

## **NOTICE OF MEETING**

A Regular Meeting of the WCCTA Board of Directors  
will be held:

**DATE:** March 13, 2025 (Thursday)  
**TIME:** 6:30 PM  
**PLACE:** City of Pinole Council Chambers  
2131 Pear Street, Pinole CA

**Attend in Person in Pinole Council Chambers or via  
Zoom ID: 862 0063 0753  
<https://us02web.zoom.us/j/86200630753>  
Zoom Phone Number: 1-669-900-6833  
Meeting Number - 862 0063 0753**

**Americans With Disabilities Act:** In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a WCCTA Board Meeting or you need a copy of the agenda or the agenda packet in an appropriate alternative format, please get in touch with the WestCAT Administrative Office at (510) 724-3331. Notifying the Authority staff at least 48 hours before the meeting or when services are needed will assist them in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

## **AGENDA**

- A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**
- B. APPROVAL OF AGENDA**
- C. PUBLIC COMMUNICATIONS**

This is the time for members of the public to bring up with the Board of Directors matters of general interest that are not on the agenda. In accordance with the provisions of the Brown Act, the Board will automatically refer to staff any matters brought before them at this time, and the matter may be placed on a future agenda. The time limit is 3 minutes and is subject to modification by the Chair.

### **1.0 CONSENT CALENDAR**

If a Board member would like to discuss any item listed, it may be pulled from the Consent Calendar. **Recommend Approval of all Items on the Consent Agenda as follows:**

- 1.1 Approval of Minutes of Regular Board Meeting of Feb 13, 2025. **[Action Requested: Approval of Minutes] \***
- 1.2 Approval of Expenditures for January and February 2025 **[Action Requested: Approval of Expenditures] \***
- 1.3 Receive Contractors' Monthly Management Report for November 2024 and Monthly Passenger and Auxiliary Revenue Reconciliation Report for November

2024. [Action Requested: Receive and File] \*

**2.0 CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957(b): PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: General Manager

**3.0 CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.6: CONFERENCE WITH LABOR NEGOTIATOR**

Agency Representative: Tom Hansen

Unrepresented Employee: General Manager

**4.0 RECONVENE TO OPEN SESSION**

**5.0 CONSIDERATION OF AMENDMENT TO EMPLOYMENT AGREEMENT WITH GENERAL MANGER: Robert Thompson**

**Recommendation:** Consider an amendment to the employment agreement with General Manager Robert Thompson

**6.0 REGULAR ITEMS FOR BOARD ACTION / DISCUSSION**

6.1 Approval of Western Contra Costa Transit Authority's 2025 Public Transportation Agency Safety Plan [Action Requested: Formal Adoption of Resolution 2025-04 to Approve WCCTA's 2025 Public Transportation Agency Safety Plan]. \*

6.2 Discussion on Capital Funding [Action Requested: Discussion and Direction to Staff]

**7.0 COMMITTEE REPORTS**

7.1 General Manager's Report [No Action: Information Only]

7.2 WCCTAC Representative Report [No Action: Information Only]

**8.0 CORRESPONDENCE**

**9.0 BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS**

**10.0 ADJOURNMENT**

\* Enclosures

Documents provided to a majority of the Board of Directors after distribution of the packet regarding any item on this agenda will be made available for public inspection at the Administration Counter at WCCTA located at 601 Walter Avenue, during regular business hours (Pursuant to SB 343 or California Government Code Section 54957.5 -effective July 1, 2008). This information will also be uploaded and posted to the website before the meeting and made available at this link: [WestCAT Board of Directors](#). The posting of SB 343 information on this website is in addition to the posting of the information at the legally required locations specified above.

**Next Board Meeting Thursday, April 10, 2025**

WCCTA Board meetings are prerecorded and posted for public viewing on the Authority's website at this link: [WestCAT Board of Directors](#).



Western Contra Costa  
Transit Authority

## **Agenda Item 1.1**

### **WESTERN CONTRA COSTA TRANSIT AUTHORITY**

#### **BOARD OF DIRECTORS**

#### **REGULAR MEETING MINUTES**

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**February 13, 2025,**

**Regular Meeting 6:30 PM**

**Pinole City Council Chambers**

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The Board of Directors Meeting was held in person.

#### **A. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**

Chair Hansen called the meeting to order at 6:30 PM and led the Pledge of Allegiance.

##### **DIRECTORS PRESENT**

Chair Tom Hansen, Norma Martinez-Rubin, Heidi Swillinger, and Jerry Parsons

##### **STAFF PRESENT**

Rob Thompson, General Manager; Yvonne Morrow, Chief Financial Officer; Finn Wurtz, Transit Planner; Christina Lotfy, Accounting Technician; Mica Mcfadden, Executive Assistant; Tania Babcock, Grants and Compliance Manager.

##### **GUESTS PRESENT**

Rami Razzouk, MV Transportation General Manager

#### **B. APPROVAL OF AGENDA**

Following an inquiry to the Board, the Board reported no conflicts with any items on the agenda.

**MOTION: A motion was made by Director Parsons, seconded by Director Martinez-Rubin, to Approve the Agenda.** The motion was carried by the following vote:

**Ayes: 4–** (Parsons, Hansen, Swillinger, Martinez-Rubin)

#### **C. PUBLIC COMMUNICATIONS**

NONE.

1) **CONSENT CALENDAR**

Following an inquiry to the Board, the Board reported no conflicts with any items on the Consent Calendar.

**MOTION: A motion was made by Director Martinez-Rubin, seconded by Director Swillinger, to Approve the Consent Calendar.** The motion was carried by the following vote:

**Ayes: 4-** (Parsons, Hansen, Swillinger, Martinez-Rubin)

2) **CLOSED SESSION according to GOVERNMENT CODE SECTION 54957(b): PUBLIC EMPLOYEE PERFORMANCE EVALUATION of GENERAL MANAGER**

The Board went into a closed session at 6:33 pm.

3) **CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.6: CONFERENCE WITH LABOR NEGOTIATOR**

NONE.

4) **RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 7:10 pm.

5) **CONSIDERATION OF AMENDMENT TO EMPLOYMENT AGREEMENT WITH GENERAL MANGER: Robert Thompson.** [Recommendation: Consider an amendment to the employment agreement with General Manager Robert Thompson]

Chair Hansen reported that the Directors and GM Thompson agreed to negotiate a contract amendment.

The Directors decided to postpone this detailed discussion until the March Board of Directors meeting when a representative from Hercules could be present.

6) **REGULAR ITEMS FOR BOARD ACTION/ DISCUSSION**

**6.1 Consideration and Approval of WCCTA's Disadvantaged Business Enterprise Program (DBE).** [Action Requested: Formal Adoption of Resolution 2025-02 to Approve WCCTA's Disadvantaged Business Enterprise Program].

Grants and Compliance Manager Tania Babcock reported that on April 9, 2024, the U.S. Department of Transportation (U.S. DOT) amended the Disadvantaged Business Enterprise (DBE) regulation and published a DBE Final Rule (49 CFR Part 26). 49 CFR Part 26 is Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.

The final rule's objectives included modernizing existing principles to improve provisions for program participants and improving program integrity, visibility, and data collected by the U.S. DOT.

WestCAT updated the DBE Program to comply with the April 9, 2024, DBE Final Rule (49 CFR Part 26).

**MOTION: A motion was made by Director Marinez-Rubin, seconded by Director Swillinger, for Formal Adoption of Resolution 2025-02 to Approve WCCTA's Disadvantaged Business Enterprise Program.** The motion was carried by the following vote:

**Ayes: 4–** (Parsons, Hansen, Swillinger, Martinez-Rubin)

**6.2 Consideration and Approval of WCCTA's Title VI Program.** [Action Requested: Formal Adoption of Resolution 2025-03 to Approve WCCTA's Title VI Program]

Grants and Compliance Manager Tania Babcock reported that Title VI is a federal statute that provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance. One of the requirements for eligibility to receive federal funds is that WestCAT prepare a Title VI Program and submit it every three years to the Federal Transit Administration (FTA) for concurrence.

WestCAT previously submitted a Title VI Program to the FTA in March 2022. This current update to the Title VI Program incorporates more up-to-date demographic data from census data for the Language Assistance Plan.

**MOTION: A motion was made by Director Parsons, seconded by Director Swillinger, for the Formal Adoption of Resolution 2025-03 to Approve WCCTA's Title VI Program.** The motion was carried by the following vote:

**Ayes: 4–** (Parsons, Hansen, Swillinger, Martinez-Rubin)

**6.3 Discussion on Capital Funding.** [Action Requested: Discussion and direction to Staff]

GM Thompson highlighted the recent visit the four East Bay Operators (County Connection, Tri Delta, LAVTA, and WestCAT) made to Sacramento to meet with legislators and legislative staff.

GM Thompson discussed the funding challenges for operations and capital projects and potential delays to the conversion to zero-emission vehicles due to concerns about the availability of federal capital funds.

GM Thompson further discussed potential options for working with CARB to remain in compliance with the Innovative Clean Transit Plan and technology challenges in developing and producing zero-emission vehicles.

He emphasized that the staff was not looking for direction tonight. Instead, they would return with more details to continue the discussion at the next board meeting.

Directors asked questions and requested additional details be brought back in the form of a more detailed presentation.

GM Thompson answered the Board's questions and agreed to provide further information.

**7) COMMITTEE REPORTS**

**7.1 General Manager's Report.** [No Action: Information Only]

GM Thompson reported that the staff had just completed the annual CHP Inspection and was pleased to announce that the inspection passed with no deficiencies.

GM Thompson reported that two open houses are coming up to promote the Comprehensive

Operations Analysis, WestCAT Evolution. One will be at the Pinole Library on March 5th, and the second at the Ohlone Community Center in Hercules on March 8th. A flyer will be distributed to everyone.

**7.2 WCCTAC Representative Report.** [No Action: Information Only]

Chair Hansen reported that WCCTAC discussed plans to make Richmond Parkway a safer route for pedestrians and bikes.

**8) CORRESPONDENCE**

NONE.

**9) BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS**

NONE.

**10) ADJOURNMENT**

Chair Hansen adjourned the meeting at 7:57 PM. The next meeting is scheduled for March 13, 2025.

_____	_____
<b>Chair Tom Hansen</b>	<b>Date</b>
_____	_____
<b>Robert Thompson, Secretary</b>	<b>Date</b>

**AGENDA ITEM 1.2**WCCTA - WestCAT  
Purchase Journal

For the Period From Jan 1, 2025 to Feb 28, 2025

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/10/25	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1299780-14	Facilities equipment rental  San Pablo Rentals, LP	99.24	99.24
2/1/25	11103 Office Equipment & Furniture 11103 Office Equipment & Furniture 50499-42 Other Mat&Suppl, Non-Veh 50499-41 Other Mat & Supplies,Veh Ma 50499-43 OtherMat&Sup-Non-Veh, Co 50499-60 Other Mat & Supplies, Admin 50499-60 Other Mat & Supplies, Admin 50499-60 Other Mat & Supplies, Admin 50499-60 Other Mat & Supplies, Admin 50499-60 Other Mat & Supplies, Admin 50903-60 Fees, Admin 20100 Accounts Payable	1T1X-7P9Q-MQM3	File cabinets, chairs (Rob GM office) - TDA Office chair (Tania) - TDA  Facilities supplies (driveway mirrors,air hose,MV mat) Emergency glass breakers for DAR  IT supplies  Office supplies (finance office setup)  Office supplies (Yvonne office setup)  Office supplies (Rob GM office setup)  Office supplies  Office supplies (storage bins)  Shipping/handling & taxes  Amazon Capital Services, Inc.	539.91 197.54 452.36 39.98 26.00 221.92 61.95 168.83 136.54 135.00 121.69	2,101.72
2/13/25	11102 Maintenance Equipment 20100 Accounts Payable	0090616-IN	Brake caliper removal tool - TDA  ARI Phoenix, Inc.	3,792.84	3,792.84
2/13/25	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	000023039241	Jan. & Feb. phone service  Jan. & Feb. phone service  AT&T	120.02 60.01	180.03
2/3/25	50908-10 Marketing & Advertising, Ope 50300-43 O/S Service, Non-Veh, Compu 11103 Office Equipment & Furniture 50908-10 Marketing & Advertising, Ope 50999-60 Miscellaneous Exp, Admin 50908-10 Marketing & Advertising, Ope 11107 Communication/Information S 50499-43 OtherMat&Sup-Non-Veh, Co 50499-41 Other Mat & Supplies,Veh Ma 50499-43 OtherMat&Sup-Non-Veh, Co 11107 Communication/Information S 50499-42 Other Mat&Suppl, Non-Veh 50300-43 O/S Service, Non-Veh, Compu 50300-43 O/S Service, Non-Veh, Compu 50499-41	Stmt 1/3 - 2/3/25	Upwork (Social media marketing)  Grammarly (Grammar & spell check)  Wayfair (Desk: Rob GM) - TDA  Twilio (Emergency messaging software for ridership) Olive Garden (Debora's mid-year review lunch) Fiverr (Spanish translation: Schedule & Title VI Pgrm.) Best Buy (2 monitors: Tania) - TDA  Walmart.com (IT supplies: Printer parts, toner) Walmart.com (Maintenance supplies: Grease gun, batteries) Walmart.com (IT supplies: HDMI adapters, hard drive duplicator) Walmart.com (10 internal hard drives for DVR) - TDA Walmart.com (Facilities supplies: Batteries, circuit breaker) Dropbox (Recurring monthly billing for 8 licenses) Sage Software (Recurring monthly charge)  Walmart.com (Vehicle parts: DAR 33)	210.00 75.00 801.16 304.90 45.99 122.78 295.32 361.10 414.96 601.48 995.38 334.96 240.00 178.18 1,639.91	

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	Other Mat & Supplies,Veh Ma 50300-42		Contra Costa Transfer Station (Waste disposal)	65.00	
	Outside Service, Non-Veh Mai 50300-43		Zoom (Recurring monthly charge)	14.68	
	O/S Service, Non-Veh, Compu 50300-43		Microsoft (Office 365 monthly license fee)	12.50	
	O/S Service, Non-Veh, Compu 50300-43		Microsoft (Office 365 bi-annual fee)	106.32	
	O/S Service, Non-Veh, Compu 50300-43		Microsoft (Office 365 monthly support fee)	5.00	
	O/S Service, Non-Veh, Compu 50499-42		Walmart.com (Product return)		7.18
	Other Mat&Suppl, Non-Veh 50499-41		All Glass (Vehicle parts: Windshield for #31)	441.45	
	Other Mat & Supplies,Veh Ma 50499-41		Walmart.com (Vehicle parts: towing side mirrors)	161.04	
	Other Mat & Supplies,Veh Ma 50499-42		Walmart.com (Office supplies)	32.61	
	Other Mat&Suppl, Non-Veh 50908-10		Ideastage.com (Logo bus keychains for promotions)	5,048.50	
	Marketing & Advertising, Ope 50999-60		Lucky Pinole (Gift card: Mike retirement)	506.95	
	Miscellaneous Exp, Admin 11103		IKEA (6-drawer cabinet: Rob GM) - TDA	97.79	
	Office Equipment & Furniture 50410-10		Stamps.com (January stamps)	33.33	
	Postage, Operations 50410-60		Stamps.com (January stamps)	16.67	
	Postage, Admin 50908-10		DiscountMugs.com (Lynx logo blankets for promotions)	1,794.86	
	Marketing & Advertising, Ope 50410-10		Stamps.com (Recurring monthly service charge)	19.99	
	Postage, Operations 50410-60		Stamps.com (Recurring monthly service charge)	10.00	
	Postage, Admin 50908-10		Vistaprint (Logo staff T-shirts for events)	615.66	
	Marketing & Advertising, Ope 50300-60		Diablo Paper Shredding (Pick up & shred 29 boxes)	357.00	
	Outside Services, Admin 20100		Bank of America Commerical CC		15,953.29
	Accounts Payable				
2/3/25	50300-10 Outside Services, Operations	22003193	Security monitoring (3/1 - 5/31/25)	89.36	
	50300-60 Outside Services, Admin		Security monitoring (3/1 - 5/31/25)	44.68	
	20100 Accounts Payable		Bay Alarm Company		134.04
2/6/25	50499-41 Other Mat & Supplies,Veh Ma	C65372	Vehicle parts	1,316.53	
	20100 Accounts Payable		Buchanan Auto Electric Inc.		1,316.53
2/10/25	50499-41 Other Mat & Supplies,Veh Ma	C65390	Vehicle parts	1,493.20	
	20100 Accounts Payable		Buchanan Auto Electric Inc.		1,493.20
2/19/25	50499-41 Other Mat & Supplies,Veh Ma	C65414	Vehicle parts	925.57	
	20100 Accounts Payable		Buchanan Auto Electric Inc.		925.57
2/5/25	10204 A/R Accrual - MV Liability In	14-2025-January	Jan. insurance & admin fees	5,659.50	
	20100 Accounts Payable		CalTIP		5,659.50
1/2/25	50499-42 Other Mat&Suppl, Non-Veh	9606540	Janitorial supplies	54.86	



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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		Brady Industries		54.86
2/6/25	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	9736429	Janitorial supplies	2,342.13	
			Brady Industries		2,342.13
1/28/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	143128	Vehicle parts	1,953.60	
			Chuck's Brake & Wheel		1,953.60
1/23/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	1754	Maintenance supplies	1,952.89	
			Cinchem LLC		1,952.89
1/27/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4219130672	January uniforms	856.22	
			Cintas Corporation		856.22
2/3/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4219862080	February uniforms	856.22	
			Cintas Corporation		856.22
2/10/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4220613484	February uniforms	856.22	
			Cintas Corporation		856.22
2/17/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4221291860	February uniforms	842.83	
			Cintas Corporation		842.83
2/3/25	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	001001803106	Feb. fiber network (2/1 - 2/28/25)	1,115.90	
			Feb. fiber network (2/1 - 2/28/25)	557.95	
			Comcast Business		1,673.85
2/3/25	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	16015	February LTD & supplemental insurance	1,037.26	
			February LTD & supplemental insurance	235.21	
			BCC		1,272.47
2/3/25	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	250483	January inspection	125.00	
			ECO-CHEK Compliance, Inc.		125.00
1/27/25	50401-10 Fuel & Lubricants 20100 Accounts Payable	25-282213	Anti-freeze	192.11	
			Flyers Energy, LLC (RCP)		192.11
1/27/25	50401-10 Fuel & Lubricants 20100 Accounts Payable	25-284954	Mobil Delvac & DEF	1,924.12	
			Flyers Energy, LLC (RCP)		1,924.12
2/3/25	50401-10 Fuel & Lubricants 20100 Accounts Payable	25-287950	DEF	994.42	
			Flyers Energy, LLC (RCP)		994.42

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2/10/25	50401-10 Fuel & Lubricants 20100 Accounts Payable	25-293547	Anti-freeze Flyers Energy, LLC (RCP)	437.71	437.71
2/10/25	50401-10 Fuel & Lubricants 20100 Accounts Payable	25-293548	Mobil Delvac & DEF Flyers Energy, LLC (RCP)	2,861.22	2,861.22
1/27/25	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0367	January cleaning services GCI JANITORIAL SERVICES	2,658.00	2,658.00
2/6/25	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	41270985	Vehicle parts (Bus 167) DOA 9/30/24 Gillig LLC	922.67	922.67
2/6/25	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	41270986	Vehicle parts (Bus 167) DOA 9/30/24 Gillig LLC	3,215.88	3,215.88
2/11/25	50300-60 Outside Services, Admin 20100 Accounts Payable	1516775	January legal services Hanson Bridgett LPP	665.00	665.00
2/1/25	50215-42 Fringe Benefits, Non-Veh Mai 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	361334	February dental insurance February dental insurance February dental insurance Health Care Dental	214.21 54.52 833.21	1,101.94
1/23/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	372239FOW	Vehicle parts (stock) Hilltop Ford	904.43	904.43
2/6/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	372800FOW	Vehicle parts (DAR 34) Hilltop Ford	131.43	131.43
2/10/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	372900FOW	Vehicle parts Hilltop Ford	36.49	36.49
2/13/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	372898FOW	Vehicle parts (DAR 36) Hilltop Ford	207.86	207.86
2/13/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	372901FOW	Vehicle parts Hilltop Ford	207.86	207.86
2/14/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	373087FOW	Vehicle parts (DAR 38) Hilltop Ford	601.98	601.98
2/13/25	50499-42	Stmt 2/13/25	Facilities supplies (see receipts for	246.62	

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	Other Mat&Suppl, Non-Veh 50499-42		description Facilities supplies (clay spade chisel)	81.90	
	Other Mat&Suppl, Non-Veh 50499-42		Facilities supplies (garden edging)	54.58	
	Other Mat&Suppl, Non-Veh 50499-42		Facilities supplies (bird spikes,ties,straps)	129.48	
	Other Mat&Suppl, Non-Veh 50499-42		Facilities supplies (faucet)	36.03	
	Other Mat&Suppl, Non-Veh 50499-42		Facilities supplies (concrete)	206.85	
	Other Mat&Suppl, Non-Veh 50499-42		Facilities supplies (back gate repair)	115.90	
	Other Mat&Suppl, Non-Veh 50499-42		Facilities supplies (Jeremy's office wiring)	239.75	
	Other Mat&Suppl, Non-Veh 50499-42		Facilities supplies (drill bit,anchors,ant bait)	94.37	
	Other Mat&Suppl, Non-Veh 50499-42		Less: product return		43.68
	Other Mat&Suppl, Non-Veh 20100 Accounts Payable		Home Depot Credit Services		1,161.80
2/3/25	50402-10 Tires & Tubes 20100 Accounts Payable	170916	February tires  J & O's Commercial Tire Center	2,606.27	2,606.27
2/13/25	50402-10 Tires & Tubes 20100 Accounts Payable	171136	February tires  J & O's Commercial Tire Center	3,639.38	3,639.38
3/1/25	50215-42 Fringe Benefits, Non-Veh Mai 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	3/2025	March medical insurance March medical insurance March medical insurance  Kaiser Foundation Health Plan, Inc.	3,852.87 549.69 12,775.62	17,178.18
2/6/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	103044363	Vehicle parts  Kimball Midwest	482.43	482.43
2/10/25	50999-60 Miscellaneous Exp, Admin 20100 Accounts Payable	SIN12784289	Business polo shirts & logo application fees  Land's End Business Outfitters	828.15	828.15
1/25/25	50499-41 Other Mat & Supplies,Veh Ma 50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	475308	Maintenance supplies  Vehicle parts  Lim Automotive Supply Inc.	386.93 4,796.67	5,183.60
2/15/25	50499-41 Other Mat & Supplies,Veh Ma 50401-10 Fuel & Lubricants 50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	476607	Vehicle parts (stock)  Engine oil & ATF (cars,vans)  Maintenance supplies  Lim Automotive Supply Inc.	5,039.90 621.40 364.21	6,025.51
1/15/25	50300-60 Outside Services, Admin 20100 Accounts Payable	53843	FY24 SCO report  Maze & Associates Accountancy Corp.	2,500.00	2,500.00

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2/10/25	50500-10 Utilities, Operations 20100 Accounts Payable	2502090	Water analysis 2/1/25  McC Campbell Analytical Services	158.00	158.00
1/15/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	3774082	Vehicle parts (Bus 201)  Muncie Transit Supply	196.89	196.89
1/22/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	3777102	Vehicle parts (stock)  Muncie Transit Supply	5,213.34	5,213.34
1/27/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	3779040	Vehicle parts (Bus 204)  Muncie Transit Supply	1,178.18	1,178.18
1/27/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	3779114	Vehicle parts (stock)  Muncie Transit Supply	2,721.91	2,721.91
1/31/25	50600-10 Insurance, Operations 50800-41 Purchased Transp, Veh Maint 50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 20100 Accounts Payable	1/2025	Jan. liability ins.  Jan. maintenance  Jan. service  Less: CR for Rd. Sups  Less: Jan. estimate  MV Transportation	17,236.18  97,082.17  676,131.57	5,804.11  758,093.37  26,552.44
2/13/25	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	132897	Estimated February service  MV Transportation	700,042.02	700,042.02
2/6/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	15172134	Vehicle parts (stock)  Pape Kenworth	1,469.60	1,469.60
2/7/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	15172142	Vehicle parts (stock)  Pape Kenworth	528.47	528.47
2/12/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	15183548	Vehicle parts (Bus 270/204)  Pape Kenworth	72.22	72.22
2/13/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	15187077	Vehicle parts (Bus 163)  Pape Kenworth	1,832.33	1,832.33
2/13/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	15187087	Vehicle parts (Bus 174)  Pape Kenworth	261.49	261.49
2/14/25	50499-41 Other Mat & Supplies,Veh Ma	15187438	Vehicle parts (Bus 163)	9,438.68	

WCCTA - WestCAT  
Purchase Journal

For the Period From Jan 1, 2025 to Feb 28, 2025

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		Pape Kenworth		9,438.68
2/10/25	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	25-23998	Towing service (Bus 204)	995.33	
			Olivers Tow		995.33
2/18/25	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	25-24095	Towing service (Bus 601)	1,013.33	
			Olivers Tow		1,013.33
2/5/25	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	589363433	Feb. copier (2/1 - 2/28/25)	332.96	
			Pacific Office Automation/Lease		332.96
2/1/25	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	4213202	February landscaping	591.34	
			Pacific Site Management		591.34
1/31/25	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-12025	January phone service	782.38	
			January phone service	391.19	
			STREAMS		1,173.57
1/16/25	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	1/2025	Jan. gas & electric	4,109.47	
			Jan. gas & electric	2,054.73	
			PG & E		6,164.20
1/21/25	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	1/2025	Jan. gas & electric	12.47	
			Jan. gas & electric	6.24	
			Pacific Gas & Electric		18.71
2/6/25	50300-60 Outside Services, Admin 20100 Accounts Payable	1/2025	January consulting services	2,500.00	
			Politico Group Inc.		2,500.00
1/27/25	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	99537	Maintenance work order forms (MV)	760.01	
			Prestige Printing & Graphics		760.01
2/4/25	11104 Facility Repairs 20100 Accounts Payable	2257855	Sliding gate repair (back gate) - TDA	14,003.31	
			R & S Erection of Richmond, Inc.		14,003.31
1/31/25	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-155395206	January garbage	617.75	
			January garbage	308.87	
			Republic Services #851		926.62
2/11/25	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	WCAT-5	COA tasks 1,4 & Mktg task 3	18,585.22	
			Ronny Kraft Consulting		18,585.22

WCCTA - WestCAT  
Purchase Journal

For the Period From Jan 1, 2025 to Feb 28, 2025

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
1/25/25	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	7003890856	Office supplies  Staples	192.41	192.41
1/21/25	50300-10 Outside Services, Operations 20100 Accounts Payable	1/2025	January phones & DAR tablets  T-MOBILE	2,030.48	2,030.48
12/21/24	50300-10 Outside Services, Operations 20100 Accounts Payable	12/2024	Plan charges for 17 IOT connected devices  T-Mobile	571.20	571.20
1/23/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	83627324	Vehicle parts (Bus 200)  The Aftermarket Parts Company, LLC	89.88	89.88
1/30/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	83634573	Vehicle parts (Bus 203)  The Aftermarket Parts Company, LLC	861.30	861.30
1/30/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	83634663	Vehicle parts (Bus 203)  The Aftermarket Parts Company, LLC	637.16	637.16
1/30/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	83634710	Vehicle parts (Bus 203)  The Aftermarket Parts Company, LLC	1,267.35	1,267.35
2/4/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	83638951	Vehicle parts (Bus 204)  The Aftermarket Parts Company, LLC	1,578.15	1,578.15
2/4/25	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	83639226	Vehicle parts (Bus 200)  The Aftermarket Parts Company, LLC	246.90	246.90
1/31/25	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000001862	February maintenance & support  TransTrack Systems, Inc.	5,223.59	5,223.59
1/28/25	50401-10 Fuel & Lubricants 20100 Accounts Payable	857471	Diesel  Western States Oil CO.	26,567.16	26,567.16
2/6/25	50401-10 Fuel & Lubricants 20100 Accounts Payable	857708	Diesel  Western States Oil CO.	27,837.17	27,837.17
2/17/25	50401-10 Fuel & Lubricants 20100 Accounts Payable	857915	Diesel  Western States Oil CO.	29,675.72	29,675.72
2/3/25	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	73575791	Feb. pest control (no Jan. service)  Feb. pest control (no Jan. service)  Western Exterminator Co.	136.00  68.00	204.00

WCCTA - WestCAT  
Purchase Journal

For the Period From Jan 1, 2025 to Feb 28, 2025

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
1/27/25	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-01171603	Waste removal and admin fee Asbury Environmental Services	300.00	300.00
2/4/25	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-01175788	Waste disposal (nonhaz liquid) Asbury Environmental Services	2,090.00	2,090.00
				1,761,161.67	1,761,161.67
				1,761,161.67	1,761,161.67



**Monthly Management Report Summary**  
**November, FY 24/25**  
**System & Program Summary**

	<b>November FY 24/25</b>	<b>November FY 23/24</b>	<b>% Change</b>	<b>Year-To-Date FY 24/25</b>	<b>Year-To-Date FY 23/24</b>	<b>% Change</b>
<b>System Total</b>						
Total Passengers	50,137	54,241	-7.6	291,882	285,507	2.2
Revenue Passengers	47,910	48,517	-1.3	273,876	252,307	8.5
Weekday Total Passengers	44,933	49,203	-8.7	268,757	264,261	1.7
Saturday Total Passengers	3,715	3,472	7.0	14,055	13,020	7.9
Sunday Total Passengers	1,489	1,566	-4.9	9,070	8,226	10.3
Weekday Average Passengers	2,365	2,460	-3.9	2,535	2,517	0.7
Saturday Average Passengers	531	579	-8.3	586	543	7.9
Sunday Average Passengers	298	313	-4.8	363	329	10.3
Vehicle Revenue Hours	6,020.08	6,629.83	-9.2	33,277.22	34,936.93	-4.8
Total Vehicle Hours	6,446.42	7,050.27	-8.6	35,611.81	37,146.67	-4.1
Revenue Vehicle Miles	105,129.3	110,836.4	-5.1	585,782.9	585,956.5	0.0
Total Miles	121,486.0	137,364.0	-11.6	690,795.0	710,086.9	-2.7
<b>Dial-A-Ride Program</b>						
Number of Weekdays	18	19	-5.3	104	104	0.0
Number of Saturdays	7	6	16.7	24	24	0.0
Total Passengers	1,502	1,664	-9.7	8,293	8,370	-0.9
Revenue Passengers	1,399	1,593	-12.2	7,733	7,912	-2.3
Weekday Total Passengers	1,238	1,445	-14.3	7,391	7,374	0.2
Saturday Total Passengers	264	219	20.5	902	996	-9.4
Weekday Average Passengers	69	76	-9.2	71	71	0.0
Saturday Average Passengers	38	37	2.7	38	42	-9.5
Vehicle Revenue Hours	785.87	879.78	-10.7	4,408.16	4,317.22	2.1
Total Vehicle Hours	812.55	912.47	-11.0	4,578.46	4,489.04	2.0
Productivity	1.91	1.89	1.1	1.88	1.94	-3.1
Revenue Vehicle Miles	6,983.5	7,855.7	-11.1	39,103.9	39,540.2	-1.1
Total Miles	7,694.3	8,641.8	-11.0	43,643.4	43,900.8	-0.6
<b>Express Routes Program</b>						
Number of Weekdays	18	19	-5.3	105	104	1.0
Number of Saturdays	7	6	16.7	24	24	0.0
Number of Sundays	5	5	0.0	25	25	0.0
Total Passengers	22,025	23,881	-7.8	129,392	123,678	4.6
Revenue Passengers	21,134	21,741	-2.8	123,086	111,278	10.6
Weekday Total Passengers	17,706	19,800	-10.6	109,550	106,346	3.0
Saturday Total Passengers	2,830	2,515	12.5	10,772	9,106	18.3
Sunday Total Passengers	1,489	1,566	-4.9	9,070	8,226	10.3
Weekday Average Passengers	984	1,042	-5.6	1,043	1,023	2.0
Saturday Average Passengers	404	419	-3.6	449	379	18.5
Sunday Average Passengers	298	313	-4.8	363	329	10.3
Vehicle Revenue Hours	2,176.35	2,360.69	-7.8	11,945.93	12,530.40	-4.7
Total Vehicle Hours	2,335.48	2,532.26	-7.8	12,800.33	13,434.95	-4.7
Productivity	10.12	10.12	0.0	10.83	9.87	9.7
Revenue Vehicle Miles	37,068.9	38,976.9	-4.9	206,024.3	205,365.4	0.3
Total Miles	41,055.0	43,096.5	-4.7	228,321.6	227,304.2	0.4





**Monthly Management Report Summary**  
**November, FY 24/25**  
**System & Program Summary**

	<b>November FY 24/25</b>	<b>November FY 23/24</b>	<b>% Change</b>	<b>Year-To-Date FY 24/25</b>	<b>Year-To-Date FY 23/24</b>	<b>% Change</b>
<b>Local Fixed Routes Program</b>						
Number of Weekdays	18	19	-5.3	104	104	0.0
Number of Saturdays	7	6	16.7	24	24	0.0
Total Passengers	14,994	18,046	-16.9	85,612	91,151	-6.1
Revenue Passengers	13,886	14,845	-6.5	76,752	73,005	5.1
Weekday Total Passengers	14,373	17,308	-17.0	83,231	88,233	-5.7
Saturday Total Passengers	621	738	-15.9	2,381	2,918	-18.4
Weekday Average Passengers	799	911	-12.3	800	848	-5.7
Saturday Average Passengers	89	123	-27.6	99	122	-18.9
Vehicle Revenue Hours	2,010.16	2,377.26	-15.4	11,161.77	12,684.42	-12.0
Total Vehicle Hours	2,152.84	2,500.44	-13.9	11,925.61	13,329.54	-10.5
Productivity	7.46	7.59	-1.7	7.67	7.19	6.7
Revenue Vehicle Miles	32,177.8	34,019.9	-5.4	179,498.9	181,967.2	-1.4
Total Miles	34,425.1	36,376.6	-5.4	191,780.9	194,368.6	-1.3
<b>Transbay Lynx Program</b>						
Number of Weekdays	19	20	-5.0	106	105	1.0
Total Passengers	11,616	10,650	9.1	68,585	62,308	10.1
Revenue Passengers	11,491	10,338	11.2	66,305	60,112	10.3
Weekday Total Passengers	11,616	10,650	9.1	68,585	62,308	10.1
Weekday Average Passengers	611	533	14.6	647	593	9.1
Vehicle Revenue Hours	1,047.70	1,012.10	3.5	5,761.36	5,404.89	6.6
Total Vehicle Hours	1,145.55	1,105.10	3.7	6,307.41	5,893.14	7.0
Productivity	11.09	10.52	5.4	11.90	11.53	3.2
Revenue Vehicle Miles	28,899.0	29,983.9	-3.6	161,155.8	159,083.7	1.3
Total Miles	30,512.1	31,681.9	-3.7	170,159.7	167,998.2	1.3





# Passenger & Productivity Statistical Report

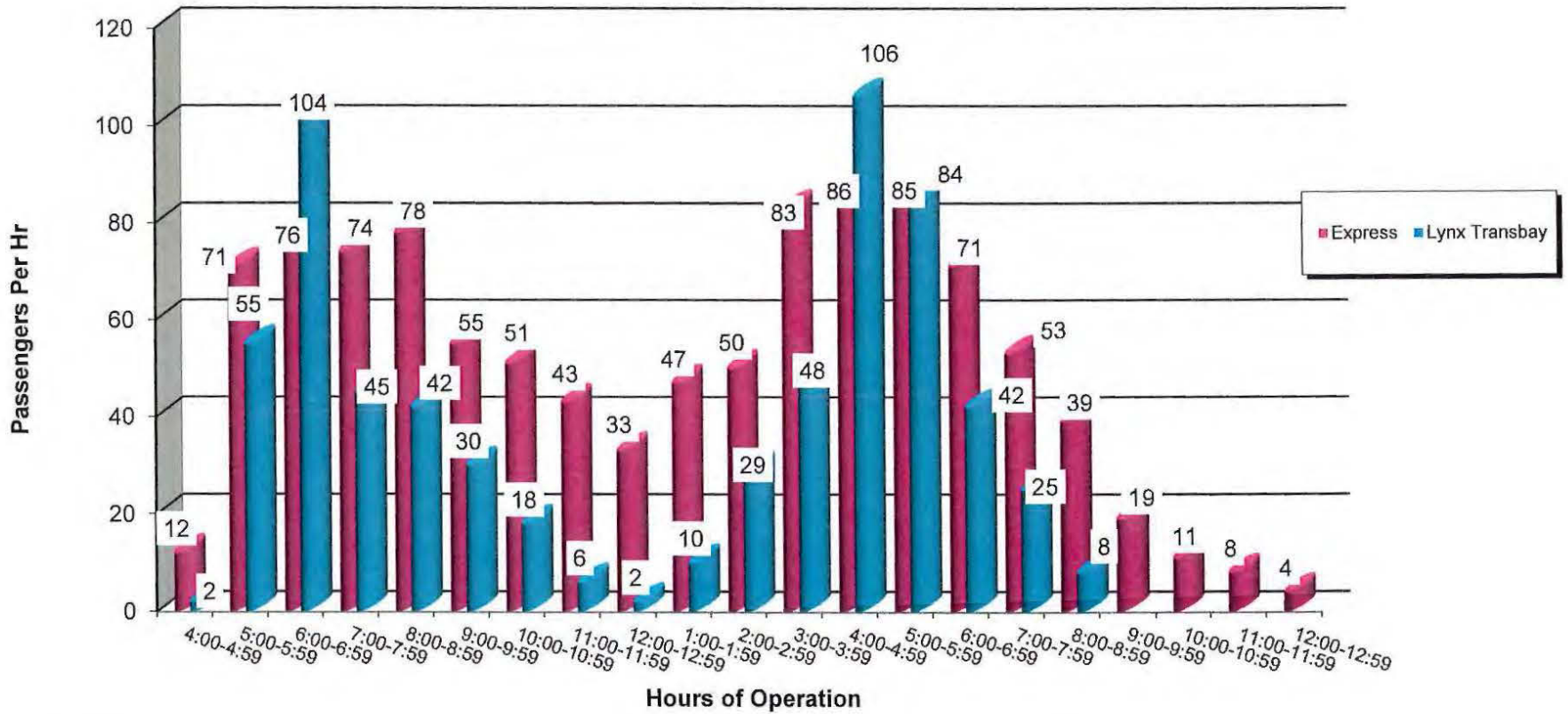
November, FY 24/25

System

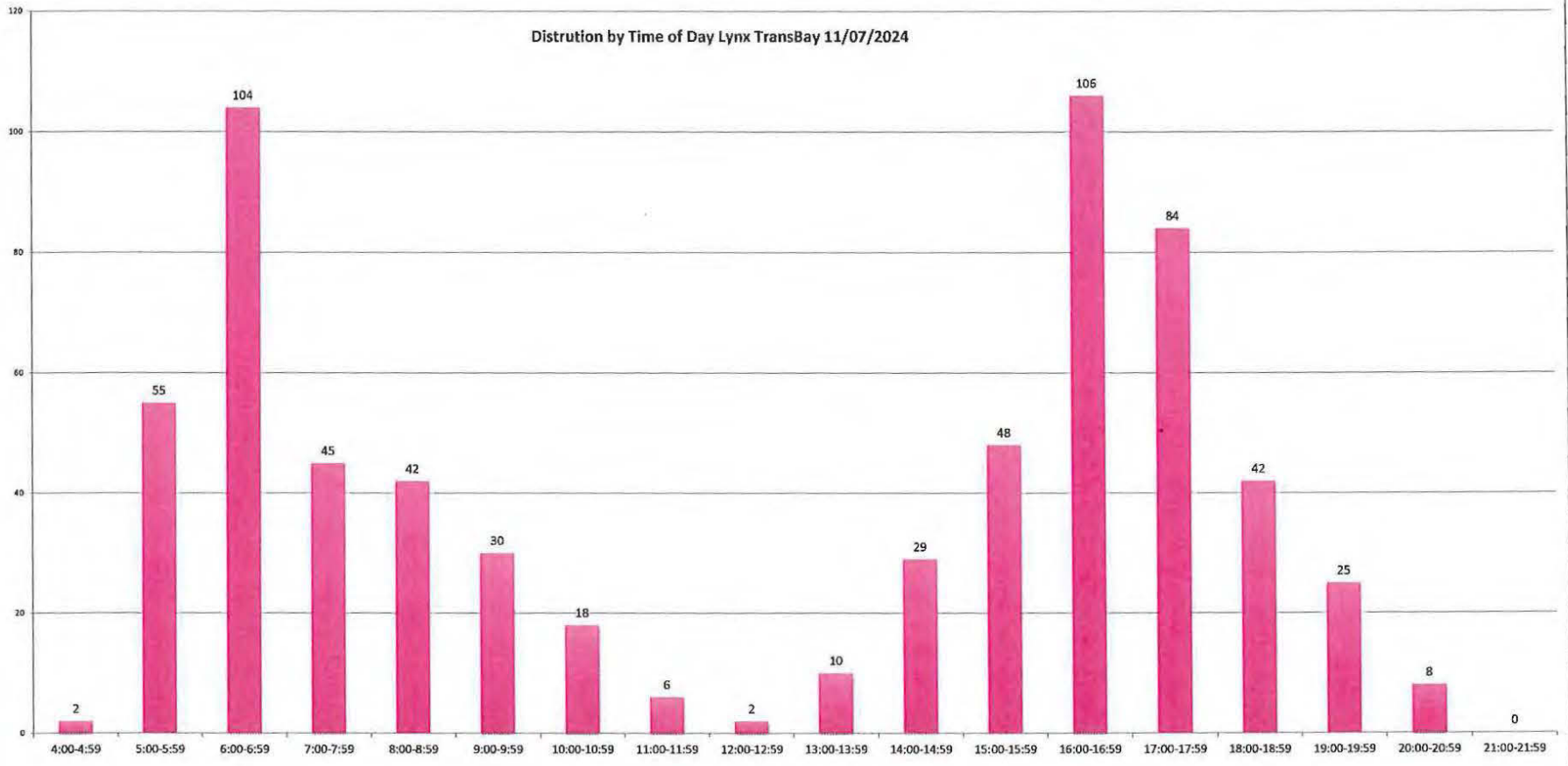
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	November			Fiscal Year To Date			November			Fiscal Year To Date		
	FY 23/24	FY 24/25	% Change	FY 23/24	FY 24/25	% Change	FY 23/24	FY 24/25	% Change	FY 23/24	FY 24/25	% Change
Route 10 Weekday	1,786	1,052	-41.1	9,062	6,154	-32.1	7.0	7.5	5.9	6.7	8.0	19.6
Route 11 Weekday	3,178	1,718	-45.9	15,252	11,273	-26.1	9.9	7.8	-21.5	8.8	8.7	-1.1
Route 11 Saturday	382	272	-28.8	1,473	1,174	-20.3	5.3	3.1	-40.3	5.0	3.9	-22.2
Route 11 Total	3,560	1,990	-44.1	16,725	12,447	-25.6	9.1	6.5	-28.6	8.2	7.8	-5.4
Route 12 Weekday	1,720	1,619	-5.9	8,822	8,516	-3.5	7.1	10.8	53.7	6.8	10.3	51.6
Route 15 Weekday	1,162	828	-28.7	5,948	6,027	1.3	7.2	6.2	-14.5	6.7	7.7	14.0
Route 16 Weekday	4,075	3,762	-7.7	20,822	20,991	0.8	7.6	7.5	-2.2	7.2	7.1	-0.5
Route 19 Saturday	356	349	-2.0	1,445	1,207	-16.5	4.6	4.1	-11.9	4.6	4.1	-11.2
Route 30Z Weekday	1,057	941	-11.0	6,025	5,665	-6.0	4.3	4.2	-4.1	4.5	4.4	-3.4
Route C3 Weekday	4,330	4,453	2.8	22,302	24,605	10.3	9.2	9.6	4.9	8.7	9.3	7.0
Route DAR Weekday	1,445	1,238	-14.3	7,374	7,391	0.2	1.9	1.9	-0.2	1.9	1.9	-2.6
Route DAR Saturday	219	264	20.5	996	902	-9.4	1.9	2.0	7.3	2.1	2.0	-5.0
Route DAR Total	1,664	1,502	-9.7	8,370	8,293	-0.9	1.9	1.9	1.1	1.9	1.9	-3.0
Route J Weekday	12,163	10,477	-13.9	62,828	65,363	4.0	11.1	11.6	4.1	10.6	12.6	19.4
Route J Saturday	2,515	2,477	-1.5	9,106	10,419	14.4	12.5	10.2	-18.5	11.3	11.2	-1.2
Route J Sunday	1,566	1,489	-4.9	8,226	9,070	10.3	9.3	7.3	-21.4	9.8	8.9	-9.1
Route J Total	16,244	14,443	-11.1	80,160	84,852	5.9	11.1	10.7	-3.8	10.6	11.9	12.7
Route JL-JR Saturday		353			353			17,650.0			17,650.0	
Route JPX Weekday	5,626	5,479	-2.6	34,279	33,560	-2.1	10.0	9.9	-0.7	11.0	10.4	-5.2
Route JX Weekday	2,011	1,750	-13.0	9,239	10,627	15.0	6.0	6.4	7.3	5.1	6.7	31.4
Route LYNX Weekday	10,650	11,616	9.1	62,308	68,585	10.1	10.5	11.1	5.4	11.5	11.9	3.3
<b>Total System-Wide</b>	<b>54,241</b>	<b>50,137</b>	<b>-7.6</b>	<b>285,507</b>	<b>291,882</b>	<b>2.2</b>	<b>8.2</b>	<b>8.3</b>	<b>1.8</b>	<b>8.2</b>	<b>8.8</b>	<b>7.3</b>

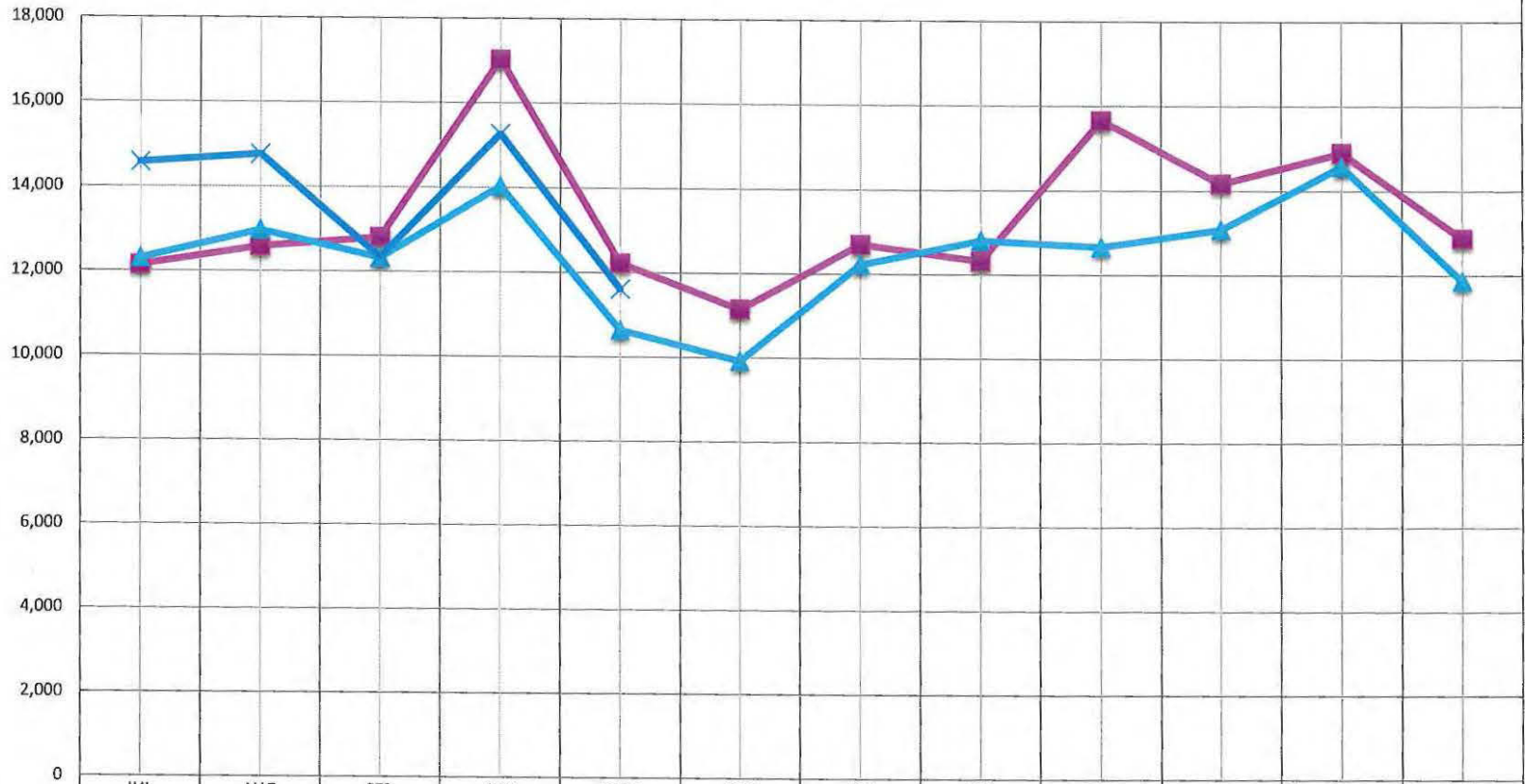
**Express Routes (J, JX, JPX), and Lynx Transbay  
Ridership by Time of Day  
Date:11/07/2024**



Distruttion by Time of Day Lynx TransBay 11/07/2024

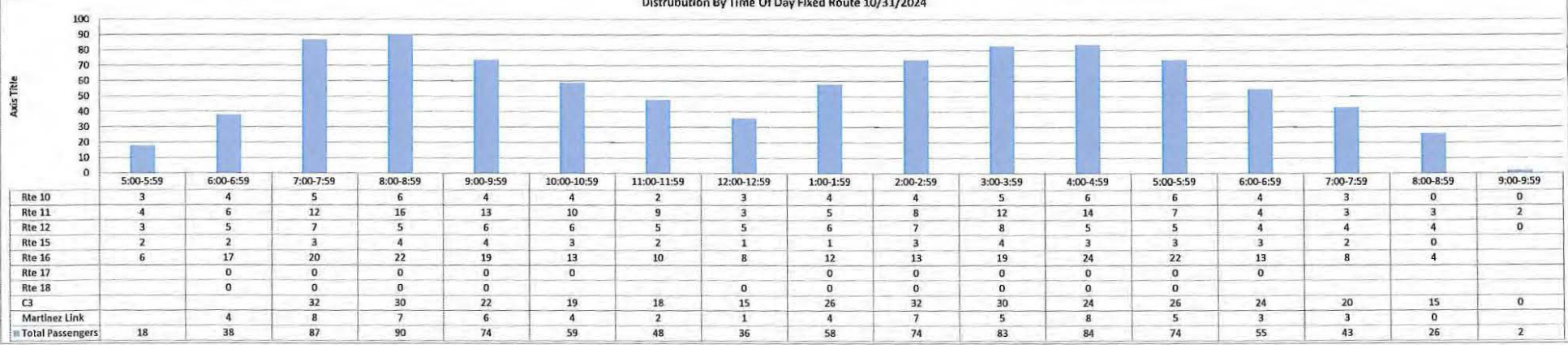


WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 22-23	12,149	12,592	12,812	17,034	12,229	11,155	12,702	12,318	15,656	14,173	14,898	12,878
ridership 23-24	12,312	12,981	12,330	14,035	10,650	9,933	12,229	12,816	12,668	13,085	14,582	11,873
ridership 24-25	14,579	14,774	12,341	15,275	11,616							

Distribution By Time Of Day Fixed Route 10/31/2024



Distrubution by Time of Day - WestCAT Express																					
Date:	10/31/2024																				
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX		11	17	14	19							14	15	17	10	5					
JPX		19	21	23	18	21	16	14	12	16	19	26	31	27	24	17	11	0	0	0	
J		12	41	38	37	41	34	35	29	21	31	43	40	41	37	31	28	19	11	8	4
Total Passengers	12	71	76	74	78	55	51	43	33	47	50	83	88	85	71	53	39	19	4	8	4
	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59																	
JX																					
JPX																					
J	8	4	2	4																	
Total Passengers	8	4	2	4																	
				JX	122																
				JPX	315																
				J	612																
				Total	1049																
Distrubution by Time of Day - Lynx Transbay																					
Date:	10/31/2024																				
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59	21:00-21:59			
TransBay LYNX	2	55	104	45	42	30	18	6	2	10	29	48	106	84	42	25	8	0			
Total Passengers	2	55	104	45	42	30	18	6	2	10	29	48	106	84	42	25	8	0			
	21:00-21:59																				
TransBay LYNX	0																				
Total Passengers	0																				
			Total Lynx	656																	
				formula created from page 7																	

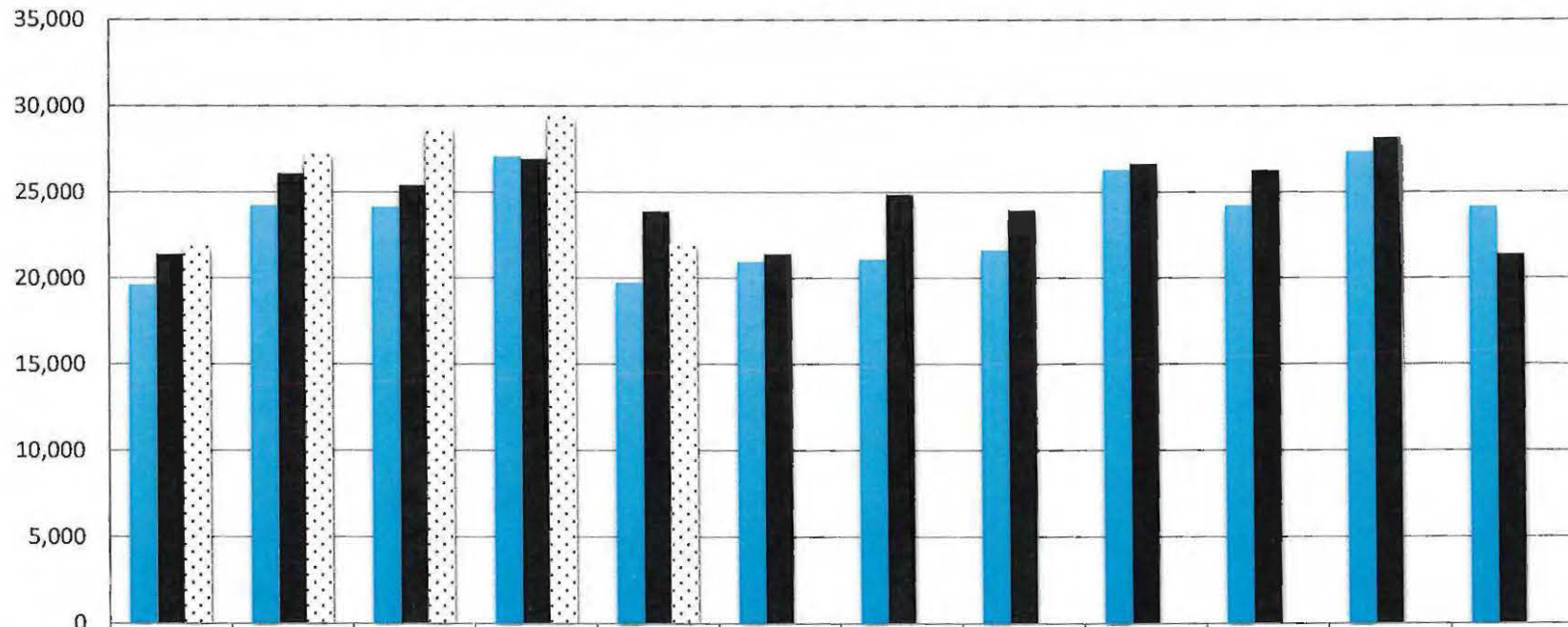






## WESTCAT EXPRESS RIDERSHIP

Includes Routes J, JX and JPX



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
■ ridership 22-23	19,630	24,248	24,163	27,103	19,749	20,967	21,118	21,653	26,320	24,247	27,386	24,174
■ ridership 23-24	21,385	26,086	25,402	26,924	23,881	21,403	24,856	23,945	26,636	26,277	28,154	21,384
▨ ridership 24-25	21,857	27,259	28,804	29,447	22,025							

## Agenda Item 6.1

### Staff Report on Public Transportation Agency Safety Plan

#### **Background**

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), which required operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

The PTASP rule became effective on July 19, 2019. Transit operators were originally required to certify they had a safety plan in place meeting the requirements of the rule by July 20, 2020, but due to the COVID-19 pandemic, FTA extended the compliance deadline to July 20, 2021.

On November 15, 2021 President Biden signed into law the Bipartisan Infrastructure Law which amended FTA's safety program at 49 U.S.C. § 5329(d) by adding to the PTASP requirements.

FTA published the first major update to the PTASP regulation incorporating Bipartisan Infrastructure Law requirements to make transit safer for both transit workers and passengers. The updated PTASP final rule became effective on May 13, 2024 and amends the PTASP regulation at 49 CFR Part 673.

#### **Discussion**

WestCAT's Public Transportation Agency Safety Plan must be reviewed, updated as needed, and certified annually. The 2025 Public Transportation Agency Safety Plan is compliant with 49 CFR Part 673.

The updated PTASP final rule includes new requirements for the Safety Committee, a safety risk reduction program, new safety performance targets and de-escalation training for transit workers.

The updates include the following:

- There are seven new safety performance measures required for all transit providers subject to the PTASP regulation. These changes doubled the number of safety performance targets required for transit providers to set for their modes of public transportation.
- There are eight new safety performance measures required for safety risk reduction programs in the PTASP regulation.
- Fiscal year 2025 safety performance targets were set by the Safety Committee based on a review of WestCAT's National Transit Database (NTD) data for fiscal year 2021, 2022 and 2023. The safety performance targets represent WestCAT's safety performance goals for the upcoming fiscal year.
- The Safety Management Policy Statement was updated.
- Authorities, Accountabilities, and Responsibilities were updated in compliance with new requirements.
- Updates were made clarifying the Safety Committee procedures and activities.
- When the Safety Committee recommends a safety risk mitigation unrelated to the safety risk reduction program and the Accountable Executive decides not to implement the safety risk mitigation, the Accountable Executive will prepare a written statement and present the explanation to the Safety Committee and Board of Directors.
- Definitions were updated.

The updated regulation requires WestCAT's Safety Committee to approve the Public Transportation Agency Safety Plan prior to approval by the Board of Directors. WestCAT's Safety Committee approved the Public Transportation Agency Safety Plan on February 24, 2025.

WestCAT is required to communicate the Safety Management Policy Statement throughout the organization and to the Board of Directors. The Safety Management Policy Statement is the SMS component that frames the fundamentals upon which WestCAT operates its SMS and was updated to align with the new regulation.

#### **WestCAT's Safety Management Policy Statement:**

Safety is WestCAT's first priority. To support this priority, WestCAT has a Safety Management System (SMS) that encourages open sharing of information on all safety issues. WestCAT's Public Transportation Agency Safety Plan documents the details of the Agency's SMS.

#### **Safety Objective**

WestCAT's overall safety objective is to proactively manage hazards and their associated risk to ensure the safety of our transportation system. Monitoring safety performance against our annual safety performance targets helps us measure the overall effectiveness of our processes and activities to ensure we meet our safety objective. We will review our Public Transportation Agency Safety Plan, including our safety performance targets, annually to identify how well we met our safety performance targets.

#### **Safety Accountability and Responsibility**

We will develop and embed a safety culture in all our activities that recognize the importance and value of effective safety management and acknowledges at all times that safety is paramount. All levels of management and all transit workers are accountable for the highest level of our safety performance. Each manager is responsible for implementing the SMS in their area of responsibility and accountable for performing SMS activities. All transit workers support safety performance by identifying and reporting safety concerns.

#### **Safety Communication**

The Safety Management Policy statement is communicated throughout WestCAT. Communication systems are in place to promote safety communication up, down, and across the organization, including bulletin boards and safety meetings.

#### **Safety Committee**

We have established a joint labor-management safety committee consisting of an equal number of management and frontline transit workers. The frontline transit workers represented by a labor organization are selected by the labor organization representing the plurality of the frontline workforce.

#### **Transit Worker Safety Reporting Program**

We have established and implemented a process that allows transit workers to report safety concerns, including assaults on transit workers, near-misses, and unsafe acts and conditions to senior management, that includes protections for transit workers who report and a description of transit worker behaviors that may result in disciplinary action.

We appreciate everyone's contributions to enhance the safety of our transit workers, riders, and the public.

#### **Requested Action**

Staff recommends approval of Western Contra Costa Transit Authority's 2025 Public Transportation Agency Safety Plan updated in compliance with the May 13, 2024 Public Transportation Agency Safety Plan Final Rule.

#### **Attachment**

1. WestCAT's 2025 Public Transportation Agency Safety Plan
2. Resolution 2025-04

Agenda Item 6.1 -



Western Contra Costa Transit Authority  
Public Transportation Agency Safety Plan  
(PTASP)

Revised, February 2025


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## 1 Transit Agency Information

<b>Transit Agency Name</b>	Western Contra Costa Transit Authority (WestCAT)		
<b>Transit Agency Address</b>	601 Walter Avenue, Pinole, CA 94564		
<b>Name and Title of Accountable Executive</b>	Robert Thompson, General Manager		
<b>Name of Chief Safety Officer</b>	Denise Williams, Safety Manager		
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Bus, Non-Fixed Route Bus (paratransit)	<b>List All FTA Funding Types (e.g., 5307, 5310, 5311)</b>	5307, 5339
<b>Large Urbanized Area</b>	WestCAT is a small transit operator located in the San Francisco-Oakland UZA.		
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Fixed Route Bus, Non-Fixed Route Bus (paratransit)		
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes	No x	<b>Description of Arrangement(s)</b>
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>			

## 2 Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Western Contra Costa Transit Authority (WestCAT)	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
	 _____ Robert Thompson, General Manager	2/19/2025
<b>Approval by the Safety Committee</b>	<b>Name of Entity That Approved This Plan</b> Safety Committee	<b>Date of Approval</b> 2/24/2025
<b>Approval by the Board of Directors</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	_____	3/13/2025
	<b>Relevant Documentation (title and location)</b>	
A copy of the approved Public Transportation Agency Safety Plan and relevant documents will be electronically maintained by the Accountable Executive and Chief Safety Officer on the WestCAT Share Drive in the SMS folder. Relevant documents include: February 24, 2025 Safety Committee Agenda and Minutes; March 13, 2025 Board Agenda and Minutes.		
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	Robert Thompson, General Manager	3/29/2024
	<b>Relevant Documentation (title and location)</b>	
FTA Certifications and Assurances - TrAMS WestCAT Certification Letter- WestCAT Share Drive in the SMS folder.		

<b>Version Number and Updates</b>			
<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
001	N/A	N/A - Initial Draft	11/12/2020
002	Agency Information	New Accountable Executive	8/11/2022



003	All sections	Updated plan for PTASP Final Rule effective 5/13/2024	3/13/2025
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**Annual Review and Update of the Public Transportation Agency Safety Plan**

*Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.*

WestCAT’s Public Transportation Agency Safety Plan will be reviewed by the Safety Committee:

- Annually in February (or prior to the June meeting of the Board of Directors).
- When information, processes or activities required under Part 673 undergo significant changes.
- And when the Agency:
  - Determines its approach to mitigating safety deficiencies is ineffective;
  - Makes significant changes to service delivery;
  - Introduces new processes or procedures that may impact safety;
  - Changes or re-prioritizes resources available to support Safety Management Systems; and/or
  - Significantly changes its organizational structure.

Additionally, the Agency will annually evaluate and update its safety performance targets (SPTs) during the annual review of the PTASP.

The Accountable Executive has the responsibility for signing WestCAT’s Public Transportation Agency Safety Plan prior to the Safety Committee approving the plan. The Accountable Executive signs the PTASP, but it is the responsibility of the Safety Committee to review and approve the PTASP. After approval by the Safety Committee, the PTASP is then presented to the Board of Directors for approval. Amendments to the PTASP will be communicated to staff per the *Safety Management Policy Communication* outlined in this plan.

### 3 Safety Performance Targets

WestCAT’s Safety Committee sets safety performance targets based on the safety performance measures established under FTA’s National Public Transportation Safety Plan. Safety performance targets are reviewed and updated annually at the review of WestCAT’s Public Transportation Agency Safety Plan based on data entered into the NTD. The safety performance targets represent WestCAT’s safety performance goals for the fiscal year.

For safety performance targets in the Safety Risk Reduction Program, the safety committee will set safety performance targets that reflect an annual reduction in safety risk, therefore the safety performance targets are set below the three-year rolling average of data reported to FTA’s National Transit Database (NTD).

3.1 General Annual Safety Performance Targets					
<i>Specify general annual safety performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>					
	Safety Performance Measure	Description	Baseline 3-year Average (FY22-24)	Target FY25	
Mode of Transit Service: Fixed Route Bus		Relevant Documentation: NTD data.  VRM= Vehicle Revenue Miles	3-year Average Total Vehicle Revenue Miles 1,259,325  Rate= per 100,000 VRM	Based on Estimated FY25 Total Vehicle Revenue Miles of 1,400,000  Rate= per 100,000 VRM	
	1	Measure 1a – Major Events	This includes all safety and security major events as defined by the NTD.	.67  0	
	2	Measure 1b- Major Event Rate Per 100,000 Vehicle Revenue Miles	This includes all safety and security major events as defined by the NTD, divided by VRM.	.05 (.67/1,259,325 x 100,000)	0 0/1,400,000 x 100,000)
	3	Measure 1.1- Collision Rate Per 100,000 Vehicle Revenue Miles	This includes all collisions reported to the NTD, divided by VRM.	.05 (.67/1,259,325 x 100,000)	0 (0/1,400,000 x 100,000)
	4	Measure 1.1.1- Pedestrian Collision Rate Per 100,000 Vehicle Revenue Miles	This includes all collisions “with a person,” as defined by the NTD, divided by VRM.	0 (0/1,259,325 x 100,000)	0 (0/1,400,000 x 100,000)
	5	Measure 1.1.2-Vehicular Collision Rate Per 100,000 Vehicle Revenue Miles	This includes all collisions “with a motor vehicle,” as defined by the NTD, divided by VRM.	.05 (.67/1,259,325 x 100,000)	0 (0/1,400,000 x 100,000)
	6	Measure 2a- Fatalities	This includes all fatalities as defined by the NTD.	0	0
	7	Measure 2b- Fatality Rate Per 100,000 Vehicle Revenue Miles	This includes all fatalities as defined by the NTD, divided by VRM.	0 (0/1,259,325 x 100,000)	0 (0/1,400,000 x 100,000)
	8	Measure 2.1- Transit Worker Fatality Rate Per 100,000	This includes all transit worker fatalities as defined by the NTD,	0 (0/1,259,325	0 (0/1,400,000 x

		Vehicle Revenue Miles	including the categories “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” divided by VRM.	x 100,000)	100,000)
9		Measure 3a- Injuries	This includes all injuries as defined by the NTD.	.67	≤5
10		Measure 3b- Injury Rate Per 100,000 Vehicle Revenue Miles	This includes all injuries as defined by the NTD, divided by VRM.	.05 (.67/1,259,325 x 100,000)	≤.03 (.5/1,400,000 x 100,000)
11		Measure 3.1- Transit Worker Injury Rate Per 100,000 Vehicle Revenue Miles	This includes all transit worker injuries as defined by the NTD, including the categories “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” divided by VRM.	0* (0/1,259,325 x 100,000)	0*
12		Measure 4a- Assaults on Transit Workers	This includes all assaults on transit workers as defined by the NTD*.	2*	≤1.5*
13		Measure 4b- Rate of Assaults on Transit Workers Per 100,000 Vehicle Revenue Miles	This includes all assaults on transit workers as defined by the NTD*, divided by VRM.	.16* (2/1,259,325 x 100,000)	≤.11* (1.5/1,400,000 x 100,000)
14		Measure 5b- System Reliability	This is the mean distance between major mechanical system failures as defined by the NTD.	16,077.17 VRM (1,259,325/78.33)	18,666.67 VRM (1,400,000/75)

		Safety Performance Measure	Description	Baseline 3-year Average (FY22-24)	Target FY25
<b>Mode of Transit Service: Non-Fixed Route Bus</b>			Relevant Documentation: NTD data.  VRM= Vehicle Revenue Miles	3-year Average Total Vehicle Revenue Miles 101,053.77  Rate= per 100,000 VRM	Based on Estimated FY25 Total Vehicle Revenue Miles of 100,400  Rate= per 100,000 VRM
	1	Measure 1a – Major Events	This includes all safety and security major events as defined by the NTD.	0	0
	2	Measure 1b- Major Event Rate Per 100,000 Vehicle Revenue Miles	This includes all safety and security major events as defined by the NTD, divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0/100,400 VRM x 100,000)
	3	Measure 1.1- Collision Rate Per 100,000 Vehicle Revenue Miles	This includes all collisions reported to the NTD, divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0/100,400 VRM x 100,000)
	4	Measure 1.1.1- Pedestrian Collision Rate Per 100,000 Vehicle Revenue Miles	This includes all collisions “with a person,” as defined by the NTD, divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0/100,400 VRM x 100,000)
	5	Measure 1.1.2-Vehicular Collision Rate Per 100,000 Vehicle Revenue Miles	This includes all collisions “with a motor vehicle,” as defined by the NTD, divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0/100,400 VRM x 100,000)
	6	Measure 2a- Fatalities	This includes all fatalities as defined by the NTD.	0 (=0/101,053.77	0 (=0/100,400

				VRM x 100,000)	VRM x 100,000)
7	Measure 2b- Fatality Rate Per 100,000 Vehicle Revenue Miles	This includes all fatalities as defined by the NTD, divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0 /100,400 VRM x 100,000)	
8	Measure 2.1- Transit Worker Fatality Rate Per 100,000 Vehicle Revenue Miles	This includes all transit worker fatalities as defined by the NTD, including the categories "Transit Employee/Contractor," "Transit Vehicle Operator," and "Other Transit Staff," divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0 /100,400 VRM x 100,000)	
9	Measure 3a- Injuries	This includes all injuries as defined by the NTD.	0	0	
10	Measure 3b- Injury Rate Per 100,000 Vehicle Revenue Miles	This includes all injuries as defined by the NTD, divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0/100,400 VRM x 100,000)	
11	Measure 3.1- Transit Worker Injury Rate Per 100,000 Vehicle Revenue Miles	This includes all transit worker injuries as defined by the NTD, including the categories "Transit Employee/Contractor," "Transit Vehicle Operator," and "Other Transit Staff," divided by VRM.	0*	0*	
12	Measure 4a- Assaults on Transit Workers	This includes all assaults on transit workers as defined by the NTD*.	0*	0*	
13	Measure 4b- Rate of Assaults on Transit Workers Per 100,000 Vehicle Revenue Miles	This includes all assaults on transit workers as defined by the NTD*, divided by VRM.	0* (=0/101,053.77 VRM x 100,000)	0* (=0 /99,662 VRM x 100,000)	
14	Measure 5b- System Reliability	This is the mean distance between major mechanical system failures as defined by the NTD.	50,526.88 VRM (101,053.77/2)	66,933.33 VRM (100,400/1.5)	

### 3.2 Safety Risk Reduction Program Annual Safety Performance Targets

Specify annual safety performance targets for the safety risk reduction program based on the safety risk reduction program performance measures established under the National Public Transportation Safety Plan.

	Safety Risk Reduction Program Safety Performance Measure	Description	Baseline 3-year Average (FY22-24)	Target FY25	
Mode of Transit Service: Fixed Route Bus		Relevant Documentation: NTD data.  VRM= Vehicle Revenue Miles	3-year Average Total Vehicle Revenue Miles 1,259,325  Rate= per 100,000 VRM	Based on Estimated FY25 Total Vehicle Revenue Miles of 1,400,000  Rate= per 100,000 VRM	
	1	Major Events	This includes all safety and security major events as defined by the NTD.	.67	0
	2	Major Event Rate Per 100,000 Vehicle Revenue Miles	This includes all safety and security major events as defined by the NTD, divided by VRM.	.05 (.67/1,259,325 x 100,000)	0 (0/1,400,000 x 100,000)
	3	Collisions	This includes all collisions reported to the NTD.	.67	0
	4	Collision Rate Per 100,000 Vehicle Revenue Miles	This includes all collisions reported to the NTD, divided by VRM.	.05 (.67/1,259,325 x 100,000)	0 (0/1,400,000 x 100,000)
	5	Injuries	This includes all injuries as defined by the NTD.	.67	≤.5
	6	Injury Rate Per 100,000 Vehicle Revenue Miles	This includes all injuries as defined by the NTD, divided by VRM.	.05 (.67/1,259,325 x 100,000)	≤.03 (.5/1,400,000 x 100,000)
	7	Assaults on Transit Workers	This includes all assaults on transit workers as defined by the NTD*	2*	≤1.5*
	8	Rate of Assaults on Transit Workers Per 100,000 Vehicle Revenue Miles	This includes all assaults on transit workers as defined by the NTD*, divided by VRM.	.16* (2/1,259,325 x 100,000)	≤.11* (1.5/1,400,000 x 100,000)

Mode of Transit Service: Non-Fixed Route Bus	Safety Risk Reduction Program Safety Performance Measure		Description	Baseline 3-year Average (FY22-24)	Target FY25
	Relevant Documentation: NTD data.  VRM= Vehicle Revenue Miles			3-year Average Total Vehicle Revenue Miles 101,053.77  Rate= per 100,000 VRM	Based on Estimated FY25 Total Vehicle Revenue Miles of 100,400  Rate= per 100,000 VRM
	1	Major Events	This includes all safety and security major events as defined by the NTD.	0	0
	2	Major Event Rate Per 100,000 Vehicle Revenue Miles	This includes all safety and security major events as defined by the NTD, divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0/100,400 VRM x 100,000)
	3	Collisions	This includes all collisions reported to the NTD.	0	0
	4	Collision Rate Per 100,000 Vehicle Revenue Miles	This includes all collisions reported to the NTD, divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0/100,400 VRM x 100,000)
	5	Injuries	This includes all injuries as defined by the NTD.	0	0
	6	Injury Rate Per 100,000 Vehicle Revenue Miles	This includes all injuries as defined by the NTD, divided by VRM.	0 (=0/101,053.77 VRM x 100,000)	0 (=0/100,400 VRM x 100,000)
	7	Assaults on Transit Workers	This includes all assaults on transit workers as defined by the NTD*.	0*	0*
8	Rate of Assaults on Transit Workers Per 100,000 Vehicle Revenue Miles	This includes all assaults on transit workers as defined by the NTD*, divided by VRM.	0* (=0/101,053.77 VRM x 100,000)	0* (=0/100,400 VRM x 100,000)	

\*Historically, assaults on transit workers were not collected in the NTD as a separate category from other assaults and were not reported if they did not result in a fatality, injury, or other major event threshold. Additionally, the term transit worker previously only included paid employees and contractors and excluded volunteers. On February 23, 2023, FTA finalized new NTD reporting requirements that collect data on all assaults on all transit workers, regardless of injury. Some of these reporting requirements took effect in calendar year 2023, while others took effect in NTD report year 2023. Due to this new reporting requirement, WestCAT will not have assault on transit worker data or transit worker injury data for a 3-year rolling average until the end of fiscal year 2026.

### 3.3 Coordination with Metropolitan Planning Organization and State

*Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.*

WestCAT’s Grants and Compliance Manager shares WestCAT’s PTASP, including safety performance targets, with the Metropolitan Transportation Commission (MTC) and CalTrans each year after formal adoption by the Board of Directors to aid in the planning process. WestCAT’s personnel are available to coordinate with CalTrans and MTC in the selection of CalTrans and MTC safety performance targets to the maximum extent practicable.

	State Entity Name	Date Targets Transmitted
Safety Performance Targets Transmitted to the State	CalTrans Safety Management Systems Brian Travis: brian.travis@dot.ca.gov	2025 approved PTASP and safety performance targets will be transmitted by March 31, 2025
	Metropolitan Planning Organization Name	Date Targets Transmitted
Safety Performance Targets Transmitted to the Metropolitan Planning Organization	Metropolitan Transportation Commission (MTC) Craig Bosman: cbosman@bayareametro.gov	2025 approved PTASP and safety performance targets will be transmitted by March 31, 2025

## 4 Safety Risk Reduction Program

### Safety Risk Reduction Program

*This section addresses the safety risk reduction program using SMS processes, which addresses safety risk reduction program requirements associated with safety risk mitigation and safety risk reduction program requirements associated with continuous improvement.*

WestCAT 's comprehensive Safety Risk Reduction Program to improve safety and assist with mitigation of accidents, injuries, and assaults on transit workers includes reviewing information submitted through various reporting programs to identify, assess, and mitigate hazards associated with accidents, injuries, and transit worker assaults, and reporting transit worker assaults according to reporting requirements in FTA's National Transit Database. When a hazard related to accidents, injuries, and assaults on transit workers is identified through the reporting process, the hazard will be recorded in the Safety Risk Register maintained by the Chief Safety Officer and assessed following the Safety Risk Management process.

The reporting programs also assist WestCAT in identifying visibility impairments for bus operators and mitigating visibility impairments. If a visibility impairment is reported, the impairment will be recorded in the Safety Risk Register maintained by the Chief Safety Officer and assessed following the Safety Risk Management process.

The Safety Committee will monitor safety performance against annual safety risk reduction program safety performance targets set by the Safety Committee. If WestCAT does not meet an established annual safety performance target set by the Safety Committee for the safety risk reduction program, the Safety Committee will follow the requirements established in 49 CFR Part 673 for Public Transportation Agency Safety Plans:

- Assess associated safety risk using the methods or processes established under §673.25(c);
- Mitigate associated safety risk based on the results of a safety risk assessment using the methods or processes established under §673.25(d) and include the mitigations in the PTASP; and
- Allocate WestCAT's safety set-aside in the following federal fiscal year to safety-related projects eligible under 49 U.S.C.5307 that are reasonably likely to assist WestCAT in meeting the safety risk reduction safety performance target in the future.

Consistent with §673.25(d)(3) and §673.11(a)(7)(i), when identifying safety risk mitigations for the safety risk reduction program related to vehicular and pedestrian safety events involving transit vehicles, including to address a missed safety risk reduction program safety performance target set by the Safety Committee under §673.19(d)(2), the Safety Committee will consider mitigations to reduce visibility impairments for transit vehicle operators that contribute to accidents, including retrofits to vehicles in revenue service and specifications for future procurements that reduce visibility impairments.

Consistent with §673.25(d)(4) and §673.11(a)(7)(ii), when identifying safety risk mitigations for the safety risk reduction program related to assaults on transit workers, including to address a missed safety risk reduction program safety performance target set by the Safety Committee under §673.19(d)(2), the Safety Committee will consider deployment of assault mitigation infrastructure and technology on transit vehicles and in transit facilities. Assault mitigation infrastructure and technology includes barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators.



Consistent with §673.25(d)(5) and §673.11(a)(7)(iv), when the Safety Committee identifies and recommends under §673.19(c)(6) safety risk mitigations, including mitigations relating to vehicular and pedestrian safety events involving transit vehicles or assaults on transit workers, based on a safety risk assessment conducted under §673.25(c), WestCAT will include or incorporate by reference these safety risk mitigations in the ASP.

When the Safety Committee recommends a safety risk mitigation unrelated to the safety risk reduction program, and the Accountable Executive decides not to implement the safety risk mitigation, the Accountable Executive will prepare a written statement explaining their decision, pursuant to recordkeeping requirements at §673.31. The Accountable Executive will submit and present this explanation to the Safety Committee and Board of Directors.

## 5 Safety Committee Establishment, Membership, and Procedures

### Safety Committee

*This section addresses the establishment of the Safety Committee, membership, and procedures.*

WestCAT's Safety Committee is a joint labor-management safety committee comprised of an equal number of management and frontline transit workers, and each is a voting member.

#### **The organizational structure, size, and composition of the Safety Committee and how it will be chaired:**

The Chief Safety Officer facilitates the Safety Committee meetings. Membership includes 5 management and 5 frontline transit workers:

##### Management

- Division General Manager- Contractor (alternate: Operations Manager- Contractor)
- Road Supervisor- Contractor (alternate: Road Supervisor- Contractor)
- Classroom Trainer- Contractor
- Maintenance Manager- Contractor
- Grants & Compliance Manager- WestCAT (alternate: General Manager- WestCAT)

##### Frontline Transit Workers

- 5 Bus Operators- Contractor (alternate: 5 Bus Operators- Contractor)- selected by the labor organization representing Bus Operators

#### **How Safety Committee meeting agendas and notices will be developed and shared, and how meeting minutes will be recorded and maintained:**

Safety Committee meetings are scheduled to be held every other month (bi-monthly). Additional meetings will be held if deemed necessary. Advance notice will be provided if a Safety Committee meeting is re-scheduled.

Meeting information is shared electronically with Safety Committee members who have a company email address and posted on the employee bulletin board in the operations hallway near maintenance.

The Chief Safety Officer develops the meeting agendas based on identified hazards, new business that needs discussed, safety concerns from members, and safety assurance processes. Agenda items may include review of open/in-progress hazards, follow-up discussion on recently closed hazards, discussion of new hazards, new business, and safety assurance review of closed hazards.

The Executive Assistant records and maintains the meeting minutes and then provides the meeting minutes to the Chief Safety Officer who reviews and posts the current meeting minutes on the employee safety bulletin board in the operations hallway near maintenance, distributes a printed or electronic copy of the meeting minutes to each Safety Committee member, and places the meeting minutes in a Safety Committee meeting minutes binder located in the Chief Safety Officer's office.

#### **Required training for Safety Committee members related to the ASP and the processes, activities, and tools used to support the agency's SMS:**

There is currently no specific designated training required of Safety Committee members. If the Chief Safety Officer identifies a need for training, then a training course will be provided.

**The compensation policy established by the agency for participation in Safety Committee meetings:**

WestCAT and MV salaried transit workers are not provided any additional compensation for participating in Safety Committee meetings. WestCAT mechanics, MV supervisors and MV operators are paid their regular hourly wage for participating in Safety Committee meetings.

**How the Safety Committee will access technical experts, including other transit workers, to serve in an advisory capacity, as needed, to support deliberations:**

If a technical expert is needed to assist with Safety Committee deliberations, the Chief Safety Officer will discuss the need with the Accountable Executive.

**How the Safety Committee will access transit agency information, resources, and tools to support deliberations:**

The Chief Safety Officer will work with Safety Committee members to provide any transit agency information, resources, or tools needed to assist in safety risk assessment of hazards or as requested by Safety Committee members.

**How the Safety Committee will access submissions to the transit worker safety reporting program to support its deliberations:**

The Chief Safety Officer maintains a log of the transit worker safety reporting program submissions that will be made available and shared at Safety Committee meetings to support deliberations.

**How the Safety Committee will reach and record decisions:**

Discussion is open for each agenda item. Items requiring action are voted on by Safety Committee members. The alternate serves in a voting capacity in the event of a representative voting member absence. The Executive Assistant records and maintains the meeting minutes and then provides the meeting minutes to the Chief Safety Officer for review and distribution.

**How the Safety Committee will coordinate and communicate with the transit agency's Board of Directors and the Accountable Executive.**

The Chief Safety Officer communicates with the Accountable Executive regarding Safety Committee deliberations, decisions and recommendations after each Safety Committee meeting, as needed. The Grants & Compliance Manager communicates with the Board of Directors at the annual review of the Public Transportation Agency Safety Plan and on an as needed basis.

**How the Safety Committee will manage disputes to ensure it carries out its operations.**

If there is a dispute or tie-vote among Safety Committee members, the Chief Safety Officer will share the information with the Chief Financial Officer who will act as a neutral third party and make a final decision.

**How the Safety Committee will carry out its responsibilities:**

The Safety Committee is a key element to ensure the safety of transit workers, customers and the public. The Safety Committee carries out the responsibilities outlined below during Safety Committee meetings. The Safety Committee is responsible for:

- Reviewing and approving the Public Transportation Agency Safety Plan and any updates to the Public Transportation Agency Safety Plan prior to approval by the Board of Directors.
- Setting annual safety performance targets for WestCAT's safety risk reduction program using a three-year rolling average of the data submitted to the National Transit Database (NTD). The safety performance targets are monitored and discussed during the annual review of the Public

Transportation Agency Safety Plan and approved by the Safety Committee as part of the Public Transportation Agency Safety Plan approval process.

- Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through safety risk assessment, including safety risk mitigations associated with any instance where WestCAT did not meet an annual safety risk reduction program safety performance target. Each identified hazard is an agenda item discussed by the Safety Committee. The Safety Committee performs a safety risk assessment for each identified hazard.
- Identifying safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended, including safety risk mitigations associated with any instance where WestCAT did not meet an annual safety risk reduction program safety performance target. The Safety Committee discusses this during the Safety Assurance agenda item, or at the annual safety plan review for safety performance targets.
- Identifying safety deficiencies for purposes of continuous improvement, including any instance where WestCAT did not meet an annual safety risk reduction program safety performance target.
- Communicating follow up information on identified hazards reported through the transit worker safety reporting program and results of actions taken by the Safety Committee is done through posted Safety Committee meeting minutes. If the reporting transit worker provided their name during the reporting process, the Chief Safety Officer or designee also follows up directly with the transit worker when WestCAT determines whether or not to take action and after any mitigations are implemented.

As part of the safety risk reduction program, the Safety Committee is responsible for assisting with safety risk mitigation of measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to vehicles in revenue service and specifications for future procurements that reduce visibility impairments.

The Safety Committee is also responsible for assisting with safety risk mitigation of assaults on transit workers by performing a safety risk assessment on the deployment of assault mitigation infrastructure and technology in transit facilities.

WestCAT has implemented the following measures to protect transit workers from assault:

- Driver Barriers
- Radios
- Video and Audio Surveillance
- Automatic Vehicle Location
- Emergency Operations Procedures
- Communication Protocols
- De-escalation Training
- Workplace Violence Prevention Plan and Training
- Emergency Alarms
- Adequate Lighting (in and around facility)
- Secure Areas Where Workers Work
- Providing Resources for Victims of Assaults
- Providing Law Enforcement With Data/Video Surveillance

## 6 Safety Management System

### **Safety Management System**

*The public transportation agency safety plan specifies establishment and implementation of an SMS, is appropriately scaled, and includes Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.*

Western Contra Costa Transit Authority (WestCAT) is a small transit agency that has established and implements a Safety Management System (SMS). The SMS is appropriately scaled to the size, scope, and complexity of our transit system. WestCAT's Public Transportation Agency Safety Plan documents the details of the Agency's SMS. The Public Transportation Agency Safety Plan addresses all applicable requirements and standards as set forth in 49 CFR Part 673.

- Section 7 of this Public Transportation Agency Safety Plan describes WestCAT's Safety Management Policy as is required in §673.23.
- Section 8 describes Safety Risk Management as is required in §673.25.
- Section 9 describes Safety Assurance as is required in §673.27.
- Section 10 describes Safety Promotion as is required in §673.29.

## 7 Safety Management Policy

### 7.1 Safety Management Policy Statement

*Include the written statement of safety management policy, incorporating safety objectives.*

Safety is WestCAT's first priority. To support this priority, WestCAT has a Safety Management System (SMS) that encourages open sharing of information on all safety issues. WestCAT's Public Transportation Agency Safety Plan documents the details of the Agency's SMS.

#### Safety Objective

WestCAT's overall safety objective is to proactively manage hazards and their associated risk to ensure the safety of our transportation system. Monitoring safety performance against our annual safety performance targets helps us measure the overall effectiveness of our processes and activities to ensure we meet our safety objective. We will review our Public Transportation Agency Safety Plan, including our safety performance targets, annually to identify how well we met our safety performance targets.

#### Safety Accountability and Responsibility

We will develop and embed a safety culture in all our activities that recognize the importance and value of effective safety management and acknowledges at all times that safety is paramount. All levels of management and all transit workers are accountable for the highest level of our safety performance. Each manager is responsible for implementing the SMS in their area of responsibility and accountable for performing SMS activities. All transit workers support safety performance by identifying and reporting safety concerns.

#### Safety Communication

The Safety Management Policy statement is communicated throughout WestCAT. Communication systems are in place to promote safety communication up, down, and across the organization, including bulletin boards and safety meetings.

#### Safety Committee

We have established a joint labor-management safety committee consisting of an equal number of management and frontline transit workers. The frontline transit workers represented by a labor organization are selected by the labor organization representing the plurality of the frontline workforce.

#### Transit Worker Safety Reporting Program

We have established and implemented a process that allows transit workers to report safety concerns, including assaults on transit workers, near-misses, and unsafe acts and conditions to senior management, that includes protections for transit workers who report and a description of transit worker behaviors that may result in disciplinary action.

We appreciate everyone's contributions to enhance the safety of our transit workers, riders, and the public.

## **7.2 Safety Management Policy Communication**

*Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.*

WestCAT's Safety Management Policy Statement is communicated to all transit workers and the Board of Directors. The statement is posted in common/shared WestCAT work areas (Administration office lobby and employee bulletin board in the operations hallway near maintenance). The statement is communicated to the Board of Directors after the annual review of the Safety Plan, when any changes are made to the plan.

The Safety Management Policy Statement will be communicated to the Board of Directors at the March 13, 2025 Board meeting and communicated to transit workers after approval of the Public Transportation Agency Safety Plan at the March 13, 2025 Board meeting.

### 7.3 Authorities, Accountabilities, and Responsibilities for Management of Safety

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

<p><b>Accountable Executive</b></p>	<p>The Accountable Executive meets all the requirements in §673.5 and §673.23(d)(1)(i)(ii) in that this position is ultimately responsible for:</p> <ul style="list-style-type: none"> <li>• Carrying out the Public Transportation Agency Safety Plan and the Transit Asset Management (TAM) Plan.</li> <li>• Controlling or directing the human and capital resources needed to develop and maintain the Public Transportation Agency Safety Plan and the TAM Plan.</li> <li>• Ensuring that WestCAT's SMS is effectively implemented, and action is taken, as necessary, to address substandard performance in WestCAT's SMS.</li> <li>• Implementing safety risk mitigations for the safety risk reduction program that are included in the Public Transportation Agency Safety Plan under §673.11(a)(7)(iv).</li> <li>• Receives and considers all other safety risk mitigations recommended by the safety committee, consistent with requirements in §673.19(d) and §673.25(d)(6).</li> </ul> <p>Roles include:</p> <ul style="list-style-type: none"> <li>• Decision-making about resources to support asset management, SMS activities, and capital investments</li> <li>• Annually certifying SMS compliance with 49 C.F.R. Part 673</li> <li>• Endorsing SMS implementation team and SMS processes</li> <li>• Providing guidance to the Safety Committee on recommended SMS actions/SMS decision making</li> </ul> <p>The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for WestCAT's safety performance cannot be delegated and always rests with the Accountable Executive.</p>
<p><b>Chief Safety Officer</b></p>	<p>The Chief Safety Officer is designated by the Accountable Executive and has the authority and responsibility for day-to-day implementation and operation of the Agency's SMS. The Chief Safety Officer has a direct line of reporting to the Accountable Executive. The Chief Safety Officer is trained and has responsibility for safety. The Chief Safety Officer's duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Developing and maintaining SMS documentation</li> <li>• Directing hazard identification and safety risk assessment</li> <li>• Overseeing day-to-day implementation and operation of WestCAT's SMS</li> <li>• Monitoring safety risk mitigation activities</li> <li>• Maintaining <b>Safety Risk Register (Appendix B)</b></li> <li>• Providing periodic reports on safety performance</li> <li>• Briefing the Accountable Executive on SMS implementation progress</li> </ul>



	<ul style="list-style-type: none"> <li>• Planning safety management training</li> <li>• Facilitating Safety Committee meetings</li> </ul>
<p><b>Agency Leadership and Executive Management</b></p>	<p>Other members of WestCAT’s leadership and executive management with authorities and responsibilities for day-to-day implementation and operation of the agency’s SMS include:</p> <p><b>Grants &amp; Compliance Manager:</b></p> <ul style="list-style-type: none"> <li>• Assisting with identification of safety concerns and hazards</li> <li>• Assessment and mitigation of safety risk through safety risk management</li> <li>• Overseeing updates to the Public Transportation Agency Safety Plan and implementation of the Public Transportation Agency Safety Plan</li> <li>• Presenting the Public Transportation Agency Safety Plan to the Board of Directors for approval and communicates with the Board of Directors as needed</li> </ul> <p><b>Maintenance Manager (Contractor):</b></p> <ul style="list-style-type: none"> <li>• Providing maintenance data, as needed</li> <li>• Assisting with identification of safety concerns and hazards</li> <li>• Assessment and mitigation of safety risk through safety risk management</li> <li>• OSHA compliance and site maintenance activities</li> </ul> <p><b>Division General Manager (Contractor):</b></p> <ul style="list-style-type: none"> <li>• Providing accident data and investigation results, driver evaluation results</li> <li>• Ensuring that appropriate safety training is provided to contracted transit workers</li> <li>• Assisting with identification of safety concerns and hazards</li> <li>• Assessment and mitigation of safety risk through safety risk management</li> <li>• Promoting operational safety and adhering to policies and procedures</li> </ul>
<p><b>Key Staff</b></p>	<p><b>Trainers/Supervisors (Contractor):</b></p> <ul style="list-style-type: none"> <li>• Providing necessary training to ensure transit workers are trained to proficiency in accordance with performance standards</li> <li>• Providing pass/fail rates for new drivers, and evaluations of current drivers</li> <li>• Providing sufficient road observations and identifying potential safety hazards with recommended solutions</li> </ul> <p><b>All Transit workers:</b></p> <ul style="list-style-type: none"> <li>• Assisting with identification of safety concerns and hazards – A permanent agenda item dedicated to safety is included at all bi-monthly staff Safety Meetings.</li> <li>• Reporting safety hazards through the Agency prescribed Safety Reporting Program</li> </ul>

	<p><b>Safety Committee:</b></p> <ul style="list-style-type: none"><li>• Reviewing and approving the Public Transportation Agency Safety Plan and any updates before approval by the Board of Directors</li><li>• Setting annual safety performance targets for the safety risk reduction program</li><li>• Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through the Agency’s safety risk assessment, including safety risk mitigations associated with any instance where the Agency did not meet an annual safety performance target in the safety risk reduction program</li><li>• Identifying safety deficiencies for the purposes of continuous improvement, including instances where the Agency did not meet an annual safety performance target in the safety risk reduction program</li></ul>
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## 7.4 Transit Worker Safety Reporting Program

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

The purpose of WestCAT's Transit Worker Safety Reporting Program is to ensure that all safety hazards (real and potential), near-misses, assaults on transit workers, unsafe acts, and conditions are reported, recorded, investigated, and communicated to senior management. Reporting and sharing information with relevant parties creates an opportunity to prevent an incident from occurring or to answer the questions of *what* happened and *why* and then to use this insight to determine *how* to prevent re-occurrence. Following the steps outlined in this program will:

- Promote an open, learning culture in regard to safety and accident prevention;
- Employ a systematic approach for all administration, maintenance, and operations transit workers to report hazards and safety concerns;
- Encourage an opportunity to gain understanding and insight from an incident or situation's analysis;
- Utilize knowledge gained to prevent or reduce future safety risk of reoccurrence; and
- Support management's goal of establishing a reporting culture with an aim to identify hazards, reduce safety risk, and prevent harmful incidents.

### **Scope**

This program applies to all transit workers of WestCAT, who, regardless of level, location, or job description, all have a role in creating and maintaining a safe workplace. While the Management of WestCAT acknowledges responsibility for implementing and managing health and safety for the workplace as a whole, transit workers must also recognize and accept responsibility for their decisions and actions, which can, and will, affect their own personal safety as well as the personal safety of others.

### **Procedure for Reporting a Hazard or Potential Hazard**

The reporting system is non-punitive and, if desired by the person reporting, anonymous. A transit worker who identifies a hazard (real or potential) may report it through the **SMS Hazard/Risk Report Form (Appendix A)**. The SMS Hazard/Risk Report Form is submitted to the Chief Safety Officer or a supervisor.

- 1) If the hazard requires immediate attention, dispatch is notified immediately. If immediate attention is not required, the transit worker is encouraged to submit the SMS Hazard/Risk Report Form to the Chief Safety Officer or a supervisor by the end of their workday.
- 2) The Chief Safety Officer reviews the report, meets with the transit worker if necessary, and has the authority to take immediate and appropriate action to correct the hazardous conditions or unsafe work practices and procedures, and to establish rules of safety as soon as they are identified.

The Chief Safety Officer documents identified hazards in the Safety Risk Register. The Chief Safety Officer, supported by the Safety Committee, will review and address each transit worker safety report, ensuring that hazards and their potential consequences are appropriately identified and resolved through WestCAT's Safety Risk Management process and that reported deficiencies and non-compliance with rules or procedures are managed through WestCAT's Safety Assurance process.

The Chief Safety Officer discusses actions taken to address reported hazards during the weekly Technical Advisory (TAC) Meetings. Additionally, if the reporting transit worker provided their name during the reporting process, the Chief Safety Officer or designee follows up directly with the transit worker when WestCAT determines whether or not to take action and after any mitigations are implemented.

### **Communication**

Safety Risk Management results of identified hazards will be communicated to transit workers in at least one of the following venues:

- Management discussion with transit workers;
- Bulletin board postings; and/or
- Bi-monthly Safety Meetings.

### **Non-Punitive Exemptions**

Hazard reporting is non-punitive and transit workers will not be subject to progressive disciplinary measures unless their behavior coincides with one of the following serious offences:

- Willful breach of professional codes;
- Acts of gross negligence;
- Acts of gross misconduct (e.g. possession of alcohol, illicit narcotics or non-prescribed pharmaceuticals while on company property, or use thereof while operating WestCAT equipment);
- Repeated unreported violations;
- Malicious activities (including malicious reporting of untrue allegations against a colleague);
- Workplace violence, including but not limited to fighting, assault, harassment or possession of a weapon.
- Record falsification

## 8 Safety Risk Management

### Safety Risk Management Process

Describe the Safety Risk Management process, including:

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

### 8.1 Hazard Identification

WestCAT is committed to identifying and correcting hazards before they have potential consequences. WestCAT and Contractor staff participate in safety meetings every other month (bi-monthly), where safety is a standard agenda item. Input is sought from all staff regarding hazards, real or potential conditions that can cause injury, illness or death; damage to or loss of the facilities, equipment, rolling stock or infrastructure of a public transportation system; or damage to the environment.

For purposes of this plan, a hazard is defined as a real or potential condition that is NOT an event that can cause a potential consequence. WestCAT's sources for Identifying hazards include:

- Information provided by an oversight authority, including, but not limited to FTA and the State.
  - a. FTA data and information
    - Bulletins
    - General Directives
    - Notices
  - b. NTSB/Oversight Authority information
- Data and information regarding exposure to infectious diseases provided by the Centers for Disease Control and Prevention (CDC) or a State health authority
- Transit worker safety reports
- Passenger feedback and complaints
- Internal investigations, reviews, and audits
- Industry data
- Operational data/observations
- Dispatch logs
- Suggestion box submissions
- Maintenance records
- On board video data
- Claims and occupational injury reports
- Safety concerns identified through Safety Assurance activities

Inspections are an important source of information about hazards. Results from these inspections also help us identify areas where mitigations designed and adopted to manage safety risk are not being carried out as required. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns or hazards. Inspections focus on:

- Rules compliance checks, which may identify:
  - Non-compliance with safety rules;
  - Challenges in complying with safety rules; and
  - Emerging practices
  
- Operations personnel fitness-for-duty checks, which may identify:
  - Impairment;
  - Fatigue;
  - Absence of corrective lenses;
  - Apparent injuries; and
  - Uniform or equipment issues
  
- Radio or digital communication checks, which may identify radio failures, dead spots, and areas of high interference
- CDL and operator citations checks, which may identify operator's non-compliance with driving regulations and requirements
- Pre-trip inspections, which may identify instances of a bus beginning revenue service after failing a pre-trip inspection
- Vehicle inspection, which may identify a series of defects in components and parts with the potential to impact the safety performance of the vehicle
- Facilities inspections, which may identify conditions with the potential to impact safety
- Safety events (including near misses)

When a hazard is identified by a manager or transit worker, it is reported to the Chief Safety Officer who documents it in the Safety Risk Register. The Chief Safety Officer also may enter hazards into the Safety Risk Register based on their review of WestCAT's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board, or any other source WestCAT uses for identifying hazards.

The Chief Safety Officer may conduct further analyses of hazards and potential consequences noted on the Safety Risk Register to collect information and identify additional potential consequences and to inform the Safety Committee which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;

- Conduct interviews with transit workers in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process for safety risk assessment and mitigation. Otherwise, the Chief Safety Officer will prioritize hazards for further SRM activity.

## 8.2 Safety Risk Assessment

Once a hazard has been identified, it must be assessed by the Safety Committee. WestCAT assesses safety risk associated with identified safety hazards with an assessment of the likelihood and severity of the potential consequences of hazards, taking into account existing mitigations, and prioritizing safety risk mitigation based on safety risk assessment.

The Chief Safety Officer leads the Safety Committee through the Safety Risk Assessment process and assesses prioritized hazards using WestCAT’s Safety Risk Matrix. This matrix expresses assessed safety risk as a combination of severity and likelihood levels. This matrix also categorizes combined safety risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome.

After the Safety Committee has completed the Safety Risk Assessment and the assessment determines that safety risk mitigation is necessary, safety risk mitigations are prioritized by the Safety Committee, and after approval of safety risk mitigation is received from the Accountable Executive, the safety risk mitigation is implemented by an assigned manager, then the safety risk index is reviewed. The Chief Safety Officer will document the safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Chief Safety Officer will maintain completed Safety Risk Register sections for a period of three years from the date of generation.

### Safety Risk Likelihood:

The likelihood that the potential consequence of the hazard might occur, considering the worst foreseeable- but credible- condition. Determination of safety risk likelihood must take into account existing safety risk mitigations. Safety risk likelihood is ranked as follows:

- A) **Frequent**- the event will occur frequently; occurrence description is continuously experienced
- B) **Probable**- the event will occur several times; occurrence description is will likely occur
- C) **Occasional**- the event is likely to occur sometimes; occurrence description is will occur several times
- D) **Remote**- the event is unlikely but possible to occur; occurrence description is unlikely, but can be expected to occur
- E) **Improbable**- the event is so unlikely, occurrence may not be experienced; occurrence description is unlikely to occur, but possible

The chart below ranks safety risk likelihood in the descending order of A) Frequent, B) Probable, C) Occasional, D) Remote, E) Improbable based on the categories of “Likelihood of event in specific item” and “Occurrence description”.

Likelihood Level	Likelihood of event in specific item	Occurrence Description
a Frequent	Will occur frequently	Continuously Experienced
b Probable	Will occur several times	Will likely occur
c Occasional	Likely to occur sometimes	Will occur several times
d Remote	Unlikely but possible to occur	Unlikely, but can be expected to occur
e Improbable	So unlikely, occurrence may not be experienced	Unlikely to occur, but possible

**Safety Risk Severity:**

The anticipated effects of a potential consequence of the hazard, considering the worst foreseeable- but credible- condition. Determination of safety risk severity must take into account existing safety risk mitigations. Safety risk severity is categorized as follows:

- 1) Catastrophic
- 2) Critical
- 3) Marginal
- 4) Negligible

The chart below ranks safety risk severity in the descending order of 1) Catastrophic, 2) Critical, 3) Marginal, 4) Negligible based on the categories of System Disruption, Service/Operation, Financial, Environment, Injury, Health.

Severity	1. Catastrophic	2. Critical	3. Marginal	4. Negligible
System Disruption	> 24 hrs	12 - 24 hrs	4 – 12 hrs	< 4 hrs
Service/ Operation	Substantial or total loss of operation	Partial shutdown of operation	Brief disruption to operation	No disruption
Financial	> \$ 100,000	> \$10,000 but less than \$100,000	< \$ 10,000	No monetary loss
Environment	Permanent impact; affects a whole region; highly sensitive environment	Lasting months; impact on an extended area, area with some environmental sensitivity	Lasting weeks; reduced area, no environmentally sensitive surroundings	Lasting days or less; limited to small area, low significance/ sensitivity
Injury	Death (not include suicides or by natural causes)	Fracture, Severe Bleeding, Brain injury, Dismemberment	Bruising, Abrasions, Bleeding (Ambulance transport)	Bruising, Abrasions, Sprains (No Ambulance transport)
Health	Exposure with irreversible impacts with loss of quality of life of a numerous group/ population or multiple fatalities	Exposure with irreversible impact on health with loss of quality of life or single fatality	Exposure with reversible impact on health or permanent change with no disability or loss of quality of life	Exposure to health hazard resulting in symptoms requiring medical intervention, with full recovery



## Safety Risk Assessment Matrix

The Safety Risk Assessment Matrix assesses the safety risk level based on the safety risk likelihood and safety risk severity analysis. The safety risk assessment allows the Safety Committee to evaluate the acceptability of the safety risk as follows:

- 1) **High**
- 2) **Medium**
- 3) **Low**

The chart below is used to assess the safety risk level based on safety risk likelihood and safety risk severity. Likelihood is on the vertical axis listed in order of Frequent(A), Probable(B), Occasional(C), Remote(D), Improbable(E). Severity is on the horizontal axis in the order of Catastrophic(1), Critical(2), Marginal(3), Negligible(4).

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

## Resolution Requirements

After the Safety Risk Assessment is complete, resolution requirements indicate if the safety risk level is:

- 1) **High- Unacceptable** and correction required
- 2) **Medium- Undesirable** and correction may be required, decision by management required
- 3) **Low- Acceptable with review** and requires review and documentation by management

The chart below indicates the color red for safety risk High- Unacceptable, the color yellow for safety risk Medium-Undesirable, and the color green for safety risk Low- Acceptable with Review.

Resolution Requirements		
High	Unacceptable	correction required
Medium	Undesirable	correction may be required, decision by management
Low	Acceptable w/ review	with review and documentation by management

Reduction of safety risk in the High safety risk category in the Safety Risk Assessment Matrix (High: 1A, 1B, 1C, 2A, 2B, 3A) occurs until the safety risk is in a lower safety risk category. Reduction of safety risk in the Medium safety risk category in the Safety Risk Assessment Matrix (Medium: 1D, 1E, 2C, 2D, 3B, 3C, 4A, 4B) occurs when correction is required by management and the safety risk is reduced to the Low safety risk category in the Safety Risk Assessment Matrix (Low: 2E, 3D, 3E, 4C, 4D, 4E), if possible, with the safety risk acceptable with review and documentation by management.

### 8.3 Safety Risk Mitigation

Following the Safety Risk Assessment, if the safety risk associated with an identified hazard requires mitigation, the Safety Committee will determine safety risk mitigation strategies. Safety risk mitigation reduces the likelihood and/or severity of potential consequences of the hazard. If safety risk mitigation is recommended, WestCAT follows a hierarchy of controls method to eliminate or reduce the safety risk associated with the hazard:



Source: NIOSH.

The goal should always be to eliminate the hazard completely if possible. However, when a hazard cannot be eliminated, the associated safety risk will be reduced as low as reasonably practicable.

Prioritization of safety risk mitigations is based on the results of the safety risk assessment. Safety risk mitigations will be developed and applied whenever a safety risk is identified as High and the Safety Committee determines that mitigation is necessary. Safety risks deemed to be Medium or Low will be reviewed by the Safety Committee, Chief Safety Officer and the Accountable Executive and mitigations developed at their discretion. Input will be obtained from subject matter experts from different departments to ensure that the selected safety risk mitigation is appropriate for the identified safety risk. Guidance provided by FTA or another oversight authority will be considered as a source for safety risk mitigations. Guidelines to prevent or control exposure to infectious diseases provided by the CDC or a State health authority will also be considered as a source for safety risk mitigations. Safety risk mitigations will be applied only when approved by the Accountable Executive. When the Safety Committee recommends a safety risk mitigation unrelated to the safety risk reduction program and the Accountable Executive decides not to implement the safety risk mitigation, the Accountable Executive prepares a written statement explaining their decision and submits and presents it to WestCAT's Safety Committee and Board of Directors. The Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register. Safety Assurance activities will be conducted to determine whether mitigations are having the intended effect.

## 9 Safety Assurance

### 9.1 Safety Performance Monitoring and Measurement

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

WestCAT monitors the system for compliance with, and sufficiency of, the Agency's procedures for operations and maintenance utilizing the following activities:

- Safety audits,
- Informal inspections, road observations, and evaluations,
- Regular review of on-board camera footage to assess drivers and specific incidents,
- Safety surveys,
- Transit worker safety reporting program,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data relating to the delivery of service,
- Regular vehicle inspections and preventative maintenance, and
- Continuous feedback loop between leadership and all levels of the Agency.

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

All safety risk mitigations implemented by staff will be monitored by the Safety Committee and the Chief Safety Officer to ensure they are effective, appropriate and working as intended. This will be accomplished through the collection, analysis, and assessment of relevant information and data, including but not limited to:

- Reviewing results from safety event investigations
- Measures of safety risk mitigation outcomes / available statistics
- Monitoring transit worker safety reporting,
- Reviewing results of internal safety audits and inspections,
- Direct observation by staff,
- Analysis of operational and safety trends to identify emerging safety concerns, and
- Subject matter expertise of staff.

The Agency's safety assurance activities are designed to:

- Ensure that safety risk mitigation procedures are in place and are effective
- Identify potential, or further, safety issues
- Make sure safety objectives/desired outcomes are being achieved

**The Safety Committee’s role in safety risk mitigation monitoring:**

When safety risk mitigations are deemed necessary, measurable objectives (desired outcomes) will be established. Appropriate safety risk mitigations will be developed to achieve the desired outcome. A schedule for implementation and review will be generated by the Safety Committee for the Chief Safety Officer and the Safety Committee to monitor safety risk mitigation progress and effectiveness. Following implementation, the Safety Committee and Chief Safety Officer will review the outcome of safety risk mitigations and evaluate their effectiveness. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register.

If a safety risk mitigation is not implemented or performing as intended, the Safety Committee will perform additional safety risk assessment and propose a course of action to modify the safety risk mitigation or take other action to manage the safety risk.

*Describe activities to conduct investigations of safety events to identify causal factors.*

A safety event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

To ensure proper steps will be taken to prevent recurrence, we will identify all causal factors of the safety event, including latent organizational factors that may have contributed to a safety event. This includes examining the following factors:

- **Organizational factors** (the elements of the Agency’s management, policies, and procedures that contributed to the safety event)
- **Equipment and infrastructure factors** (the failures in functioning of vehicles or other technological components of the transit system that contributed to the safety event)
- **Environmental factors** (the characteristics of the environment in which the people and vehicles were operating that contributed to the safety event)
- **Outside factors** (the larger context in which the transit agency is operating, where factors outside the control of the Agency contributed to the safety event)
- **Human factors** (the errors, rule violations, and characteristics of the people involved in the safety event)

Additional procedures established to conduct investigations of safety events to identify causal factors are identified in WestCAT’s System Safety Program Plan (SSPP), “Section 7, Incident Management.” This document in its entirety is available for review and is located in the WestCAT Administrative Office located at 601 Walter Avenue, Pinole, CA.

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

**Safety Committee and Transit Worker Safety Reporting Program:**

The Chief Safety officer and Safety Committee periodically review and evaluate accumulated information received from its internal safety reporting system as well as other safety communication channels. The collective reports provide an important source of safety data and help identify trends, an analysis of which may lead to the identification of hazards that can be addressed through Safety Risk Management. The Safety Committee considers all safety reports from the Transit Worker Safety Reporting Program as well as relevant background knowledge about the hazard. The members of the Safety Committee will provide their input and collective subject matter expertise to complete the Safety Risk Assessment.

The Safety Committee will 1) periodically review and evaluate accumulated Transit Worker Safety Reports, 2) Identify possible or previously missed safety deficiencies, and 3) make recommendations to management concerning the continuation, modification, or elimination of procedures, behavior, or environmental situations that may contribute to an unsafe situation/event. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and executive management and follows up with the Safety Committee and documents the results of these reviews.

## 9.2 Continuous Improvement

*Describe the process to assess safety performance annually and the plan to address any deficiencies identified through the safety performance assessment.*

At the annual review of the Public Transportation Agency Safety Plan, WestCAT will assess its safety performance based on data from safety performance targets. The Chief Safety Officer will work with the Safety Committee and Accountable Executive to address and correct any identified deficiencies.

The Safety Committee plays a key role in continuous improvement and has the responsibility for:

- Annually identifying deficiencies in the Agency’s SMS, including the processes and procedures defined by the Agency to carry out its SMS. This will be done by the Safety Committee reviewing the Public Transportation Agency Safety Plan components at the annual review of the plan. If any components of the plan are identified as not being implemented or not being implemented correctly, WestCAT will address and correct the identified deficiencies.
- Annually monitoring safety performance against annual safety performance targets set by the Safety Committee for the safety risk reduction program and identifying deficiencies in the Agency’s performance against annual safety performance targets set by the Safety Committee for the safety risk reduction program. This will be done by the Safety Committee annually reviewing safety performance targets for the safety risk reduction program with data from NTD. If the Agency does not meet an established annual safety performance target for the safety risk reduction program, the Safety Committee will:
  - Assess associated safety risk using the methods or processes established under §673.25(c);
  - Mitigate associated safety risk based on the results of a safety risk assessment using the methods or processes established under §673.25(d) and include the mitigations in the PTASP; and
  - Allocate WestCAT’s safety set-aside in the following federal fiscal year to safety-related projects eligible under 49 U.S.C.5307 that are reasonably likely to assist WestCAT in meeting the safety risk reduction safety performance target in the future.

WestCAT will include or incorporate by reference in the ASP, the safety risk mitigations developed when the Agency does not meet a safety risk reduction program safety performance target.

If the Safety Committee identifies deficiencies through the safety performance assessment process, the Chief Safety Officer will brief the Accountable Executive on the identified deficiencies. The Chief Safety Officer will share the assessment results and any recommended mitigations developed by the Safety Committee with the Accountable Executive. Under the direction of the Accountable Executive, the Chief Safety Officer will develop a corrective action plan. The corrective action plan will include the mitigations developed by the Safety Committee, including any mitigations developed when the Agency does not meet a safety risk reduction program safety performance target. The Safety Committee will review the corrective action plan prior to implementation of the plan.

## 10 Safety Promotion

### 10.1 Competencies and Training

*Describe the safety training program for all agency transit workers directly responsible for safety.*

WestCAT's safety training program applies to all WestCAT and Contractor transit workers directly responsible for safety. This includes but is not limited to:

- Vehicle operators,
- Dispatchers,
- Mechanics,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer, and
- Accountable Executive.

WestCAT requires transit workers, including the Chief Safety Officer, to complete training to be able to fulfill their safety-related roles and responsibilities. Ongoing training programs target the Agency's safety events as well as the need to comply with applicable regulations. Training includes de-escalation training and safety concern identification and reporting training.

Transit workers responsible for safety receive initial training at hire/assignment, and refresher training is provided as necessary, when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, and when new hazards are identified, and safety risk mitigation measures are developed.

WestCAT's training program, including frequencies and refresher training, is described in detail within the Agency System Safety Program Plan (SSPP). This document in its entirety is available for review and is located in the WestCAT Administrative Office located at 601 Walter Avenue, Pinole, CA.

WestCAT's Contractor provides job-specific training programs to enhance safety skills necessary for safe, secure, and reliable service. This includes training for operators, trainers, supervisors, maintenance staff, operations, and management personnel. All new hires will undergo new-hire training based upon type of service and experience level. Mastery is verified through evaluations prior to being released for service.

All Contractor operators will receive refresher or remedial training as necessary throughout their employment. This can include, but is not limited to, defensive driving techniques, ADA and Wheelchair Securement activities, Fatigue Management, Pedestrian and Bicyclist Awareness, as well as hands-on training. This training provides a procedure for evaluation of job skills and determining subsequent retraining needs of transit workers who are returning to work after extended leave, transit workers who have been involved in an accident, and refresher skill training.

Training, retraining, proficiency checks, and safety meeting attendance will be recorded and documented. Contractor's training records are kept by the department supervisors and managers and will include:

- Date of training
- Transit worker names
- Copies of training materials
- Training subject
- Location of training
- Name of trainer
- Signature of trainer and trainee

**Operations safety-related skill training includes the following:**

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.

**Vehicle maintenance safety-related skill training includes the following:**

- Ongoing mechanic skill training,
- Ongoing skill training for mechanic supervisors,
- Accident investigation training for mechanic supervisors,
- Ongoing hazardous material training for mechanics and supervisors, and
- Training provided by vendors

**TSA Security Training for Surface Transportation Transit Workers**

Operations staff performing security-sensitive functions will receive TSA-approved security training. The training curriculum will teach staff how to observe, assess, and respond to terrorist-related threats and/or incidents. Security-sensitive transit workers will receive recurrent training every three years after initial training.

- **First Observer Plus™**

Operations Staff will utilize First Observer Plus™, a security awareness training program managed by the Transportation Security Administration (TSA) to promote surface transportation security within the United States. Its mission is to increase security awareness of frontline transportation professionals by providing training to recognize suspicious activity that may be related to terrorism, to assess what they see, and methods for reporting their observations. Its message is simple: “**Observe, Assess, and Report** suspicious activities.”



## 10.2 Safety Communication

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

Safety and Safety Performance information may be communicated throughout the Agency in the following ways:

- Discussion at mandatory bi-monthly safety meetings. Safety communication content includes safety-related hazards, discussion, training videos, and safety messaging.
- Memos
- Safety Committee meetings
- E-mail communications
- New hire orientation training
- Bulletin board postings
- Safety Management Policy Statement posted in the Administration office lobby and employee safety bulletin board in the operations hallway near maintenance

At initial training and during ongoing training, information is communicated on hazards and safety risk relevant to transit worker's roles and responsibilities.

Safety Committee meeting minutes are posted on the employee safety bulletin board in the operations hallway near maintenance and in a Safety Committee meeting minutes binder located in the Chief Safety Officer's office. Communication of follow up information on identified hazards reported through the transit worker safety reporting program and results of actions taken by the Safety Committee are documented in the meeting minutes.

## 11 Additional Information

### Supporting Documentation

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

Pursuant to 49 CFR Part 673.31, WestCAT maintains records related to this Safety Plan and SMS implementation for a minimum of three years. These documents include but are not limited to the results from SMS processes and activities. WestCAT will make these documents available to FTA, Caltrans, and other Federal and state agencies upon request.

Documentation used to implement and carry out the Public Transportation Agency Safety Plan that are not included elsewhere in this Plan include:

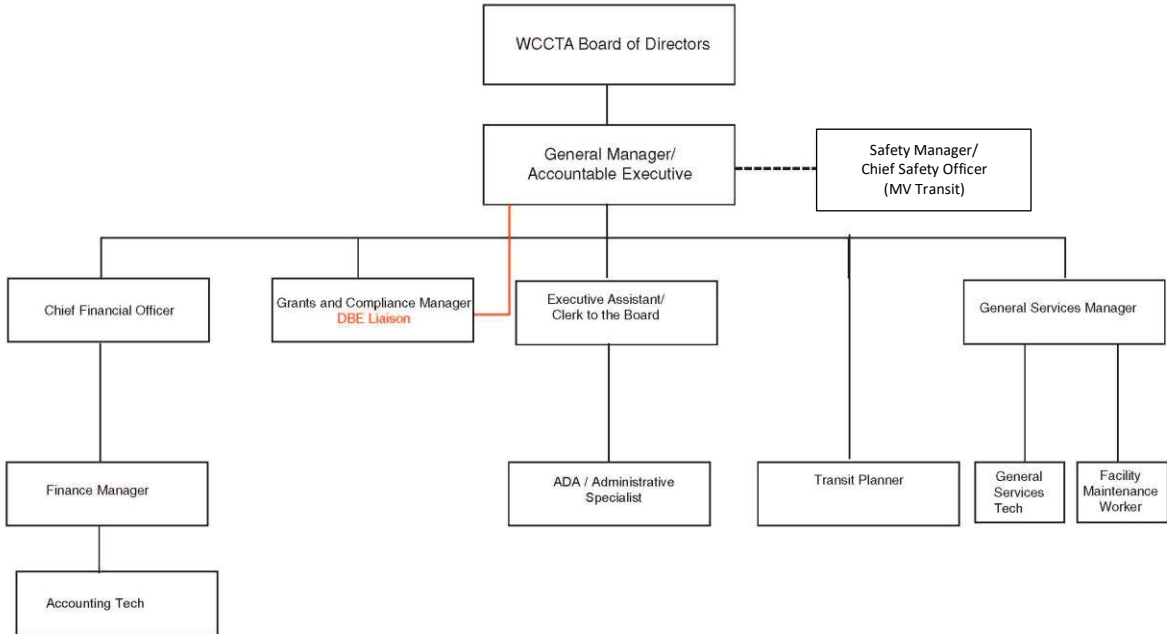
- MV Transit Injury and Illness Prevention Plan: Assists with communicating safety and safety performance information
- WestCAT System Safety Program Plan (SSPP): Assists with
  - 1) Communicating safety and health-related issues throughout the organization;
  - 2) Safety Training for transit workers.

## 12 Glossary of Terms

Term	Definition
Accountable Executive	<p><b>§ 673.5 Definitions</b> – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.</p> <p><b>§ 673.23(d)(1)</b> – The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the transit agency's SMS is effectively implemented throughout the transit agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the transit agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.</p> <p>(i) The Accountable Executive of a large urbanized area provider must implement safety risk mitigations for the safety risk reduction program that are included in the Agency Safety Plan under § 673.11(a)(7)(iv).</p> <p>(ii) The Accountable Executive of a large urbanized area provider receives and must consider all other safety risk mitigations recommended by the Safety Committee, consistent with requirements in §§ 673.19(d) and 673.25(d)(6).</p>
Chief Safety Officer/SMS Executive	<p><b>§ 673.5 Definitions</b> – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p> <p>SMS Executive means a Chief Safety Officer or an equivalent.</p> <p><b>§ 673.23(d)(2)</b> – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of a transit agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p>
Assault on a Transit Worker	<p>Assault on a Transit Worker means a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker. (per <b>§ 673.5</b>)</p>

<b>Term</b>	<b>Definition</b>
Hazard	Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. (per § 673.5)
Injury	Injury means any harm to persons as a result of an event that requires immediate medical attention away from the scene. (per § 673.5)
Potential Consequence	Potential Consequence means the effect of a hazard. (per § 673.5)
Safety Event	Safety Event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. (per § 673.5)
Safety Management System (SMS)	Safety Management System means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systemic procedures, practices and policies for managing hazards and safety risk. (per § 673.5)
Safety Performance Target	Safety Performance Target means a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period. (per § 673.5)
Safety Risk	Safety Risk means the composite of predicted severity and likelihood of a potential consequence of a hazard. (per § 673.5)
Safety Set-Aside	Safety Set-Aside means The allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307. (per § 673.5)
Transit Worker	Transit worker means any employee, contractor, or volunteer working on behalf of the transit agency. (per § 673.5)

### 13 Organizational Chart



## 14 NTD Safety & Security Quick Reference Guide

### 2025 NTD Safety & Security Quick Reference Guide – Non-Rail Mode Reporting

**Reportable Event:** A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility, during a transit related maintenance activity, or involving a transit revenue vehicle. *Excluded from this event-reporting requirement are: events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-owned property (unless boarding/alighting at the time), collisions that occur while traveling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.*

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
<p><b>MAJOR THRESHOLDS</b></p> <p>An event meeting the reportable event definition AND meeting <u>one or more</u> of the following reporting thresholds:</p> <ul style="list-style-type: none"> <li>• A fatality confirmed within 30 days (including suicide)</li> <li>• An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events)</li> <li>• Estimated property damage equal to or exceeding \$25,000</li> <li>• An evacuation for life safety reasons</li> <li>• Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle due to disabling damage.</li> </ul> <p><i>Reports are due within 30 days of the date of the event.</i></p>	<p><b>NON-MAJOR THRESHOLDS</b></p> <p>Assault on a transit worker with no injury. Other Safety single-injury incidents meeting the reportable event definition that <b>ARE NOT</b> a result of a collision, derailment, evacuation, major security event, hazmat spill, Act of God; and non-major fire.</p> <p><b>Non-Major Assaults on Transit Workers:</b></p> <ul style="list-style-type: none"> <li>• Non-injury (no transport)</li> <li>• Intent to endanger the safety of any individual</li> <li>• With reckless disregard for the safety of human life.</li> </ul> <p><b>Other Safety Incidents:</b></p> <ul style="list-style-type: none"> <li>• <b>Single injury</b> event requiring transport away from the scene for medical attention.</li> </ul> <p><b>Fire:</b></p> <ul style="list-style-type: none"> <li>• Required suppression but <b>does not</b> meet a major incident reporting threshold.</li> </ul> <p><i>Reports due by the end of the following month</i></p>
<p><b>Event Types</b></p> <p><b>Safety Events</b></p> <ul style="list-style-type: none"> <li>• <b>Collision</b> (including suicide/attempted suicide/assault involving transit vehicle contact)</li> <li>• <b>Fire</b></li> <li>• <b>Hazardous material spill</b> (requires <i>specialized</i> clean-up)</li> <li>• <b>Acts of God</b> (nature)</li> <li>• <b>Other Safety Occurrences Not Otherwise Classified</b> (two injuries and/or another threshold) <ul style="list-style-type: none"> <li>◦ Miscellaneous events that meet a threshold</li> </ul> </li> </ul> <p><b>System Security Events</b></p> <ul style="list-style-type: none"> <li>• Arson</li> <li>• Bomb threat/bombing</li> <li>• Burglary / Vandalism</li> <li>• Chemical/biological/radiological/nuclear release</li> <li>• Cyber security event</li> <li>• Hijacking</li> <li>• Sabotage</li> <li>• Suspicious package</li> <li>• Other security event (shots fired, projectiles, etc.)</li> </ul> <p><b>Personal Security Events</b></p> <ul style="list-style-type: none"> <li>• Assault (no transit vehicle contact)</li> <li>• Homicide (no transit vehicle contact)</li> <li>• Suicide or Attempted Suicide (no transit vehicle contact)</li> <li>• Robbery</li> <li>• Larceny/theft</li> <li>• Motor vehicle theft</li> <li>• Rape</li> <li>• Other personal security events (e.g., perpetrator tased)</li> </ul>	<p><b>Event Types/Examples</b></p> <p><b>Non-Major Assaults on Transit Workers</b> <i>Includes both Physical and Non-Physical Assaults</i></p> <ul style="list-style-type: none"> <li>• Threat of violence</li> <li>• Verbal assault/harassment</li> <li>• Spitting or striking</li> <li>• Interference with transit workers' duties</li> </ul> <p><b>Other Safety Incident</b></p> <p>Single Injury due to:</p> <ul style="list-style-type: none"> <li>• Slip/Trip</li> <li>• Fall <ul style="list-style-type: none"> <li>◦ Including people making contact with a non-moving transit vehicle</li> <li>◦ Excludes individuals injured at bus stops unless boarding or alighting a transit vehicle at the time of the event</li> </ul> </li> <li>• Injury to maintenance worker</li> <li>• Boarding/alighting</li> <li>• Abrupt or evasive transit vehicle maneuvers</li> <li>• Mobility device (e.g., wheelchair) securement issues</li> </ul> <p>Excludes individuals transported for mental health evaluation unrelated to a reportable event due to declarations of self-harm, solely for intoxication, drug overdose or exposure to the elements.</p> <p><b>Fire:</b></p> <ul style="list-style-type: none"> <li>• Required suppression but no major threshold is met. <ul style="list-style-type: none"> <li>◦ Small fire on in transit station</li> <li>◦ Small engine fire on transit vehicle</li> </ul> </li> </ul>

## 15 Appendix A: Transit Worker Safety Reporting Program

MV Transportation SMS Hazard/Risk Report Form	
This report concerns:	<input type="checkbox"/> Hazard <input type="checkbox"/> Risk <input type="checkbox"/> Near Miss <input type="checkbox"/> Other
Hazard Type:	<input type="checkbox"/> Policy/Procedure <input type="checkbox"/> Operational <input type="checkbox"/> Environmental <input type="checkbox"/> Equipment/Design <input type="checkbox"/> Training
REPORTED BY:	<input type="checkbox"/> Employee <input type="checkbox"/> Customer/Passenger <input type="checkbox"/> Other: <small>ie: PD or FD</small>
NAME:	LOCATION:
Description of Safety Concern:	
PHOTOS: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazard Analysis: <small>According to Hazard Severity Matrix</small>	<input type="checkbox"/> 1 Catastrophic <input type="checkbox"/> 2 Critical <input type="checkbox"/> 3 Marginal <input type="checkbox"/> 4 Negligible
Recommended Safety Risk Mitigation:	
Supervisor/Safety Manager Comments/Actions:	
Supervisor/Safety Manager:	

(Page 1 of SMS Hazard/Risk Report Form)

<b>Hazard/Risk Resolution</b>			
<b>Is Hazard/Risk corrected "On the Spot"?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer is "No" then proceed with the steps below:	
This report must be forwarded to the SAFETY DEPARTMENT; report is assigned to specific department(s) for hazard rectification; report is assigned a priority			
<b>Priority:</b>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
<b>Hazard/Risk/ Near Miss deficiency corrected?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date closed if "Yes"</b>	<b>Date</b>
If answer is NO, notify Safety department to begin continuing action for resolution, and send to the Safety Team or Staff for recommendations.			
<b>List how the Hazard/Risk/Near Miss was resolved</b>			
<b>Date Resolved</b>		<b>Date</b>	

(Page 2 of SMS Hazard/Risk Report Form)



# 16 Appendix B: Sample Safety Risk Register

Sample Safety Assessment Register															
	Hazard	Identification Date	Identification Source	Analysis Date	Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	Existing Mitigation(s)	Severity of Consequences	Likelihood of Consequences	Safety Risk Index	Further Mitigation Action	Revised Safety Risk Index	Revised Safety Risk Index Date	Department Responsible for Mitigation	Estimated Implementation Date	Contact Person
WestCAT Sample 1	90 degree narrow turns into entrance of bus yard on Walter Ave.	3/9/2020	Employee safety reporting	3/12/2020	Bus turning right into yard colliding with smaller vehicles as they exit/turn left at intersection.	1. Operator training.	3 (Marginal)	C (Occasional)	3C (Undesirable Corrective action may be required; decision by management)	1) Post bulletin with pictures of intersection in drivers' room 2) Post "watch for exiting vehicles" sign on Walter Ave. at intersection 3) Install security mirror at intersection allowing drivers to see around the corner.	3D (Acceptable based on mitigations)	3/15/2020	1. Operations 2. Maintenance	6/1/2020	Denise Williams James Grimes
Sample 2	Buses misaligned over service pits.	Date	Employee safety reporting	Date	Bus falling into pit resulting in worker fatality.	1. Training in aligning the bus properly over pit. 2. SOP and rule book provided with training.	1 (Catastrophic)	C (Occasional)	1C (Unacceptable corrective actions required)	1. Revise SOP and Rulebook to require a second worker to watch and signal for bus placement. 2. Establish speed restrictions moving in and out of shop. 3. Stripe lines around pits with high visibility fluorescent paint. 4. Revise SOPs to ensure pit is not occupied during bus movements over pit. 5. Install bus tire guides on pit edge.	1D (Acceptable based upon mitigations)	Date	Bus Vehicle Maintenance	Date	Name
Sample 3	Inspection panels in XYZ model buses difficult to access by maintenance.	Date	Employee safety reporting	Date	Inspection panels in XYZ model buses difficult to access by maintenance personnel.	1. Maintenance training. 2. SOP and rule book provided with training.	3 (Negligible)	B (Probable)	3B (Acceptable based upon mitigations)	N/A	N/A	N/A	N/A	N/A	N/A

Sample Safety Risk Mitigation Register						
Potential Consequence(s)			Timeframe and Mitigation(s) to be Implemented		Mitigation Monitoring Activities and Responsible Department	
Hazard	Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	Safety Performance Target	Mitigations	Timeframe	Monitoring Means	Department Responsible for Monitoring Mitigation Effectiveness
90 degree narrow turn into entrance of bus yard on Walter Ave	Bus turning right into yard from Walter Ave. colliding with smaller vehicles as they exit/turn left onto Walter Ave.	Reduce the likelihood of bus turning right into yard when vehicles are exiting yard.	1) Post bulletin with pictures of intersection in drivers' room	90 Days	1. Workplace observations. 2. Employee safety	Safety Department
			2) Post "watch for exiting vehicles" at intersection	90 Days	1. Workplace observations. 2. Employee safety	Safety Department
			3) Install security mirror at intersection allowing drivers to see around the corner.	90 Days	1. Workplace observations. 2. Employee safety reporting	Safety Department
Buses misaligned over service pits.	Bus falling into service pit resulting in worker fatality.	Reduce the number events of bus misalignment over pit per [time unit] by [%] by [date].	1. Revised SOP and Rulebook to require a second worker to watch and signal for bus	180 Days	1. Workplace observations. 2. Employee safety reporting	Safety Department
			2. Establish speed restrictions	180 Days	1. Workplace observations. 2. Employee safety reporting	Safety Department
			3. Stripe lines around pits with high visibility fluorescent paint.	180 Days	1. Workplace observations. 2. Employee safety	Safety Department
			4. Revise SOPs to ensure pit is not occupied during bus movements over pit.	180 Days	1. Workplace observations. 2. Employee safety reporting	Safety Department
			5. Install bus tire guides on pit edge.	180 Days	1. Workplace observations. 2. Employee safety	Safety Department
Placement of XYZ model buses inspection panels.	Inspection panels in XYZ model buses difficult to access by maintenance personnel.	N/A	N/A	N/A	N/A	N/A

## 17 Certification Letter



Western Contra Costa Transit Authority (WestCAT)

Public Transit Agency Safety Plan (PTASP)

### CERTIFICATION

The Western Contra Costa Transit Authority (WestCAT) complies with all sections of the Federal Transit Administration's (FTA) 49 C.F.R Part 673. WestCAT has established and implements a Safety Management System (SMS). The Safety Management System (SMS) works in conjunction with the SMS developed by the Contractor, MV Transportation. It is appropriately scaled to the size, scope, and complexity of our transit system and includes the following elements:

- **Safety Management Policy** as described in 673.23
- **Safety Risk Management** as described in 673.25
- **Safety Assurance** as described in 673.27
- **Safety Promotion** as described in 673.29

WestCAT identifies the General Manager as the Accountable Executive as defined by 673.23 (d)(1) and is responsible for ensuring that SMS is effectively implemented throughout the agency. As defined in 673.23 (d)(2) the General Manager designates MV Transportation's Safety Manager as the Chief Safety Officer.

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Tom Hansen  
Board Chair

3/13/2025



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Robert Thompson  
General Manager and Accountable Executive

3/13/2025

**Agenda Item 6.2  
Resolution 2025-04**

**A RESOLUTION OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY TO APPROVE WESTCAT'S  
PUBLIC TRANSPORTATION AGENCY SAFETY PLAN UPDATED IN COMPLIANCE WITH THE MAY 13, 2024  
PUBLIC TRANSPORTATION AGENCY SAFETY PLAN FINAL RULE**

WHEREAS, In accordance with the Federal Transit Administration's (FTA) Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), which became effective on July 19, 2019; and

WHEREAS, On November 15, 2021 President Biden signed into law the Bipartisan Infrastructure Law which amended FTA's safety program at 49 U.S.C. § 5329(d) by adding to the PTASP requirements; and

WHEREAS, FTA published the first major update to the PTASP regulation as part of a continuing effort to improve transit safety performance on federally supported transit systems; and

WHEREAS, The updated PTASP final rule became effective on May 13, 2024 and amends the PTASP regulation at 49 CFR Part 673 with new requirements that implement statutory changes in the Bipartisan Infrastructure Law to make transit safer for both transit workers and passengers; and

WHEREAS, WestCAT's 2025 Public Transportation Agency Safety Plan is updated in compliance with the PTASP Final Rule (49 CFR Part 673); and

WHEREAS, WestCAT's Safety Committee set safety performance targets based on the safety performance measures established under FTA's April 2024 National Public Transportation Safety Plan by reviewing National Transit Database (NTD) data for WestCAT based on a three-year rolling average for fiscal year 2021, 2022 and 2023; and

WHEREAS, WestCAT's Safety Committee approved WestCAT's 2025 Public Transportation Agency Safety Plan on February 24, 2025, and be it finally

RESOLVED, WestCAT identifies the General Manager as the Accountable Executive responsible for ensuring that SMS is effectively implemented throughout the agency and the General Manager designates the Safety Manager as the Chief Safety Officer.

I hereby certify that the foregoing resolution is a full, true, and correct copy of a resolution passed by Western Contra Costa Transit Authority Board of Directors.

Passed this 13<sup>th</sup> day of March 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

AGENCY BOARD DESIGNEE:

March 13, 2025

\_\_\_\_\_  
BY: Tom Hansen, Chair  
WestCAT Board of Directors

\_\_\_\_\_  
Date