



Green River Area Development District

300 GRADD Way  
Owensboro, Kentucky  
42301-0200

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**MEETING OF THE  
TECHNICAL ADVISORY COMMITTEE  
AND THE POLICY COMMITTEE  
OF THE  
OWENSBORO-DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION**

Tuesday  
September 27, 2022  
10 a.m.

Room 406  
Owensboro City Hall  
Zoom link will be available

**A-G-E-N-D-A**

- I. CALL TO ORDER .....Owensboro Mayor Thomas H. Watson  
Policy Committee Chairman
- II. CONSIDERATION OF MINUTES  
Minutes of the May 31, 2022, Meeting (Attachment 1) ..... Mayor Watson
- III. OLD BUSINESS  
None
- IV. NEW BUSINESS
  - A. IIJA/BIL ..... Boday Borries
  - B. CMAQ ..... Bernadette Dupont
  - C. OTS Safety Plan update (Attachment 2) ..... Tom Lovett
  - D. Transportation Improvement Program ..... Tom Lovett
  - E. Grant update ..... Tom Lovett
- V. PUBLIC COMMENTS
- VI. UPDATES
  - A. Highway District Office Update ..... Deneatra Henderson
  - B. MPO Update ..... Tom Lovett
- VII. OTHER BUSINESS
- VIII. ADJOURNMENT



Brad Schneider, Chairman | Al Mattingly, Jr., Vice Chairman | Steve Henry, Secretary | Adam O'Nan, Treasurer | Joanna Shake, Executive Director

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OWENSBORO-DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION**

May 31, 2022

M-I-N-U-T-E-S

The Technical Advisory Committee (TAC) and the Policy Committee of the Owensboro-Daviess County Metropolitan Planning Organization (MPO) met in a joint meeting with the Green River Area Development District's Regional Transportation Committee at 10 a.m. Tuesday, May 31, 2022, at the GRADD office. Quorums for both MPO committees were present with the members, as listed:

**TAC MEMBERS PRESENT**

Nate Pagan, Owensboro City Manager, Chairman  
Brian Howard, Owensboro Metropolitan Planning Commission  
Tristan Durbin, Owensboro-Daviess County Regional Airport  
Mark Brasher, Daviess County Engineer  
Kevin Collignon, Owensboro City Engineer (represented by Dirk Dooper)  
Brian Wright, Owensboro Riverport Authority  
Scott Atherton, Kenergy  
Sgt. Aron Contratto, Owensboro Police Department  
Sgt. Tyler Free, Daviess County Sheriff's Office  
Tim Lyons, Owensboro Municipal Utilities  
Joanna Shake, Green River Area Development District  
Nick Hall, Kentucky Transportation Cabinet District 2  
Charlie Castlen, Daviess County Commissioner  
Isidro Delgado, KYTC Division of Planning  
Bernadette Dupont, Federal Highway Administration (via Zoom)

**TAC MEMBERS ABSENT**

Pamela Canary, Owensboro Transit System  
Garrett Gordon, Regional Water Resource Agency  
Vickie Bourne, KYTC Office of Transportation Delivery (represented by Mike Shelton)



Brad Schneider, Chairman | Al Mattingly, Jr., Vice Chairman | Steve Henry, Secretary | Adam O'Nan, Treasurer | Joanna Shake, Executive Director

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Joint Meeting of the Technical Advisory Committee and Policy Committee Minutes  
May 31, 2022 – Page 2

Brittaney Johnson, Greater Owensboro Economic Development Corporation  
Candance Brake, Greater Owensboro Chamber of Commerce

POLICY COMMITTEE MEMBERS PRESENT

Al Mattingly, Daviess County Judge/Executive, Chairman

Tom Watson, City of Owensboro Mayor, Vice-Chairman  
Deneatra Henderson, Kentucky Transportation Cabinet District 2

POLICY COMMITTEE MEMBERS ABSENT

Todd Jeter, KY Division Administrator, FHWA  
Yvette Taylor, Regional Administrator, FTA

GUESTS AND STAFF PRESENT

Suzanne Miles, Kentucky State Representative, representing U.S. Rep. Brett Guthrie

D.J. Johnson, Kentucky State Representative  
Steve Henry, Webster County Judge/Executive  
Curtis Dame, McLean County Judge/Executive  
Justin Harrod, KYTC  
Donnie Mayton, Bicycle Owensboro  
Doug Boom, Henderson County engineer  
Jimmy Van Cleve, Area 3 Coordinator  
Keirsten Jagers, KYTC District 2  
Matt West, KYTC District 2  
Doug Taylor KYTC  
Kevin McClearn, AEI  
John Licht GRADD RTC  
Blake Edge GRADD  
Gina Boaz, GRADD  
Tom Lovett, GRADD  
Max Gee, GRADD

I. CALL TO ORDER

Policy Chair Al Mattingly called the meeting to order at 10 a.m.

II. CONSIDERATION OF MINUTES

The minutes of the April 26, 2022, joint Technical Advisory Committee and Policy Committee meeting were presented for approval.

A motion was made by Charlie Castlen and seconded by Nate Pagan to approve the minutes of the April 26, 2022, Technical Advisory/Policy

Committee meeting. A vote was taken and the motion carried.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

A. Policy Committee Chair Election

A motion was made by Al Mattingly and seconded by Deneatra Henderson to nominate Tom Watson as chairman of the Policy Committee. A vote was taken and the motion carried.

B. Electric Vehicles

Mr. Justin Harrod of the Kentucky Transportation Cabinet presented a report on the development of an electric vehicle plan for Kentucky so the state can participate in the National Electric Vehicle Infrastructure (NEVI) formula program.

Mr. Harrod told the members the NEVI program is a federal initiative with a goal of placing DC fast charger sites along federal interstates at 50-mile intervals, with the charger located within a mile of the interstate. The goal is for this infrastructure to take place over the next five years.

He began by explaining the different types of electric vehicles. The new NEVI program is focused on the battery-only vehicles and DC fast charging stations, which will charge a vehicle in roughly 30 minutes, which is considered a Level 3 charger.

Mr. Harrod is part of the team developing a plan determining which roads in Kentucky should be part of the NEVI initiative and making preliminary determinations of where the chargers could be located to meet the 50-mile requirement. Kentucky's plan includes all the interstates that pass through Kentucky and the state's parkways.

He explained if an area already has the infrastructure in place to carry the needed electrical capacity, the cost will be about \$800,000. If not, the cost is projected to be \$1.2 million per station.

Mr. Harrod told the members the federal government has allocated \$69.5 million over five years to the state, with a local match of \$17.4 million, for a total allocation of \$86.9 million. The state has divided its plan into four phases.

- Phase 1 is focused on placing chargers on the primary interstates. It is scheduled to extend into early FY 2024 at a cost of \$16.8 million.
- Phase 2 will take place concurrently, with a focus on the state's parkways and other free ways at a cost of \$20.4 million.
- Phases 3 and 4 will begin in 2024 and extend through 2026, with Phase 3 focusing on other priority highways and Phase 4 focusing



on community and park charging (Level 2 chargers.) The cost for these phases has yet to be determined.

Mr. Harrod explained the board is using five criteria to evaluate interchanges as DC fast-charging sites:

- Station location and corridor coverage – meeting compliance with the 50-mile requirement and looking at locations that could potentially serve more than one corridor;
- Travel volumes and long-distance traffic –assessing where the heaviest traffic flows in and through the state are located;
- Power availability and reliability –assessing where needed infrastructure already is in place;
- Amenities and services –assessing what else is available (restaurants, shopping, etc.) at interchanges that could be home to a charging station;
- Rural and underserved communities –ensuring the state’s disadvantaged communities have access to electric charging facilities.

Mr. Harrod shared the plan he is developing is due to the federal government by August 1. The plan will be accepted or rejected by September 30, and funds could be disbursed as soon as October 1.

He then opened the floor for questions.

- Max Gee of the Regional Transportation Committee asked what the region can be doing now to prepare. Mr. Harrod replied communities can begin identifying potential locations for Tier 2 and Tier 3 charging stations.
- Commissioner Charlie Castlen asked how many charging ports each station would have to cut the wait time. Each station will have a minimum of four ports. Technology is already in the works to reduce charging time. It may take a few years but charging time will decrease over time.
- GRADD Regional Transportation Committee (RTC) Chairman, Steve Henry asked if he correctly understood how the charging rate would be set. Mr. Harrod said the problem is if only one vehicle uses a station, then the demand charge will be high. The more a station is used the lower the charge cost will be.
- RTC Chairman Henry also asked whether there is any requirement within the program that the power company supplying a station have a certain amount of renewable energy in its portfolio. He was told no, there is such requirement.
- Mr. Harrod was asked if each station would contain different ports for different vehicles. He replied the stations will be nonproprietary. Owners of a Tesla, for example, might have an adapter plug allowing the car to plug into the public port.

## V. PUBLIC COMMENT

There was no public comment.

VI. UPDATES

A. Highway District Office Update

Deneatra Henderson provided the following update:

- The 2022 highway plan has been approved, and the District Office is moving forward with scheduling projects. She added construction is going well and the weather is cooperating, for the most part. Some projects are a little behind because of rain.
- Some routine resurfacing projects are being delayed because of an increase in material costs. Bids are coming in too far over engineers' estimates. Those projects will be rebid.
- The district is also being affected by a shortage in concrete.

B. MPO Update

Mr. Lovett provided the following updates:

- OTS is preparing for its Triennial Review with Federal Transit Administration
- The MPO has done some budget revisions for OTS
- The MPO is updating the OTS Safety Plan
- The MPO has purchased a vehicle counter which will be arriving shortly

VII. OTHER BUSINESS

None.

VIII. ADJOURNMENT

There being no further business, the meeting adjourned at 10:55 a.m.

/tl



*Green River Area Development District*

300 GRADD Way  
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**MEMORANDUM**

TO: TAC and Policy Committee Members

FROM: Tom Lovett  
MPO Coordinator

DATE: September 14, 2022

SUBJECT: PTASP

Attached please find the revised Public Transportation Agency Safety Plan (PTASP) for Owensboro Transit System and a resolution accepting the plan. The only change from the 2020 document is the inclusion of an appendix detailing what actions OTS would take in the event of a future pandemic.

If you have any questions, please do not hesitate to contact me at [tomlovett@gradd.com](mailto:tomlovett@gradd.com).

Attachment



Brad Schneider, Chairman | Al Mattingly, Jr., Vice Chairman | Steve Henry, Secretary | Adam O'Nan, Treasurer | Joanna Shake, Executive Director

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**RESOLUTION  
OF THE  
OWENSBORO-DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
ADOPTING  
PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

**WHEREAS**, the Owensboro-Daviess County Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning in the Owensboro-Daviess County metropolitan planning area; and

**WHEREAS**, the Owensboro-Daviess County MPO is responsible, along with the Kentucky Transportation Cabinet, for addressing the planning process in accordance with 23 CFR 450.334; and

**WHEREAS**, the Federal Transit Administration requires local agencies that operate a public transit system and receive Federal financial assistance to adopt principles and methods of safety management systems as a basis for enhancing the safety of public transportation in the United States; and

**WHEREAS**, Owensboro Transit System adopted such a plan in 2020; and

**WHEREAS**, Owensboro Transit System amended the plan in 2022 to include a pandemic response plan; and

**WHEREAS**, the Technical Advisory Committee of the Owensboro-Daviess County MPO has endorsed and recommended the Public Transportation Agency Safety Plan (PTASP) to the Policy Committee,

**NOW, THEREFORE, BE IT RESOLVED** that the Policy Committee of the MPO, at its regular public meeting of September 27, 2022, adopts PTASP.

\_\_\_\_\_  
Thomas H. Watson, Mayor of Owensboro  
MPO Policy Committee Chairman

Attest: \_\_\_\_\_



# Public Transportation Agency Safety Plan Template for Bus Transit

Version 3, Issued 12/31/19

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

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

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

## 1. Transit Agency Information

<b>Transit Agency Name</b>	City of Owensboro dba Owensboro Transit System		
<b>Transit Agency Address</b>	430 Allen St., Owensboro, KY 42301		
<b>Name and Title of Accountable Executive</b>	Pamela Canary, Manager		
<b>Name of Chief Safety Officer or SMS Executive</b>	Pamela Canary		
<b>Mode(s) of Service Covered by This Plan</b>	Fixed-route bus, paratransit	<b>List All FTA Funding Types (e.g., 5307, 5337, 5339)</b>	5307, 5339
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Fixed-route bus, paratransit		

<sup>1</sup> Part 673 defines small public transportation provider as a recipient or subrecipient of Federal financial assistance under 49 U.S.C. § 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system. (49 C.F.R. § 673.5). This includes bus transit systems with one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode.

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	City of Owensboro dba Owensboro Transit System		
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	
	Owensboro Board of Commissioners	12/1/20	
	Relevant Documentation (Title and Location)		
	See minutes of Dec. 1, 2020, Owensboro City Commission meeting		
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification	
	Thomas H. Watson, Mayor	12/1/20	
	Relevant Documentation (Title and Location)		
	See minutes of Dec. 1, 2020, Owensboro City Commission meeting		

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
001	All	Original document	12/1/20
002		Addition of pandemic response plan	9/1/22

### Annual Review and Update of the Agency Safety Plan

*Describe the process and timeline for conducting an annual review and update of the ASP.*

This plan will be jointly reviewed and updated by the Chief Safety Officer and Assistant Director of Public Works by July 1 of each year. The Accountable Executive will review and approve any changes, then forward to the City Commissioners for review and Mayors signature of approval. Also, if any changes are made to safety-related performance targets, these changes are communicated to the MPO.

## 3. Safety Performance Targets

### Safety Performance Targets

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

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Fixed-route bus	see attached						

### 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.*

The Accountable Executive at Owensboro Transit System (OTS) will share the ASP and safety performance targets with the Owensboro-Daviess County MPO each year after its formal adoption by the City Commission. The Accountable Executive will also provide a copy to the Kentucky Transportation Cabinet. OTS staff will assist KYTC and the MPO in the development of safety performance targets upon request.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Kentucky Transportation Cabinet, Office of Transportation Delivery	11/24/20
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Owensboro-Daviess County MPO	11/24/20

## 4. Safety Management Policy

### Safety Management Policy Statement

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

See attached



## Safety Management Policy Communication

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

The Chief Safety Officer will introduce staff to OTS SMS principles in January of each year, at an All-Staff Safety Meeting. OTS's Safety Management Policy Statement was also distributed to each employee in the form of a handout during this meeting. OTS will post copies of the Safety Management Policy Statement on bulletin boards at the administrative office and maintenance garage. OTS will incorporate review and distribution of the Safety Management Policy Statement into new-hire training.

## Authorities, Accountabilities, and Responsibilities

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

<b>Accountable Executive</b>	Maintains safety as a top priority for the authority Monitors monthly safety data Holds all staff accountable for adherence to SMS and all safety rules/regulations Allocates resources/budget to appropriately address SMS issues/goals Monitors daily and monthly safety data Manages hazard identification and safety risk evaluation activities Monitors implementation of mitigations Maintains safety management documentation Plans and organizes safety training
<b>Chief Safety Officer or SMS Executive</b>	See above
<b>Agency Leadership and Executive Management</b>	Actively supports and promotes the SMS Ensures that they and their staff comply with SMS processes and procedures Continually monitors their area of SMS responsibility Appropriately supports SMS initiatives in planning/budgeting activities
<b>Key Staff</b>	Transit Manager (Accountable Executive) Transit Manager (Chief Safety Officer) Office Manager/Dispatch/Mechanic(Key Managers/Staff)

## 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).*

OTS encourages employees to report safety concerns to management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report directly to the dispatcher.
- Report using a comment box in the driver area.
- Report conditions directly to any manager or other official.

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete duties);
- Events that managers might not know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

The Accountable Executive will review these reports in a timely manner to ensure hazards and their consequences are appropriately identified and resolved and that deficiencies and noncompliance with rules or procedures are addressed.

Any action taken to address reported safety conditions will be discussed during the staff meetings. Additionally, if the reporting employee provided his or her name, the Accountable Executive will follow up directly with him or her regardless of whether action is taken.

There will be no repercussions from OTS toward employees who report safety conditions in good faith. However, disciplinary action may occur if the report involves incidents such as:

- Willful participation in illegal activity;
- Gross negligence; or
- Deliberate or willful disregard of regulations or procedures.

## 5. Safety Risk Management

### Safety Risk Management Process

*Describe the Safety Risk Management process, including:*

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

Safety Risk Management is a process to identify hazards and their consequences, assess their potential safety risk and resolve them. This allows Owensboro Transit to examine what could cause harm and determine whether it has taken sufficient precautions to minimize it.

#### SAFETY HAZARD IDENTIFICATION

Hazards can be identified through a variety of sources, such as:

- Employee reporting;
- Review of camera footage;
- Review of monthly performance data and safety performance targets;
- Observations from supervisors;
- Maintenance reports;
- Comments from third parties such as passengers;
- Investigations into safety events, incidents, and occurrences; and
- Federal Transit Administration (FTA) and other oversight authorities.

All safety concerns are reported to OTS's Accountable Executive. The AE reviews these sources for hazards and documents them in a Safety Risk Register.

Entries may also come from reviews of operations and maintenance, the results of audits and observations and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The AE can use this data identify additional consequences and to prioritize hazards risk assessment.

Information gathered for this prioritization can come from actions such as:

- Speaking to the reporting party, if available;
- Visiting the indicated area to obtain photographs or other documentation;
- Interviewing employees in the area;
- Reviewing any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Reviewing past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

Any identified hazard that poses a real and immediate threat to life, property or the environment must immediately be addressed through the SRM process for safety risk assessment and mitigation. This means that Accountable Executive believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of environmental protection standards. Otherwise, the AE will prioritize hazards for further SRM activity.



## SAFETY RISK ASSESSMENT

OTS has adopted a safety risk assessment process to produce an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

Hazards will be prioritized using OTS's Risk Matrix. (See Owensboro Transit System Safety Targets document)

This matrix grades assessed risk as a combination of severity and likelihood, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

This matrix also categorizes combined risks into levels, High, Medium or Low, based on the likelihood of occurrence and severity of the outcome.

"High" hazard ratings will be considered unacceptable and require immediate action to mitigate the safety risk;

"Medium" hazard ratings will be considered undesirable and require the AE to make a decision regarding acceptability; and

"Low" hazard ratings may be accepted without additional review.

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk.

## SAFETY RISK MITIGATION

OTS's Accountable Executive will establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards. The AE can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. OTS's Accountable executive will track and update safety risk mitigation information in the Safety Risk Register and makes the Register available to staff upon request.

In the Safety Risk Register, the AE will document any specific measures or activities that will be conducted to monitor the effectiveness of mitigations once implemented.

# 6. Safety Assurance

## Safety Performance Monitoring and Measurement

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

OTS has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits;
- Informal inspections;
- Regular review of onboard camera footage;
- Safety surveys;
- Employee Safety Reporting Program (ESRP);
- Investigation of safety occurrences; and
- Regular vehicle inspections and preventative maintenance.

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

OTS's Accountable Executive monitors operations to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;

- Reviewing results of internal safety audits and inspections; and

- Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

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

OTS's Accountable Executive maintains documentation of all investigation policies, processes, forms, checklists, activities and results. In this capacity the AE reviews a information gathered about an incident to determining whether:

- The accident was preventable;
- Personnel require discipline or retraining;
- Causal factor(s) indicate(s) a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

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

The Accountable Executive routinely reviews safety data captured from sources such as employee safety reports, and customer complaints. When necessary, the AE ensures the concerns are investigated or analyzed through the SRM process.

The AE also reviews internal and external reviews, including audits and assessments, with findings concerning safety performance, compliance with operations and maintenance procedures or the effectiveness of safety risk mitigations.

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

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

**Continuous Improvement (Not Required for Small Public Transportation Providers)**

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

## 7. Safety Promotion

**Competencies and Training**

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

All new employees are provided a copy of the Employee Training Handbook which contains OTS's Safety Management Policy and the procedures associated with the Employee Safety Reporting Program. The handbook is reviewed as part of the new-hire orientation process.

New bus operators complete a 2 to 4 -week training program which includes many modules related to safety including video training for safe operation of OTS vehicles. During the training program, an employee will learn about the Incident/Accident Form, safety meetings and the other safety reporting opportunities throughout the organization.

Existing bus operators receive defensive driving video training annually.

OTS also conducts monthly mandatory safety meetings. Every meeting contains at least one safety item. This is another venue to train employees on a specific safety area, initiative, mitigation, or topic that was identified by OTS management.

In accordance with OTS's Drug & Alcohol Program, OTS conducts reasonable suspicion training for 2 or more managers.

**Safety Communication**

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

There are many ways in which OTS continually communicating to our workforce about safety performance.

- The employee communication board is located in an area of the facility that is regularly seen by all employees. It is updated annually with the number of workplace injuries and illnesses as required by OSHA.
- The OTS Safety Committee also provides monthly Safety Talks. These are mandatory talks that focus on a specific safety area, initiative, mitigation, or topic that was identified by management. This is a great way to quickly train an entire section of the workforce on new mitigations, new processes, or new safety procedures.
- At the conclusion of each year, OTS holds an Annual Safety Celebration where those employees that completed the period without a preventable accident are recognized.
- OTS hangs and regularly updates Safety Posters throughout the organization related to Drug & Alcohol awareness and general safety practices.
- When updates to OTS Employee Handbook or other important policy changes are necessary, OTS distributes copies of the new material along with an affidavit of receipt to be placed in the employee's personnel file.



## Additional Information

### Supporting Documentation

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

Owensboro Transit System Risk Management document

Owensboro Transit System Safety Targets

Owensboro Transit System Safety Management Policy Statement

Owensboro Transit System Pandemic Response

All documents are available in the office of the Owensboro Transit System Manager



# City of Owensboro Kentucky

P.O. BOX 10003  
OWENSBORO, KENTUCKY 42302-9003

The Owensboro Transit System has adopted a safety risk assessment process to produce an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

Hazards will be prioritized using OTS's Risk Matrix.

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

This matrix illustrates assessed risk as a combination of severity and likelihood, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome.

- "High" hazard ratings will be considered unacceptable and require immediate action to mitigate the safety risk;
- "Medium" hazard ratings will be considered undesirable and require the Accountable Executive to make a decision regarding acceptability; and
- "Low" hazard ratings may be accepted without additional review.

Using a categorization of High, Medium or Low allows for hazards to be prioritized for mitigation based on the associated safety risk.



# City of Owensboro Kentucky

P.O. BOX 10003  
OWENSBORO, KENTUCKY 42302-9003

Owensboro Transit System has established the following Safety Targets in compliance with its Agency Safety Plan (ASP). These targets are based on a review of OTS safety incidents from 2016 through October 2020. The targets will be reviewed and updated every three years.

**Fatalities:** 0

**Serious Injuries:** 0

**Safety Events:** 10% reduction from previous year

**Major Events Affecting System Performance:** 10% reduction from previous year

	2016	2017	2018	2019	2020	Total
<b>Fatalities</b>	0	0	0	0	0	0
<b>Serious Injuries</b>	0	1	4	1	0	6
<b>Safety Events</b>	1	4	6	5	4	20
<b>System Performance Events</b>	2	1	0	0	1	4

**Fatalities – 0**

## **Serious injuries**

2019 – Passenger fell trying to change seats and was taken to ER

2018 – Bus hit by car; Driver taken to hospital

2018 – Passenger fell because of hard braking and was taken to ER

2018 – Passenger fell, and was taken to ER

2018 – Car struck bus, and passenger taken to ER

2017 – Car struck bus, and passenger taken to ER

## **Safety events**

2020 – Bus rear-ended

2020 – Bus backed into garage door

2020 – Bus backed into fence

2020 – Bus hit car in parking lot

2019 – Bus side-swiped truck

2019 – Bus struck by car

2019 – Truck side-swiped bus

2019 – Passenger fell trying to change seats and was taken to ER

2019 – Trolley side-swiped a car

2018 – Bus hit by car; Driver taken to hospital  
2018 – Passenger fell because of hard braking and was taken to ER  
2018 – Passenger fell and was taken to ER  
2018 – Car hit trolley  
2018 – panel on bus came open and hit a car  
2018 – Car struck bus, and passenger taken to ER

2017 – Bus rolled into a car  
2017 – Car struck bus, and passenger taken to ER  
2017 – Car hit bus  
2017 – Car hit bus

2016 – Bus side-swiped a car

**Major breakdowns affecting service**

Bus	Incident	Date
147	Rebuilt Engine	12/12/16
145	Replace Transmission	9/30/16
146	Replace Transmission	9/5/17
154	Replace Engine	5/26/20

# **Owensboro Transit System**

## **Pandemic Response**

The COVID-19 outbreak starting in 2020 forced the Owensboro Transit System to adjust its operations to ensure the safety of both its staff and clients. As a result, OTS developed this plan to explain what actions it would take in the event of a future pandemic/disease outbreak.

OTS will comply with guidance from a governmental health agency, such as the federal Centers for Disease Control and Prevention or the Kentucky Health Department.

It will also comply with health mandates from the agencies such as the Federal Transit Administration, as long as they do not conflict with mandates from health officials.

In the event of a pandemic/disease outbreak OTS would take these actions as needed to ensure the safety of its staff and clients, as well as actions directed by health officials or other federal agencies:

### **CLEANING/SANITIZING**

- Sanitizing breakroom and lobby between breaks and lunch
- Taking buses to detail shop quarterly for thorough cleaning
- Requiring drivers to sanitize driver area of bus at shift change

### **PASSENGER SAFETY**

- Requiring the use of face masks
- Providing hand sanitizer
- Providing a site for vaccinations
- Posting signs explaining OTS policies and encouraging safe practices

### **DRIVER SAFETY**

- Providing and requiring the use of face masks
- Providing and requiring the use of hand sanitizer
- Providing and requiring the use of gloves
- Providing and requiring the use of disinfectant spray
- Separating shifts to reduce interaction between drivers

### **IN-OFFICE SAFETY**

- Reducing and spreading out the seats in the breakroom to promote social distancing
- Providing hand sanitizer
- Providing sanitizing wipes
- Taking of employee temperature prior to entering building
- Requiring a negative test to return to work in the event of pandemic-related illness
- Loading passengers from rear door of bus to reduce interaction with driver and elimination of fares during pandemic
- Reducing the number allowed to ride bus at one given time to promote social distancing
- Reducing the number of seats in lobby to promote social distancing





## City of Owensboro Kentucky

P.O. BOX 10003  
OWENSBORO, KENTUCKY 42302-9003

### Owensboro Transit System Safety Management Policy Statement

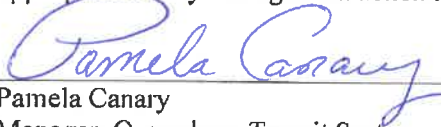
Safety Management of safety is a core business function at the Owensboro Transit System (OTS).

OTS is committed to developing, implementing, maintaining and constantly improving processes to ensure that all transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the OTS Manager.

Owensboro Transit System is committed to:

- **Support** the management of safety by providing appropriate resources to create a culture that encourages safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers and employees their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification. The goal of these activities is to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our standards of safety performance;
- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and where possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient, skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets; and
- **Continually improve** our safety performance through management processes that ensure that appropriate safety management action is taken and is effective.

  
Pamela Canary  
Manager, Owensboro Transit System

9/13/22  
Date