North Central Regional Transit District (NCRTD)

Resolution No. 2019-39

BOARD APPROVAL OF SAFETY MANAGEMENT SYSTEM PLAN POLICY STATEMENT

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the NCRTD has an existing Long-Range Strategic Plan which includes Objective 1.3 "to provide safe and secure transportation environment"; and

WHEREAS, the NCRTD does not presently have a safety plan for the implementation of LRSP Objective 1.3; and

WHEREAS, the NCRTD is a public transit agency that receives federal funds under federal "5307" Urbanized Area Formula Program funding; and

WHEREAS, the Federal Transit Administration has adopted regulations under 49 CFR Part 673 that are intended to create a uniform system of safety management across all federally funded transit agencies; and

WHEREAS, the new uniform system of safety management is called the Safety Management System (SMS) approach; and

WHEREAS, in order to implement the new SMS approach, the District is required to adopt a Public Transit Agency Safety Plan (PTASP) by July 20th of 2020; and

WHEREAS, the District has received assistance from the New Mexico Department of Transportation (NMDOT) to draft and implement the new PTASP; and
WHEREAS, the recommendation from the NMDOT consultant is that the District should have its Executive Director begin the process by issuing a policy statement to the employees and contractors who work for the District; and

WHEREAS, the Executive Director has selected the language in the attached Policy Statement letter as appropriate for the NCRTD.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board directs the Executive Director to issue the attached Policy Statement to all employees and contractors of the District who may be involved in the establishment and implementation of the PTASP.

2. The Board further Directs to prepare and present for board approval a PTASP prior to the July 20, 2020 deadline.

3. The Board further Directs the Executive Director to serve as its Accountable Executive as needed until the formal adoption of the PTASP.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 4th DAY OF OCTOBER 2019.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
October 4, 2019

To All District Staff and Contractors:

The North Central Regional Transit District is involved in the development of a Public Transportation Agency Safety Plan (PTASP) in order to comply with new federal requirements for a uniform system of public transit safety management called the "Safety Management System (or SMS) approach. I, as the Executive Director, am tasked with the role of the "Accountable Executive" under the regulations. This means that I am responsible for ensuring that we adopt and follow the federal safety guidelines. I, in turn, am relying upon you to adhere to the new safety standards. In order to facilitate this process, I have chosen to adopt the following policy statement. You may find this useful as we proceed toward adoption of the new plan and implementation.

Safety is a core value of the North Central Regional Transit District (NCRTD), and managing safety is a core business function of the agency. NCRTD is committed to developing, implementing, maintaining, and continuously improving processes to ensure the safety of its customers, employees, and the public NCRTD will use safety management processes to direct the prioritization of safety and allocate its organizational resources-people, processes, and technology-in balance with its other core business functions. NCRTD aims to support a robust safety culture, and achieve the highest level of safety performance, meeting all established safety standards.

All levels of management and all frontline employees are accountable for the delivery of the highest level of safety performance, starting with the Executive Director of NCRTD.

North Central Regional Transit District is committed to:

**Executive Commitment to Safety:** Executive Management will lead the development of an organizational culture that promotes safe operations and provides appropriate resources to supporting this core management function through fostering and ensuring safe practices, improving safety when needed, and encouraging effective employee safety reporting and communication. NCRTD will hold executives, managers, and employees accountable for safety performance.

**Communication & Training:** Employee engagement is crucial to a functioning Safety Management System. Communication systems will be put in place to enable greater awareness of NCRTD safety objectives and safety performance targets as well as to provide on-going safety communication up, down, and across the organization. All levels of management must proactively engage employees and work to keep the lines of safety communication honest and open. All employees will be made aware of the importance of NCRTD's Safety Management System and trained in safety reporting procedures.
Responsibility & Accountability: All levels of management will be responsible for delivering safe and quality transit services that represent NCRTD's performance of its Safety Management System. Managers will take an active role in the Safety Risk Management process and ensure that Safety Assurance functions are supported. Managers are responsible for ensuring that Safety Risk Management is being performed in their operational areas of control to assure that the safety risk associated with safety hazards is assessed and mitigated. Safety performance will be an important part of performance evaluations for NCRTD managers and employees.

Responsibility of Employees & Contractors: All employees and contractors will support safety management by ensuring that hazards are identified and reported.

Employee Reporting: Executive management will establish a safety reporting program as a viable tool for employees to voice their safety concerns. All frontline employees will be responsible for utilizing this program as part of the Safety Management System. No action will be taken against any employee who communicates a safety condition through the NCRTD safety reporting program unless such disclosure indicates the following: an illegal act, gross misconduct or negligence, or a deliberate or willful disregard of NCRTD rules, policies, and procedures.

Performance Monitoring & Measuring: NCRTD will establish realistic measures of safety performance and establish safety performance targets to ensure continual improvement in safety performance. Managers will verify that the safety risk mitigations put in place are appropriate and effective.

Review & Evaluation: NCRTD will measure Safety Management System performance by analyzing key safety performance indicators, reviewing inspections, investigations and corrective action reports, and auditing the processes that support the Safety Management System. These activities will become the basis for revising or developing safety objectives, safety performance targets and plans with the goal of continuous safety improvement.

My thanks in advance for your cooperation in making the District a safer workplace for all our employees, customers, and contractors.

Very truly yours.

Anthony Mortillaro
Executive Director
North Central Regional Transit District