

**GOBIERNO DE PUERTO RICO
MUNICIPIO AUTÓNOMO DE GUAYNABO
LEGISLATURA MUNICIPAL**

RESOLUCIÓN

Resolución Número 14
(Proyecto Núm. 31)
Presentado por Administración

SERIE 2020-2021

PARA QUE EL MUNICIPIO AUTÓNOMO DE GUAYNABO ADOpte Y APRUEBE EL PLAN DE SEGURIDAD DE LA AGENCIA DE TRANSPORTE PÚBLICO PARA EL TRANSPORTE DE AUTOBUSES, REQUERIDO POR LA AGENCIA FEDERAL DE TRANSPORTE (FTA); Y PARA OTROS FINES RELACIONADOS.

POR CUANTO: La Ley 107, aprobada el 13 de agosto de 2020, conocida como el Código Municipal de Puerto Rico, del Estado Libre Asociado de Puerto Rico (CMPR), en su Capítulo III – Poderes y Facultades del Alcalde, en su Artículo 1.018– Facultades, Deberes y Funciones Del Alcalde, dice en los incisos (a) y (d):

(a) Organizar, dirigir y supervisar todas las funciones y actividades administrativas del municipio.

...

(d) Cumplir y hacer cumplir las ordenanzas, resoluciones, reglamentos y disposiciones municipales debidamente aprobadas.

POR CUANTO: El CMPR, en su Capítulo III – Poderes y Facultades del Alcalde, en su Artículo 1.019 – Obligaciones del Alcalde Respecto a la Legislatura Municipal, dice en el inciso (a):

(a) Presentar a la Legislatura los proyectos de ordenanza y de resolución que por mandato de ley deban someterse a la consideración y aprobación de ésta.

POR CUANTO: El CMPR, en su Capítulo V – Proceso Legislativo Municipal en su Artículo 1.039 – Facultades y Deberes Generales de la Legislatura, dispone en el inciso (m):


(m) Aprobar aquellas ordenanzas, resoluciones y reglamentos sobre asuntos y materias de la competencia o jurisdicción municipal que, de acuerdo a esta ley o a cualquier otra ley, deban someterse a su consideración y aprobación.

POR CUANTO: El 19 de julio de 2018, la Agencia Federal de Transportación (FTA, por sus siglas en inglés) publicó la Regla Final del Plan de Seguridad de la Agencia de Transporte Público (PTASP, por sus siglas en inglés), que requiere que ciertos operadores de sistemas de transporte público que reciben fondos federales bajo las Subvenciones de Fórmula de Área Urbanizada de FTA tienen que desarrollar un plan de seguridad que incluyan los procesos y procedimientos a implementar a estos fines, para poder recibir y participar de los programas y fondos de esta agencia.

- POR CUANTO:** El propósito de este plan es minimizar los problemas de seguridad que puedan ocurrir en la operación del sistema de transporte colectivo y garantizar la seguridad de los pasajeros y conductores de los vehículos e instalaciones de transporte colectivo.
- POR TANTO:** **RESUÉLVASE POR LA LEGISLATURA MUNICIPAL DE GUAYNABO, PUERTO RICO, REUNIDA EN SESIÓN EXTRAORDINARIA HOY, 8 DE DICIEMBRE DE 2020, LO SIGUIENTE:**
- SECCIÓN 1:** Adoptar el Plan de Seguridad de la Agencia de Transporte Público (PTASP), el cual se hace parte de esta resolución y el cual es un requisito de FTA para poder recibir fondos de esta agencia.
- SECCIÓN 2:** Se designa y responsabiliza la Oficina de Asuntos Federales para la implantación y ejecución de este plan.
- SECCIÓN 3:** Esta resolución por ser de carácter urgente y necesario comenzará a regir inmediatamente después de su aprobación por la Legislatura Municipal y después que haya sido firmada por su Presidente y el señor Alcalde.
- SECCIÓN 4:** Copia de esta resolución será enviada al Departamento de Estado, Departamento de Finanzas y a los funcionarios municipales pertinentes para su conocimiento y acción correspondiente.



Carlos H. Martínez Pérez
Presidente



Lillian Amado Sarquella
Secretaría

Aprobada por el Alcalde de Guaynabo, Puerto Rico, Hon. Ángel A. Pérez Otero, el día 9 de diciembre de 2020.



Ángel A. Pérez Otero
Alcalde

Public Transportation Agency Safety Plan Template for Bus Transit

Version 3, Issued 12/31/19

The Federal Transit Administration (FTA) is providing the *Public Transportation Agency Safety Plan Template for Bus Transit* and accompanying *Reference Tool* to assist with the development of an Agency Safety Plan (ASP) for bus transit modes. Use of this template is voluntary. The template and reference guide are intended for use by States and operators of public transportation systems that are required to draft an ASP in accordance with 49 C.F.R. Part 673 (Part 673). The full text of Part 673 is available at <http://www.transit.dot.gov/PTASP>.

Certain requirements in Part 673 do not apply to small public transportation providers.¹ The relevant sections in this template are noted in red to indicate where requirements differ. Transit operators that are subject to Part 673 may choose to include additional sections beyond what is required in Part 673.

Under Part 673, a transit agency is required to maintain documents that describe its ASP, including those related to implementation and results from processes and activities. Also, a transit operator may have existing documentation that describes processes, procedures, and other information required in Part 673. You may reference these documents in your ASP by specifying the document names and locations within the appropriate sections of the plan.

1. Transit Agency Information

| | | | |
|--|---|--|------|
| Transit Agency Name | Municipality of Guaynabo, Department of Transportation | | |
| Transit Agency Address | Carr. 835, Km 5.3, Guaynabo, Puerto Rico 00969 | | |
| Name and Title of Accountable Executive | Mr. Alexi X. Durán Gómez Municipal DOT Director | | |
| Name of Chief Safety Officer or SMS Executive | Mr. David Rivera Medina, EMT-P, FF, SAR-T Emergency Response Department Director | | |
| Mode(s) of Service Covered by This Plan | Fixed Route Bus; Paratransit | List All FTA Funding Types (e.g., 5307, 5337, 5339) | 5307 |
| Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service) | Fixed Route Bus; Paratransit Directly Operated | | |

¹ Part 673 defines small public transportation provider as 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. (49 C.F.R. § 673.5). This includes bus transit systems with one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode.

Version 3, Published 12/30/19

1

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.

| | | | | |
|---|---------------------------------|---|-------------------------------|----------------|
| Does the agency provide transit services on behalf of another transit agency or entity? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | Description of Arrangement(s) | Not Applicable |
| Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided | Not Applicable | | | |

2. Plan Development, Approval, and Updates

| | | |
|--|--|-----------------------|
| Name of Entity That Drafted This Plan | Municipality of Guaynabo | |
| Signature by the Accountable Executive | Signature of Accountable Executive | Date of Signature |
| | Director of Department Transportation | 12/04/2020 |
| Approval by the Board of Directors or an Equivalent Authority | Name of Individual/Entity That Approved This Plan | Date of Approval |
| | Municipality Legislative Assembly of Guaynabo | |
| | Relevant Documentation (Title and Location) | |
| Once the Agency Safety Plan (ASP) is approved, a total of three (4) copies of the Public Transportation Agency Safety Plan (PTASP) will remain in custody of the following municipal agencies: | | |
| <ol style="list-style-type: none"> 1. Municipality Legislative Assembly of Guaynabo (MLAG). 2. Office of Director of Department of Transportation. 3. Office of Director of Municipal Emergency and Disaster Management. 4. Mayor Office | | |
| Certification of Compliance | Name of Individual/Entity That Certified This Plan | Date of Certification |
| | Federal Transit Administration | |
| | Relevant Documentation (Title and Location) | |
| MUNICIPALITY OF GUAYNABO - PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) | | |

| | | | |
|---|------------------------|-------------------|-------------|
| Version Number and Updates | | | |
| <i>Record the complete history of successive versions of this plan.</i> | | | |
| Version Number | Section/Pages Affected | Reason for Change | Date Issued |

| | | | |
|---|---------------|--------------|----------|
| 1 | No applicable | New Document | 8/4/2020 |
| | | | |
| | | | |
| | | | |

| |
|---|
| <p>Annual Review and Update of the Agency Safety Plan</p> <p><i>Describe the process and timeline for conducting an annual review and update of the ASP.</i></p> <p>The PTASP review will occur on or before August 31, of each year, if necessary. In case is required, the PTASP will be reviewed and updated as applicable by the Chief Safety Officer and Management of Operations. The Accountable Executive will review and approve the changes as applicable. Afterwards, the approved PTASP new version will be forwarded to the Municipal Legislative Assembly of Guaynabo for their final review and approval.</p> <p>Once the PTASP new version is approved, copies will be forwarded for replacement to the following municipal agencies:</p> <ol style="list-style-type: none"> 1. Municipality Legislative Assembly of Guaynabo (MLAG) 2. Office of Director of Department Transportation 3. Office of Director of Municipal Emergency Management Office 4. Office City Mayor <p>This ASP addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.</p> |
|---|

3. Safety Performance Targets

| <p>Safety Performance Targets</p> <p><i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i></p> | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------|--------------------|-------------------|------------------|-----------------------|-----------------------|----------------------|--------------------|-----------------|---|---|---|------|----|------|--------|-------------|---|---|---|------|---|------|---|
| <table border="1"> <thead> <tr> <th>Mode of Transit Service</th> <th>Fatalities (Total)</th> <th>Fatalities (Rate)</th> <th>Injuries (Total)</th> <th>Injuries (Rate)</th> <th>Safety Events (Total)</th> <th>Safety Events (Rate)</th> <th>System Reliability</th> </tr> </thead> <tbody> <tr> <td>Fixed Route Bus</td> <td>0</td> <td>0</td> <td>1</td> <td>0.47</td> <td>17</td> <td>8.01</td> <td>23,568</td> </tr> <tr> <td>Paratransit</td> <td>0</td> <td>0</td> <td>1</td> <td>3.80</td> <td>2</td> <td>7.60</td> <td>0</td> </tr> </tbody> </table> | Mode of Transit Service | Fatalities (Total) | Fatalities (Rate) | Injuries (Total) | Injuries (Rate) | Safety Events (Total) | Safety Events (Rate) | System Reliability | Fixed Route Bus | 0 | 0 | 1 | 0.47 | 17 | 8.01 | 23,568 | Paratransit | 0 | 0 | 1 | 3.80 | 2 | 7.60 | 0 |
| Mode of Transit Service | Fatalities (Total) | Fatalities (Rate) | Injuries (Total) | Injuries (Rate) | Safety Events (Total) | Safety Events (Rate) | System Reliability | | | | | | | | | | | | | | | | | |
| Fixed Route Bus | 0 | 0 | 1 | 0.47 | 17 | 8.01 | 23,568 | | | | | | | | | | | | | | | | | |
| Paratransit | 0 | 0 | 1 | 3.80 | 2 | 7.60 | 0 | | | | | | | | | | | | | | | | | |

| <p>Safety Performance Target Coordination</p> <p><i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i></p> <p>Municipality of Guaynabo, Accountable Executive shares our ASP, including safety performance targets, to the Metropolitan Planning Organization (MPO). Municipality of Guaynabo personnel is available to coordinate with the MPO the revision of the safety performance targets based on actual safety transportation data, upon request.</p> | | | | |
|---|--------------------------|--------------------------|--|--|
| <table border="1"> <thead> <tr> <th>State Entity Name</th> <th>Date Targets Transmitted</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> | State Entity Name | Date Targets Transmitted | | |
| State Entity Name | Date Targets Transmitted | | | |
| | | | | |

| | | |
|---|--|---------------------------------|
| Targets Transmitted to the State | PRHTA - Puerto Rico Highway Transportation Agency | |
| Targets Transmitted to the Metropolitan Planning Organization(s) | Metropolitan Planning Organization Name | Date Targets Transmitted |
| | MPO - Metropolitan Planning Organization, San Juan Puerto Rico | |
| | | |

4. Safety Management Policy

| |
|--|
| <p>Safety Management Policy Statement</p> <p><i>Use the written statement of safety management policy, including safety objectives.</i></p> <p>Safety is our top priority and every employee is essential to ensure that the workplace on the Municipality of Guaynabo is safe for you, our passengers, and all employees. The Municipality of Guaynabo implore all employees to speak up whenever they see an unsafe practice or situation. No employee will be disciplined or reprimanded for reporting unsafe situations. If you are interested in learning more about our safety management policy, read below or ask for the full document to the Chief Safety Officer.</p> <p>The document is also available online at our municipality portal: www.guaynabocity.gov.pr</p> <p>Full Safety Management Policy</p> <p>Safety is our top priority at Municipality of Guaynabo, and managing safety is a core value and business function. We will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and public. Municipality of Guaynabo is committed to the following safety objectives:</p> <ul style="list-style-type: none"> • Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training. • Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through the Chief Safety Officer reporting program, unless such disclosure indicates, an illegal act, gross negligence or a deliberate or willful disregard of regulations or procedures. • Providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team. • Identifying hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing provided data, the Chief Safety Officer will work with departments to develop processes and procedures to mitigate safety risk to an acceptable level. • Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance targets through management processes that ensure appropriate safety management actions are taken and effective. <p>(See attachment IV)</p> <p>Safety Management Policy Communication</p> <p><i>Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.</i></p> |
|--|

The Chief Safety Officer, who leads Municipality of Guaynabo SMS activities, introduced our staff to SMS principles during a Staff Meeting held in August 2020. Municipality of Guaynabo Statement was also distributed to each employee in the form of a handout during the Staff Meeting. Municipality of Guaynabo also posted copies of the Safety Management Policy Statement on bulletin boards at headquarters and in the operations and maintenance break areas of the operating division. Municipality of Guaynabo has incorporated review and distribution of the Safety Management Policy Statement into new-hire training and all-staff annual refresher training.

Authorities, Accountabilities, and Responsibilities

Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

| | |
|--|--|
| <p>Accountable Executive</p> | <p>The Accountable Executive serves as the Director of Department Transportation of the Municipality of Guaynabo. The Accountable Executive is designed by the City Major and confirmed by the Municipal Assembly of Guaynabo. The Accountable Executive has the following authorities, accountabilities, and responsibilities under this plan: • Controls and directs human and capital resources needed to develop and maintain the ASP and SMS. • Designates an adequately trained Chief Safety Officer who is a direct report. • Ensures that Municipality of Guaynabo SMS is effectively implemented. • Ensures action is taken to address substandard performance in Municipality of Guaynabo SMS. • Assumes ultimate responsibility for carrying out Municipality of Guaynabo ASP and SMS. • Maintains responsibility for carrying out the agency's Transit Asset Management Plan.</p> |
| <p>Chief Safety Officer or SMS Executive</p> | <p>The Chief Safety Officer is designated by the Accountable Executive. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan: • Develops Municipality of Guaynabo ASP and SMS policies and procedures. • Ensures and oversees day-to-day implementation and operation of Municipality of Guaynabo SMS. • Manages Municipality of Guaynabo ESRP. • Chairs the Municipality of Guaynabo Safety Committee and coordinates the activities of the committee. Establishes and maintains Municipality of Guaynabo Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; and Maintains and distributes minutes of committee meetings. • Advises the Accountable Executive on SMS progress and status. • Identifies substandard performance in Municipality of Guaynabo SMS and develops action plans for approval by the Accountable Executive. • Ensures Municipality of Guaynabo policies are consistent with Municipality of Guaynabo safety objectives and performance targets. • Provides Safety Risk Management (SRM) expertise and support for other Municipality of Guaynabo personnel who conduct and oversee Safety Assurance activities.</p> |
| <p>Agency Leadership and Executive Management</p> | <p>The Agency Leadership and Executive Management is composed of the following members: City Major or delegated, Accountable Executive, Director of Municipal Emergency Management Office, and Director of Federal Planning and Programs. Members of this Executive Management committee have the authorities and responsibilities to serve as a facilitator and to provide subject matter expertise required to support implementation of the SMS as required by the Federal Transit Administration.</p> |
| <p>Key Staff</p> | <p>The Key Staff is composed of several members from the Safety Committee. These members are: Chief Safety Officer, Operations Manager, Dispatch Representative, Fix-Route Driver Representative, Paratransit Driver Representative, Bus Drivers Supervisors, Human Resource Delegate, Law Enforcement Delegate, and Accountable Executive Delegate.</p> <p>Municipality of Guaynabo uses the Safety Committee, as well as the monthly Drivers' Meeting and quarterly Staff Meetings, to support its SMS and safety programs: • The Key Staff evaluates any safety hazards reported during the safety staff meeting, issues are reviewed and recommendations are made to improve safety. • Drivers' Meetings: A permanent agenda item in all monthly Drivers' Meetings is dedicated to safety. Safety issues are discussed and documented. • Quarterly All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.</p> |

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

Municipality of Guaynabo ESRP encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, who will add them to the daily Operations Log.

- Report conditions anonymously via a locked comment box in the driver area.
- Report conditions using their name or anonymously to Tel.787/720-4040 Ext.3003.
- Report conditions directly to any Supervisor, Sub-directors, or Director. Examples of information typically reported include: Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles).
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection).
- Events that Supervisors, Sub-directors or Directors might not otherwise know about (for example, near misses).
- Information about why a safety event occurred (for example, radio communication challenges). On a daily basis, the Chief Safety Officer reviews the dispatch daily Operations Log.

Municipality of Guaynabo uses the quarterly Operations Mandatory Meetings, monthly Maintenance Meetings, and annual all-staff meetings, to support its SMS and safety programs:

- Quarterly Operations Mandatory Meetings: Any safety hazards reported will be jointly evaluated and feedback will be obtained by the Key Safety Staff. The Key Safety Staff will provide recommendations to mitigate safety hazards. Information discussed in these meetings will be documented.
- Monthly Maintenance Meetings: A permanent agenda item in all monthly maintenance meetings is dedicated to safety. Safety issues are discussed and documented.
- Annual All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

Municipality of Guaynabo uses the Safety Risk Management (SRM) process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to the Executive Management from the Municipality of Guaynabo. SRM process of the Municipality of Guaynabo allows to carefully examine what could cause harm and determine whether it have been taken sufficient precautions to minimize the harm, or if further mitigations are necessary.

Municipality of Guaynabo Chief Safety Officer, along with the Key Safety Staff identify hazards and consequences, assess safety potential risks, and identify mitigation actions. Results of the SRM process are documented in the Municipality of Guaynabo Safety logbook.

Municipality of Guaynabo SRM process applies to all elements of our system including our operations and maintenance, facilities and vehicles, and personnel recruitment, training, and supervision.

In carrying out the SRM process, Municipality of Guaynabo uses the following terms: • Event – Any accident, incident, or occurrence. • Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to the Municipality of Guaynabo; or damage to the environment. • Risk – Composite of predicted severity and likelihood of the potential effect of a hazard. • Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards. • Consequence – An effect of a hazard involving injury, illness, death, or damage to Municipality of Guaynabo property or the environment. Safety Hazard Identification: The safety hazard identification process offers to the Municipality of Guaynabo the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee safety reporting through observation reports, accident reports, emails to management, etc.,
- Review of vehicle & facility camera footage,
- Review of quarterly & annual performance data and safety performance targets,
- Maintenance reports and check in/check out sheets,
- Comments from customers and third parties, including Risk Management,
- Maintenance Safety Meetings, Operations Mandatory, and All-Staff Meetings,
- Results of audits and inspections of vehicles and facilities,
- Results of training reviews, employee evaluations, and ride-alongs,
- Investigations into safety events, incidents, and occurrences,
- FTA and other oversight authorities (mandatory information source), and
- Job Safety Analysis, using Employers First Reports (EFR) and workers compensation to identify hazards from reported injury and illnesses.

When a safety concern is observed by Municipality of Guaynabo management or supervisory personnel, whatever the source, it is reported to the Municipality of Guaynabo Chief Safety Officer. Procedures for reporting hazards to the Municipality of Guaynabo Chief Safety Officer are reviewed during All-Staff Meetings, Operations Mandatory Meetings, and Maintenance Safety Meetings. The Department Transportation Chief Safety Officer also receives employee reports from the ESRP process. The Municipality of Guaynabo Chief Safety Officer Manager, in coordination with the Chief Safety Officer, reviews these sources for hazards, and documents them in the Municipality of Guaynabo Safety logbook.

The Municipality of Guaynabo Chief Safety Officer also may enter hazards into the Municipality of Guaynabo Safety logbook based on their review of operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the Federal Transportation Administration.

The Municipality of Guaynabo Chief Safety Officer may conduct further analysis of hazards and consequences entered into the Municipality of Guaynabo logbook, to collect information and identify additional consequences, and to inform which hazards should be prioritized for safety risk assessment.

In following up on identified hazards, the Municipality of Guaynabo Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

The Municipality of Guaynabo Chief Safety Officer will convene as needed, a group of relevant internal stakeholders to discuss identified hazards and consequences. This may be completed in conjunction with monthly maintenance safety meetings, quarterly operator mandatory meetings, weekly leadership meetings, or ad hoc safety meetings. The agenda may include additional background on the hazards and consequences, such as the results of trend analysis, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the review of front line staff and supervisors) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment which would constitute a violation of Environmental Protection Agency environmental protection standards. Otherwise, the Chief Safety Officer will prioritize hazards for further SRM activity.

Safety Risk Assessment Safety risk assessment defines the level or degree of the safety risk by assessing the likelihood and severity of the consequences of hazards and prioritizes hazards based on the safety risk. The Chief Safety Officer, with assistance from the Key Staff subject matter experts, is responsible for assessing identified hazards and ratings using the safety risk matrix below. Prioritizing safety risk provides the Accountable Executive with the information needed to make decisions about resource application.

The following matrix, adopted from the TSI Participation Guide – SMS Principles for Transit, facilitates the ranking of hazards based on their probability of occurrence and severity of their outcome.

Please see attachment I for Probability Levels table

The measuring goes from A to F with A being frequent or likely to occur frequently and E being improbable or expected that this event will most likely never occur. The designation F is used when potential hazards are identified and later eliminated.

Please see attachment II for Safety Risk Severity Levels Description.

The Safety Risk Severity Table presents a typical safety risk. It includes four categories to denote the level of severity of the occurrence of a consequence, the meaning of each category, and the assignment of a value to each category using numbers. In this table, 1 is considered catastrophic meaning possible deaths and equipment destroyed and 4 is considered negligible or of little consequence with two levels in between. Safety Risk Probability and Safety Risk Severity are combined into the Safety Risk Index Ranking to help prioritize safety risks according to the table below.

Please see attachment III document for Safety Risk Assessment Matrix table.

The Chief Safety Officer documents recommendations regarding hazard rating and mitigation options and reports this information to the Accountable Executive.

Accountable Executive and Chief Safety Officer along with the Key Staff review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations made on safety focused meetings and discussions. Municipality of Guaynabo can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Chief Safety Officer tracks and updates safety risk mitigation information in the Municipality of Guaynabo logbook. The Municipality of Guaynabo safety logbook and relevant documents are available to the Accountable Executive, Leadership, and to Key Safety Staff upon request.

In the Municipality of Guaynabo, the Chief Safety Officer will also document any specific measures or activities, such as reviews, observations or audits that will be conducted to monitor the effectiveness of mitigations once implemented.

6. Safety Assurance

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.

Municipality of Guaynabo has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including: • Safety audits, • Informal inspections and observations, • Check in/check out sheets • Observation reports • Incident and accident reports • Regular review of on-board camera footage to assess drivers and specific incidents, • Ride-alongs, evaluations, and training refreshers, • ESRP, • Investigation of safety occurrences, • Safety review prior to the launch or modification of any facet of service, • Daily data gathering and monitoring of data relating to the delivery of service, and • Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer, in conjunction with the Key Safety Staff, to determine where corrective action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

Municipality of Guaynabo monitors safety risk mitigations to determine if they have been implemented, and are effective, appropriate and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Municipality of Guaynabo logbook. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer, with the Key safety Staff, establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate Staff or Supervisor as appropriate. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports, conducting job performance observations, or other activities. The Chief Safety Officer will endeavor to make use of existing Municipality of Guaynabo processes and activities before assigning new information collection activities.

Municipality of Guaynabo Chief Safety Officer with the Key Safety Staff review the performance of individual safety risk mitigations during quarterly leadership meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Chief Safety Officer will propose a course of action to modify the mitigation or take other action to manage the safety risk.

The Municipality of Guaynabo Chief Safety Officer also monitor Municipality of Guaynabo transportation operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by: • Reviewing results from accident, incident, and occurrence investigations, • Monitoring employee safety and injury reporting and observation reports, • Reviewing results of internal safety audits and inspections, and • Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Key Safety Staff, Leadership staff, and Accountable Executive to carry out and document all monitoring activities.

Describe activities to conduct investigations of safety events, including the identification of causal factors.

The Municipality of Guaynabo Operations Manual documents procedures to be followed by drivers in the event of a collision, safety issue, accidents, incidents, and occurrences. The Accident Reporting Procedure Training maintains documented procedures for supervisors to conducting safety investigations of collisions. These procedures also reflect all traffic safety reporting and investigation requirements established by the Law of Vehicle and Traffic of Puerto Rico, also known as law number 22-2000. The Chief Safety Officer reviews the driver and supervisor reports, in addition to photographs and video to find causal and contributing factors and review the existing mitigations in place at the time of the event. The Chief Safety Officer may follow up with individual parties for further information. Causal factors will be documented and shared with the Accountable Executive and with leadership or ad hoc meeting members, as necessary.

The Chief Safety Officer maintains in custody all documentation such as: investigation policies, processes, forms, checklists, activities, and results.

Municipality of Guaynabo, Chief Safety Officer or the Operations Manager as needed, determines whether: • The accident was preventable; the driver was at fault, due to negligence. (Ex. The driver was not paying attention, using cell phone or other handheld device (that isn't the bus radio), under the influence of illegal drugs or alcohol, not obeying traffic signals). - Using video footage, photos of the accident, driver statement, witness and emergency personnel statement(s). • or non-preventable; the driver was not at fault. (Ex. The other party involved was considered negligent. The other party was not paying attention, using cell phone or other handheld device, under the influence of illegal drugs or alcohol, not obeying traffic signals). - Using video footage, photos of the accident, driver statement, witness and emergency personnel statement(s). • Personnel require discipline (including termination) or retraining; • The causal factor(s) indicate that a safety hazard contributed to or was present during the event; and • The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

Describe activities to monitor information reported through internal safety reporting programs.

The Chief Safety Officer routinely review safety data captured in employee safety reports, public complaints, and other safety communication channels. When necessary, the Chief Safety Officer ensure that the concerns are investigated or analyzed through the Municipality of Guaynabo Safety Risk Management process.

The Chief Safety Officer also review internal and external reviews, including audits and assessments, with findings concerning Municipality of Guaynabo safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Management of Change (Not Required for Small Public Transportation Providers)

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

Municipality of Guaynabo PR is a small public transportation provider, therefore this section not apply.

Continuous Improvement (Not Required for Small Public Transportation Providers)

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

Municipality of Guaynabo PR is a small public transportation provider, therefore this section not apply.

7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

The Municipality of Guaynabo comprehensive safety training program applies to all employees directly responsible for safety, including: • Bus Drivers and Conductors, • Dispatchers and Supervisors, • Maintenance Technicians, • Managers and Supervisors, • Safety Manager • Training Manager and Trainers • Agency Leadership and Executive Management, • Chief Safety Officer, and • Accountable Executive.

Municipality of Guaynabo dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee’s individual safety-related job responsibilities and their role in the SMS.

Basic training requirements for employees, including refresher training, are documented in Municipality of Guaynabo Driver Trainer Manual, Accident Refresher Manual, and Summer Refresher Guide.

Operations safety-related skill training includes the following: • New-hire bus vehicle operator classroom and hands-on skill training, • Bus vehicle operator refresher training and accident refresher training, • Bus vehicle operator retraining (recertification or return to work), • Classroom and on-the-job training for dispatchers and operations supervisors, • On-the-job training for trainers and managers, and • Accident investigation and reasonable suspicion training for operations supervisors. • Reasonable suspicion training for operations and maintenance supervisors, • Vehicle maintenance safety-related skill training includes the following: - Ongoing vehicle maintenance technician skill training, - Ongoing skill training for vehicle maintenance supervisors, Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and - Training provided by vendors.

Municipality of Guaynabo, Accountable Executive, Chief Safety Officer, and Executive Management team must complete FTA’s SMS Awareness online training.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

The Municipality of Guaynabo, Chief Safety Officer and Operation Manager coordinate the safety communication activities in the SMS. Municipality of Guaynabo activities focus on:

- Communicating safety performance information throughout the agency: Municipality of Guaynabo communicates information on safety in its monthly newsletter and during quarterly Mandatory Meetings, monthly maintenance safety meetings, and weekly leadership meetings. Information typically conveyed during these meetings includes lessons learned from recent occurrences, upcoming events that may impact Municipality of Guaynabo service or safety performance, and updates regarding SMS implementation. Municipality of Guaynabo also requests information from drivers during these meetings.
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, Municipality of Guaynabo distributes safety policies and procedures, included in the Municipality of Guaynabo Operations Manual, to all drivers. Municipality of Guaynabo provides training on these policies and procedures and discusses them during meetings with supervisors, drivers and conductors, trainers, and vehicle technicians. For newly emerging issues or safety events at the agency, Department Transportation Safety Manager emails employees that are reinforced by supervisors in one on one or group discussions with employees.
- Informing employees of safety actions taken in response to reports submitted through an ESRP: Municipality of Guaynabo provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including safety talks, updates to bulletin boards, emails to list serves dedicated to specific roles, and one-on-one discussions between employees and supervisors.
- Maintenance safety meetings
- Safety policy reminders and updates on new safety issues via the Municipality of Guaynabo via internal newsletters, social media (Municipality Guaynabo Facebook page) and employee emails.

Additional Information**Supporting Documentation**

Include or reference documentation used to implement and carry out the ASP that are not included elsewhere in this Plan.

National Public Transportation Safety Plan, January 2017, Version 1.0
 Developing a Transit Emergency Management Plan, FTA.
 Roadmap to Drafting an Agency Safety Plan for Bus Agencies.
 SMS Awareness

MAG will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

Definitions of Special Terms Used in the ASP

| Term | Definition |
|--|--|
| 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 public transportation vehicles; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. • |
| Accountable Executive | Means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326. |
| Event | Means any Accident, Incident, or Occurrence. |
| 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. |
| National Public Transportation Safety Plan | 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). |
| 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 | 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. |
| 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. |
| Safety Assurance | Means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information. |

| | |
|------------------------------------|---|
| Safety Management Policy | Means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety. |
| Safety Management System | Means the formal, top-down, 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 Executive | Means a Chief Safety Officer or an equivalent. • Safety performance target means a performance target related to safety management activities. |
| Safety Promotion | 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 assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks. |
| Safety Risk Management | Means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk. |
| Serious injury | Means any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. |
| State | Means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands. |
| Transit agency | Means an operator of a public transportation system. |
| Transit Asset Management 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, costeffective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625. |

List of Acronyms Used in the ASP

| Acronym | Word or Phrase |
|----------|---|
| ESRP | Employee Safety Reporting Program |
| FTA | Federal Transit Administration |
| MG / MAG | Municipality of Guaynabo |
| ASP | Agency Safety Plan Agency (also referred to as a PTASP in Part 673) |
| MLAG | Municipality Legislative Assembly of Guaynabo |
| MPO | Metropolitan Planning Organizational |
| SMS | Safety Management Systems |

| | |
|----------|--|
| SRM | Safety Risk Management |
| ESRP | Employee Safety Reporting Program |
| Part 673 | 49 CFR Part 673 (Public Transportation Agency Safety Plan) |
| CFR | Code of Federal Regulations |
| MTBE | Mean Time Between Events |



Gobierno de Puerto Rico
Municipio Autónomo de Guaynabo
Legislatura Municipal

CERTIFICACIÓN

Yo, Lillian Amado Sarquella, Secretaria de la Legislatura Municipal de Guaynabo, Puerto Rico, por medio de la presente CERTIFICO que la que antecede es una copia fiel y exacta de la **Resolución Número 14, Serie 2020-2021**, intitulada:

"PARA QUE EL MUNICIPIO AUTÓNOMO DE GUAYNABO ADOpte Y APRUEBE EL PLAN DE SEGURIDAD DE LA AGENCIA DE TRANSPORTE PÚBLICO PARA EL TRANSPORTE DE AUTOBUSES, REQUERIDO POR LA AGENCIA FEDERAL DE TRANSPORTE (FTA); Y PARA OTROS FINES RELACIONADOS."

CERTIFICO, además, que la misma fue aprobada por la Legislatura Municipal, en la Sesión Extraordinaria del día 8 de diciembre de 2020, con los votos afirmativos de los siguientes miembros presentes en dicha sesión, los honorables:

Roberto L. Lefranc Fortuño
Alexandra Rodríguez Burgos
Miguel A. Negrón Rivera
Antonio O'Neill Cancel
Carlos M. Santos Otero
Héctor M. Landrau Clemente
Carmen Báez Pagán
Lilliana Vega González

Jorge R. Marquina González-Abreu
Ángel L. O'Neill Pérez
Carlos J. Álvarez González
Guillermo Urbina Machuca
Natalia Rosado Lebrón
Javier Capestany Figueroa
Luis C. Maldonado Padilla
Carlos H. Martínez Pérez

Fue aprobada por el Hon. Ángel A. Pérez Otero, Alcalde, el día 9 de diciembre de 2020.

En testimonio de lo cual firmo la presente certificación, bajo mi firma y el sello oficial de esta municipalidad de Guaynabo, el día 10 de diciembre de 2020.

Lillian Amado Sarquella
Secretaria