estimated total cost of \$228,161.58. Mr. Majchszak displayed a chart to show the financial information of the tire leasing and service charges costs.

MS. JIMINEZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO DESIGNEE TO EXERCISE THE SECOND OPTION YEAR ON THE CONTRACT WITH BRIDGESTONE TIRE OPERATIONS, LLC FOR BUS TIRE LEASING AND SERVICES. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Adjournment

There being no further review of items, the meeting adjourned at 9:06 a.m.

Submitted by: Dena Linnehan



Subject: Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services

Background

The CCRTA has operated bus services for Texas A&M University – Corpus Christi (TAMU-CC) since the year 2000. A Memorandum of Agreement containing service descriptions and reimbursement costs is negotiated annually. Within the current 2019-20 academic year, the agreement consists of Route 60 – Momentum Shuttle, Pilot Flex 93, and B-Line paratransit service. For the upcoming 2020-21 academic year, TAMU-CC is recommending the continuation of these services at the existing service levels. The term of the agreement is September 1, 2020 through August 31, 2021.

Identified Need

Route 60 provides transportation between student housing areas at Momentum Village and the main campus. For the upcoming 2019-20 academic year, no change in service levels are recommended. Route 60 will operate as follows:

Monday – Thursday	Friday	Saturday	Sunday
10-minute frequency, 7:30 a.m. – 1 p.m.	20-minute frequency, 7:30 a.m. – 6:00 p.m.	No Service	No Service
20-minute frequency, 1 p.m. – 7:30 p.m.			

For the Fall 2020 and Spring 2021 semesters, Route 60 will begin operating service on student housing move-in dates and end service on the last day of final examinations. Route 60 will not operate service during winter break, spring break, or summer sessions.

Pilot Flex 93 will provide transportation from the main campus to on and off-campus student housing, medical, retail, and grocery shopping establishments within the Flour Bluff area as an on-demand service. Due to the flexible service operation, this service provides students, faculty, and employees with direct and convenient travel options as compared to traditional fixed route service. For the upcoming 2020-21 academic year, Pilot Flex 93 will operate as follows:

Monday – Friday	Saturday	Sunday
7:35 a.m. – 11:00 p.m.	9:35 a.m. – 9:00 p.m.	No Service

Financial Impact

The CCRTA and TAMU-CC share the cost of the transportation services. For the Route 60 service, CCRTA has negotiated reimbursement from TAMU-CC for the 2020-21 Fall and Spring semesters in the amount of \$119,639.38. For the Pilot Flex 93 service, CCRTA has negotiated reimbursement from TAMU-CC in the amount of \$114,390.09. The total combined reimbursement amount is \$234,029.47.

Disadvantages Business Enterprise (DBE)

DBE participation is zero percent (0%).

Board Priority

This item aligns with the Board Priority - Innovations: Target Younger Riders.

Recommendation

Staff requests the Operations & Capital Projects Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to execute a one-year Memorandum of Agreement (MOA) with TAMU-CC in the amount of \$119,639.38 for the Route 60 service, and \$114,390.09 for the Pilot Flex 93 service for a total of \$234,029.47.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Jorge G. Cruz-Aedo
Chief Executive Officer