



Buhl Building ▪ 535 Griswold Street, Suite 600 ▪ Detroit, MI 48226

Board of Directors Meeting

October 27, 2022



Suburban Mobility Authority for Regional Transportation

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

ROLL CALL

Board of Directors Meeting

Date: October 27, 2022

CHAIRPERSON, MS. VICKI WOLBER

VICE-CHAIRPERSON, MS. HILARIE CHAMBERS

MR. ABDUL HAIDOUS

MR. ROYCE MANIKO

MR. KHALIL RAHAL

MR. BRET RASEGAN

MR. JOHN PAUL REA

Tiffany Martin-Patterson, SMART Board Secretary



**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION
BOARD OF DIRECTORS MEETING
THURSDAY, OCTOBER 27, 2022
2:00 PM**

A G E N D A

<u>ITEM:</u>	<u>ACTION:</u>	<u>PRESENTED BY:</u>
1. Call to Order		Vicki Wolber
2. Pledge of Allegiance		
3. Roll Call		Tiffany Martin
4. Adoption of Agenda	Approval	Vicki Wolber
5. Board Appointments	Approval	Vicki Wolber
A) Appointment of Officers to the SMART Board of Directors	Approval	Vicki Wolber
6. Certification of Public Notice	Information	Tiffany Martin
7. Minutes		
A) Board Meeting Minutes for September 22, 2022	Approval	Chairperson
8. Public Participation	Discussion	Chairperson
9. Chairperson's Report	Information	Chairperson
10. General Manager's Report	Information	Dwight Ferrell
11. New Business		
A. Resolution: Authorization to Award a Contract for Software License and Support for Bus Shelter Digital Display Screens	Approval	Amie May <i>VP Transportation</i>
B. Resolution: Authorization to Approve a Revenue Contract Extension with AT&T for Tower Lease	Approval	Melvin Evans <i>Acting VP of IT</i>
C. Resolution: Authorization to Approve a Contract Extension with T-Mobile USA, Inc. Cellular for Fixed-Route & Paratransit	Approval	Melvin Evans <i>Acting VP of IT</i>
D. Resolution: Authorization to Award a Contract for Manage Security Service Provider (MSSP)	Approval	Melvin Evans <i>Acting VP of IT</i>

- | | | |
|--|----------|---|
| E. Resolution: Authorization to Award a Contract for Connector Bus Body and Vehicle Repair Service | Approval | LeJuan Burt
<i>VP of Maintenance</i> |
| F. Resolution: Authorization of Additional Funding for the Oakland Pavement Improvement Project | Approval | LeJuan Burt
<i>VP of Maintenance</i> |
| G. Resolution: Approval of Updated Agency Safety Plan in Compliance with Bipartisan Infrastructure Law Changes to 49 U.S.C § 5329(d) | Approval | Darrell Taylor
<i>Risk Manager</i> |

12. Board Member Business	Discussion	Chairperson
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Adjournment



agenda item

DATE: October 27, 2022 DISPOSITION SOUGHT: Approval
TO: SMART Board SUBMITTED BY: General Counsel
FROM: General Counsel APPROVED BY:
SUBJECT: Election of Officers to the SMART Board of Directors: FY 2023 –2024 Term

SUMMARY:

In accordance with the SMART Board's By-Laws, Article III Sections 2 and 3, the Officers of the Board, Chairperson and Vice-Chairperson, are to be elected annually.

DISCUSSION:

At its August 25, 2022 Nominating Committee Meeting, in accordance with the Board By-Laws, Article III Section 3, the Chairperson of the SMART Board of Directors, with the concurrence of the full Board, appointed Mr. John Paul Rea of Macomb County as Chairperson, Mr. Bret Rasegan of Oakland County as Vice-Chairperson and Mr. Abdul Haidous of Wayne County. The Committee was charged with selecting nominees for Officers of the FY 2023-24 Board. The Committee met and considered the matter prior to the Board's September meeting. Further, at its September 22, 2022 meeting, the Board of Directors accepted the Committee's nominations of Oakland County Board member Ms. Hilarie Chambers for Chairperson and Wayne County Board member, Mr. Khalil Rahal, as Vice-Chairperson of the SMART Board of Directors.

After entertaining further nominations from the floor prior to the election of officers, the SMART Board will vote on the Board's Sub-Committee nominations of Board member Ms. Hilarie Chambers for Chairperson and Board member Mr. Rahal as Vice-Chairman, (along with any other nominations received from the floor) of the SMART Board of Directors.

ATTACHMENT

Resolution (in form only)



agenda item

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION RESOLUTION

Election of Officers to the SMART Board of Directors: FY 2023 – 2024 Term

Whereas, Article III Sections 2 and 3 of the SMART Board of Director’s By-Laws require the SMART Board to replace Officers of the Board annually, and,

Whereas, The Board previously approved the Chairperson’s appointment of a Nominating Committee that has now met, conferred and recommended nominees to the full Board; and,

Whereas, The Board Chairperson has called for nominations from the floor; and,

Whereas, The Board of Directors has accepted and considered all such nominations for Chairperson and Vice-Chairperson; now therefore be it

RESOLVED, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby elects _____ of _____ County as Chairperson of the SMART Board of Directors and _____ of _____ County as Vice-Chairperson of the SMART Board, for a term of one year per the By-Laws, Article III.

CERTIFICATE

The undersigned duly qualified Board Administrator of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of the resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation on October 27, 2022.

Date

Board Administrator



Suburban Mobility Authority for Regional Transportation

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

PUBLIC NOTICE

SMART will hold the October 27, 2022 Board of Directors meeting at 2 p.m. in SMART's Board Room located on the sixth floor of the Buhl Building, 535 Griswold Street, Detroit, MI 48226.

Virtual attendance is strongly encouraged, and full public participation is still available via Zoom.

All physically present at the meeting must adhere to the following:

- Masks are recommended in indoor public transportation settings and encouraged. Please respect anyone needing or choosing to wear one.
- People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask or attend virtually.
- Pass a temperature check and a complete health screening questionnaire before entering the Board room.

The agenda can be found on SMART's website: <http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule>

Members of the public may attend in person, or virtually/via phone. To attend virtually; on a smartphone, tablet, or computer; please enter this URL in a web browser:

- <https://smartbus.zoom.us/j/97955560638>
- Via phone only, please dial: (301) 715-8592
- Webinar ID: 979 5556 0638 (no password required)
- One-tap mobile: +13017158592,,97955560638#

Members of the public may also submit a written comment to be read during the Public Comment period by emailing SMARTBoard@smartbus.org by 1:45 p.m. on the day of the meeting.

Requests for reasonable accommodations at SMART require advanced reservations. Individuals with disabilities requiring assistance should contact SMARTBoard@smartbus.org or 313-223-2110 as soon as possible. If you have difficulties joining the virtual session, contact SMARTBoard@smartbus.org or 248-419-7912 and we will assist you to the best of our abilities.

Public Comment will proceed as follows:

- All comments: 5-minute limit per member of the public. Kindly state your name and city of residence.
- Public comments will be received in the following order
 - Members of the public who attend in person
 - Members of the public on Zoom/phone
 - Written comments via email. The Board Secretary will read any submitted comments

**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL
TRANSPORTATION
BOARD OF DIRECTORS MEETING**

APPROVED MINUTES – September 22, 2022

A meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, September 22, 2002 at 2:03 PM. The meeting was held at 535 Griswold, Suite 600, Detroit, MI 48226 and via a digital public video conference.

ATTENDANCE

- | | | |
|--|-------------------|------------------------------|
| SMART Board of Directors: | Chairperson | Ms. Vickie Wolber |
| | Vice- Chairperson | Ms. Hilarie Chambers |
| | | Mr. Abdul Haidous |
| | | Mr. Royce Maniko |
| | | Mr. Bret Rasegan |
| | | Mr. John Paul Rea |
|
 | | |
| Absent Board Members: | | Mr. Khalil Rahal |
|
 | | |
| SMART General Manager: | | Mr. Dwight Ferrell |
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 | | |
| SMART Deputy General Manager & COO: | | Ms. Tiffany Gunter |
|
 | | |
| SMART Board Administrator: | | Ms. Tiffany Martin-Patterson |
|
 | | |
| SMART Staff Present: | | Ms. Truvae Adams |
| | | Mr. Brandon Adolph |
| | | Ms. Laura Bieniek |
| | | Mr. Ryan Byrne |
| | | Mr. Melvin Evans |
| | | Ms. Beth Gibbons |
| | | Ms. Melissa Hightower |
| | | Ms. Lynette Hurt |
| | | Ms. Bonnie McInerney |
| | | Ms. Carol Jones |
| | | Ms. Angie Kelley |
| | | Ms. Nicole Mack |
| | | Ms. Laila Malki |
| | | Ms. Anika Parker |
| | | Ms. Michele Pollock |
| | | Mr. Darrell Taylor |
| | | Mr. Andy Thorner |
| | | Ms. Patty Wailing |
| | | Mr. Mark Watson |

Ms. Dea Weathers
Mr. D'Andrae Whitley
Ms. Vickie Jordan

Public Registered:

Mr. Robert Cramer
Mr. Cunningham
Mr. Rober Pawlowski

1. Call to Order

A) Pledge of Allegiance

2. Roll Call

Present: Chairperson Vicki Wolber, Vice- Chairperson Ms. Hilarie Chambers, Mr. Abdul Haidous, Mr. Royce Maniko, Mr. John Paul Rea & Mr. Bret Rasegan

Absent: Mr. Khalil Rahal

A quorum was present.

3. Adoption of Agenda

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, to approve the agenda for the September 22, 2022 Board meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

4. Public Notice and Rules of Order

The Board Administrator read the Public Notice and Rules of Order into the record.

5. Minutes

A. Board Meeting Minutes for August 25, 2022

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, to approve the Board meeting minutes for August 25, 2022.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Nominating Committee Report

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, to receive and file the Nominating Committee report.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

7. Public Participation

Chairperson Ms. Vickie Wolber declared the meeting open for Public Participation.

8. Chairperson's Report

DISCUSSION:

None

9. General Manager's Report

Dwight Ferrell, General Manager, provided his report to the Board.

10. New Business

A. Resolution: Veterans Services

MOTION: Moved by Mr. Abdul Haidous seconded by Mr. Bret Rasegan, that SMART is hereby authorized to amend the interlocal agreement with Oakland County for the provision of transportation services to veterans and their dependents within Oakland County to the Veteran's Services offices in Pontiac and Troy and extend the agreement from October 1, 2022 through June 30, 2023

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization to Approve a Purchase Order Change Action (POCA) #1 for Additional Funding for the LETC Purchase of Five (5) Medium Duty Diesel Busses

MOTION: Moved by Mr. Royce Maniko seconded by Mr. Bret Rasegan, that the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount not to exceed \$359,938.00 to Hoekstra Transportation.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization to Approve a Purchase Change Action (POCA) #1 for Connector and Support Vehicle Repair Services

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 additional funding in the amount not to exceed \$119,000.00 for the base three-year contract and additional funding in the amount not to exceed \$40,000.00 each option year to Santoro Inc. The total amount of contract shall not exceed \$279,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

D. Resolution: Authorization to Award a Contract for Anti-Freeze, Grease, and Windshield Fluids

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a one-year contract for Anti-Freeze, Grease, and Windshield Fluids in the amount of \$119,983.30 with Rowleys Wholesale.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization to Award a Contract for Oil and Transmission Fluids

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a one-year contract for Oil and Transmission Fluids in the amount of \$591,945.35 with Rowleys Wholesale.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

F. Resolution: Appointments to the 2022-2023 Audit Committee of the SMART Board of Directors

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Bret Rasegan that the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby approves the appointment of the Audit Committee for the 2022-23 term. The SMART Board Chairman has appointed: Mr. Royce Maniko, Monroe County, (Chairperson), Mr. Bret Rasegan, Oakland County, Mr. John Paul Rea, Macomb County.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

11. Board Member Business

DISCUSSION:

None

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

Adjournment

There being no further business to come before the Board, upon motion made by Mr. John Paul Rea Rahal, seconded by Mr. Abdul Haidous, and unanimously carried, the meeting adjourned at 2:41 PM.

Respectfully submitted,

Tiffany Martin-Patterson

Tiffany Martin-Patterson

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the General Manager to Award a Contract for Software License and Support
for Bus Stop Shelters Digital Display Screens

- Whereas, SMART has a need to purchase a software license and support for bus stop digital display screens; and
- Whereas, Connectpoint software allows SMART to communicate with the 32” digital display screens on SMART bus shelters remotely. This software is proprietary to Connectpoint Inc. and the contract is for the Connectpoint software license, support, and hosting services; and
- Whereas, A Sole Source Proposal was sent to Connectpoint Inc for the software license, support, and hosting service for the bus shelter digital display screens; and
- Whereas, The proposal was evaluated by the Procurement Department and was found to be both responsive and responsible. Price was determined fair and reasonable; and
- Whereas, Adequate funding is available in the Authority’s General Fund; and
- Whereas, The Director of Finance is satisfied that Connectpoint Inc has the potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Connectpoint Inc is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a two-year contract for an amount not to exceed \$80,416.00 to Connectpoint Inc. for software license, support, and hosting service for the bus stop shelters’ digital display screens. There are no renewal options.

CERTIFICATE

The undersigned duly qualified Board Administrator of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 27, 2022.

Date

Board Administrator

3.01A Pricing Form

The Offeror hereby offers to furnish to SMART all goods and/or services at the prices as proposed below, pursuant to all requirements, terms, and conditions as stated in the Sole Source Procurement and response.

Rates provided must be inclusive of all costs and fees, including but not limited to those fees imposed by Federal, state, and local governments. **No additional fees will be accepted.**

23-3718

In accordance with Brasco invoice # 49388 and conversation with SMART Procurement.

Fees 32" Connect Point Digital Messaging Sign Annual Fee 7/1/2022 - 6/30/2024 Qty 56 Unit cost \$693.00 Total \$77,616

Fees Annual per Hosting per System Qty 1 \$2,800.00

Total Cost \$80,416.00

NAME OF OFFEROR: Connectpoint, Inc.

Rick Wood

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the General Manager to approve a Revenue Contract Extension with AT&T for Tower Lease

- Whereas, SMART has had a revenue contract with AT&T Wireless since May 1997 for a tower lease at the Wayne terminal. The six-month contract extension expires on November 30, 2022; and
- Whereas, The additional six-month contract extension will allow time for the SMART Team to work on the sole source solicitation and agreement with AT&T for a new contract; and
- Whereas, The contract extension will start December 1, 2022, through May 31, 2022, and will generate \$6,000 in revenue; and
- Whereas, The Director of Finance is satisfied that AT&T, Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that AT&T Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and SMART; now, therefore be it
- Resolved, That the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a six-month Contract Extension with AT&T for Tower Lease starting December 1, 2022, through May 31, 2023, generating \$6,000 in revenue. The contract extension pricing, terms, and conditions for the service shall remain the same as the current contract.

CERTIFICATE

The undersigned duly qualified Board Administrator of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 27, 2022.

Date

Board Administrator



Crown Castle
301 North Cattlemen Road, Suite 200
Sarasota, FL 34232

October 27, 2022

SMART
Attn: Dwight Ferrell, General Manager
535 Griswold Street, Suite 600
Detroit, MI 48226

RE: Lease Agreement for property located at Wayne Terminal, 30008 N. Industrial Dr.,
Inkster, MI 48141; Crown Castle Business Unit No. 843352

Dear Mr. Ferrell,

This letter agreement (“Letter Agreement”) sets forth the terms of the agreement between NCWPCS MPL 27 – Year Sites Tower Holdings LLC, a Delaware limited liability company, by and through CCATT LLC, a Delaware limited liability company, its Attorney in Fact (“Company”), and the Suburban Mobility Authority for Regional Transportation (“SMART”) to extend that certain Option and Site Lease Agreement originally between SMART and AT&T Wireless PCS, Inc., a Delaware corporation, acting by and through its agent, Wireless PCS, Inc. d/b/a AT&T Wireless Services, as predecessor in interest to the Company, last executed on April 2, 1997 (as assigned, the “Lease”), for property located at the address above (the “Site”).

The Lease first contract extension will expire on November 30, 2022. SMART requires additional time to complete the Sole Source Solicitation and negotiate a new contract agreement with AT&T. For that reason, the parties agree that the Company may remain on the Site and continue to operate under the terms of the Lease and do hereby extend the term of the Lease again until the earlier of (i) a new contract agreement is made between SMART and AT&T and the new lease has commenced, or (ii) May 31, 2023. The Lease may be further extended only upon the written agreement of the parties.

If this Letter Agreement accurately sets forth our understanding regarding the foregoing, please so indicate by signing and returning to the undersigned the enclosed copy of this letter.

CC: Michele Pollock,
Interim Procurement Manager

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SMART

SMART:
Suburban Mobility Authority for Regional
Transportation

Company:
NCWPCS MPL 27 – Year Sits Tower
Holdings LLC,
a Delaware limited liability company

By: CCATT LLC,
a Delaware limited liability company,
its Attorney-in-Fact

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____

Name: _____

Title: _____

Date: _____

DATE: October 27, 2022 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: General Manager
FROM: Purchasing Department APPROVED BY: Certification Committee

SUBJECT: Authorization to approve a Contract Extension with T-Mobile USA, Inc. for Cellular Services for Fixed-Route & Paratransit

RECOMMENDATION

That the Board adopts the attached resolution authorizing approval of a three-month contract extension:

- for Cellular Services for Fixed-Route & Paratransit
- to T-Mobile USA, Inc. located at 17187 N. Laurel Park Dr. Ste. 400, Livonia, MI 48152
- from December 15, 2022, through March 14, 2023
- at a cost not to exceed \$33,000.00

DISCUSSION

SMART has had a contract with T-Mobile USA, Inc. since December 15, 2017, for Cellular Services for Fixed-Route & Paratransit. The contract expires on December 14, 2022. There is a need for a three-month contract extension to allow time for the SMART Team to award a new contract. All terms and conditions for the service shall remain the same as the current contract RFP #18-2440 agreement with T-Mobile USA, Inc.

FUNDING & COSTS:

This contract extension is funded via: Operating Funds.

Description	Cost
Contract Extension from December 15, 2022, through March 14, 2023, with T-Mobile USA, Inc. for Cellular Services for Fixed-Route & Paratransit	\$33,000.00

The contract cost is summarized as follows:

ATTACHMENTS:

- Resolution
- Contract extension

/CB

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the General Manager to approve a Contract Extension with T-Mobile USA, Inc. for Cellular Services for Fixed-Route & Paratransit

- Whereas SMART has had a contract with T-Mobile USA, Inc. since December 15, 2017, for Cellular Services for Fixed-Route & Paratransit with the contract expires on December 14, 2022; and
- Whereas, The three-month contract extension will allow time for the SMART Team to award a new contract; and
- Whereas, The contract extension will start December 15, 2022, through March 14, 2023; and
- Whereas, Adequate funding is available in the Authority's General Fund; and
- Whereas, The Director of Finance is satisfied that T-Mobile USA, Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that T-Mobile USA, Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and SMART; now, therefore be it
- Resolved, That the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three-Month Contract Extension to T-Mobile USA, Inc. for Cellular Services for Fixed-Route & Paratransit for an amount not to exceed \$33,000.00 starting December 15, 2022, through March 14, 2023. The contract extension pricing, terms, and conditions for the service shall remain the same as the current contract, RFP Control No #18-2440.

CERTIFICATE

The undersigned duly qualified Board Administrator of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 27, 2022.

Date

Board Administrator

**CONTRACT EXTENSION AGREEMENT BETWEEN THE
SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION
AND T-MOBILE USA, INC.
FOR CELLULAR SERVICES FOR FIXED-ROUTE & PARATRANSIT**

This Agreement (“Agreement”) is made between Suburban Mobility Authority for Regional Transportation (“SMART”), an entity organized under the provisions of Act 204 of the Public Acts of 1967, as amended, and T-Mobile USA, Inc. (“Vendor”) to issue a Contract Extension to T-Mobile USA, Inc. to provide SMART with Cellular Services for Fixed-Route & Paratransit for the Authority.

The term of the Agreement shall be from December 15, 2022 through March 14, 2023, at which time SMART expects a new contract will be awarded.

All terms and conditions of SMART’s RFP 18-2440 Cellular Services for Fixed-Route & Paratransit and Vendor’s Offer for that work shall govern this Agreement and are incorporated by reference. All terms and conditions in that original offer shall remain unchanged.

This Agreement shall constitute the entire Agreement between the parties hereto and supersede any and all prior agreements, oral or written, except as for otherwise stated herein. Waiver of any breach of this Agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions of this Agreement. This Agreement shall be governed by the laws of the State of Michigan.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

The Parties acknowledge that they have read and understand this Agreement and that the signatories below have affixed their signatures and affirmed that they are authorized to execute this Agreement, for the purpose of binding their respective Principals.

IN WITNESS WHEREOF the parties have executed this Agreement by their properly authorized signatories:

COMPANY
T-Mobile USA, Inc.

SMART:
Suburban Mobility Authority for Regional
Transportation

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

DATE: October 27, 2022 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: General Manager
FROM: Purchasing Department APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract for Managed Security Service Provider (MSSP)

RECOMMENDATION

That the Board adopts the attached resolution authorizing the award of a contract:

- For managed security service provider (MSSP)
- to Norlem Technology Consulting, Inc. at 10830 East 45th Street, Tulsa, OK 74146
- for a five-year contract with no renewal options
- at a cost not to exceed \$517,200.00

DISCUSSION

The SMART IT Department has a need for a managed security service provider (MSSP). The consultant is necessary to provide network security services to monitor subversive malicious activity on the SMART computer network. In addition, the consultant will conduct two network security assessments to help strengthen SMART network security. This will overall strengthen the SMART computer network and eliminate any malicious activity while taking proper steps to resolve the issue.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quotes Sole Source
Advertising: Michigan Chronicle and Michigan Inter-governmental Trade Network
of downloads: 38
Number of offerors: 5 Proposals
Rationale for award: An evaluation and selection committee reviewed the five proposals. Two proposals were determined to be in the complete range. The evaluation committee interviewed the two vendors and evaluated their proposals in accordance with the criteria stated in the RFP after a competitive range was established by the Project Manager. The proposal submitted by Norlem Technology Consulting, Inc. was determined to be the most advantageous to SMART with price and other factors considered. The price was determined to be fair and reasonable.

FUNDING & COSTS:

Funding for this service is available through the Authority's general fund.

Description	Cost
Managed Security Service Provider (MSSP) for five (5) years	\$517,200.00
Total Max	\$517,200.00

ATTACHMENTS:

- Resolution
- Consensus Score Sheet

/CJB

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the General Manager to Award a Contract for Managed Security Service Provider (MSSP)

- Whereas, The IT Department at SMART requires a Managed Security Service Provider (MSSP) to monitor and assess SMART's computer network; and
- Whereas, A Request for Proposal (RFP) was advertised and published on Michigan Intergovernmental Trade Network (MITN) for which five proposals were received; and
- Whereas, An evaluation and selection committee was appointed by the General Manager to evaluate the two proposals according to the criteria in the RFP after a competitive range was established by the Project Manager; and
- Whereas, The proposal submitted by Norlem Technology Consulting, Inc. was determined to be most advantageous to SMART with price and other specified evaluation factors being considered. Price was determined to be fair and reasonable; and
- Whereas, Adequate funding is available in the Authority's general fund; and
- Whereas, The Director of Finance is satisfied that Norlem Technology Consulting, Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Norlem Technology Consulting, Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a five-year contract for an amount not to exceed \$517,200.00 to Norlem Technology Consulting, Inc. for Managed Security Service Provider (MSSP). There are no renewal options.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 27, 2022.

Date

Board Administrator

Summary - Score sheet Evaluation
RFP 22-3611
Managed Security Service Provider (MSSP)

Consensus Scoring Method	Qualifications and Experience of the Vendor	Overview of Vendors Proposal	Experience and Technical Expertise of Assigned Staff	Experience of Recent Clients for Similar Services	Price/Price Factors	Total
	25	20	15	10	30	100

VENDORS

Norlem Technology Consulting, Inc.	25	20	15	10	30	100
Trace3	20	15	10	10	27	82

DATE: October 27, 2022 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: General Manager
FROM: Purchasing Department APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract for Connector Bus Body and Vehicle Repair Services

RECOMMENDATION

That the Board adopts the attached resolution authorizing the award of a contract:

- for the purchase of connector bus body and vehicle repair services
- to Collision Collision, 36435 Groesbeck Hwy., Clinton Township, MI 48042
- for a three-year contract with two additional one-year options
- at a cost not to exceed \$300,000.00

DISCUSSION

The SMART Maintenance Department performs body collision repairs to non-fixed route coaches and fleet vehicles. In some cases, these body repairs exceed the capabilities or availability of staff. Rather than bid out the work for each instance, the most effective and efficient method to ensure vehicles are repaired in a timely manner is through a body/collision repair contract.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quotes Sole Source
Advertising: Michigan Chronicle and Michigan Inter-governmental Trade Network
#of downloads: 9
Number of offerors: One Quote was received, and One No-Bid.
Rationale for award: Collision Collision was determined to be responsive and responsible. The price was determined to be fair and reasonable.

FUNDING & COSTS:

The project is funded via:

Authority's Operating Funds

The contract costs are summarized as follows

Connector Bus Body and Vehicle Repair for three years with two, one-year renewal option	\$300,000.00
Total Cost for 3 years	\$ 300,000.00

ATTACHMENTS:

- Resolution
- Bid Tab

/RRR

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the General Manager to Award a Contract for
Connector Bus Body and Vehicle Repair Services

- Whereas, SMART's Maintenance Department has a need for a connector bus body and vehicle repair contract; and
- Whereas, SMART's Maintenance Department performs body collision repairs to non-fixed route coaches and fleet vehicles. In some cases, these body repairs exceed the capabilities or availability of staff. Rather than bid out the work for each instance, the most effective and efficient method to ensure vehicles are repaired in a timely manner is through a body/collision repair contract; and
- Whereas, A Request for Quote (RFQ) was advertised and posted on MITN. One bid was received; and
- Whereas, The bid submitted by Collision Collision was determined to be responsive and responsible. Price was determined fair and reasonable; and
- Whereas, Adequate funding is available in the Authority's general fund; and
- Whereas, The Director of Finance is satisfied that Collision Collision has the potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Collision Collision is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a three-year contract to Collision Collision for Connector Bus Body and Vehicle Repair Service for an amount not to exceed \$300,000.00. There are two one-year renewal options for an amount not to exceed \$100,000.00 per year. The total cost for the contract shall not exceed \$500,000.00. The option years are exercised at SMART's discretion.

CERTIFICATE

The undersigned duly qualified Board Administrator of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 27, 2022.

Date

Board Administrator

Bid Tab
 22-3495 B
 Connector Bus Body and Vehicle Repair
 P.A. R. Rayner

Collision Collision LLC
 Contact: Dave Moore
collisionx2@gmail.com

LaFontaine Collision Redford
 Contact: Sylvia Abdel
srahman@lafountainemotors.com

Contract Year	Hourly Rate			
	Body	Paint	Mechanical	Frame Repairs
Year 1	\$125.00	\$125.00	\$175.00	\$150.00
Year 2	\$125.00	\$125.00	\$175.00	\$150.00
Year 3	\$125.00	\$125.00	\$175.00	\$150.00
Year 4 (Option Year 1)	\$135.00	\$135.00	\$185.00	\$160.00
Year 5 (Option Year 2)	\$135.00	\$135.00	\$185.00	\$160.00

No Bid
 " I would love to fill this out, but at this time we are too busy servicing our own clientele. We will be moving to another building and when we do, we would like to be considered."

Replacement Part Sources	Percentage Mark Up / Discount (Please indicate either Mark Up or Discount with % for each source)	
	Per Mfr.	List %
OEM Dealer		
Hoekstra	Mark up	25%
Forest River Inc	Mark up	25%

Elder Ford

Joseph Lane <jlane@elderford.com>

No Bid

No longer have a collision center

DATE: October 27, 2022 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: General Manager
FROM: Purchasing Department APPROVED BY: Certification Committee

SUBJECT: Authorization of additional funding for the Oakland Pavement Improvement Project

RECOMMENDATION

That the Board adopt the attached resolution authorizing additional funding to continue the Oakland Terminal Paving Project:

- for unforeseen work for the Oakland Terminal Pavement Improvement Project
- to Best Asphalt, Inc. at 6334 N. Beverly Plaza, Romulus, MI 48174
- at a cost not to exceed \$76,458.40

DISCUSSION

On August 25, 2022, the SMART Board approved a contract with Best Asphalt for the Oakland Terminal Pavement Improvement Project. Additional funding (POCA #1) is necessary in the amount not to exceed \$76,458.40 for the revised plan in area A which requires concrete removal & replacement and area B, C & D which require additional asphalt. The change requirement (POCA #1) is outlined in HRC’s Bulletin No. 1. SMART staff and A/E contractor, Hubbell Roth & Clark have determined that the cost is fair and reasonable.

FUNDING & COSTS:

The additional funds for this project are funded via: Project No. 40270; Federal Grant No. MI-2016-025 (5307); State Grant No. 2012-0170 P42

The summary of the original purchase and POCAs are as follows:

Stage	Date Board Approval /Requested	Work	Cost
Oakland Terminal Pavement Improvements Project	08/25/2022	Making improvements to the surface of approximately 100,000 sq. ft at the Oakland Terminal	\$563,783.00
POCA #1	TBD	POCA #1 Additional Funding for Commodity Price Inflation & Supply Chain Delays	\$76,458.40
		TOTAL	\$640,241.70

ATTACHMENTS:

- Resolution
- HRC Bulletin No. 1

/CJB

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION RESOLUTION

RESOLUTION

Authorizing the General Manager to approve additional funding
for the Oakland Pavement Improvement Project

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) is requesting additional funding for unforeseen work for the Oakland Terminal Pavement Project; and
- Whereas, SMART's Board approved a contract with Best Asphalt for the Oakland Pavement Project. Additional funding (POCA #1) is needed for area A revised plan requiring concrete removal & replacement and for area B, C & D requiring additional asphalt; and
- Whereas, The change requirement (POCA #1) is outlined in HRC's Bulletin No. 1 in the amount not to exceed \$76,458.48. SMART staff and A/E contractor, Hubbell Roth & Clark have determined that the cost is fair and reasonable; and
- Whereas, Funding (POCA #1) will be available via Project No. 40270; Federal Grant No. MI-2016-025 (5307); State Grant No. 2012-0170 P42; and
- Whereas, The Director of Finance is satisfied that Best Asphalt has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Best Asphalt is in compliance with the equal opportunity/affirmative action policies of the Federal and State government and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to approve additional funding for the Oakland Pavement Improvement Project in the amount not to exceed \$76,458.40 to Best Asphalt.

CERTIFICATE

The undersigned duly qualified Board Administrator of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 27, 2022.

Date

Board Administrator



**OAKLAND TERMINAL
PAVEMENT IMPROVEMENTS PROJECT
BULLETIN NO. 1**

SEPTEMBER 28, 2022

SMART PO 102824

CONSULTING ENGINEER: Hubbell, Roth & Clark, Inc.

CONTRACTOR: Best Asphalt, Inc.

This Bulletin is issued after the award of the Contract to provide for changes in the work.

The Contractor will be held to furnish material and labor required for completion of the work described, including items incidental thereto or necessary to complete the work properly, even though not specifically mentioned. The Request for Proposals, General Conditions, General Requirements, and other relevant contract specifications for the original work are to govern the work covered by this Bulletin unless otherwise mentioned.

GENERAL

This Bulletin contains changes in the scope of the work listed below. The Contractor shall state the change in cost to complete the work described herein as an increase or decrease to the total contract cost. Pricing shall include costs for labor, materials, equipment, and insurance. After the Owner has approved the cost, the Contractor's Purchase Order will be amended accordingly. The proposed cost change is not authorized until the amended Purchase Order has been issued.

REVISIONS

1. Revise 335 SY of pavement restoration in Area A from concrete removal and replacement to asphalt mill and overlay as shown on the attached revised plan.
2. Add an additional 132 SY of asphalt mill and overlay in Area A as shown on the attached revised plan.
3. Reconstruction of approximately 2,650 SY of asphalt pavement in Area B due to the existing pavement being thinner than expected. Milling of this asphalt would have left an insufficient base, if any, for an overlay.
4. Approximately 235 SY of additional concrete pavement in Area C requires removal and replacement.
5. Approximately 140 SY of additional asphalt pavement in Area D requires removal and replacement.

6. Re-mobilization and rescheduling to begin work on or after September 23, 2022.

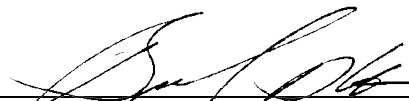
CHANGE IN COST

Based on the revisions contained in this Bulletin, the proposed contract cost change is provided below.

	Description of Work	Increase or Decrease	Contract Change
1	Area A Additional Mill and Overlay	Increase	\$ 5,690.00
2	Area A Eliminate Concrete Removal and Replacement	Decrease	- \$14,792.83
3	Area B Pavement Reconstruction	Increase	\$52,400.40
4	Area C Additional Removal and Replacement	Increase	\$20,765.50
5	Area D Additional Removal and Replacement	Increase	\$12,470.33
6	Deduction for Reduced Quantity of Stone Base in Areas C and D	Decrease	- \$ 7,575.00
7	Re-mobilization and Rescheduling	Increase	\$ 7,500.00
Total Contract Change		Increase	\$76,458.40

Enclosures:

- Best Asphalt, Inc. Cost Adjustment Worksheet
- Revised Sheet C-205
- Revised Sheet C-206

Accepted by: 
 Best Asphalt, Inc. Bradley D. Hanson, Project Manager

Recommended by: _____
 Patrick M. Haire, P.E., Hubbell, Roth & Clark, Inc.

Additional work to date

Area A

				As-Built	As Bid	Diff
Asphalt Mill	4967	SY	5.31	\$26,374.77	\$23,895.00	\$2,479.77
Asphalt Overlay, 2 inch	646	Ton	120.95	\$78,133.70	\$68,941.50	\$9,192.20
Sawcut Pavement Edge	728	LF	2.65	\$1,929.20	\$1,484.00	\$445.20
Pavement Removal and Replacemet - Detail A	25	SY	111.8	\$2,795.00	\$2,795.00	\$0.00
Pavement Removal and Replacemet - Detail D	665	SY	130	\$86,450.00	\$113,360.00	-\$26,910.00
Pavement and Casting Removal and Replacement - Detail F	1	EA	4300	\$4,300.00	\$4,300.00	\$0.00
Pavement and Casting Removal and Replacement - Detail B	2	EA	3400	\$6,800.00	\$6,800.00	\$0.00
Pavement and Casting Removal and Replacement - Detail E	1	EA	3400	\$3,400.00	\$3,400.00	\$0.00
#6 Deformed Bar	670	EA	15	\$10,050.00	\$10,050.00	\$0.00
Concrete Joint - Detail C	760	LF	30	\$22,800.00	\$22,800.00	\$0.00
Concrete Joint - Detail L	150	LF	25	\$3,750.00	\$3,750.00	\$0.00
Pavement Striping	1	LS	2750	\$2,750.00	\$2,750.00	\$0.00
Soil Erosion Control	1	LS	500	\$500.00	\$500.00	\$0.00
				\$250,032.67	\$264,825.50	-\$14,792.83

Additional work per Pre-con

Re Mobilization due to Board meeting an delayed start	1	Lump	7500	\$7,500.00	\$0.00	\$7,500.00
Deducted work adjusted to reflect "LESS 20%" on Subs per General Condition 22. BASIS FOR DETERMINING COST OF CHANGES IN THE WORK "PLUS" as herein used is defined as a percentage to be added to the Items of "COST" to cover superintendence, use of ordinary tools, bonds, overhead expense, and profit. The percentage shall not exceed fifteen percent (15%) on Work done entirely by the Contractor and shall not exceed an aggregate total of twenty percent (20%) on Work done by a subcontractor.	1	Lump	5690	\$5,690.00	\$0.00	\$5,690.00
				\$13,190.00	\$0.00	\$13,190.00

Area B

				As-Built	As Bid	Diff
Wearing Tonnag 2" Wearing Course over existing	32	Tons	\$120.95	\$3,870.40	\$0.00	\$3,870.40
Bit Patches 2" Removing Pavement	2650	SY	\$13.00	\$34,450.00	\$0.00	\$34,450.00
Bit Patches 2" Base Course	290	Tons	\$120.95	\$35,075.50	\$0.00	\$35,075.50
Mill and Fill 2"	2650	Sy	\$5.31	\$14,071.50	\$16,992.00	-\$2,920.50
2" Wearing Course	365	Tons	\$120.95	\$44,146.75	\$49,589.50	-\$5,442.75
Sawcut Pavement Edge	407	LF	\$2.65	\$1,078.55	\$742.00	\$336.55
Pavement Removal and Replacemet - Detail A	0	SY	\$111.80	\$0.00	\$12,968.80	-\$12,968.80
Pavement and Casting Removal and Replacement - Detail B	1	EA	\$3,400.00	\$3,400.00	\$3,400.00	\$0.00
Pavement Striping	1	LS	\$1,750.00	\$1,750.00	\$1,750.00	\$0.00
Soil Erosion Control	1	LS	\$500.00	\$500.00	\$500.00	\$0.00
				\$138,342.70	\$85,942.30	\$52,400.40

Area C

				As-Built	As Bid	Diff
Asphalt Mill	1910	SY	\$5.31	\$10,142.10	\$10,142.10	\$0.00
Asphalt Overlay, 2 inch	300	Ton	\$120.95	\$36,285.00	\$30,237.50	\$6,047.50
Sawcut Pavement Edge	656	LF	\$2.65	\$1,738.40	\$1,219.00	\$519.40
Pavement Removal and Replacemet - Detail A	235	SY	\$111.80	\$26,273.00	\$12,074.40	\$14,198.60
Pavement and Casting Removal and Replacement - Detail B	1	EA	\$3,400.00	\$3,400.00	\$3,400.00	\$0.00
Soil Erosion Control	1	LS	\$500.00	\$500.00	\$500.00	\$0.00
				\$78,338.50	\$57,573.00	\$20,765.50

Area D

				As-Built	As Bid	Diff
Asphalt Mill	2543	SY	\$5.31	\$13,503.33	\$12,213.00	\$1,290.33
Asphalt Overlay, 2 inch	300	Ton	\$120.95	\$36,285.00	\$36,285.00	\$0.00
Sawcut Pavement Edge	650	LF	\$2.65	\$1,722.50	\$1,722.50	\$0.00
Pavement Removal and Replacemet - Detail A	140	SY	\$111.80	\$15,652.00	\$4,472.00	\$11,180.00
Pavement and Casting Removal and Replacement - Detail B	1	EA	\$4,300.00	\$4,300.00	\$4,300.00	\$0.00
Pavement and Casting Removal and Replacement - Detail C	1	EA	\$3,400.00	\$3,400.00	\$3,400.00	\$0.00
Pavement and Casting Removal and Replacement - Detail E	2	EA	\$3,400.00	\$6,800.00	\$6,800.00	\$0.00
Mandoor Removal and Replacement	1	LS	\$4,750.00	\$4,750.00	\$4,750.00	\$0.00
New Door Stoop and Bollards	1	LS	\$7,250.00	\$7,250.00	\$7,250.00	\$0.00
Pavement Striping	1	LS	\$500.00	\$500.00	\$500.00	\$0.00
Soil Erosion Control	1	LS	\$750.00	\$750.00	\$750.00	\$0.00
				\$94,912.83	\$82,442.50	\$12,470.33

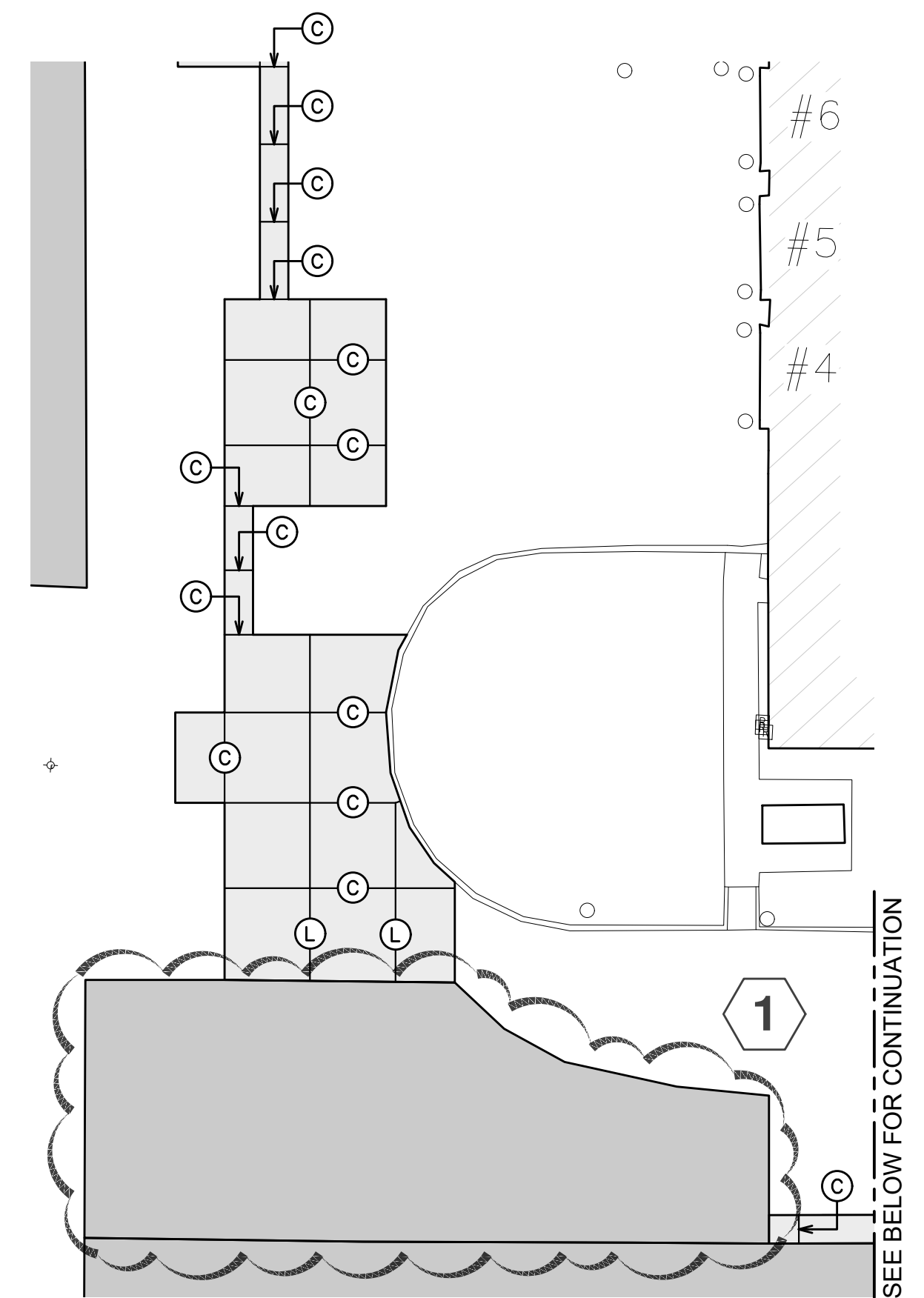
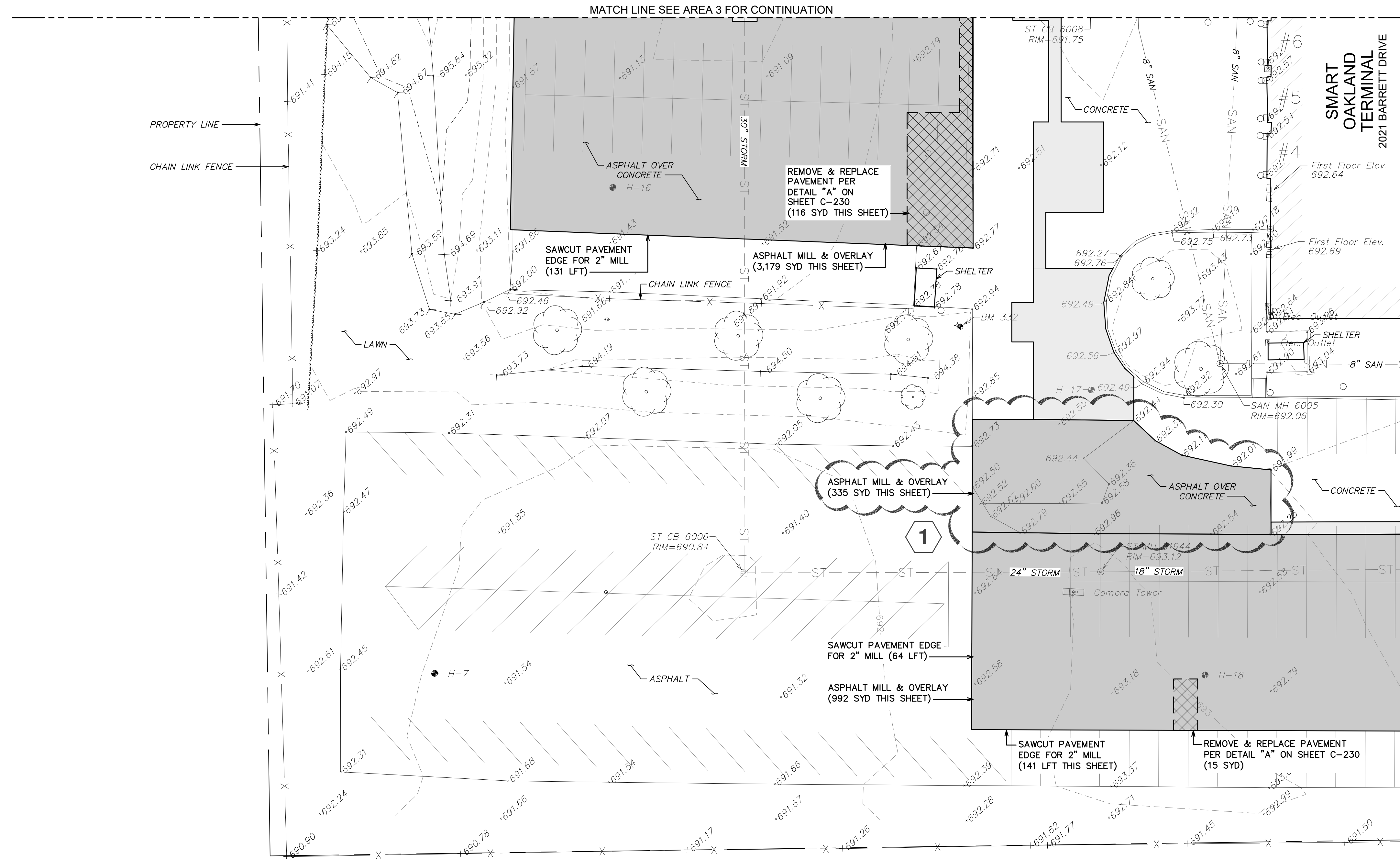
Stone Deduct in patches area C & D	101	Tn	-\$75.00	-\$7,575.00		-\$7,575.00
Totals				\$304,019.03	\$225,957.80	\$76,458.40

Total ADD @ 100% of lot B \$76,458.40

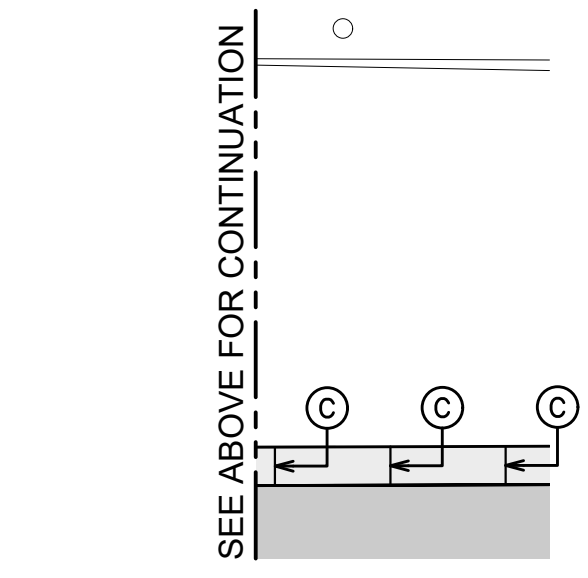
If only 75% of Lot B is reconstructed

2" Removing Pavement	662.5	SY	-\$13.00	-\$8,612.50	\$0.00	-\$8,612.50
2" Base Course	72.5	Tons	-\$120.95	-\$8,768.88	\$0.00	-\$8,768.88
					Deduct	-\$17,381.38

Net Total ADD @ 75% of lot B \$59,077.03



CONCRETE JOINTING PLAN
SCALE: 1" = 20'-0"



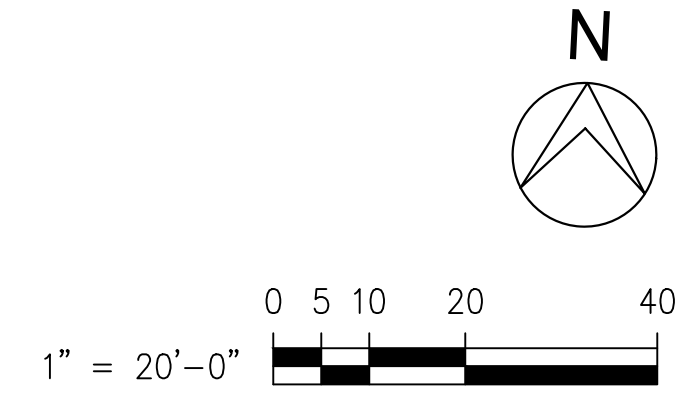
CONCRETE JOINTING PLAN
SCALE: 1" = 20'-0"

QUANTITIES THIS SHEET

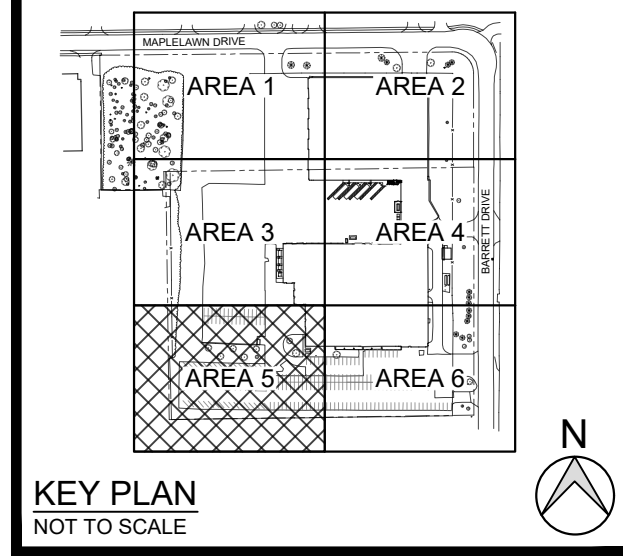
#6 DEFORMED BAR	292 EA
JOINT DETAIL (C)	177 LFT
JOINT DETAIL (L)	147 LFT

LEGEND

[Pattern]	ASPHALT MILL & OVERLAY
[Pattern]	PAVEMENT BASE REPAIR
[Pattern]	CONCRETE PAVEMENT



09-28-2022	BULLETIN (1)
05-11-2022	ISSUED FOR BID
DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	J.L.S.
DRAWN	J.L.S.
CHECKED	T.D.L.
APPROVED	T.D.L.



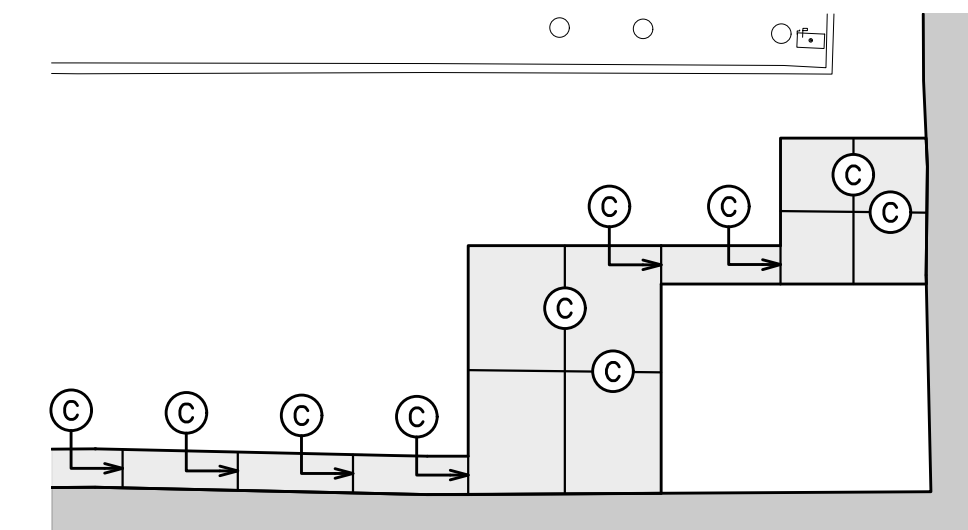
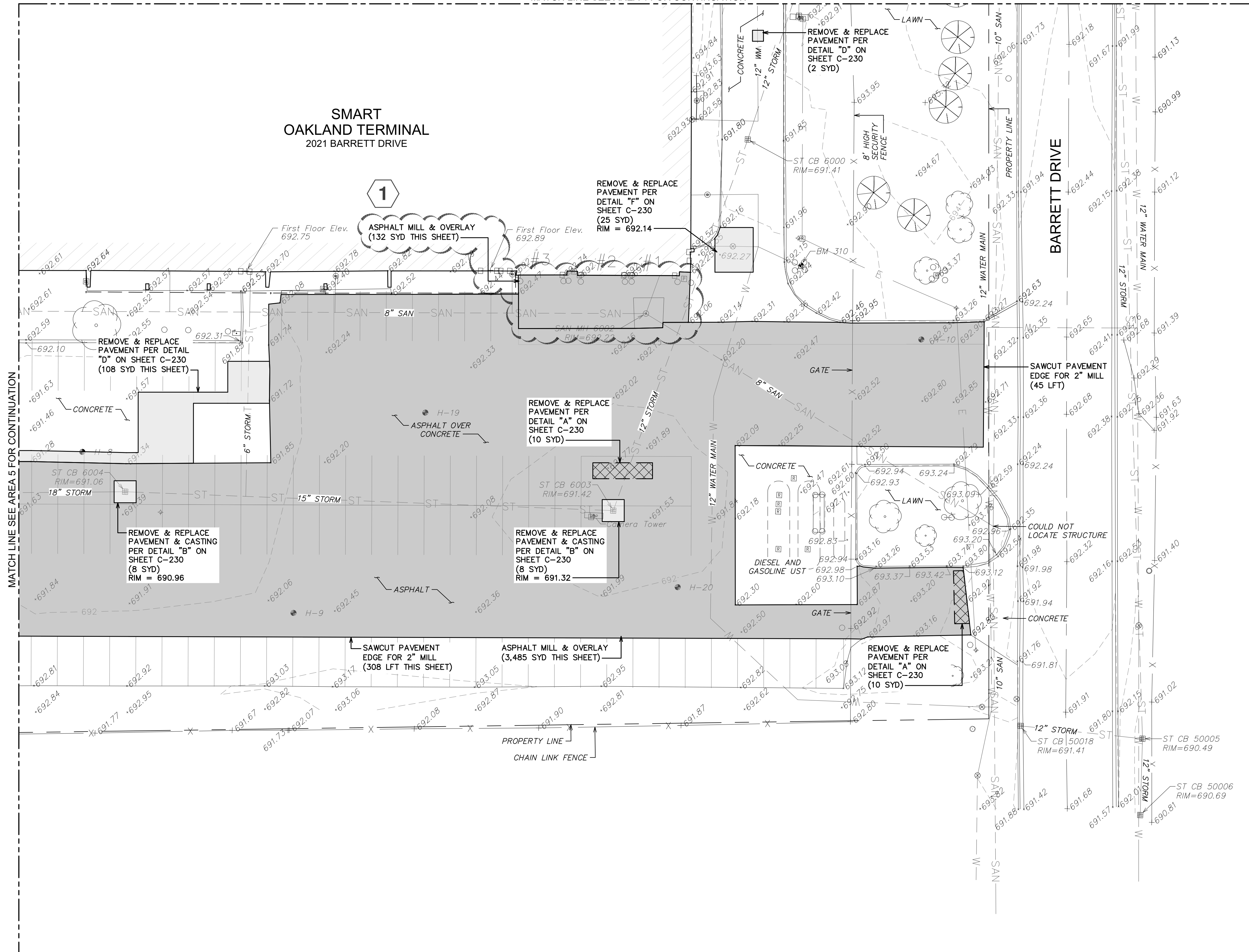
SMART
RIDE
SUBURBAN MOBILITY AUTHORITY
FOR REGIONAL TRANSPORTATION
535 GRISWOLD STREET, SUITE 600
DETROIT, MI 48226
313-223-2100

PAVEMENT IMPROVEMENTS PROJECT
OAKLAND TERMINAL
2021 BARRETT DRIVE
TROY, MICHIGAN

HRC
HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915
555 HULET DRIVE
BLOOMFIELD HILLS, MICH.
P.O. BOX 824
48303 - 0824
PHONE: (248) 454-6300
FAX (1st. Floor): (248) 454-6312
FAX (2nd. Floor): (248) 388-2592
WEB SITE: www.hrcenr.com

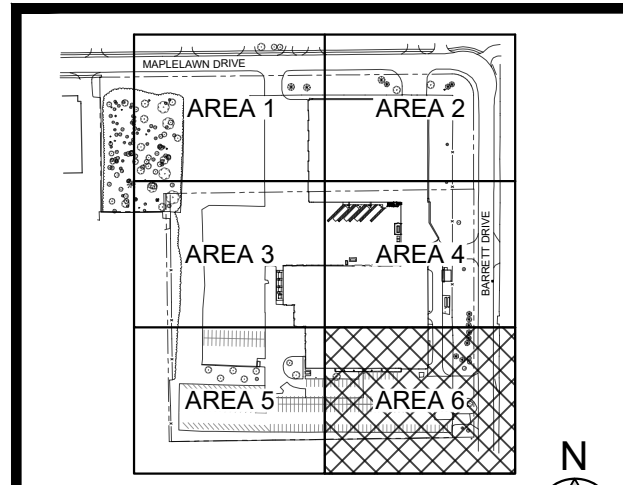
SITE PLAN AREA 5	
HRC JOB NO. 20220199	SHEET NO. C-205
DATE MAY 2022	

MATCH LINE SEE AREA 4 FOR CONTINUATION



CONCRETE JOINTING PLAN
SCALE: 1" = 20'-0"

09-28-2022	BULLETIN (1)
05-11-2022	ISSUED FOR BID
DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	J.L.S.
DRAWN	J.L.S.
CHECKED	T.D.L.
APPROVED	T.D.L.



KEY PLAN
NOT TO SCALE

SMART
RIDE

SUBURBAN MOBILITY AUTHORITY
FOR REGIONAL TRANSPORTATION

535 GRISWOLD STREET, SUITE 600
DETROIT, MI 48226
313-223-2100

PAVEMENT IMPROVEMENTS PROJECT

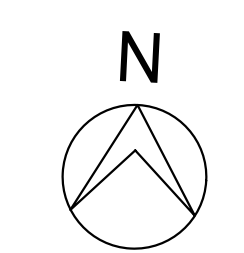
OAKLAND TERMINAL
2021 BARRETT DRIVE
TROY, MICHIGAN

QUANTITIES THIS SHEET

#6 DEFORMED BAR	190 EA
JOINT DETAIL (C)	100 LFT

LEGEND

	ASPHALT MILL & OVERLAY
	PAVEMENT BASE REPAIR
	CONCRETE PAVEMENT



HRC
HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915

555 HULET DRIVE P.O. BOX 824
BLOOMFIELD HILLS, MICH. 48303 - 0824

PHONE: (248) 454-6300
FAX (1st Floor): (248) 454-6312
FAX (2nd Floor): (248) 388-2592

WEB SITE: www.hrcenr.com

SITE PLAN
AREA 6

HRC JOB NO. 20220199	SHEET NO. C-206
DATE MAY 2022	

DATE: October 27, 2022

DISPOSITION SOUGHT: Board Approval

TO: SMART Board of Directors

FROM: Deputy General Manager

SUBJECT: Approval of Updated Agency Safety Plan in compliance with Bipartisan Infrastructure Law changes to 49 U.S.C § 5329(d)

RECOMMENDATION:

That the Board adopt the attached resolution approving SMART's Agency Safety Plan.

DISCUSSION:

The FTA requires that transit agencies update their Agency Safety Plan (ASP) by December 31, 2022 to include new Bipartisan Infrastructure Law requirements of the statute including:

- Strategies to minimize exposure to infectious diseases
- Risk reduction for reducing accidents, injuries, and assaults on transit workers
- Reduction of visibility impairments for bus operators that contribute to vehicle & pedestrian accidents
- Mitigation of assaults on transit workers including bus operator barrier technology
- Establishment of a safety committee convened a joint labor-management process consisting of an equal number of frontline employee representatives and management representatives

The attached updated Agency Safety Plan has been reviewed and unanimously approved by the SMART Safety Management System Committee comprised of an equal number of frontline employees' representatives selected by SMART labor organizations, and SMART management representatives.

ATTACHMENTS:

1. Resolution
2. Proposed SMART Agency Safety Plan

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Adopting SMART's Agency Safety Plan

Whereas, the Suburban Mobility Authority for Regional Transportation (SMART) is required by Federal Law to adopt an Agency Safety Plan by December 31, 2022, and

Whereas, SMART staff have developed an Agency Safety Plan that establishes a Safety Management System with accountabilities, targets, and structures designed to ensure the safety of SMART's system, employees, and the public SMART serves. Now therefore be it

Resolved, That the Suburban Mobility Authority for Regional Transportation Board of Directors adopts SMART's Agency Safety Plan.

CERTIFICATE

The undersigned duly qualified Board Administrator of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation.

Date

Board Administrator

SMART
Public Transportation Agency Safety Plan

December 31, 2022

1. Transit Agency Information

Transit Agency Name	Suburban Authority for Regional Transportation (SMART)			
Transit Agency Address	535 Griswold St., Ste 600, Detroit, MI 48226			
Name and Title of Accountable Executive	Tiffany Gunter			
Name of Chief Safety Officer or SMS Executive	Darrell Taylor			
Mode(s) of Service Covered by This Plan	MB/DO DR/DO	List All FTA Funding Types (e.g., 5307, 5337, 5339)	5307, 5309, 5310, 5339	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	MB/DO DR/DO DR/PT (Subrecipients, managed via SMART oversight procedures and State of Michigan)			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A			

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Suburban Mobility Authority for Regional Transportation (SMART)	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	SMART Board of Directors	
	Relevant Documentation (Title and Location)	
	A copy of the Board Resolution approving the Agency Safety Plan is maintained on file by Chief Safety Officer.	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	--	New Document	12/10/2020
2	3,4,8,12,23 & affected sections	Update FTA & Bipartisan Infrastructure Law Requirements	12/31/2022

Annual Review and Update of the Agency Safety Plan
SMART's Chief Safety Officer will coordinate the annual review and update of the ASP, beginning with a notification to all departments and Union leadership by March 1 of each year that they must review and provide any update recommendations to the ASP. The ASP review and update will be completed before December 31 of each year.

3. Safety Performance Targets

Safety Performance Targets

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

SMART's established safety performance targets for the period January 1, 2023, through December 31, 2023, are based on our review of the last three (3) years of SMART's safety performance data, vehicle revenue miles (VRM), and major mechanical system failures fatalities and injuries reported to the National Transit Database (NTD). Because of reductions in service due to COVID, SMART will use the three years prior to the COVID service reduction to estimate safety performance targets.

Mode of Transit Service	Fatalities Total	Fatalities /1M miles	Injuries Total	Injuries /1M miles	Safety Events Total	Safety Events /1M Miles	Mean Dist. Between Major Failures
Fixed Route	0	0	52.2	< 5.43	36	< 3.73	> 29,756
Connector	0	0	12.5	< 4.15	13	< 4.32	> 6,786

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

SMART's Accountable Executive will share our ASP, including safety performance targets, with SEMCOG (MPO) each year.

In addition, SMART will coordinate with the State and MPO in the selection of State and MPO safety performance targets as requested and outlined in SMART's Metropolitan Planning Agreement.

Targets Transmitted to the Metropolitan Planning Organization	Metropolitan Planning Organization Name	Date Targets Transmitted
	SEMCOG	9/13/2022

4. Safety Management Policy

Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives.

Safety is a core value at SMART, embodied in everything we do. As documented in our ASP, we commit to developing, implementing, maintaining, and continuously improving processes to ensure the safety of our system, employees, and the public we serve. SMART's Safety Management System (SMS) encourages the open sharing of information on all safety issues throughout our organization. We will review and update these objectives, as needed, each year.

Responsibilities and Accountabilities for Safety

To remain consistent with the top-down, organization-wide nature of SMS, our Executives and Board of Directors ensure that organizational resources are allocated to further this commitment and achieve the highest level of transit safety performance. This accountability is supported by all agency employees, who ensure that management has access to the information necessary to strategically deploy resources based on identified safety concerns, establish and support accountability for safety decision-making, and address unacceptable safety risk.

Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations. To that end, we will continuously examine our operations for hazards. As required by the Federal Transit Administration, we have set annual safety performance targets to help us measure the safety of our transit service. In addition, to address our overall safety objective, we have established mandatory and voluntary employee safety reporting programs and will communicate these programs to all frontline, supervisory, and management personnel.

Safety Objectives

SMART has established a set of safety objectives to help us assess our safety performance and the effectiveness of our SMS. Our objectives include the following:

- Continuously examining our operations for hazards, through active employee reporting and review and analysis of data;
- Clearly explaining to all staff their accountabilities and responsibilities for the development and operation of SMART's SMS;
- Ensuring that employees charged with implementing the agency's SMS processes, methods and activities are adequately trained and only assigned tasks commensurate with their skills and experience;
- Providing SMART employees and contractors with formal, ongoing SMS communications; and
- Continuously improving SMART's safety performance through the management of processes that ensure effective safety risk mitigations are implemented in a timely manner.

Twice a Year Progress Report

Twice a year, and as needed, the Chief Safety Officer will report to our entire agency regarding how well we are meeting our safety objectives.

Signatures

As required by 49 CFR Part 673 and Section 2 of this document, SMART's ASP, which describes our agency's commitment to continuously monitoring, measuring, and improving safety performance, has been approved by the Board of Directors and endorsed by the Accountable Executive

Tiffany Gunter, Accountable Executive	Date
Hilarie Chambers, Chair Board of Directors	Date
Safety Management Policy Communication	
<i>Describe how the safety management policy is communicated throughout the agency.</i>	
<p>SMART has established organizational accountabilities and responsibilities for its SMS, and our Accountable Executive has issued a written Safety Management Policy (SMP) statement that includes SMART's safety objectives.</p> <p>The Chief Safety Officer, who leads SMART's SMS activities, ensures the SMP statement is distributed via electronic and/or hard copy to all employees and contractors operating service.</p> <p>The Chief Safety Officer also ensures the SMP statement is readily available to all executives, managers, supervisors, administrative and frontline employees, union leadership. The Chief Safety Officer prepares and disseminates reports documenting how SMART is meeting the safety objectives set forth in the SMP statement.</p> <p>SMART also posts copies of the SMP statement and reports on bulletin boards at each SMART facility as well on electronic communication tools (e.g. ADP).</p> <p>Should the SMP statement be updated during the year, the Chief Safety Officer will redistribute it throughout the agency following the same protocols to ensure it is provided to all employees and contractors.</p> <p>The Safety Promotion section of this ASP outlines additional mechanisms and processes available to support the communication of information on SMART's SMP statement.</p>	
Authorities, Accountabilities, and Responsibilities	
<i>Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).</i>	
Accountable Executive	<p>SMART's Accountable Executive holds SMART's management and committees accountable for compliance with the processes and procedures detailed in the Agency Safety Plan (ASP) to ensure adequate safety performance and fulfill requirements of the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673).</p> <p>The Accountable Executive, has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Controls and directs human and capital resources needed to develop and maintain the ASP, SMS, and Transit Asset Management Plan; • Designates a Chief Safety Officer with a direct line of reporting to the Accountable Executive; • Issues annual SMP statement and safety objectives; • Ensures that SMART's SMS is effectively implemented throughout the system; • Ensures action is taken to address substandard performance in SMART's SMS;

	<ul style="list-style-type: none"> • Monitors SMART's safety performance; • Accepts safety risk associated with hazards or mitigates unacceptable safety risk; and • Assumes ultimate responsibility for carrying out SMART's ASP and SMS.
<p>Chief Safety Officer</p>	<p>The Accountable Executive designates the Chief Safety Officer as the position with the authority and responsibility for day-to-day implementation and operation of SMART's SMS. SMART's Chief Safety Officer has direct access to, and coordination with, the Accountable Executive regarding Safety matters.</p> <p>The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Leads the development and update of SMART's ASP; • Develops SMART's SMS policies and procedures; • Monitors day-to-day implementation and operation of SMART's SMS; • Establishes and maintains SMART's safety data information management and reporting systems; • Chairs the SMS Committee and reviews Project Management Safety Implication Analyses (Management of Change) <ul style="list-style-type: none"> ○ Coordinates the activities of the committees with other members; ○ Develops agendas and sets topics for discussion; ○ Keeps and distributes minutes of committee meetings; ○ Maintains documentation and decisions made by committees. • Develops and distributes reports on SMART's progress in meeting the safety objectives specified in the SMP statement; • Develops and distributes reports that monitor and analyze trends in hazards and safety events; • Develops and issues Safety Reporting Bulletins and manages SMART's mandatory and voluntary safety reporting programs; • Provides information and analysis on reports made through the mandatory reporting program and voluntary employee safety reporting program (ESRP); • Develops and issues SMART's annual safety performance targets (in coordination with the Accountable Executive); • Identifies deficiencies and substandard performance in SMART's SMS, notifies the Accountable Executive, and works with the Accountable Executive to develop action plans to address the identified deficiencies; • Advises the Accountable Executive on SMS progress and status; and • Supports SMART departments in managing safety risk by providing Safety Risk Management (SRM) expertise and conducting and overseeing Safety Assurance activities.
<p>Agency Leadership and Executive Management</p>	<p>SMART Agency Leadership and Executive Management include staff who report directly to the General Manager:</p> <ul style="list-style-type: none"> • Deputy General Manager • Director of Transportation, • Director of Maintenance, • Director of Human Resources, • Director of Finance, • General Counsel

	<p>SMART's Agency Leadership and Executive Management have authorities and responsibilities for day-to-day implementation and operation of SMART's SMS. In addition, they support system wide SMS implementation as requested by the Chief Safety Officer and SMS Committee.</p> <p>Specific authorities, responsibilities and accountabilities for Agency Leadership and Executive Management under this plan include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Allocating resources to accomplish safety objectives identified in the SMP statement and to address substandard performance in the SMS; • Overseeing the safety of day-to-day operations and SMS implementation; • Coordinating with the Safety Department on the implementation of SMS and providing subject matter expertise as requested; and • Modifying departmental policies consistent with implementation of the SMS and other safety regulations.
<p>Key Staff</p>	<p>Key Staff</p> <p>SMART's Key Staff includes those positions that directly oversee SMART's Transportation, Maintenance, Human Resources, Finance, IT, Marketing, and Legal Departments. Specific authorities, responsibilities and accountabilities for Key Staff under this plan include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Complying with SMS programs and processes; • Supporting development, implementation, and operation of SMART's SMS; • Maintaining documents that support SMS implementation; • Reviewing and investigating employee reports, in coordination with the Chief Safety Officer and/or SMS Committee, and documenting results; • Providing subject matter expertise to support implementation of SMART's SMS; and • Verifying compliance with safety requirements and reporting deviations to the Safety Department. <p>Key Committees</p> <p>SMART uses committees and processes to support SMS implementation:</p> <ul style="list-style-type: none"> • SMS Committee • Safety Committees • Quarterly Terminal Inspection • Project Management: Safety Implication Analysis (Management of Change) • Driver Forums and Service Development Process • Accident Review Board <p>Each of these committees and processes is briefly described below.</p> <p>SMS Committee</p> <p>SMART has established an SMS Committee to support and oversee implementation of our SMS and to promote interagency coordination and action. The committee will be chaired by the Chief Safety Officer. Committee members consist of an equal number of frontline employee representatives and management representatives. Each Union will appoint members to the committee, and the Chief Safety officer will appoint an equal number of Management members to the committee. These meetings may be in various format (i.e. in- person, virtual, etc.)</p>

- The SMS Committee meets biannually and has the following responsibilities:
- Reviews the timely collection of information related to hazards, potential consequences, and safety events;
 - Reviews reported hazards and supports the analysis of hazards;
 - Investigates, analyzes, and identifies causal factors for safety events;
 - Monitors and analyzes trends in hazards and safety events;
 - Monitors and evaluates the effectiveness of mitigations implemented to address assessed safety risk and reports findings to the Accountable Executive;
 - Monitors and evaluates the effectiveness of corrective actions implemented to address non-conformances and to prevent the recurrence of safety events, and reports findings to the Accountable Executive;
 - Monitors industry data and reports from FTA and oversight authorities, industry associations, and manufacturers and other vendors;
 - Determines the adequacy of the training provided to the individuals responsible for maintenance, operations, and other personnel who are assigned duties related to the SMS; and
 - Supports day-to-day implementation and operation of SMART's SMS.

Safety Committees

Terminal Superintendent/Manager chairs this monthly committee meeting. Some labor agreements with SMART's local unions set forth specific provisions for a Safety Committee. This committee is directed to act in an advisory capacity to management. The Joint Safety Committee discusses safety concerns and makes recommendations to the appropriate departments for additional actions, including enhanced compliance activities, safety risk management, tracking and monitoring, training, and communication. These meeting may be in various format (i.e. in-person, virtual, etc.)

Quarterly Terminal Inspection

The Risk Manager and a Third-Party Administrator inspect each terminal for safety hazards on a quarterly basis to identify safety issues and potential safety hazards. Results from these reviews may support safety risk management activities, including the identification of hazards and the mitigation of safety risk. Such reviews and worksite inspections are performed during normal business hours and are scheduled in advance with appropriate SMART staff. The results of the reviews and inspections are not used for disciplinary purpose but serve to support implementation and oversight of SMART's SMS.

Project Management Process: Safety Implication Analysis (Management of Change)

SMART's Project Management Process includes a Safety Implication Analysis as a key component of Management of Change. The Safety Implication Analysis identifies and assesses changes associated with a project that may introduce new hazards or impact the transit agency's safety performance (e.g. new equipment, policies, or procedures are introduced).

Driver Forums and Service Development

Driver Forums offer a key opportunity for Drivers to provide input on the safety of existing and proposed routes. This information is used by the Service Development Department to assess routes and safety improvements.

Accident Review Board

SMART's Accident Review Board reviews the results of SMART accident determinations that are appealed by an employee and makes the final determination regarding preventability of such accident. SMART's Accident Review Board consists of members that represent Management, Union Officials, and an officer or investigator from a local police department.

Employee Safety Reporting Program

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

SMART's frontline personnel are our best source of information on safety conditions throughout our system. Nobody knows more about the actual safety performance of the transit system than the employees who deliver the service.

To collect information critical to the safety of our operations, SMART uses two types of employee reporting:

- **Mandatory**
- **Voluntary**

Mandatory Safety Reporting

SMART requires its employees to report the occurrence of safety events immediately (injuries, accidents, mechanical/vehicle issues or unusual occurrences) through one or more of the following methods:

- Immediate Reporting to Supervisory Staff
- Injury Report Form
- Transit Accident and Crime Report Form
- Driver Pre-Trip Inspection Form
- Daily Physical Check Sheet (Driver Write Up Card)
- Driver Maintenance Write-up Log
- Preventative Maintenance Inspection Form

SMART requires drivers or other employees who are away from the facility to immediately report accidents, incidents, or unusual occurrences immediately to Dispatch, or to the first available supervisor if radio contact is not an option. All employees must fill out SMART's written reporting forms as soon as possible and provide information to support SMART's event investigation process, as necessary.

If an employee fails to report or reports false information regarding safety rules, SMART may take disciplinary action. Reports must be made to the employee's supervisor no later than by the end of shift, unless otherwise specified in an extension as granted by the labor agreement. In cases of an employee self-reporting non-compliance with safety rules, SMART may consider a non-punitive response. Any discipline will be determined on a case-by-case basis by the Terminal Manager/Transportation Manager and Department Director with the assistance of the Human Resources Department.

Voluntary Employee Safety Reporting Program

In an effort to maximize available safety information and to ensure that safety concerns are reported freely and without prejudice, SMART has established a process through which employees and contractors can report safety conditions, unsafe acts/practices, and/or close-call incidents without fear of discipline, reprisal or penalty. Examples of the types of information reported include:

- Safety hazards in the operating environment (for example, county or city road conditions),
- Policies and procedures that are not working as intended
- Events that senior managers might not otherwise know about (for example, near misses in a bus garage)
- Information about why a safety event occurred (for example, radio communication challenges).

Acceptable means of reporting safety conditions include:

- Emailing a report to SMART's Chief Safety Officer
- Using the Suggestion Box located in each Driver's Lounge
- Submitting Operator Comment Cards, a Miscellaneous 67 Report, Driver Pre-Trip Inspection Form, or Daily Physical Check Sheet (Driver Write Up Card) to Supervisory Staff
- Notifying Bus Dispatch
- Providing verbal or email notification to a supervisor or union steward.

SMART's Accountable Executive is responsible for ensuring protections for employees who report safety conditions to senior management. SMART provides employees who voluntarily report safety conditions in good faith with protections from any form of discipline, retribution or penalty, consistent with State and Federal guidelines regulations, and collective bargaining agreements.

When requested, the name of the employee providing information related to safety conditions will be kept anonymous to the extent permissible by law.

While SMART places a very high value on employees reporting important safety information, in cases where the reporting employee engaged in an illegal act, committed gross negligence, or deliberately or willfully disregarded regulations or procedures, or other wrongdoing is discovered SMART reserves the right to pursue disciplinary action.

5. Safety Risk Management

Safety Risk Management Process

Safety Risk Management Process

SMART's Safety Risk Management (SRM) process includes the activities and tools needed to identify and analyze hazards and assess safety risk. SMART uses its SRM process to proactively manage safety hazards and their associated safety risk, with the intent to mitigate the safety risk in our transit system to a point that is as low as reasonably practicable.

SMART's Chief Safety Officer leads SMART's SRM process, with support from SMART's Safety Department and ensures that trained safety personnel work with SMART's subject matter experts to identify hazards and consequences, assess the safety risk of the consequences of hazards, and mitigate safety risk, as necessary.

SMART's SRM process applies to:

- Existing SMART operations and maintenance procedures;
- Changes to SMART's public transportation system;
- Design of new SMART public transportation service, vehicles, equipment, and capital projects; and
- Strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions, and consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority, minimize exposure to infectious diseases.
- Risk reduction programs to reduce the number and rates of accidents, injuries, and assaults on transit workers based on data submitted to NTD.
- Strategies to reduce visibility impairments for bus operators that contribute to accidents including vehicle retrofits and future procurements.
- Strategies to mitigate assaults on transit workers including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators.

Key terms used in our SRM process include:

- **Event:** Any accident, incident, or occurrence including but not limited to involving a vehicle, injury, machine, etc.
- **Hazard:** Any real or potential condition that can cause injury, illness, or death; damage to or loss of facilities, equipment, rolling stock, or infrastructure belonging to SMART; or damage to the environment.
- **Risk:** Composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation:** Method(s) to eliminate or reduce the effects of hazards.
- **Consequence:** An effect of a hazard involving injury, illness, death, or damage to SMART's property or the environment.

Safety Hazard and Consequence Identification

SMART identifies hazards and potential consequences from a variety of sources, including the following:

- Voluntary Employee Safety Reporting Program and mandatory safety reporting program;
- Results from the review of smart camera technology video from vehicles;
- Meetings and workshops with employees to discuss safety concerns;
- Results of employee surveys and outreach;
- Results of activities completed via Project Management to identify changes that may introduce new hazards or impact the SMART's safety performance;
- Monthly safety committee meetings with staff and Union employees at each terminal;
- Monthly fleet maintenance meetings;
- Results of reports documenting SMART's Safety Assurance activities, highlighting safety concerns and changes, including the following:
 - o Pre-trip and post-trip vehicle condition reports that identify bus safety concerns to maintenance and supervisory staff;
 - o Results of routine observations of the workplace by management personnel;
 - o Information collected from reports and investigations of safety events;
 - o Information collected from other Safety Assurance activities, including maintenance reports, vehicle inspection reports, system inspection reports, quality inspections and reports, and special studies or reviews.
- Results of condition assessments undertaken for the Transit Asset Management plan;
- Results of inspections, audits, and observations performed by Safety Department personnel;
- Review of the drawings and specifications for new or modified equipment or facilities;
- Findings or recommendations made as a result of audits, reviews, studies, or assessments from internal or external departments or agencies;
- Information from customer reports and reports of unsafe behavior from the public and law enforcement;
- Information from industry associations, manufacturers and other vendors, and oversight authorities, such as the National Transportation Safety Board and the Federal Motor Carrier Safety Administration, as well as state and local transportation agencies; and
- Information from FTA, including safety directives, bulletins, alerts, and technical assistance, as well as regulations and recommended practices.

SMART's Safety Department, SMS Committee, and subject matter experts identify hazards and consequences from these sources. For sources not managed by the Safety Department, SMART departments provide reports and hazard information to the Safety Department using forms and notification protocols established by the SMS Committee. SMART departments also provide subject matter experts to support identification of hazards and consequences from available reports and information sources.

For all sources, the Safety Department's SRM Lead reviews information collected to identify specific hazards and consequences and determine the potential impact on transit operations and the health and safety of employees.

Safety Risk Assessment

SMART will assesses the safety risk associated with identified safety hazards and their consequences. This process will include an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The SRM Lead, with support from Safety Department staff, manages SMART's safety risk assessment activities. In some instances, safety risk assessment may be performed by other SMART departments or contractors.

To conduct the assessment, the SRM Lead may assemble a small team of subject matter experts based on their knowledge of the factors and potential consequences of a hazard and its potential consequence(s) under assessment. Additionally, SMART may use outside resources with specialized expertise in the safety risk assessment process or a transit technical discipline.

SMART's safety risk assessment process has five steps:

- Step 1: Collecting Information;
- Step 2: Assessing Severity;
- Step 3: Assessing Likelihood;
- Step 4: Determining the Safety Risk Index; and
- Step 5: Documenting Results.

Each step is summarized below.

Step 1: Collecting Information

SMART's SRM Lead collects information on identified hazards and its potential consequence(s).

Typical information collection activities include:

- Reviewing SMART's safety information system and records to identify information relevant to the hazard and its potential consequence(s);
- Interviewing employees and contractors that work in the area or discipline where the hazard and potential consequence(s) have been identified, in coordination with Labor Relations;
- Conducting a walkthrough of the affected area or system, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conducting interviews with subject matter experts to gather potentially relevant information on the hazard and potential consequence(s);
- Reviewing any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contacting other departments or agencies that may have association with or technical knowledge relevant to the hazard or its potential consequence(s);
- Reviewing any past reported hazards of a similar nature;
- Reviewing information provided by FTA or an oversight authority; and
- Evaluating tasks and/or processes associated with the hazard and its potential consequence(s).

Step 2: Assessing Severity

The SRM Lead, working with a small team, if one is assigned, will assess the severity of impact of the worst credible potential consequence(s) of the hazard if it/they occurred, taking into account existing mitigations. This includes impact to people, systems, equipment, and the environment. The assessment must be credible and will be used to produce a potential severity matrix. This matrix uses four severity levels:

1. Catastrophic
2. Critical
3. Marginal
4. Negligible

Step 3: Assessing Likelihood

The SRM Lead, working with a small team, if one is assigned, will assess the likelihood of the worst credible potential consequence(s) of the hazard taking into account existing mitigations and outcome likelihood to determine six likelihood levels:

- A. Frequent
- B. Probable
- C. Occasional
- D. Remote
- E. Improbable
- F. Eliminated

Step 4: Determining the Safety Risk Index

The SRM Lead, working with a small team, if one is assigned, will combine the assessed severity and likelihood into a safety risk index. SMART uses a Safety Risk Assessment Matrix that assigns a rating for each potential consequence to prioritize safety risk. This step assists SMART's SRM lead in rating the tolerability of the safety risk as:

- **Low (Acceptable without Review)** – SMART determines that existing mitigations adequately address safety risk and management review is not necessary.
- **Medium (Acceptable with Existing Mitigations and Management Review)** – SMART determines that mitigations currently in place adequately address safety risk with management review. Evaluations of existing mitigations include observation and analysis by subject matter experts and the review of any historical data related to the hazard and consequence under assessment. When necessary, evaluation of the effectiveness of mitigations may include reaching out to external transit experts and discussions with peer transit agencies facing similar concerns.
- **Serious (Acceptable with Monitoring and Management Review)** – SMART requires management review, and ongoing monitoring activities to determine if the safety risk mitigation is ineffective, inappropriate, or not implemented as intended.
- **High (Unacceptable; Management Approval required)** – SMART requires action to mitigate safety risk. SMART will suspend service or activities related to hazards with a high safety risk index until the safety risk has mitigated to an acceptable level. Management approval is required prior to resuming suspended activities.

Step 5: Documenting Results

The SRM Lead will document the hazard, hazard type, identification source and date, and the hazard's consequences, including the worst credible potential consequence(s), and the existing mitigations that address the worst credible potential consequence(s), assessments regarding severity and likelihood of the worst credible potential consequence(s), and any related or supporting documentation. Required management reviews and approvals will also be documented.

Policies and Procedures

The Safety Department maintains the policies, procedures, checklists, and forms that support safety risk assessment activities. The SRM Lead records the results of the safety risk assessment process. Completed safety risk assessments and supporting attachments are documented by the Safety Risk Manager and will be periodically reviewed by the SMS Committee.

Safety Risk Mitigation

Based on the results of the safety risk assessment, the safety risk associated with the worst credible potential consequences of identified hazards will be resolved through the development and implementation of mitigations. Mitigations may:

- Eliminate the safety risk of a hazard;
- Reduce the likelihood of the potential consequences of a hazard; and/or
- Reduce the severity of the potential consequences of a hazard.

The goal of SMART's safety risk mitigation process is to eliminate the hazard if possible. When a hazard cannot be eliminated, SMART will reduce the associated risk to the lowest acceptable level within the constraints of cost, schedule, and performance by the following methods:

- Eliminate hazards through design selection;
- Reduce risk through design alteration;
- Incorporate engineered features or devices;
- Provide warning devices; and
- Incorporate signage, procedures, training, and personal protective equipment.

The supervisor or project manager with oversight of the organizational entity will develop mitigations with the Chief Safety Officer, supported by the SMS Committee, and SMART's subject matter experts. The appropriate department head, superintendent, or manager of the impacted department will approve the safety risk mitigation. Depending on the nature of the safety risk or mitigation, additional approvals may be required from SMART's Leadership and Executive Management and/or the Accountable Executive. Where appropriate, safety risk mitigations will include milestones, schedule, budget and the part(ies) responsible for implementation. SMART will monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. This activity may include the use of mitigation monitoring plans.

The supervisor or project manager that developed the mitigation will be responsible for documenting the issue. The SMS Committee will review the status of actions to implement mitigations and report any findings or concerns to the Accountable Executive. The Safety Department will include information on the development and implementation of safety risk mitigations in reports shared throughout the agency, as specified in SMART's SMP statement.

6. Safety Assurance

Safety Performance Monitoring and Measurement

SMART uses **Safety Performance Monitoring and Measurement** to evaluate our compliance with operations and maintenance procedures and to determine whether our existing rules and procedures are sufficient to control our safety risk. SMART also uses Safety Performance Monitoring and Measurement to assess the effectiveness of safety risk mitigations and to make sure the mitigations are appropriate and implemented as intended. Safety Performance Monitoring and Measurement activities also include investigating safety events to identify causal factors and analyzing the information from safety reporting, including data about safety failures, defects, and conditions.

Compliance with and Sufficiency of Operations and Maintenance Procedures

SMART bus operations are governed by memos, policies, notices, and standard operating procedures (SOPs) issued by the authority.

SMART bus maintenance is governed by maintenance manuals, instructions, memos and vendor information. Maintenance procedures are established by the Director of Maintenance.

To ensure compliance with and sufficiency of operations and maintenance procedures, SMART carries out the following activities:

- **Driver Training/Retraining:** Driver training/retraining provides an opportunity for one-on-one interaction between SMART Operators and SMART instruction staff. During these evaluations, SMART Transportation staff perform firsthand observations of the operator's driving habits and provide immediate verbal and written feedback. Training evaluations are designed to uncover and point out unsafe practices, as well as to give positive reinforcement for safe driving practices. Driver retraining evaluations can occur as a reactive measure (post-event training or training initiated in response to customer complaints or documented violations of safety rules) or proactively, such as when the operator is learning a new bus line or receiving other types of instruction.
- **Random Observations:** SMART Management and supervisory personnel may conduct observations of bus operators for compliance with traffic laws, SMART operating rules, and procedures. Any observed rule violations will be documented and submitted to Terminal Management staff.
- **Behavior-Based Safety Observations:** SMART Management and supervisory personnel may observe employees or contractors performing their assigned tasks and evaluate their actions based on SMART's safety policies and procedures and task-specific processes or procedures, if applicable. Terminal Management staff may discuss what they observed with the employee and union or contractor they observed and discuss any unsafe or potentially unsafe acts they may have observed. Discussions focus on constructively and positively reinforcing safe acts, gaining employee commitment to identify and avoid unsafe acts, and encouraging two-way communication about safety-related concerns. Supervisory staff performing the observations immediately addresses and acts on any observed life-threatening and unsafe behaviors.
- **Vehicle and Facility Inspections and Records Reviews:** Safety Staff conduct quarterly terminal loss control inspections and document and report any observed issues. Safety personnel also perform records reviews and trend analyses regarding the results of vehicle and facility inspections to focus follow-up activities. Results are documented on standard SMART departmental forms. Daily vehicle pre-trip inspections are completed and documented by the drivers, and the maintenance department performs and documents regularly scheduled physical maintenance inspections of the vehicles.
- **Video Monitoring:** SMART buses incorporate an onboard video monitoring system. When a safety event occurs on a bus, the system video footage is preserved. Supervisory staff will review recordings when operators report an event, if Supervisory staff is made aware of a potential safety event or non-compliance with safety rules, or as a result of other safety event reporting. The reviewing of audio and video will be done pursuant to the Audio and Video Recording Policy.

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

Monitoring Safety Risk Mitigations

SMART monitors safety risk mitigations to determine if they may be ineffective, inappropriate, or not implemented as intended. SMART supervisors, managers and subject matter experts, working with the SMART Safety Department, develop mitigation monitoring plans for mitigations implemented through SMART's SRM process. The SMS Committee approves mitigation monitoring plans and tracks them.

Mitigations found to be ineffective, inappropriate or not implemented, as intended, must go through the SRM process. The Safety Department oversees and tracks the assignment of responsibilities and timelines for implementing new mitigations and eliminating mitigations that are no longer necessary or effective.

To measure the effectiveness of existing safety risk mitigations, which may not have been assessed yet through SMART's SRM process, SMART's Safety Department and SMS Committee also:

- Review results from safety event investigations;
- Monitor employee safety reporting;
- Monitor the service delivery and operational environment;
- Monitor operational functions to verify that operations activities are carried out in accordance with standard operating procedures (SOPs);
- Monitor maintenance functions to verify that maintenance activities are carried out in accordance with SOPs;
- Review results of internal safety audits and inspections;
- Review results of safety inspections by external entities; and
- Analyze operational and safety data to identify emerging safety concerns.

During SMS Committee meetings, a standing agenda item focuses on the results of these reviews and monitoring activity. Based on its assessment of the situation, the SMS Committee and the Chief Safety Officer will determine whether additional investigation and/or monitoring is required, or if the specific issue or condition needs to be addressed through SMART's SRM process.

The Safety Department ensures that SMART carries out and documents all monitoring activities. The Safety Department reports the results to the Accountable Executive and/or executive management as directed by the Accountable Executive or SMS Committee. Specific procedures on how to carry out safety risk mitigation monitoring activities and forms to document those activities are on file in the Safety Department.

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

Safety Event Investigations to Identify Casual Factors

SMART maintains procedures for conducting investigations of safety events (accidents, incidents, and occurrences, as defined in 49 CFR Part 673) to find causal and contributing factors and review the existing mitigations in place at the time of the safety event. Local law enforcement also may respond to any SMART safety event. SMART will coordinate its investigation process with local law enforcement.

Operations and maintenance management are responsible for immediately notifying the Safety Department of any safety event that meets SMART's thresholds. The Safety Department notifies the Accountable Executive (or designated personnel) of any events that resulted in a fatality, serious injury, or property damage to SMART's vehicles or private vehicles that may exceed \$25,000. Department Managers ensure that all safety events in their department are documented.

The Safety Department also ensures compliance with reporting thresholds, requirements, and processes defined in FTA's *NTD Safety and Security Policy Manual* and with notification thresholds established by the National Transportation Safety Board and the Michigan Department of Transportation.

SMART's general safety investigation process consists of five basic phases.

- **Set up:** Assemble an investigation team with the required skills and expertise.
- **Fact gathering:** Record facts pertinent to understanding the circumstances leading to the safety event.
- **Event reconstruction:** Reconstruct the sequence of events.
- **Data analysis:** Analyze the information obtained through fact gathering and event reconstruction to assess the safety risk and provide explanations of the technical and operational factors and any underlying organizational factors and issues.
- **Establish conclusions:** Draw conclusions from the collected and analyzed information based on:
 - o Main and direct causes and contributing factors leading to the event.
 - o Findings that point out additional hazards that have the potential to introduce safety risk but did not play a direct role in the event.
 - o Other findings that have potential to improve the safety of the transit system.

General Investigation Process

Safety Event Investigation Procedures

SMART's safety event investigation procedures follow these steps:

- Bus Operators or Operations Supervisors notify Dispatch of the safety event. The Operator of the affected transit vehicle follows seven basic emergency steps:
 - o Stay calm
 - o Assess the situation
 - o Obtain help
 - o Protect people, then property
 - o Reassure and assist the passengers
 - o Secure the scene
 - o Ask witnesses or others involved in the accident to fill out a Courtesy Card
 - o Complete Transit Accident and Crime Report
- Dispatch immediately notifies Road Supervisor, emergency personnel and, when appropriate, ASU (Adjusting Services Unlimited).
- Road Supervisor gathers information and interviews all involved in accident/incident
- Terminal Manager reviews Road Supervisor's information, reviews video and interviews employee
- Severe accidents/incidents investigations may also involve the Legal Department
- ASU investigates as needed.
- The Road Supervisor and ASU, as needed, arrives at the scene as soon as possible to conduct the investigation.
- The Road Supervisor secures the scene and collects facts about what occurred, including interviewing the operator involved, and any witnesses.
- The Road Supervisor begins the investigative process, which includes but is not limited to the following:
 - o Noting the environmental factors surrounding the safety event, such as lighting and visibility, road surface conditions, climate, and weather conditions
 - o Collecting vehicle and roadway evidence, including vehicle condition and position for all vehicles involved in the incident
 - o Recording tire marks, skid marks, tire tread prints, and yaw marks
 - o Observing braking-related factors
 - o Observing debris and vehicle fluids
 - o Observing contact and induced damage
 - o Making exterior damage assessments
 - o Photographing the scene

- o Sketching the field
- o Interviewing other drivers; witnesses; passengers; fire, emergency medical services, and police personnel at the scene. Interviewing maintenance personnel, if necessary, at a later date
- o Making a drug-and-alcohol testing decision pursuant to 49 CFR Part 40 and 655
- o Complete the Road Supervisor's Report
- The Terminal Manager will investigate the accident and determine if the Accident was "Preventable" or "Non-Preventable"

Identifying Causal and Contributing Factors

SMART is committed to examining all safety events to determine causal and latent organizational factors that may have contributed to the safety event. This includes examining:

- Processes;
- People/human factors;
- Management decision-making and resource support;
- Equipment, tools, and materials;
- Operating environment;
- Environmental issues;
- Existing relevant mitigations; and
- Other causes and contributing factors, as appropriate.

Accident Review Board

SMART's Accident Review Board reviews information on accidents determined to be "preventable" that are appealed by the Operator. SMART's Accident Review Board consists of members that represent management, the union, and a police officer to determine if the accident or incident was preventable or non-preventable. SMART's Accident Review Board refers its findings to supervisory staff.

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

Internal Safety Reporting Programs

The Chief Safety Officer and SMS Committee review safety data and information captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the SMS Executive and SMS Committee ensure that the issues and concerns are investigated or analyzed through SMART's SRM process.

The Chief Safety Officer and SMS Committee also review internal and external reviews, including audits and assessments, compliance with operations and maintenance procedures, and the effectiveness of safety risk mitigations. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and executive management.

Management of Change

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

SMART understands that change may affect the appropriateness or effectiveness of existing risk mitigation strategies. In addition, change may inadvertently introduce new hazards and safety risk into SMART's service. Therefore, SMART has established a formal process for identifying and assessing changes that may introduce new hazards or impact our safety performance. If, as a result of this process, we determine a change may impact our safety performance, then we evaluate the proposed change through our SRM process.

SMART conducts this process through Project Management practices and the Service Development Process. It includes changes identified resulting from:

- Design and implementation of new systems and other capital projects,
- Changes to existing systems or service,
- New services provided to the public,
- Changes to relevant regulations, laws, policies or the FTA's National Public Transportation Safety Plan or Safety Directives or Memos that may impact SMART's safety programs.

Safety Department train managers on when and how to identify and report anticipated changes to the committee. When a change is determined to potentially impact SMART's safety performance, the process/project manager contacts the Chief Safety Officer to evaluate the change through the SRM process. The SRM process includes identifying a change's associated hazards and potential consequences, assessing safety risk, and, when necessary, creating new safety risk mitigations or modifying existing mitigations. When SMART makes a change that requires new or revised mitigations, it monitors these mitigations as described in the mitigation monitoring section above.

Continuous Improvement

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

SMART uses a continuous improvement process to monitor and improve our SMS and safety performance. SMART conducts an annual safety performance assessment. If we identify any deficiencies as part of the safety performance assessment, we develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

SMART's process for assessing its safety performance includes:

- Monitoring the achievement of safety objectives and safety performance indicators and targets.
- Reviewing the effectiveness of:
 - o Hazard identification, safety risk assessment, safety risk mitigation development, and management of change activities;
 - o Operations and maintenance procedure monitoring activities;
 - o Safety risk mitigation monitoring activities;
 - o Safety investigation activities;
 - o Voluntary ESRP;
 - o Safety competencies and training efforts; and
 - o Safety communication.

The Safety Department is responsible for assessing SMART's safety performance because of its safety expertise and functional independence from operations and maintenance. Safety Department strategies for assessing safety performance and the effectiveness of SMART's SMS operations include but are not limited to the following:

- Reviewing safety data, including data related to safety objectives and safety performance indicators and targets;
- Conducting employee surveys to measure the effectiveness of the ESRP, safety training, and safety communication;
- Using audit checklists to identify how well the processes, activities, and tools within the SMS are performing;
- One-on-one and group interviews of key service-delivery and support stakeholders;
- Attending safety committee meetings and safety meetings;
- Conducting field observations;
- Auditing regulatory compliance; and
- Reviewing SMS documentation.

At times, SMART may choose to use an outside independent consultant to assist the Safety Department in its safety performance assessment activities.

The Safety Department provides reports on the results of safety performance assessments to the Accountable Executive and executive management. The Safety Department maintains documentation of the safety performance assessments, including checklists and tools.

SMART supports continuous improvement by addressing deficiencies it discovers during assessments of safety performance and SMS operations assessments. SMART uses corrective action plans to address safety deficiencies and substandard performance of SMS operation to drive the continuous improvement effort. SMART also may choose to use outside expertise to assist in addressing safety deficiencies. These corrective action plans are carried out under the direction of the Accountable Executive and SMART's Chief Safety Officer reports on the status of these corrective action plans to the Accountable Executive each quarter.

7. Safety Promotion

Competencies and Training

Safety promotion ensures that SMART employees and contractors are aware of policies and procedures related to the safety of agency operations, and specifically as related to their areas of work. SMART's comprehensive training program applies to all SMART employees directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer and Safety Department, and
- Accountable Executive.

Training for operations personnel and personnel directly responsible for safety includes:

- Completion of a safety training program;
- Continuing safety education and training;
- De-escalation training.

Training has been developed for each designated position throughout the agency, appropriate to the position's individual job responsibilities.

Operations skill training includes the following:

- New hire bus operator classroom and hands-on skill training;
- Bus operator refresher training;
- Bus operator retraining (recertification or return to work);
- Skill training for Coach Service and Shelter Attendant;
- Skill training for painting and body-shop personnel;
- On-the-job training for control center employees/schedulers/dispatchers at the time of external hire or internal promotion;
- On-the-job training for operations supervisors at the time of external hire or internal promotion; and
- Safety event investigation training and on-the-job training for Operations Supervisors.

Vehicle maintenance skill training includes the following:

- Ongoing vehicle maintenance technician skill training;
- Ongoing skill training for vehicle maintenance supervisors;
- Safety event investigation training for vehicle maintenance supervisors;
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors; and
- Training provided by vendors.

Facility maintenance safety-related skill training includes the following:

- Ongoing facility maintenance technician skill training;
- Ongoing skill training for facility maintenance supervisors;
- Ongoing hazardous material training for facility maintenance technicians and supervisors; and
- Ongoing fire prevention training for facility maintenance technicians and supervisors.

Safety Communication

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

In accordance with SMART's SMP statement, SMART actively encourages the open sharing of information on all safety issues throughout our organization. To ensure effective communication throughout the agency, SMART has established formal processes and approaches, including:

- **Dissemination of safety and safety performance information throughout SMART's organization.**

The communication of safety performance information follows the top-down, agency-wide model of the agency's SMS. The Chief Safety Officer is responsible for reporting on the agency's safety performance to the Accountable Executive. These reports may include, but are not limited to, performance relative to the agency's safety performance targets, updates related to mitigation monitoring plans and corrective action plans, and unusual events. In accordance with guidance distributed by the Chief Safety Officer, leadership throughout the agency (including executives, superintendents, directors, managers, and supervisors) are responsible for communicating safety performance information with their teams. The Safety Department is responsible for developing regular status reports on safety risk mitigations and open corrective actions for dissemination to the SMS Committee and Joint Labor and Management Safety Committees for discussion. The Safety Department also issues reports on SMART's safety performance and progress in meeting the safety objectives outlined in the SMP statement throughout the agency.

- **Communication of information on hazards and safety risk relevant to employees' roles and responsibilities throughout the agency.** As part of new-hire training, SMART distributes safety policies and procedures to pertinent employees. SMART provides training on these policies and procedures. For newly emerging safety issues or safety events at the agency, SMART's Chief Safety Officer may issue bulletins or messages to employees to be reinforced by supervisors in one-on-one or group discussions with employees.

- **Explaining actions taken in response to employee reporting.** SMART provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, such as newsletters, handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

The Safety Department works with each operating function to ensure that all SMS and safety communication-related activities are communicated. The Safety Department also maintains documentation of communication processes and procedures and records of safety communications.

Additional Information

Supporting Documentation

SMART will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three (3) years after creation. This documentation will be available to the Federal Transit Administration or other Federal or oversight entity upon request.

Definitions of Special Terms Used in the ASP

SMART incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.
- **Agency Safety Plan** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **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 Part 673, or a public transportation provider that does not operate a rail fixed guideway public transportation system.
- **Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Agency Safety Plan.
- **Event** means any Accident, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator of a public transportation system** means a provider of public transportation as defined under 49 U.S.C. 5302(14).

- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System (SMS)** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety Management System (SMS) Executive** means a Chief Safety Officer or an equivalent.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management (SRM)** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **State** means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.
- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

<u>Acronym</u>	<u>Word or Phase</u>
ASP	Agency Safety Plan
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
GM	General Manager
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SMP	Safety Management Policy
SMS	Safety Management System
SRM	Safety Risk Management
SMART	Suburban Mobility Authority for Regional Transportation
VRM	Vehicle Revenue Miles

