

Agency Name: Regional Transit System



BUS TRANSIT SYSTEM SAFETY PROGRAM PLAN (SSPP)

Last Adopted: December 10, 2010

SSPP Document Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks

SSPP Document Activity Log (Continued)

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks

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1.0 Management Safety Commitment and Policy Statement

14-90.004 (1) Each bus transit system shall develop and adopt an SSPP that complies with or exceeds the established safety standards set forth in this rule chapter.

POLICY STATEMENT

In addition to providing courteous, clean reliable public transportation services in a cost effective manner within the Gainesville urbanized area, the Regional Transit System is responsible for insuring that safety is a paramount concern in every phase of its operation. This includes insuring the safety of passengers, employees, pedestrians and motorists as well as the safety of all property, both public and private, which the Regional Transit System (RTS) comes into contact with during regular operations.

Section 341.041, Florida Statutes (F.S.); Section 334.044(2), F.S.; and Section 341.061(2)(a), F.S., requires the establishment of minimum equipment and operational safety standards for all governmentally owned bus transit systems; privately owned or operated bus transit systems operating in this state which are financed wholly or partly by state funds; all bus transit systems created pursuant to Chapter 427, F.S.; and all privately owned or operated bus transit systems under contract with any of the aforementioned systems. Safety standards for bus transit systems are provided by Rule Chapter 14-90, Florida Administrative Code (F.A.C.), hereinafter referred to as Rule 14-90. Bus transit systems are required to develop, adopt, and comply with a System Safety Program Plan (SSPP), which meets or exceeds, the established safety standards set forth in Rule 14-90.

In the interest of safety and security, and in order to comply with the statutory requirements, Regional Transit System has developed and adopted this System Safety Program Plan (SSPP) that complies with established safety standards set forth in Rule 14-90. The SSPP is intended to document all policies, functions, responsibilities, etc. of the agency necessary to achieve a high degree of system safety and applies to all areas of the transportation system, including procurement, administration, operations, maintenance, etc.

Regional Transit System management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the SSPP and complying with the policies, procedures, and standards included in this document. All departments, personnel, and contract service operators are charged with the responsibility of adhering to this SSPP. Any violation of safety and security practices is subject to appropriate administrative action. Management is ultimately responsible for enforcing the SSPP and maintaining a safe and secure system.

Each employee shall be responsible for performing his or her duties in a safe manner following the procedures as set forth in the System Safety Plan. It shall be the duty of each RTS employee to cooperate fully and provide any information that is requested during any investigation or inspection that may be undertaken by the Regional Transit System, the City of Gainesville, the Florida Department of Transportation, the Federal Transit Administration, or any other public which may have concern regarding the safety of operations within the Regional Transit System.

Signature

Jesus Gomez
Transit Director
Regional Transit System
Date: 12/06/2010

2.0 System Safety Goals and SSPP

According to 14-90.002(19), "System Safety Program Plan" or "SSPP" means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures against injuries or damage. 14-90.004(1)(a) specifies the safety elements and requirements that must be addressed by the SSPP.

Regional Transit System has established the following goals for the system safety program:

- Achieve a high standard of system safety in all areas of the transportation system
- Develop and implement a comprehensive, systematic, and coordinated program to identify, assess, and control all safety hazards
- Develop and maintain a high level of safety awareness among all employees through pre-employment screening and systematic training and testing programs
- Establish safety standards for contract service operators and ensure compliance
- Ensure that system safety is integrated with daily operations through operational standards and procedures, vehicle maintenance, inspections, record keeping, audits, quality assurance and quality control
- Ensure that all vehicles and equipment operated by the agency meet established safety standards
- Maintain a formal process for event investigation, emergency preparedness and response, and handling security threats
- Ensure a drug free workplace
- Comply with all regulatory requirements

The purpose of this SSPP document is to:

- Establish and document system safety policies and procedures in compliance with Rule 14-90
- Establish a coordinated and documented process to implement the SSPP during the operations of the system in order to achieve system safety goals
- Identify and delegate safety functions and responsibilities to units and personnel within the organization and contract service operators
- Facilitate internal and external safety audits to identify, track, and resolve safety program deficiencies

In accordance with Rule 14-90 (included in Appendix A), the SSPP addresses the following safety elements and requirements:

- Safety policies and responsibilities
- Vehicle and equipment standards and procurement criteria
- Operational standards and procedures

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- Bus driver and employee selection
- Driving requirements
- Bus driver and employee training
- Vehicle maintenance
- Investigations of events
- Hazard identification and resolution
- Equipment for transporting wheelchairs
- Safety data acquisition and analysis
- Wireless communication plan and procedure
- Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with Regional Transit System

2.1 SSPP Control and Update Procedures

According to 14-90.010, each bus transit system shall annually submit a safety and security certification to the Department. One of the requirements that the certification shall attest is that the SSPP has been reviewed to ensure that the document is up to date.

Regional Transit System management will review the SSPP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit the annual self-certification of compliance to the Florida Department of Transportation (FDOT). The annual review of the SSPP will be conducted as part of an internal audit beginning November 1 of each calendar year and ending prior to the end of the same calendar year. Necessary updates outside the annual update window will be handled as SSPP addendums which will be incorporated in the body of the SSPP during subsequent annual update.

All proposed changes will be documented by the management as proposed SSPP addendums and distributed to all affected parties including employees and contract service operators. All parties must comment within two weeks of the issuance of the proposed changes unless otherwise specified. Following the approval of any modifications to the SSPP by the Transit Director, management staff will distribute the SSPP addendum to all affected parties, with a cover memo highlighting the changes. All parties receiving the updates are required to sign for its receipt and acknowledge their responsibility in implementing the changes. Management will document and retain the proof of SSPP receipt by all employees during initial hire and subsequent updates. RTS Transit Director will adopt the SSPP annually following the internal audit and a copy of the adopted SSPP will be distributed to all employees and contract service providers. A copy of the adopted SSPP will also be forwarded to the FDOT District Office. Document reviews of the SSPP by the local agency, any subsequent updates, addendums, adoption, and distribution activities will be documented in the SSPP Document Activity Log included in this document.

3.0 Hazard and Security Plan (HSP)

14-90.004(2) Each bus transit system shall develop and adopt an SPP that meets or exceeds the security requirements set forth in this rule chapter. The SPP shall be adopted separately from the SSPP.

In accordance with Rule 14-90, Regional Transit System has adopted, and implemented a Hazard and Security Plan (HSP), often referred to as the Security Program Plan (SPP), which covers the hazard and security portion of the system safety program. The HSP contains information about prevention, mitigation, preparedness, response, recovery, and associated organizational responsibilities. The purpose of the HSP/SPP is to specify:

- Actions required of employees on a daily, weekly, monthly, and annual basis to prevent or reduce the likelihood of security and emergency events from occurring, and to mitigate the effects of those events that do occur
- Measures needed to prepare for incidents occurring within the transportation system and in the surrounding community
- Agency procedures that should be established to respond to security hazards and emergencies that affect the system and its customers
- Formal processes to recover from routine security events or major emergencies
- Roles, responsibilities, and interagency coordination required to respond to a disaster or security event

The HSP/SPP addresses the following hazard and security elements and requirements:

- Security policies, goals, and objectives
- Organization, roles, and responsibilities
- Emergency management processes and procedures for mitigation, preparedness, response, and recovery
- Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.
- Procedures for the establishment of interfaces with emergency response organizations
- Procedures for interagency coordination with local law enforcement jurisdictions
- Employee security and threat awareness training programs
- Security data acquisition and analysis
- Emergency preparedness drills and exercises
- Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system
- Procedures for SPP maintenance and distribution

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The HSP/SPP has been adopted separately from the SSPP. Bus transit systems are prohibited by Section 119.071(3)(2), Florida Statutes, from publicly disclosing the SPP, as applicable under any circumstance. The document is maintained in a secure location by the management and access to the document is restricted to select agency personnel and appropriate FDOT personnel exercising oversight in this area. On-site access to the HSP/SPP is granted to regulatory authorities (FDOT, FTA, etc.) on as-needed basis. Select portions of the HSP/SPP may be shared with employees depending on their job responsibilities.

4.0 System Description

FDOT, (or its contractor), is required through its Bus Transit System Safety Program (Topic # 725-030-009-i) to document system description during safety and security inspections and reviews. By electing to include your system description in the SSPP, this information would then be readily accessible to FDOT to facilitate future reviews.

History:

RTS began in 1974 as an Alachua County department. The Regional Transportation Board, which consisted of city and county commissioners, made it possible for the county to replace the privately owned agency that previously provided transit service. After this, public transit was in the hands of Alachua County. RTS began its operations with 17 used buses, nine of which were in operating condition. Two buses were used to provide service on two city routes, and six buses were used on UF shuttle routes. Two more urban routes were added to the system in September of 1974 and four more were added in April of 1975 after the arrival of 35 new buses. In 1981, RTS transferred from Alachua County to the City of Gainesville. By 1984, RTS had 35 buses traveling nine routes in the Gainesville urban area. RTS also provided minibus service, shuttle bus service on UF campus, charter service for special occasions and park-n-ride “Gator-Aider” service during UF home football games. In 1996, RTS had 11 fixed routes operating in the Gainesville urban area, as well as four routes on the UF campus. In 1997 RTS initiated a demonstration project that increased frequency on student-oriented routes with the partnership of the City of Gainesville, Alachua County, UF and the Federal Department of Transportation (FDOT). The project was a great success, and total system ridership was 2.2 million. By the next year, RTS had entered into a partnership with UF in which students could get prepaid, unlimited access to transit service simply by showing their Gator 1 student ID cards to board buses. Ridership increased dramatically as a result, and the relationship between RTS and UF has since grown and fostered several successful programs. In 2001, an Employee Bus Pass Program was implemented for Alachua County employees, and it now includes some of the area’s largest employers, including Shands and UF. Since then, RTS has added several new routes and built a new downtown transfer station, which was dedicated to Mother of the Civil Rights Movement Rosa Parks in 2008. Most recently, RTS has made huge steps toward its mission of enhancing the quality of life in our community through several new programs. In June 2008, the Gator Locator bus tracking system was launched, allowing passengers to track the real time locations of their buses from the Web. RTS recently revamped its image with the installation of newly designed bus stop signs in the summer of 2009 and the launch of its redesigned Web site in December 2009. RTS has now been in operation for 36 years. Starting out with only nine functioning buses and two city routes, RTS has flourished into a successful mass transit system that serves the city and its university with 105 buses and 36 routes.

Services Provided and Jurisdiction:

The City of Gainesville Regional Transit System (RTS) provides fixed-route bus service and contracted complementary paratransit services connecting the City of Gainesville, the University of Florida (UF) campus, and unincorporated parts of Alachua County. During weekdays, RTS operates 27 routes throughout the City of Gainesville and nine routes on the UF campus, which is host to more than 50,000 students. RTS ranks among the top 100 agencies for ridership in the United States, based on a Transportation Security Administration assessment using 2007 National Transit Database information. RTS employs 237 staff — 184 operations, 41

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maintenance workers, and 12 general administration staff. RTS operates all of its services out of a 12-acre facility located just southeast of downtown Gainesville.

System Profile (As of 12/07/2010):

Total Number of drivers: 167

Full-time 167 PartTime 0 Volunteers: 0

Number of operational buses: 105

Buses W/C accessible: 105

Number of Type I buses (>22' length) 105 Type II buses (<22' length) 0

Dispatch Location(s): 1

Maintenance Locations: 1

Community Transportation Coordinator (CTC): Yes No

CTC Operator: Yes No

CTC Name: MV Transportation

Contracted passenger service operations: (Describe)
7 days a week Paratransit/Transportation Disadvantaged/Medicaid provider. City of Gainesville RTS contracts with MV to provide ADA paratransit service the city leases 20 vans to MV to provide the service. They have a contract with the state to provide the other services

Contract operator(s) has own adopted SSPP and SPP approved by transit system or CTC:
Yes No Describe Through a FDOT mandate they are in the process of updating their current plan to conform to FDOT requirements

Contract operator(s) adopts and implements the transit system's or CTC's SSPP:
Yes No Describe _____

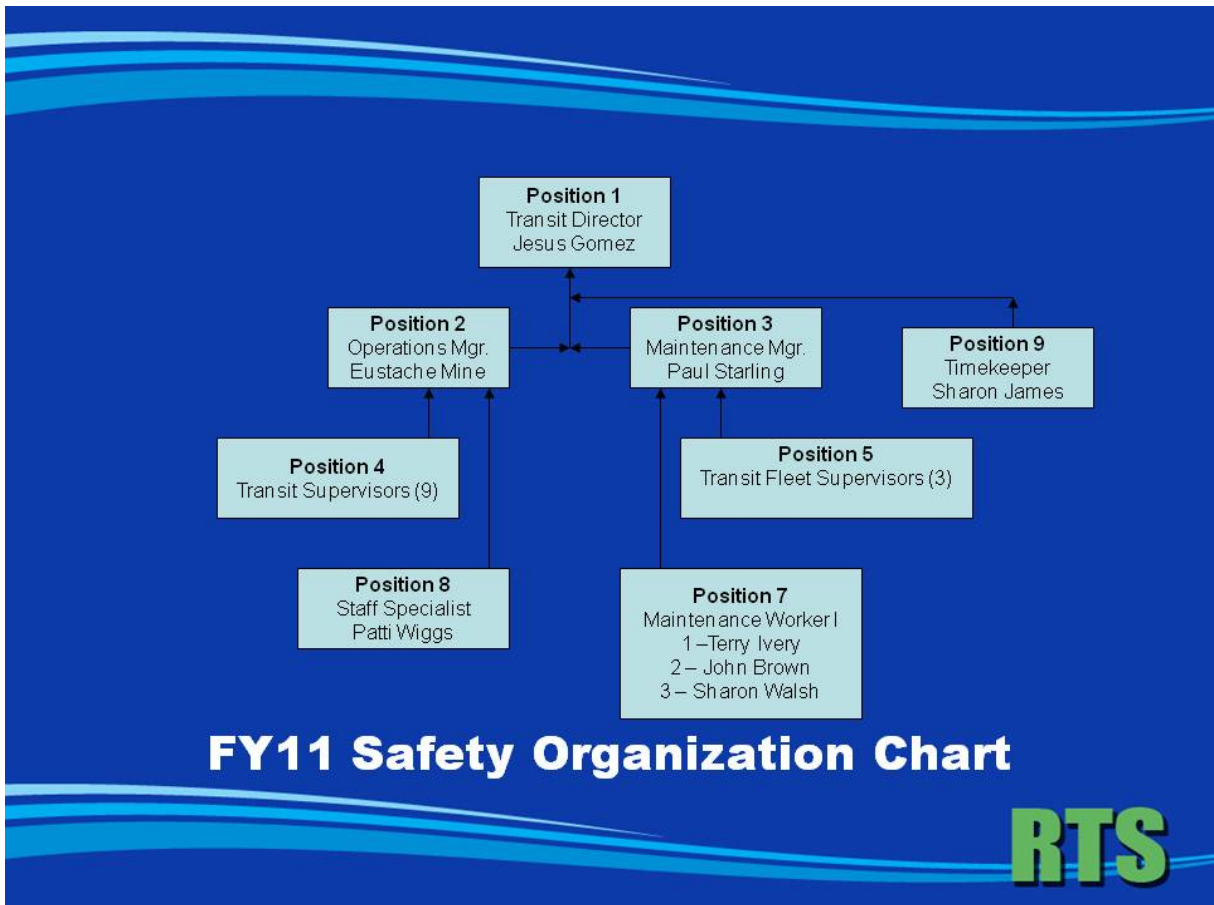
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5.0 Organization Structure and System Safety Responsibilities

According to 14-90.004, the SSPP must address safety system responsibilities as one of the safety elements.

Management has the overall responsibility of safe and secure operations of Regional Transit System and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the SSPP. The organization information provided below describes each position and the reporting structure; the table in the following page shows system safety responsibilities of each position.

5.1 Regional Transit System Organization Chart



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5.2 Regional Transit System, System Safety Responsibilities by Position

System Safety Task	Frequency	Management Responsibility by Position					Staff Responsibility by Position			
		Transit Director	Ops Mgr.	Maint. Mgr.	Transit Supv.	Transit Flt. Supv	Maint. Worker	Staff Specialist	Time-keeper	
Oversee and assure SSPP and HSP/SPP compliance	Daily				X	X				
Random inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)	Quarterly/ As needed		X	X						
SSPP and HSP/SPP review, maintenance, and distribution	Annual/ As needed	X	X	X						
Intra-agency coordination and safety meetings	Monthly		X							
Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)	As needed	X	X	X						
Facility inspection	Monthly						X			
Employee safety training and testing and record keeping	Initial hire/ Quarterly		X	X						
Drug free workplace (policy maintenance, employee training and testing, etc.)	Initial hire/ Quarterly		X	X						
Driver license validity check and record maintenance	Initial hire/ Quarterly		X							
Administrative/Human Resource safety actions	As needed		X	X	X	X				
Safety and security data acquisition and analysis	On an ongoing basis		X	X	X	X				
Medical examination of drivers and record keeping	Initial hire/ biennium		X							
Vehicle and equipment procurement	As needed			X						
Pre-trip inspections and record keeping	Daily		X	X						
Vehicle maintenance and record keeping	Daily			X						
Annual safety inspections and record keeping	Annual			X						

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Event investigation and record keeping	As needed		X	X							
Investigate safety complaints	As needed		X	X	X	X					
Pre-employment screening	Initial hire		X	X							
Employee time recording and maintenance	Daily									X	
Internal safety audits	Annual/As needed		X	X							
Facilitate external safety audits	As needed		X	X							
Records maintenance, retention, and distribution	Daily/As needed						X	X	X		
Contractor safety and security compliance oversight	Daily		X	X							
Hazard identification and resolution	Daily				X	X					
Compliance with SSPP	Daily				X	X					
Self-certification of safety compliance	Annual	X	X	X							

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5.3 System Safety Responsibilities of Contract Service Operator(s)

14-90.004 requires establishing safety and security requirements for private contract service providers that provide continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system. The Rule also requires monitoring and assurance that each private contract transit provider complies with established safety and security requirements during the term of the contract. In the event that transit service is contracted or subcontracted through private service operators, the local transit agency must respond to these requirements. Agencies not currently contracting with private providers may wish however to consider incorporating this section in their SSPP for future provisions.

Regional Transit System requires all contract service operators to fully comply with the established safety standards set forth in Rule 14-90. Contract operators have the option to either adopt and implement the SSPP and HSP/SPP of Regional Transit System, or develop, adopt, and implement their own program plans, but must ensure compliance with Rule 14-90. If the contract service operator opts to develop their own SSPP and HSP/SPP, the program plans must be reviewed and approved by Regional Transit System management prior to initiation of service. In addition, each contractor/subcontractor shall submit a safety and security certification to Regional Transit System no later than January 15, annually for the prior calendar year period.

The certification shall attest to the following:

- The adoption of an SSPP and an HSP/SPP in accordance with established standards set forth in Rule 14-90
- Compliance with its adopted SSPP and HSP/SPP
- Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90
- Reviews of the SSPP and HSP/SPP have been conducted to ensure they are up to date

The certification shall include:

- The name and address of the contractor/subcontractor, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from that of the contractor/subcontractor
- A statement signed by an officer or person directly responsible for management of the contractor/subcontractor attesting to compliance with Rule 14-90

Contractors/subcontractors are subject to audits and inspections on an announced or unannounced basis at the discretion of Regional Transit System management. Regional Transit System, or its contractor, will conduct safety and security reviews of contract operators, at least once every three years, to ascertain compliance with the provisions of Rule 14-90. Regional Transit System will prepare and submit a report of the audit to the affected contract operator within 30 business days of completion of the review containing the following:

- Identification of the findings, including a detailed description of any deficiency
- Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency

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- Any required suspension of bus transit system service should Regional Transit System determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety

If the contract operator fails to correct specific deficiency(ies) in accordance with Rule 14-90 and the established implementation schedule, Regional Transit System will notify the FDOT District Office and initiate actions to dismiss the contract.

6.0 Qualification and Selection of Drivers

14-90.004(3) requires bus transit systems establish criteria and procedures for the selection, qualification, and training of all drivers. The criteria shall include the following:

(a) Driver qualifications and background checks meeting minimum hiring standards.

(b) Driving and criminal background checks for all new drivers.

(c) Verification and documentation of valid driver licenses for all employees who drive buses.

(d) Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.

(e) Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised.

(f) The provisions in paragraphs (d) and (e), above, shall not apply to personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such temporary operation does not create unsafe operating conditions or create a hazard to public safety.

(g) Bus transit systems shall maintain the following records for at least four years:

1. Records of bus driver background checks and qualifications.

2. Detailed descriptions of training administered and completed by each bus driver.

3. A record of each bus driver's duty status which shall include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.

(h) Each bus transit system shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009, hereby incorporated by reference.

(i) Bus transit systems shall require that drivers write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.

Regional Transit System management is responsible for ensuring that the following minimum standards are met when hiring new drivers.

- Must possess a valid Florida driving license of appropriate class
- Criminal background check (with local law enforcement and the Florida Department of Law Enforcement) and driving records check including, but not limited to, the following items:
 - Driving records
 - Instant Social Security Number validations
 - Instant identification of applicant's county of residence for the past seven years
 - County felony criminal history checks for up to three counties per applicant and other criminal records checks
 - Education verification
 - Employment reference checks
 - Personal reference check
 - Workers' Compensation claims
- Complete employment application
- Successful completion of pre-employment physical including an eye examination and drug screening test

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- Signed acknowledgement of receipt and agreement to comply with drug-free workplace policy
- Signed acknowledgment of receipt and agreement to comply with SSPP
- Successful completion of required orientation, training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised
- Signed acknowledgment of receipt and compliance with the following written operational and safety procedures before driving on a street or highway unsupervised
 - Communication and handling of unsafe conditions, security threats, and emergencies
 - Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices
 - Application and compliance with all applicable federal and state laws, rules and regulations
- Drivers are required to write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.
- Personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such temporary operation does not create unsafe operating conditions or create a hazard to public safety are not bound to the following two provisions:
 - Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised
 - Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised

Noncompliance with any regulatory or agency specific requirement may result in an employee administrative action up to and including suspension or termination of employment. It is the policy of Regional Transit System to screen applicants to eliminate those that pose a safety or security threat to the agency or who would not be capable of carrying out agency safety and security policies.

7.0 Driver Safety Training and Testing

14-90.004(3) establishes driver training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.

All employees of Regional Transit System and contract service providers whose job description requires a current and valid Commercial Driver's License are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. The RTS Trainer is responsible for conducting and documenting all training and testing activities utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in disciplinary action up to and including termination of employment. This section of the SSPP discusses the training and testing programs to be administered by the Trainer.

7.1 Initial Driver Training and Testing

Upon hire and prior to being placed into road service, all drivers are required to complete Computer Based training and testing in the following areas:

1. Bus transit system safety and operational policies and procedures
2. Operational bus and equipment inspections
3. Bus equipment familiarization
4. Basic operations and maneuvering
5. Boarding and alighting passengers
6. Operation of wheelchair lift and other special equipment
7. Defensive driving
8. Passenger assistance and securement
9. Handling of emergencies and security threats
10. Security and threat awareness
11. Driving conditions

As part of the driver training program, specific procedures have been incorporated within computer training Module 4 (*Basic operations and maneuvering*) to instruct the driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards.

In addition, for quality assurance purposes, all new drivers are required to successfully pass a written and practical exam administered by staff designated by Operations Manager.

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A new-hire check-off list must be completed to ensure the employee has received all required 14-90 training and information before being authorized for over-the-road service. At this time RTS does not provide over-the-road service.

After successful completion of each training and testing module, the Trainer is required to document and record the satisfactory completion of the employee's training and submit to the Operations Manager. Certificates of completion will be maintained in the driver files for a minimum of 4 years.

All newly hired employees are also provided instructional training by the Trainer per agency's HSP/SPP. Drivers are given instruction in Regional Transit System rules and standard operating procedures in the following areas :

- General rules: General rules of the agency including employee conduct codes
- Personal appearance and conduct: Covers uniforms, grooming, and employee conduct
- Customer service: Covers expectations of employees when dealing with the public; includes instruction on how and to whom to report security incidents, and types of individuals or situations to be aware of and report
- Traffic laws: Covers applicable traffic-related laws and regulations, drug and alcohol testing, and drug and alcohol use restrictions
- Fare handling: Covers fare collection procedures and provides instruction in dealing with fare disputes, conflict resolution, and notification of security personnel
- Americans with Disabilities Act requirements: Provides instruction in complying with ADA requirements and providing service to disabled patrons
- Radio procedures: Provides instruction on radio procedure for both routine and emergency radio traffic. Includes instruction on reporting crimes, suspicious acts, and potentially hazardous situations.
- Report writing: Provides instruction on report writing, and reporting requirements
- Substance abuse policy: Implements a drug and alcohol testing program
- Occupational Safety and Health Administration (OSHA) standards: Covers blood borne pathogens and other occupational exposure to health hazards

The Trainer will develop and maintain a Training Manual for new hire training and testing of employees as part of the Safety Training Program. The manual will contain training course content, curriculum, lesson plans, testing requirements, etc. All training and testing activities will also be adequately documented by the Trainer.

7.2 On-Going/Refresher Training and Testing

The Trainer will develop and maintain a Training Manual for on-going and refresher training and testing of employees. The manual will contain training course content, curriculum, lesson plans, testing requirements, etc. On-going/refresher training and testing sessions will be conducted as necessary to remain compliant with Rule 14-90. The drivers are required to attend training and testing in all areas specified by Rule 14-90 at least once every three years. All training and testing activities are to be recorded and retained in files for a minimum of four years.

7.3 Remedial Training and Testing

Regional Transit System will employ remedial training for drivers who have been involved in a serious collision or have developed unsafe driving behaviour or other driving problems. Other causes for remedial training may include persistent customer complaints, supervisor recommendations, or a result of ongoing evaluations. Depending on the circumstances, the Trainer will determine the appropriate remedial training and testing, the results of which will also be documented and retained in files.

7.4 NIMS Training

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents (<http://www.fema.gov/emergency/nims/>). The NIMS system requires that transit agencies comply with a number of specific activities to ensure personnel who will be conducting activities in response to emergencies use the standard Incident Command System (ICS).

Regional Transit System HSP/SPP requires that management staff take available NIMS training to understand this requirement and to coordinate regularly with outside organizations to prepare for coordinated responses to incidents. NIMS training will be provided to all newly hired employees during the initial training process but no later than 90 days after their start date. All training and testing activities will also be recorded and retained in files.

8.0 Records Management

14-90 requires that system safety documents be maintained and retained by the agency for at least four years. Records of daily bus inspections and any corrective action documentation must be retained by the agency for a minimum of two weeks.

The Transit Director's Staff Specialist is responsible for implementing a record management program that includes maintenance, retention, distribution, and safe disposal of all safety and security records of the agency in compliance with local, state and federal regulations. RTS also adheres to the City of Gainesville's Record Management Plan. (Appendix L)

All safety and security documents of the agency (SSPP, HSP/SPP, etc.) will be periodically revised, as needed, to ensure that they are up to date. Revisions and updates will be communicated with employees, contractors, and regulatory agencies as they occur or as deemed necessary by the management, depending on the nature of the revision or update. The HSP/SPP is considered a confidential document and will be retained in a secure location by management.

Regional Transit System will maintain and retain the following records for at least four years:

- Records of bus driver background checks and qualifications (Held at City of Gainesville Human Resources Department)
- Detailed descriptions of training administered and completed by each bus driver
- A record of each bus driver's duty status which will include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day
- Event investigation reports, corrective action plans, and related supporting documentation
- Records of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus
- Records of annual safety inspections and documentation of any required corrective actions
- Completed and signed medical examination reports for each bus driver (Held at City of Gainesville Health Services Department)

In addition, Regional Transit System will retain records of daily bus inspections and any corrective action documentation for a minimum of two weeks.

An organized paper and electronic filing system will be maintained by the agency, adequately backed up to prevent potential loss of information. All sensitive personnel records will be protected from public access. When ready for disposal, both paper and electronic data will be disposed of in a secure manner ensuring that critical information is protected.

9.0 Drug and Alcohol Program

According to 14-90.004, each bus transit system shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009.

RTS has established a Second Chance Substance Abuse Policy Statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009, a copy of which is included in Appendix B. Risk Management is responsible for ensuring the implementation of a drug and alcohol testing program for all safety-sensitive employees as identified and described within the subject policy.

The intent of the policy is to:

- Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and
- Encourage employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

Violation of this substance abuse policy is subject to disciplinary actions.

10.0 Vehicle Maintenance Program

14-90.004 (4) Bus transit systems shall establish a maintenance plan and procedures for preventative and routine maintenance for all buses operated. The maintenance plan and procedures shall assure that:

(a) All buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements.

(b) A recording and tracking system is established for the types of inspections, maintenance, and lubrication intervals documenting the date or mileage when these services are due. Required maintenance inspections shall be more comprehensive than daily inspections performed by the driver.

(c) Proper preventive maintenance is performed when a bus is assigned away from the system's regular maintenance facility or when maintenance services are performed under contract.

(d) Records are maintained and provide written documentation of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus under their control. Such records shall be maintained by the bus transit system for at least four years and, at a minimum, provide the following information:

- 1. Identification of the bus, the make, model, and license number, or other means of positive identification and ownership.*
- 2. Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed.*
- 3. If not owned by the bus transit system, the name of any person furnishing a bus.*
- 4. The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair.*

The function of the maintenance plan is to provide a consistent systematic program to properly maintain and service vehicles to meet or exceed the manufacturer's recommended maintenance schedule. Regional Transit System's vehicle maintenance program will ensure that all buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements. The Maintenance Manager is responsible for ensuring that a Maintenance Plan consistent with 14-90 has been developed and implemented by the agency and that all vehicles operated are regularly and systematically inspected, maintained, and lubricated according to the agency's Maintenance Plan and Preventative Maintenance Guidelines (included in Appendix D and Appendix E, respectively).

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10.1 Daily Vehicle Inspections (DVI)

Drivers are required to perform daily vehicle inspections prior to operating the assigned vehicle, during routes, and after all route schedules are completed. The pre-trip inspection includes an inspection of the following parts and devices to ascertain that they are in safe condition and in good working order:

- Service brakes
- Parking brakes
- Tires and wheels
- Steering
- Horn
- Lighting devices
- Windshield wipers
- Rear vision mirrors
- Passenger doors
- Exhaust system
- Equipment for transporting wheelchairs
- Safety, security, and emergency equipment

During the scheduled trips and at the end of the day, the operator will note any additional findings and submit the daily vehicle inspection forms. The process and form/s to be utilized for daily vehicle inspections is included in agency's preventative maintenance guidelines. The daily vehicle inspection forms must be complete with the operator's signature and a check in each box to document that the items are "OK" or a defect is noted in the comments section. If the driver finds any mechanical or other problems that could compromise the safety of the vehicle at any point, the drivers will immediately inform the transit fleet supervisor and the vehicle will not be scheduled for service until repaired. Failure to report deficiencies by drivers may result in an administrative action taken against the employee.

The transit fleet supervisor will review the daily inspections and document the corrective actions taken as a result of any deficiencies identified by the operator. Daily inspection records will be retained for a minimum of two weeks. The Transit Supervisor will periodically conduct vehicle inspections behind the drivers who have completed the vehicle inspections to ensure that the daily vehicle inspections are adequately performed. Once defects are noted they will be prioritized and sorted into categories for repairs. Once a defect is noted on the inspection form and repaired, the documentation will be attached to the work/repair order and filed in the maintenance files.

10.2 Preventive Maintenance

A preventative maintenance schedule is implemented to inspect for safety hazards and to maintain vehicles in a manner conforming to safety regulations. Regional Transit System will perform scheduled preventive maintenance on all vehicles at every 6,000-mile interval following the sequence "A"- "A"- "A"- "B"- "A"- "A"- "A"- "C" according to the agency's maintenance plan. As preventative maintenance inspections are scheduled by projected mileage, the agency will allow ± 500 mile deviations in mileage interval, so long as the actual mileage interval meets the manufacturer's recommended maintenance schedule. Inspection "A" will be performed every 6,000 miles, inspection "B" will be performed every 24,000 miles, and inspection "C" will be performed every 48,000 miles on each vehicle. Safety inspections are part of the maintenance

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inspections and will be performed at least once every year with inspection type “C” on each vehicle. When a vehicle is due for an inspection, it will be taken out of service until the inspection is completed. This allows a series of repairs to be carried out while minimizing costs and optimizing the number of operational vehicles. If a vehicle is “down” for an extended period of time due to unavoidable circumstances, preventative maintenance will be temporarily suspended until the vehicle can be returned to service. However, the annual inspection will be conducted on all vehicles regardless of “up/down” status and/or mileage accrued.

The Transit Fleet Supervisors will regularly perform Quality Control (QC)/Quality Assurance (QA) checks to ensure that the inspections and repairs, both in-house and contracted, are completed and documented properly. Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. Such records will be maintained for at least four years and include, at a minimum, the following information:

- Identification of the bus, the make, model, and license number or other means of positive identification and ownership
- Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed
- If not owned by Regional Transit System, the name of any person furnishing a bus
- The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair

For tracking purposes, a maintenance log will be kept containing vehicle ID, make and type of vehicle, year, model, special equipment, inspections, maintenance and lubrication intervals, and date or mileage when services are due.

10.3 Bus Safety Inspections

Safety inspections are part of the maintenance inspections and are performed at least once every year on all buses operated by Regional Transit System and contracted service providers. The Maintenance Manager is responsible for ensuring that each individual performing a bus safety inspection is qualified as follows:

- Understands the requirements set forth in Rule 14-90 and can identify defective components
- Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection
- Has at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects

Each bus receiving a safety inspection shall be checked for compliance with the requirements for safety devices and equipment as referenced or specified by Rule 14-90. Specific operable equipment and devices as required by Rule 14-90 include the following as applicable to Type I and II buses:

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- Horn
- Windshield wipers
- Mirrors
- Wiring and batteries
- Service and parking brakes
- Warning devices
- Directional signals
- Hazard warning signals
- Lighting systems and signaling devices
- Handrails and stanchions
- Standee line and warning
- Doors and brake interlock devices
- Step-wells and flooring
- Emergency exits
- Tires and wheels
- Suspension system
- Steering system
- Exhaust system
- Seat belts
- Safety equipment
- Equipment for transporting wheelchairs
- Working speedometer

A safety inspection report will be prepared by the individual(s) performing the inspection and will include the following:

- Identification of the individual(s) performing the inspection
- Identification of the bus transit system operating the bus
- The date of the inspection
- Identification of the bus inspected
- Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective
- Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s)

Records of annual safety inspections and documentation of any required corrective actions will be retained for a minimum of four years for compliance review.

11.0 Safety Data Acquisition & Analysis

According to 14-90.004, the SSPP must address safety data acquisition and analysis as one of the safety elements.

Understanding safety data is an important step towards allocating important and scarce resources to implement safety program elements. Safety data relative to transit provider operations can be used to determine safety trends in system operation. The following data will be collected and retained by Regional Transit System on an ongoing basis:

- Accident and incident data
- Maintenance data including daily vehicle inspection forms
- Passenger claims and complaints
- Records of crimes and rule violations occurring in and around the transit agency

The data will be analyzed by RTS management both qualitatively and quantitatively for safety hazard identification, resolution and risk management purposes. The analysis will be conducted in Microsoft Excel software and will account for frequency, severity, causal factors, and acceptability of occurrences. The analysis results will be useful for identifying necessary actions to minimize safety risks. Analysis of safety data will also help improve system performance, not only in respect to safety, but also in overall delivery of service to the public. In addition, trend analyses of safety data can help determine the effectiveness of safety initiatives that have been implemented. The results of such analysis will be shared with agency staff and law enforcement agencies on, at minimum, an annual basis for awareness and support.

12.0 Hazard Identification and Resolution

According to 14-90.004, the SSPP must address hazard identification and resolution as one of the safety elements.

A Review Board shall be established to arbitrate safety concerns which are not resolved. This Committee will consist of the following representatives:

- Chair – Transit Safety Supervisor
- Vice-Chair – ATU Representative Maintenance
- Transit Training Supervisor
- Administration Staff
- ATU Representative Operations
- ATU Representative Maintenance

These representatives shall attend each scheduled meeting. In the absence of the Committee Chair, only designated alternative (Vice-Chair) acting for the Committee Chair may be present during the Formal Conduct of the Safety Committee meeting. Findings and recommendations of the Safety Committee will be made to RTS Director and shall comply with policies and procedures of RTS.

12.1 System Safety Requirements

The System Safety Program Plan must be effective in identifying and minimizing hazards in the operational environment. To aid reaching this objective methodologies and tasks must be used in a system approach to safety. The focus of the required system safety tasks is toward those areas requiring greatest attention to improve their safety performance. General methodology is presented to enable better understanding of the activities (and then scope) associated with the performance of the basic system safety tasks, which comprise a system safety program. Section B presents overviews of the methods available to accomplish system safety functional activities and is followed by Section C, which identifies the specific safety tasks required of their program. There are four basic functions required in the System Safety Program.

- Understanding the physical system
- Hazard identification
- Hazard assessment
- Hazard resolution

UNDERSTANDING the system requires documentation and observation of all vehicles, equipment and operations. Hazards, those conditions that result in accidents, must be IDENTIFIED from history, experience of other properties (accidents, incidents or safety concerns) and detailed analysis on ASSESSMENTS of existing conditions at RTS. Once the hazard causes, effects and likelihood of occurrence have been determined, priorities for

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RESOLUTION can be established. The risks associated with a hazard are accepted, minimized, controlled or identified for future remedy. Safety efforts must, however, continue to insure that the implementation of hazard remedies does not create new safety concerns. In addition, continual monitoring of the total system must be performed to verify that the system (which consists of man, machine and environment) is not being changed and that accidents or incidents are not occurring in the operational areas that were previously determined to be safe.

12.2 System Safety Methodology

This program and its specific system safety tasks provide for a systematic method of identifying, analyzing, assessing and resolving the causes of accidents. The system safety efforts rely upon the judicious application of proven hazard identification methods, which are based on RTS needs and capabilities. Results of the System Safety Program will provide RTS management with hazard and risk awareness, and the likely causes and affects should potential accidents occur. By close examination of the combination of causes (man, machine and environment) and the remedies available, informed RTS management decisions may be made. All relevant safety system program documents must be maintained on file for a minimum of four (4) years.

12.3 System Considerations

RTS is a composite of operators, maintenance and other employees, passengers, the general public, hardware, software, fixed structures and the environment. Certain elements of the system, i.e., rolling stock, can be described in terms which identify performance expectations under design conditions. Design conditions include normal, abnormal and emergency situations.

12.4 Hazard Identification

The objective of the hazard identification activities are to define those conditions which have the potential for causing an accident or can create an unsafe condition. Two basic strategies exist for orderly and thorough identification of hazards. These two strategies involve inductive and deductive identification processes. The inductive process involves the analysis of system components; and, their failure states to identify effects on the total system and the causes necessary to produce the hazard. It is impossible to totally eliminate every possible cause of equipment damage or injury. Efforts should be focused on a priority basis toward remedies for the more severe and higher likelihood conditions that can result in an accident. Hazards are entered into a master file for future reference.

12.5 Hazard Assessment

The purpose of hazard assessment activities is to determine the acceptability of assuming the hazard risk, or to determine the necessity of recommending corrective measures. System safety hazard assessments shall include specific inputs, reviews, and comments from all other major departments. Safety shall be considered in all trade-off analysis along with cost, schedule, potential losses and impact of perceived safety. The hazard categories and likelihood of occurrence that shall be used to establish practices for resolution activities are described below. To categorize the severity of a hazard, the likely effects on passengers, employees, general public and equipment must be established.

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Those hazard CATEGORIES that shall be used to designate the magnitude of the worst case effects should a hazard occur are as follows:

- Category I – Catastrophic: Any condition(s) that potentially result in multiple severe injuries or fatalities or major damage to or loss of equipment. Immediate emergency actions are required.
- Category II – Critical: Any condition that potentially results in a severe injury, severe occupational illnesses or major equipment or property damage. Immediate emergency actions are required.

12.6 System Safety Tasks

Conduct Accident and Incident Investigation

The purpose of this task is to ensure active involvement of safety personnel in all major accident and incident investigations. Accident and incident information provides insight regarding cause and effect of identified hazards and enhances the ability to implement remedies for the elimination or control of the recurrence of a similar accident. Listed below are the activities that are required to perform this task:

- Prepare procedures and checklists for conducting investigations and identifying participants.
- Transit Supervisors and Mechanics are to be dispatched out to every accident to make out a report and to inspect the damaged vehicle.
- When receiving information, the supervisors are to get detailed information that is required to complete the report.
- All reports are to be submitted with backup, if any, to the required person in order to be typed and processed.
- The original report, plus hand-written drafts, and any pictures will be filed in the Accident File. Numbers will be assigned to each accident/incident beginning with the year/number.
- One copy (without the Operator's letter) is mailed to safety (City of Gainesville Department). Safety needs to get a copy within seventy-two (72) hours of the occurrence of the accident. If the report is an incident, and not an accident, it does not have to be filed with Safety.
- One copy is placed in the operator's personnel file.
- One copy is sent to Risk Management of the accident only.
- The operator receives a copy of the accident and the original letter only.

12.7 Management Review of the System Safety Program

The RTS Director and all members of the Safety Committee shall review and respond to recommendations regarding all audits: The Safety Committee shall be responsible for defining and recommending required improvements to the SSPP.

13.0 Event Investigation

14-90.004 establishes the requirements for investigating events involving a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage.

For the purpose of this SSPP, events are considered accidents or incidents that involve a transit vehicle or take place on RTS controlled property. An “accident” is an event that causes damage to a vehicle, individual, or property while the vehicle is in motion. It may involve a single vehicle or multiple vehicles. An “incident” is defined as an event that causes damage to a vehicle, individual, or property, which is not an accident.

Any event involving a bus or taking place on property controlled by a transit system and resulting in a fatality, injury, or property damage will be investigated by Regional Transit System. All events included but not limited to the following, will be investigated:

- A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses
- Injuries requiring immediate medical attention away from the scene for two or more individuals
- Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. RTS will have the discretion to investigate events resulting in property damage less than \$1,000.
- Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues

In case of all events, drivers are required to contact the dispatcher. Dispatchers are required to contact law enforcement and emergency medical services (as required) immediately. Supervisors will be sent to the scene depending on the severity of the event at the discretion of the Operations Manager. Each investigation will be documented in a final report that includes a description of the investigation activities, identified causal factors, and any identified corrective action plan. Each corrective action plan will identify the action to be taken by the bus transit system and the schedule for its implementation. The Safety Supervisor will monitor and track the implementation of each corrective action plan. Investigation reports, corrective action plans, and related supporting documentation will be maintained by the Safety Supervisor for a minimum of four years from the date of completion of the investigation.

14.0 Medical Exams for Bus Transit System Drivers

14-90.0041 requires that bus transit systems establish medical examination requirements for all applicants to driver positions and for existing drivers. The 14-90 requirements relating to this section are noted below and presented as general text. The points noted below in black text are all requirements under 14-90. To avoid redundancy of re-stating the requirements twice, (both here in this header box and in the general text which would follow below), we are deferring to the general text below which accurately states the 14-90 requirements.

- Medical examination requirements include a pre-employment examination for applicants, an examination at least once every two years for existing drivers, and a return to duty examination for any driver prior to returning to duty after having been off duty for 30 or more days due to an illness, medical condition, or injury.
- Medical examinations will be performed and recorded according to FDOT Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 05/09, included in Appendix F.
- Medical examinations will be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. If medical examinations are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy.
- An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the medical examination as it pertains to visual acuity, field of vision, and color recognition.
- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination form and maintain the original at his or her office.
- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination certificate and provide a copy to RTS.
- Upon completion of the medical examination the driver shall provide their driver license number, signature, and date on the medical examination certificate.
- Completed and signed medical examination certificate for each bus driver, dated within the past 24 months, will be maintained on file for a minimum of four years from the date of the examination.
- RTS will not allow a driver to operate a transit bus without having on file a completed medical examination certificate dated within the past 24 months.

According to 14-90.0041, bus transit systems may adopt medical examination qualification standards that meet or exceed those provided in Department Form Number 725-030-11. If the transit agency decides to adopt qualification standards other than those listed in Department Form Number 725-030-11, the adopted standard's medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination shall be given to the transit agency in lieu of the Department's medical examination certificate. The adopted standards medical certification or letter must provide all of the information required on the Department's medical examination certificate.

15.0 Operating and Driving Requirements

14-90.006 requires that bus transit systems establish operational and driving requirements. The 14-90 requirements relating to this section are noted below and presented as general text. The points noted below in black text are all requirements under 14-90. To avoid redundancy of re-stating the requirements twice, (both here in this header box and in the general text which would follow below), we are deferring to the general text below which accurately states the 14-90 requirements.

The Operations Manager is responsible for overall compliance with all operating and driving requirements of the SSPP.

It is the responsibility of every RTS employee who performs driving and/or operational duties to strictly adhere to the following requirements:

- Under no circumstances is a driver allowed to operate a vehicle without having the appropriate and valid driver's license in his or her possession.
- Drivers are not permitted to drive a bus when his or her driver license has been suspended, cancelled, or revoked. A driver who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked is required to notify his or her supervisor of the contents of the notice immediately, if possible, otherwise no later than the end of the business day following the day he or she received the notice. Violation of this policy may result in disciplinary actions up to and including termination of employment.
- City of Gainesville Risk Management and/or RTS Operations Manager will annually check Motor Vehicle Records (MVR) for all drivers for investigating information on license suspensions, revocations, accidents, traffic violations, unpaid summons, etc. RTS management will also check driver license status of each driver utilizing the Florida Department of Highway Safety and Motor Vehicles website - <https://www6.hsmv.state.fl.us/DLCheck/main.jsp>.
- Buses must be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.
- Rule 14-90 defines "On Duty" and "Off Duty" status of drivers as follows -
 - "On Duty" means the status of the driver from the time he or she begins work, or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. "On Duty" includes all time spent by the driver as follows:
 - (a) Waiting to be dispatched at bus transit system terminals, facilities, or other private or public property, unless the driver has been completely relieved from duty by the bus transit system
 - (b) Inspecting, servicing, or conditioning any vehicle
 - (c) Driving
 - (d) Remaining in readiness to operate a vehicle (stand-by)

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- (e) Repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle
 - “Off-Duty” means any time the driver is not on duty, required to be in readiness to work, or under any responsibility to perform work. Such time shall not be counted towards the maximum allowed on-duty hours within a 24-hour period.
- Drivers are not permitted to drive more than 12 hours in a 24-hour period, or drive after having been on duty for 16 hours in a 24-hour period. A driver is not permitted to drive until the requirement of a minimum eight consecutive hours of off-duty time has been fulfilled. A driver’s work period begins from the time he or she first reports for duty to his or her employer. A driver is permitted to exceed his or her regulated hours in order to reach a regularly established relief or dispatch point, provided the additional driving time does not exceed one hour.
- Drivers are not permitted to be on duty more than 72 hours in any period of seven consecutive days; however, any 24 consecutive hours of off duty time shall constitute the end of any such period of seven consecutive days. A driver who has reached the maximum 72 hours of on duty time during the seven consecutive days is required to have a minimum of 24 consecutive hours of off duty time prior to returning to on duty status.
- A driver is permitted to drive for more than the regulated hours for the safety and protection of the public when conditions such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident occur.
- Drivers are not permitted to drive a bus when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.
- Drivers will not report for duty or operate any vehicle while under the influence of alcohol or any other substance, legal or illegal, that may impair driving ability. All employees are required to comply with agency’s Substance Abuse Policy.
- Drivers are required to conduct daily vehicle inspections and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.
- Drivers are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found shall be properly documented on a Daily Vehicle Inspection (DVI) form and should be submitted to the Maintenance Manager.
- The Maintenance Manager will review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.
- A bus with any passenger doors in the open position will not be operated with passengers aboard. The doors will not be opened until the bus is stopped. A bus with any inoperable passenger door will not be operated with passengers aboard, except to move a bus to a safe location.
- Drivers will ensure that during darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely. Adherence to pre-trip inspection requirements help insure the ability of this requirement to be met.
- Passengers will not be permitted in the stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line.

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- Passengers will not be permitted to stand on buses not designed and constructed for that purpose.
- Buses will not be refueled in a closed building. The fueling of buses when passengers are being carried will be reduced to the minimum number of times necessary during such transportation.
- Drivers are required to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.
- Buses will not be left unattended with passengers aboard for longer than 15 minutes. The parking or holding brake device will be properly set at any time the bus is left unattended.
- Buses will not be left unattended in an unsafe condition with passengers aboard at any time.
- Transit vehicles will not be used at any time for uses other than those that are authorized and permitted according to state and federal program requirements.

Noncompliance with these requirements may result in disciplinary actions up to and including termination of employment.

15.1 Wireless Communication

According to 14-90.004, bus transit systems must implement a wireless communication plan and procedure that provides for the safe operation of the bus transit vehicle. The wireless communication plan and procedure shall assure that:

- a. The use of a personal wireless communication device is prohibited while the transit vehicle is in motion, and*
- b. All personal wireless communications devices are turned off with any earpieces removed from the operator's ear while occupying the driver's seat.*

A policy on the use of a wireless communications device issued to the operator by the bus transit system for business related purposes must be developed that assure:

- a. Guidelines are developed that allow for the use of a wireless communications device in emergency situations, and*
- b. The use of a wireless communications device does not interfere with the operator's safety related duties.*

Also, bus transit systems shall develop a driver educational training program addressing:

- a. The proper use of a wireless communications device issued to the operator by the Bus Transit System while in the performance of their safety related duties, and*
- b. The hazards associated with driving and utilizing a wireless communications device.*

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“Wireless communication device” means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs) and portable computers (commonly called laptop computers). “Personal wireless communications device” means an electronic or electrical device that was not provided by the bus transit system for business purposes. “Use of a wireless communication device” means use of a mobile telephone or other electronic or electrical device, hands-on or hands-free, to conduct an oral communication; to place or receive a telephone call; to send or read electronic mail or a text message; to play a game; to navigate the Internet; to play, view, or listen to a video; to play, view, or listen to a television broadcast; to play or listen to music; to execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from a safety-critical task. Use of an electronic or electrical device that enhances the individual’s physical ability to perform, such as a hearing aid, is not included in this definition.

Regional Transit System requires all drivers to fully comply with the following wireless communication policies – (see Appendix K for RTS Wireless Communication Disciplinary Action)

Policies on the use of a personal wireless communication device:

- The use of a personal wireless communication device is prohibited while the transit vehicle is in motion.
- All personal wireless communication devices must be turned off with any earpieces removed from the operator’s ear while occupying the driver’s seat.
- In an emergency, if a driver is unable to use the radio (e.g., driver is separated from the vehicle due to a need to evacuate, or the radio is inoperable because it is beyond the radio coverage area or other malfunction), a personal cellular phone may be used to contact the agency. In such situation the driver must park the vehicle in a safe place off the road and call the direct line to the dispatcher.
- Drivers are not permitted to use any wireless communication device issued by the bus transit system while the transit vehicle is in motion except brief radio communications with the dispatcher. If the driver must use the radio for a long duration, he/she must stop the vehicle in a safe place off the road.
- The use of a wireless communication device is prohibited while loading or unloading a wheelchair patron or while conducting any other safety related duty that require the driver’s undivided attention. If wireless communication is necessary, the driver will use a company issued wireless communication device before or upon completion of the safety related task.
- Employees are permitted to use wireless communication devices issued by the bus transit system in the following situations -
 - A driver needing to communicate with the dispatcher and vice-versa
 - A driver requesting medical or emergency assistance
 - A driver reporting an illegal activity, a traffic accident, a road hazard, or a safety or security threat

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RTS requires all employees to follow the radio operating procedures included in Appendix G. In addition, DOT has developed a driver educational training and testing program on the proper use of a wireless communications device while in the performance of safety related duties and hazards associated with driving and utilizing these devices. The wireless communications device training and testing is included in Module 1 (Bus Transit System Safety and Operational Policies and Procedures) of the Computer Based Training and Testing program which all drivers are required to complete upon hire, before driving on a street or highway unsupervised.

16.0 Vehicle Equipment Standards & Procurement Criteria

14-90.007 establishes the vehicle equipment standards and procurement criteria. The 14-90 requirements relating to this section are noted below and presented as general text. The points noted below in black text are all requirements under 14-90. To avoid redundancy of re-stating the requirements twice (both here in this header box and in the general text which would follow below), we are deferring to the general text below which accurately states the 14-90 requirements.

Regional Transit System will procure vehicles utilizing the Transit Research-Inspection-Procurement Services (TRIPS) program, formerly known as the Florida Vehicle Procurement Program (FVPP), and other State Programs strictly adhering to the vehicle equipment standards and procurement criteria specified in 14-90.007.

- All buses procured and operated must meet the following minimum standards, as applicable:
 - a. The capability and strength to carry the maximum allowed load and not exceed the manufacturer's gross vehicle weight rating (GVWR), gross axle weighting, or tire rating
 - b. Structural integrity that mitigates or minimizes the adverse effects of collisions
 - c. Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403, and 404, October 1, 2008, hereby incorporated by reference
- Proof of strength and structural integrity tests on new buses procured will be submitted by manufacturers or bus transit systems to the Department.
- In addition, every bus operated by the agency will be equipped as follows:
 - Mirrors. There shall be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses shall have a minimum reflective surface of 50 square inches. Neither the mirror nor the mounting shall protrude farther than the widest part of the vehicle body except to the extent necessary to produce a field of view meeting or exceeding the requirements of this section. All Type I buses shall, in addition to the above requirements, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated and standing passengers. Buses having a passenger exit door that is located inconveniently for the driver's visual control shall be equipped with additional interior mirrors to enable the driver to view the passenger exit door. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.
 - Wiring and Batteries. Electrical wiring shall be maintained so as not to come in contact with moving parts, heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus manufactured on or after February 7, 1988, shall be equipped with a storage battery electrical power main disconnect switch. The disconnect switch shall be practicably located

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in an accessible location adjacent to or near to the battery and be legibly and permanently marked for identification. Every storage battery on a public-sector bus shall be mounted with proper retainment devices in a compartment which provides adequate ventilation and drainage.

- Brake Interlock Systems. All Type I buses having a rear exit door shall be equipped with a rear exit door/brake interlock that automatically applies the brake upon driver activation of the rear exit door to the open position. Brake interlock application shall remain activated until deactivated by the driver and the rear exit door returns to the closed position. The rear exit door brake interlock on such buses shall be equipped with an identified override switch enabling emergency release of the brake interlock function. The override switch shall not be located within reach of the seated driver. Air pressure application to the brake during brake interlock operation, on buses equipped with rear exit door/brake interlock, shall be regulated at the equipment's original manufacturer's specifications.
- Standee Line and Warning. Every bus designed and constructed to allow standees shall be plainly marked with a line of contrasting color at least two inches wide, or be equipped with some other means to indicate that all passengers are prohibited from occupying a space forward of a perpendicular plane drawn through the rear of the driver's seat and perpendicular to the longitudinal axis of the bus. A sign shall be posted at or near the front of the bus stating that it is a violation for a bus to be operated with passengers occupying an area forward of the line.
- Handrails and Stanchions. Every bus designed and constructed to allow standees shall be equipped with overhead handrails for standee passengers. Overhead handrails shall be continuous, except for a gap at the rear exit door, and terminate into vertical stanchions or turn up into a ceiling fastener. Every Type I and Type II bus designed for carrying more than 16 passengers shall be equipped with handrails, stanchions, or bars at least 10 inches long and installed to permit safe on-board circulation, seating and standing assistance, and boarding and alighting by elderly and handicapped persons. Type I buses shall be equipped with a safety bar and panel directly behind each entry and exit stepwell.
- Flooring, Steps, and Thresholds. Flooring, steps, and thresholds on all buses shall have slip resistant surfaces without protruding or sharp edges, lips, or overhangs, in order to prevent tripping hazards. All step edges and thresholds shall have a band of color(s) running the full width of the step or edge which contrasts with the step tread and riser, either light-on-dark or dark-on-light.
- Doors. Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.
- Emergency Exits. All buses shall have an emergency exit door, or in lieu thereof, shall be provided with emergency escape push-out windows. Each emergency escape window shall be in the form of a parallelogram with dimensions not less than 18" by 24", and each shall contain an area of not less than 432 square inches. There shall be a sufficient number of push-out or kick-out windows in each vehicle to provide a total escape area equivalent to 67 square inches per seat, including the driver's seat. No less than 40% of the total escape area shall be on one side of the vehicle. Emergency escape kick-out or push-out windows and emergency exit doors shall be conspicuously marked with a sign or light and

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shall always be kept in good working order so that they may be readily opened in an emergency. All such windows and doors shall not be obstructed either inside or outside so as to hinder escape. Buses equipped with an auxiliary door for emergency exit shall be equipped with an audible alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio visual alarm located in the driver's compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.

- Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.
 - i. No bus shall be operated with a tread groove pattern depth:
 - 1. Less than $4/32$ ($1/8$) of an inch, measured at any point on a major tread groove for tires on the steering axle of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
 - 2. Less than $2/32$ ($1/16$) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
 - ii. No bus shall be operated with recapped, regrooved, or retreaded tires on the steering axle.
 - iii. Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.
- Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts, shall be free from cracks, leaks, or any other defect which may cause its impairment or failure to function properly.
- Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly, and shall be free from cracks and excessive wear of components that may cause excessive free play or loose motion in the steering system or above normal effort in steering control.
- Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209–October 1, 2008, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C. F. R. 571.210 October 1,2008, hereby incorporated by reference.
- Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1A:BC rating and bearing the label of Underwriter's Laboratory, Inc. The fire extinguishers shall be maintained as follows:
 - i. Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or a clearly marked compartment and be readily accessible.
 - ii. Each fire extinguisher shall be maintained in efficient operating condition and equipped with some means of determining if it is fully charged.

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- iii. Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, Florida Statutes.
- o Persons with Disabilities. Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, October 1, 2008, hereby incorporated by reference, as well as the following:
 - i. Installation of a wheelchair lift or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.
 - ii. Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are located in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.
 - iii. The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver's seat shall not be operable from the driver's seat, but shall have an override control at the driver's position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure).
 - iv. The installation of the wheelchair lift or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus or vertically beyond the lowest part of the rim of the wheel closest to the lift.
 - v. Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:
 - 1. The manufacturer's name and address
 - 2. The month and year of manufacture
 - 3. A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses
- o Wheelchairs. Wheelchair lifts, ramps, securement devices, and restraints shall be inspected and maintained as required by this rule chapter. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

17.0 Internal and External Safety Audits

According to 14-90:

- *Each bus transit system shall implement and comply with the SSPP during the operation of the system*
- *Each bus transit system shall implement and comply with the SPP during the operation of the system*
- *Bus transit systems shall immediately suspend affected system service operations if, at any time, continued operation of the system, or a portion thereof, poses an immediate danger to public safety*
- *The Department, or its contractor, shall conduct safety and security review of bus transit system to ascertain compliance with the provisions of this rule chapter.*

The Operations and Maintenance Managers are responsible for conducting announced and unannounced internal safety audits of RTS units and contract operators. Annual internal safety audits will be conducted starting November 1 of each calendar year and ending prior to the end of the same calendar year utilizing the internal audit checklist included in Appendix H. The annual audit results will be documented by the Operations and Maintenance Managers in a report containing the following:

- Identification of the findings, including a detailed description of any deficiency
- Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency
- Any required suspension of bus transit system service should RTS determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety

In addition, announced and unannounced periodic internal audits will be conducted by the Operations & Maintenance Managers to ensure compliance with all of the objectives and requirements of SSPP and Rule 14-90. Safety audits of vehicles and records will be conducted on random basis, at least once every quarter. Facility inspection will be conducted once every month to identify and resolve potential safety and security hazards. The Transit Director will regularly perform Quality Control (QC)/Quality Assurance (QA) checks to ensure that safety compliance, both in-house and contracted, is achieved at all times. Contractors/subcontractors are subject to audits and inspections on an announced or unannounced basis at the discretion of RTS management. Regional Transit System, or its contractor, will conduct safety and security reviews of contract service operators, at least once every three years, to ascertain compliance with the provisions of Rule 14-90.

RTS management will work closely with regulatory agencies (FDOT, FTA, etc.) when external audit notifications are received and allocate resources, as necessary, to facilitate the audits.

18.0 Certification

14-90.010 establishes the certification requirements that the agencies must follow when submitting annual safety and security certification to the Department. The 14-90 requirements relating to this section are noted below and presented as general text. The points noted below in black text are all requirements under 14-90. To avoid redundancy of re-stating the requirements twice (both here in this header box and in the general text which would follow below), we are deferring to the general text below which accurately states the 14-90 requirements.

The Transit Director will submit an annual safety and security certification to the FDOT utilizing the self-certification form included in Appendix I. The certification will be submitted no later than February 15, for the prior calendar year period unless otherwise required by FDOT. The certification will attest to the following:

- The adoption of an SSPP and an SPP in accordance with established standards set forth in Rule 14-90
- Compliance with the adopted SSPP and SPP
- Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90
- Reviews of the SSPP and SPP have been conducted to ensure they are up to date

The certification will also include:

- The name and address of Regional Transit System, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from Regional Transit System
- A statement signed by the Chief Executive Officer/signatory authority responsible for the management of RTS attesting to compliance with Rule 14-90

19.0 Appendices

- Appendix A: Rule Chapter 14-90, F.A.C.
- Appendix B: Substance Abuse Policy
- Appendix C: Drug and Alcohol Program
- Appendix D: Maintenance Plan
- Appendix E: Preventative Maintenance Guidelines
- Appendix F: Medical Examination Form 725-030-011
- Appendix G: Radio Operating Procedures
- Appendix H: Internal Safety Audit Checklist
- Appendix I: Bus Transit System Annual Safety and Security Certification Form
- Appendix J: SSPP Addendums (placeholder for future updates)
- Appendix K: Wireless Communication Policy
- Appendix L: City of Gainesville Record Management Plan

Appendix A
Rule Chapter 14-90, F.A.C.

Appendix B

Substance Abuse Policy

Appendix C

Drug and Alcohol Program

Appendix D

Maintenance Plan

Appendix E

Preventative Maintenance Guidelines

Appendix F
Medical Examination Form 725-030-011

Appendix G

Radio Operating Procedures

Appendix H

Internal Safety Audit Checklist

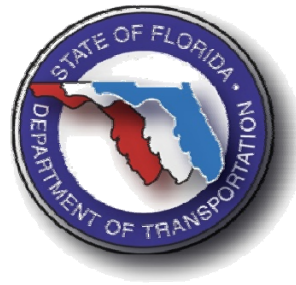
Appendix I
Bus Transit System
Annual Safety and Security Certification
Form

Appendix J
**SSPP Addendums (placeholder for
future updates)**

Appendix K

Wireless Communication Policy

Appendix L
City of Gainesville - Record
Management Plan



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