FY2025
Broward County Transit (BCT)
Public Transportation Agency Safety Plan (PTASP)

November 2024

Transportation Department

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A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA, APPROVING THE FY2025 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Broward County, through its Transportation Department ("BCT"), operates, financially supports, and oversees safe, friendly, and well-utilized public transportation within the urbanized area, which includes Fixed Route, Paratransit, Community Shuttle, and Express bus services;

WHEREAS, Broward County is a recipient of significant annual funding from the U.S. Department of Transportation, Federal Transit Administration ("FTA");

WHEREAS, pursuant to 49 C.F.R. Part 673, the FTA requires each public transportation operator that receives federal funding to review, update, and approve its Public Transportation Agency Safety Plan ("PTASP") on an annual basis to continue to be eligible for FTA funding;

WHEREAS, the BCT Joint Labor/Management Safety Committee has completed its annual review of and updates to the Broward County PTASP, which formalizes safety programs and procedures already in place and improves safety performance targets as part of the overall safety management system; and

WHEREAS, PTASPs must be approved by the public transportation operator's governing body, NOW, THEREFORE,

21 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF
22 BROWARD COUNTY, FLORIDA:
23 Section 1. The Board of County Commissioners of Broward County, Florida,
24 hereby approves the FY2025 Broward County Transit (BCT) Public Transportation
25 Agency Safety Plan (PTASP), which is incorporated herein by reference as if set forth in
26 full.
27 Section 2. Effective Date.
28 This Resolution is effective upon adoption.

ADOPTED this 10 day of December, 2024. (Item #32)

Approved as to form and legal sufficiency:
Andrew J. Meyers, County Attorney

By: /s/ Nathaniel A. Klitsberg 11/22/2024
Nathaniel A. Klitsberg (date)
Transportation Surtax General Counsel

NAK/hb
Transportation Safety Plan FY2025 Reso.doc
11/22/2024
#1134911.1

Transportation Department
1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

Broward County Transportation Department
Management Safety Commitment
And
Policy Statement

Broward County Transportation Department (BCT) is committed to the highest level of safety, security and emergency preparedness for its customers, its employees, and the public. Safety and security are primary concerns which affect all BCT activities including operations, maintenance, planning and scheduling, procurement, IT, and training for all modes of transportation.

BCT management is responsible for providing leadership in promoting safety throughout the department and for ensuring all employees and contractors are committed to the safety of BCT's customers, employees, property, and the public who come in contract with the transit system. All senior executive staff, Directors, Managers and Superintendents have the responsibility to develop and implement safety polices, rules and procedures in their respective areas. Assistant Superintendents, Bus Traffic Controllers, Dispatchers and Supervisors have the responsibility to monitor and enforce safety rules and procedures. All employees at BCT and our contractors have the duty to carry out daily work assignments in a safe manner in accordance with BCT's safety policies, rules, and procedures.

In the interest of safety and security, and to comply with statutory requirements, BCT has developed this Public Transit Agency Safety Plan (PTASP) which complies with the established safety requirements and standards set forth in CFR 49 part 673 and the Florida Administrative Code, Chapter 14-90. This PTASP implements a Safety Management System (SMS) at BCT to manage risk, which will help maintain and improve safety performance on a continuous basis. This PTASP is intended to document all policies, functions, and responsibilities necessary to achieve a high degree of system safety in all areas of the public transit system.

BCT management is responsible for implementing a coordinated safety system in order to identify and prevent unsafe behaviors and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the PTASP, for complying with the policies, rules, procedures, and standards included in this document, and for monitoring safety performance on a continuous basis, including transit worker assaults.

Signature,

12/12/24

Coree Cuff Lonergan
General Manager / Director of Transportation Department

Date

Transportation Department
1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

December 12, 2024

Florida Administrative Code, Chapter 14-90
Safety and Security Certification

Name: **Broward County Transportation Department**
1 N. University Drive, Suite 3100A, Box 306
Plantation, Fl 33324

The Bus Transit System named above hereby certifies the following:

1. The adoption of Public Transportation Agency Safety Plan (PTASP), formerly called the System Safety Program Plan (SSPP), and a Security Program Plan (SPP) in accordance, and at a minimum, with established standards set forth in Chapter 14-90, Florida Administrative Code.

2. Compliance with the adopted standards of the PTASP, formerly called the SSPP, and the SPP.

3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, Florida Administrative Code.

4. That the Transportation Department staff has performed all required safety inspections and security reviews at the Bus Transit System's Maintenance facilities, located at 3201 West Copans Road, Pompano Beach, Florida 33069 and at 5440 Ravenswood Road, Dania Beach, Florida 33312.

Signature: _____
Title: Coree Cuff Lonergan
General Manager / Director of Transportation Department

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on this 12th day of December 2024, by Coree Cuff Lonergan, who is personally known to me, or produced identification.

(Type of identification produced: Driver License)

UDINE MARIA BROWN
Notary Public - State of Florida
Commission # HH 182579
My Comm. Expires Oct 6, 2025
Bonded through National Notary Assn.

_____
Notary Public (SEAL)

Broward County Transportation Department
Public Transportation Agency Safety Plan (PTASP)
Revision History – Updated as of November 2023

Date	Page Number	Description of Changes
10/05/2020	Entire Document	Original PTASP Submission
10/28/2021	1-2	Updated Transit Agency Information and operating characteristics to reflect 2021 service levels -Colin Mulloy
10/28/2021	4	Updated Plan Development and Approval information – Colin Mulloy
10/28/2021	6-7	Updated Safety Performance Targets and definitions of terms for FY2022 – Chris Walton
10/28/2021	35	Included details concerning COVID-19 Emergency Wireless Communication Policy and reference to the Policy in Appendix P – Chris Walton
10/28/2021	36	Referenced those copies of the FY2022 Bus Maintenance Plan are available from the Bus Maintenance Director or the Safety, Security and Compliance Section Director. Eliminate the direct addition of the plan as an Appendix – Chris Walton
10/28/2021	36-39	Updated the entire Daily Vehicle Inspection Section – Chris Walton
10/28/2021	39-42	Updated the entire Preventative Maintenance Section – Chris Walton
10/28/2021	42-43	Updated the entire Safety Inspection Section – Chris Walton
10/28/2021	50-77	Provided the new 2020 BCT TAM Plan in Appendix A – Colin Mulloy
10/28/2021	94-118	Provided the revised BCT Organization Charts as of 10/1/21 in Appendix E – Chris Walton
10/28/2021	129	Added a new Attachment P with the Memorandum outlining the COVID-19 Guidelines for Emergency Use of Wireless Communications Devices – Chris Walton
10/4/2022	Transit Policy Statement	Updated the Accountable Executive-Colin Mulloy
10/4/2022	Safety Performance Targets	Updated Tim Garling, Deputy General Mgr.
10/4/42022	Safety Security Certification	Updated Tim Garling Deputy General Mgr.

10/6/2022	Transit System Description	Updated weekday routes to 46/ Accountable Executive to Tim Garling, Deputy General MGR
10/27/2023	Transit Policy Statement	Updated the Accountable Executive-Colin Mulloy
10/27/2023	Entire Document	New Accountable Executive
10/27/2023	Transit Policy Statement	Transit Worker Assaults
10/27/2023	Appendix G	Safety Manual for Broward County Employees
10/27/2023	Appendix H	Respiratory Infections in the Workplace
10/27/2023	New ATU Contract	Collision Review Team
10/27/2023	BCT Safety Committee Recommendation	Transit IT Section Prioritization of Onboard System Defect Repairs and Documentation.
11/14/2024	Appendix F	Organizational Chart (Revised)
10/22/2024	Appendices	Updated-Monique Griffin
10/22/2024	Safety Performance Targets	Revised to meet new FTA SPT requirements as well as the annual updates-Colin Mulloy
10/22/2024	Transit Worker Assault	PTASP updated to include transit worker assault requirements-Alfred Palmer
10/22/2024	Transit Worker assault mitigations	Updated to include recommendations from the BCT Safety Committee-Garie Frett
10/22/2024	Updated Board Resolution	Updated resolution provided to incorporate addition
10/22/2024	Update annual risk reduction protocols for transit worker assaults	Updated to include annual requirement similar to FTA General Directive 24-1-Craig Collins

Table of Contents

Chapter 1: Transit Agency Information 8
1.1 Accountable Executive 13
1.2 Chief Safety Officer/SMS Executive 13
Chapter 2: Plan Development Approvals and Updates 14
2.1 Development of Plan 14
2.2 Signature of Accountable Executive 14
2.3 Certification of Compliance 14
2.4 Plan Review and Updates 15
2.5 FDOT 14-90 Certification 15
Chapter 3: Safety Performance Targets 17
3.1 Definitions 17
3.2 Target Coordination 19
Chapter 4: Safety Management Policy and Goals 20
4.1 Policy Statement 20
4.2 Safety Goals 20
4.3 Purpose 21
4.4 State of Florida Administrative Code, Rule 14-90 Requirements 21
4.5 Policy Statement Communication 22
4.6 Employee Safety Reporting Program 22
4.7 SMS Authorities, Accountabilities, and Responsibilities 23
Chapter 5: Safety Risk Management 29
5.1 Safety Hazard Identification 29
5.2 Safety Hazard Assessment 29
5.3 Safety Risk Mitigation 30
Chapter 6: Safety Assurance 31
6.1 Safety Performance Monitoring and Measurement 31
6.2 Safety Data Acquisition and Analysis 32
6.3 Management of Change – Transit Change Review Committee (TCRC) 33
6.3 Continuous Improvement 34
Chapter 7: Safety Promotion 35
7.1 Bus Operator Competencies and Training 35
7.2 Records Retention 39
7.3 Safety Communication 40

Chapter 8: Drug and Alcohol Program 42
8.1 BCT Drug and Alcohol Testing Policy and Procedures 42
Chapter 9: Medical Exams for Transit System Bus Operators 43
9.1 Bus Operator Medical Exam Requirements 43
Chapter 10: Bus and Vehicle Operating Requirements 44
10.1 BCT Bus and Vehicle Operations and Driving 44
10.2 Wireless Communications Policies 46
Chapter 11: Bus Maintenance Program 49
11.1 Daily Vehicle Inspections 49
11.2 Preventive Maintenance 52
Chapter 12: Bus Equipment Standards and Procurement Criteria 57
12.1 Bus Equipment Minimum Gross Vehicle Weight Rating and Safety Standards 57
12.2 Bus Equipment Standards 57
12.3 Bus Equipment ADA Standards 60
Chapter 13: Internal and External Safety Audits 61
Appendices 63
Appendix A: BCT Transit Asset Management (TAM) Plan 64
Appendix B: FDOT 14-90 Self Certification Form 92
Appendix C: Florida Administrative Code, Rule 14-90 93
Appendix D: BCT Safety Performance Target Transmittal Letters to MPO and FDOT 106
Appendix E: BCT Managerial/ Supervisory Safety Responsibilities 108
Appendix F: BCT Organization Chart 114
Appendix G: Broward County Safety Manual 140
Appendix H: Respiratory Infections in the Workplace 141
Appendix I: Hazard/Risk Mitigation Hierarchy of Controls 143
Appendix J: Transit Supervisor Accident or Incident Report Investigation Report 144
Appendix K: Employee Report of Accident or Incident 149
Appendix L: Collision Review Voting Record Team 151
Appendix M: BCT Operator's Manual Rules and Regulations 152
Appendix N: BCT Bus Operator's Instructor's Manual 250
Appendix O: Route Safety Cards 251
Appendix P: Drug and Alcohol Testing Policy and Procedures 251
Appendix Q: Medical Examination Report for Bus Transit System Drivers 287
Appendix R: BCT Wireless Communication Policy 293

Appendix S: Operator's Pre-trip Bus Inspection Form.....295
Appendix T: Post-trip Bus Inspection Form.....296
Appendix U: Preventive Maintenance Work Order.....297
Appendix V: Preventive Maintenance Check List.....298

Chapter 1: Transit Agency Information

Transit Agency Name	**Broward County Transit**
Transit Agency Address	**1 North University Drive, Suite 3110A Plantation, FL 33324**
Name and Title of Accountable Executive	**Coree Cuff Lonergan, General Manager / Director of Transportation Department**
Name of Chief Safety Officer or SMS Executive	**Colin Mulloy, Director of Safety, Security and Compliance**
Mode(s) of Service Covered by this Plan	**Fixed Route Bus Community Bus (Contracted) Paratransit (Contracted)**
List of All FTA Funding Types (e.g., 5307, 5337, 5339)	**5307, 5337 and 5339**
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted)	**Fixed Route Bus Community Shuttle (Interlocal Agreements) Paratransit (Contracted)**

Broward County Transit (BCT) was created in 1974 as a Division of the Broward County Transportation Department, which is part of Broward County government, in conformance with the Broward County Charter. BCT's mission is to provide safe and reliable transportation solutions that link people, connect communities, support employment, and contribute to the overall economic growth of our region. BCT has the legal authority to receive and dispense federal funds and is currently an FTA recipient of Section 5307 formula funds for transit capital assistance, Section 5339 funds for Buses and Bus Facilities, and Section 5337 funds for State of Good Repair Programs.

BCT buses connect to Miami-Dade Transit on the south, Palm Tran (Palm Beach County) to the north and to the regional rail system operated by the South Florida Regional Transportation Authority (Tri-Rail). BCT Fixed Route bus services include 46 weekday routes, 33 Saturday routes and 32 Sunday routes. In addition to regular Fixed Route service, BCT also operates the Breeze (4 routes) and Express Bus services (5 routes). In addition, the Community Shuttle Program provides supplementary service in 18 local Municipalities.

BCT's Fixed Route, "Breeze" and "Express" bus fleet consists of 415 buses which are operated out of two facilities, one on Copan Road in Pompano Beach and one on Ravenswood Road in Dania Beach. The Community Shuttle fleet consists of 79 vehicles.

BCT's annual operating budget is supported by operating revenues from transit fares, advertising, the Broward County Transportation Surtax, state and federal grants, local gas taxes, and local ad valorem taxes. The capital budget is supported with funds from federal grants, the Broward County Transportation Surtax and local Concurrency funds. Funding for both the operating and

capital budgets for the Community Shuttle program are provided by the Broward County Transportation Surtax.

1.1 Accountable Executive

As required by 49 CFR Part 673 which provides the FTA guidance for the development of the Public Transportation Agency's Safety Plan (PTASP), Broward County Transit's (BCT's) Accountable Executive is the Director of Transportation. This is BCT's single, identifiable person who has the ultimate responsibility for carrying out the required PTASP as well as **BCT's Transit Asset Management (TAM) Plan (Appendix A).**

The Director of Transportation has the control over the human and capital resources needed to develop and maintain both the PTASP and the TAM Plan for BCT. In this role, the accountable executive ensures that BCT's Safety Management System (SMS) is effectively implemented throughout the agency. In addition, the Director of Transportation is accountable of ensuring action is taken, as necessary, to address substandard performance in BCT's SMS. The Accountable Executive delegates specific plan responsibilities throughout the agency, but the ultimate accountability for the PTASP and the agency's safety performance rests with the Director of Transportation.

1.2 Chief Safety Officer/SMS Executive

In addition to the Accountable Executive, 49 CFR Part 673 also requires that BCT has a Chief Safety Officer. This responsibility is provided by BCT's Director of Safety, Security and Compliance. This position reports directly to the Director of Transportation. The Director of Safety, Security and Compliance has the authority and responsibility for day-to-day implementation and operation of BCT's SMS. In this role, the Director maintains a strong working relationship with the operations and asset management functions of the agency.

Chapter 2: Plan Development Approvals and Updates

Name of Entity That Drafted This Plan	**Broward County Transportation Department**	
Signature by the Accountable Executive	**Signature of Accountable Executive**	**Date of Signature**
	Coree Cuff Lonergan Director of Transportation Department.	**12/2024**
Approval by the Board of Directors or Equivalent Authority	**Name of Individual or Entity That approved this Plan**	**Date of Update**
	Broward Board of County Commissioners	**12/2024**
	Relevant Documentation (Title and Location)	
	Resolution Attached	
Certification of Compliance	**Name of Individual or Entity That Certified This Plan**	**Date of Certification**
	Nathaniel Klitsberg, Deputy County Attorney	**12/2024**
	Relevant Documentation (Title and Location)	
	Approval Documentation included in BCT's "Certifications and Assurances" in FTA Trams System	

2.1 Development of Plan

As an agency with over 100 buses, BCT is defined as a large public transportation provider for the purpose of the development of the PTASP. Federal and State statutes require that this plan be reviewed and updated on an annual basis.

2.2 Signature of Accountable Executive

49 CFR Part 673 elevates the accountability for the PTASP to the Accountable Executive and the Broward Board of County Commissioners. This BCT Plan was approved by the Director of Transportation as the Accountable Executive and the Broward County Board of County Commissioners. In addition, any subsequent updates must also be signed by the Director of Transportation and Board. These approvals signify that the Broward Board of County Commissioners accepts the Plan as satisfactory, that the Plan complies with each requirement of 49 CFT 673, and that the Plan will be used to effectively guide BCT to manage safety risk.

2.3 Certification of Compliance

BCT is not required to submit the completed PTASP to the FTA on a regular basis. Instead, BCT must certify that it has established an PTASP that fulfills the requirements as part of its annual approval of FTA's "Certifications and Assurances" in the Trams System. In addition, BCT's compliance with the requirement of 49 CFR 673 will be reviewed and evaluated as part of the FTA's ongoing Triennial Review Process.

2.4 Plan Review and Updates

BCT has a process for the annual review and update of the PTASP. The Director of Safety, Security and Compliance will conduct a thorough review and draft an annual plan update each year. The Accountable Executive and the Broward County Board of County Commissioner will approve any necessary annual updates no later than December 31st of each year. BCT will also update its PTASP at any point during the year when information, processes, or activities required by 49 CFR Part 673 undergo significant changes. Examples of the situations when BCT will review its PTASP during a year are as follows:

- The approach to mitigating safety deficiencies is determined to be ineffective.
- Significant changes in service delivery are made.
- New processes or procedures that may impact safety are introduced.
- Resources available to support SMS are changed or reprioritized.
- Significant changes are made to the organizational structure.

All proposed changes during the year shall be documented by the responsible management as proposed PTASP addendums and distributed to all affected directors and managers by the Safety, Security and Compliance Director. All parties must comment within two weeks of the issuance of the proposed changes unless otherwise specified. Following the approval of any modifications to the PTASP by the Transportation Department Director, management staff shall distribute the PTASP addendum to all affected parties, including contract service operators with a cover memo highlighting the changes. All parties receiving the updates are required to sign for its receipt and acknowledge their responsibility in implementing the changes.

In addition, as BCT collects data through its Safety Risk Management (SRM) and Safety Assurance (SA) process, BCT will be evaluating its Safety Performance Targets (SPT's) to determine whether they need to be changed as well.

2.5 FDOT 14-90 Certification

The Transportation Department Director shall submit an annual safety and security certification to FDOT utilizing the **FDOT Chapter 14-90 self-certification form included in Appendix B**. The certification shall be submitted no later than February 15th, for the prior calendar year period unless otherwise required by FDOT. The certification shall attest to the following:

- The adoption of an SSPP (now called the PTASP) and an SPP (now called the System Security and Emergency Preparedness Plan or SSEPP) in accordance with established standards set forth in **Chapter 14-90 of the Florida Administrative Code (Appendix C)**.
- Compliance with the adopted SSPP (now called the PTASP) and SPP (now called the SSEPP).
- Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90.
- Reviews of the SSPP (now called the PTASP) and SPP (SSEPP) have been conducted to ensure they are up to date.
- Safety Performance Targets have been established for fatalities, injuries, safety events system reliability, and transit worker assaults.

The certification shall also include:

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

Chapter 3: Safety Performance Targets

3.1 Definitions

BCT must include Safety Performance Targets (SPTs) in its PTASP. These targets must be specific numerical targets set by BCT and must be based on the safety performance measures established by the FTA in the National Public Transportation Safety Plan. The Federal transit Administration PTASP Technical Assistance recently updated its guidance on SPTs. BCT has adopted the following FY2024 safety performance measures to reflect these transit industry best practices:

- Fatalities
- Injuries
- Safety Events
- System Reliability
- Transit Worker Assaults

Using these revised safety performance measurements, the following Safety Performance Targets (SPTs) have been updated and adopted for FY2025:

Safety Performance Targets (FY 2025)

These performance targets are based on the safety performance measures under the National Public Transportation Safety Plan

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate) 100,000 Rev Miles	Injuries	Injuries (Rate) 100,000 Rev Miles	Safety Events	Safety Events (Rate) 100,000 Rev Miles	Collisions	Collisions (Rate) 100,000 Rev Miles	System Reliability MDBF(Miles)
Fixed Route Bus	0	0	127	.914	119	.856	56	.403	4,000
Community Bus	0	0	0	0	0	0	0	0	5,500
Paratransit	0	0	14	.137	17	.166	11	.107	81,458

Mode of Transit Service	Major Physical Assaults	Major Physical Assaults (Rate) 100,000 Rev Miles	Non-Major Physical	Non-Major Physical (Rate) 100,000 Rev Miles	Major Non-Physical Assaults	Major Non-Physical Assaults (Rate) 100,000 Rev Miles	Non-Major Non-Physical Assaults	Non-Major Non-Physical Assaults (Rate) 100,000 Rev Miles
Fixed Route Bus	0	0	24	.167	0	0	185	1.288
Community Bus	0	0	0	0	0	0	0	0
Paratransit	0	0	10	.080	0	0	22	.176

As part of the Bipartisan Infrastructure Law, BCT has continued a risk reduction program for transit operations based on FTA best practices to improve safety. This year BCT is continuing SPTs for reducing transit worker assaults based on definitions provided by the NTD. The FTA officially defined transit worker assaults as described in the Bipartisan Infrastructure Law in April 2023.

Safety Committee Proposed Mitigations

Broward County Transit (BCT) Safety Committee recommends the implementation of the removal of the policy requiring bus operators to state the fare. BCT Safety Committee also recommends updating the Patron Code of Conduct, and a county-wide trespass for BCT properties including buses. In addition, BCT Safety Committee recommends the establishment of a dedicated Transit Law Enforcement Unit.

3.1.1 Definitions of Terms

The following definitions were developed by the FTA and will be used in the development and use of SPT:

- **Safety Performance Target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time by the FTA.

- **Fatality** means total number of fatalities reported to NTD per mode. Rate of Fatality is expressed in number per 100,000 revenue miles.

- **Collision** means a vehicle/vessel accident in which there is an impact of a transit vehicle/vessel within the definition of an NTD
  - Another transit vehicle
  - A non-transit vehicle
  - A fixed object
  - A person(s) (suicide/attempted suicide included)
  - An animal

- **Injuries** means total number of injuries reported to NTD per mode. Rate of Injuries is expressed in number per 100,000 revenue miles.

- **Safety Event** means total number of safety events reported to NTD. Rate of Safety Event is expressed in number per 100,000 revenue miles.

- **System Reliability** means the quantifiable measure of the mechanical reliability of the fleet of vehicles for a transit mode (fixed route, community bus or paratransit). Mean Distance Between Failures (MDBF) will be the metric used for the System Reliability Safety Performance Target. A mechanical failure is any incident that precludes a revenue vehicle from completing its trip or beginning its next scheduled trip. Total mechanical failures are then divided by revenue miles over a given time period to calculate the metric.

- **Transit Worker Assaults** means a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker. A **major physical assault** is defined as an event where transit worker is physically touched and immediately transported to the hospital. **A non-physical assault** is defined as an event where a transit worker is verbally accosted with threatening intent.

3.1.2 Sources of Data and Information

The following are the sources of data and information used for safety information and analysis:

- Accident and incident data: This data is maintained in the BCT Database and is exported to Excel for analysis by the BCT Safety Manager monthly. Identified trends are discussed at Safety Committee meetings to receive interdepartmental input and to determine corrective actions to address identified issues.
- Maintenance data maintained is Trans Track and is analyzed by the Maintenance Section on a monthly basis and referred to Maintenance for corrective action.
- Passenger claims and complaints: This data is maintained in HASTUS and is reported by Marketing and Customer Relations and Communications, monthly, and referred to the responsible section for corrective action.
- Records of crimes and rule violations occurring in and around the transit agency: this data is maintained in the BCT event database and is analyzed by the BCT Security Manager on a monthly basis. This information may be presented to the Safety Committee or addressed separately by the BCT Security Manager.

3.2 Target Coordination

BCT coordinates with the Broward MPO and the State of Florida concerning the SPTs. To the maximum extent practical, BCT will provide information on updates on SPTs to assist the Broward MPO and the State of Florida with the selection of regional and statewide goals. Letters submitting **BCT Safety Performance Targets Transmittal Letter to MPO (Appendix D).**

Safety Performance Target Coordination		
Targets Transmitted to State (Copied on Broward MPO Submittal Documentation)	State Entity Name	Date Targets Transmitted
	Florida Department of Transportation	12/24
Targets Transmitted to Metropolitan Planning Organization	Metropolitan Planning Organization Name	Date Targets Transmitted
	Broward Metropolitan Planning Organization	12/24

Chapter 4: Safety Management Policy and Goals

4.1 Policy Statement

Broward County Transit (BCT) is committed to the highest level of safety, security and emergency preparedness for its customers, its employees, and the general public. Safety and security are primary concerns which affect all BCT activities including operations, maintenance, planning and scheduling, procurement, IT, and training for all modes of transportation.

BCT management is responsible for providing leadership in promoting safety throughout the department and for ensuring all employees and contractors are committed to the safety of BCT's customers, employees, property, and the general public who come in contract with the transit system. All senior executive staff, Managers and Superintendents have the responsibility to develop and implement safety polices, rules and procedures in their respective areas. Assistant Superintendents, Bus Traffic Controllers, Dispatchers and Supervisors have the responsibility to monitor and enforce safety rules and procedures. All employees at BCT and our contractors have the duty to carry out daily work assignments in a safe manner in accordance with BCT's safety policies, rules, and procedures.

In the interest of safety and security, and in order to comply with statutory requirements, BCT has developed this PTASP that complies with the established safety requirements and standards set forth in CFR 49 part 673 and the Florida Administrative Code Chapter 14-90. This PTASP implements a Safety Management System (SMS) at BCT to manage risk, which will help maintain and improve safety performance on a continuous basis. This PTASP is intended to document all policies, functions, and responsibilities necessary to achieve a high degree of system safety and apply to all areas of the transportation system.

BCT management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe behaviors and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the PTASP and complying with the policies, rules, procedures, and standards included in this document.

4.2 Safety Goals

BCT has established the following goals for the PTASP:

- Achieve a high standard of safety in all areas of the transportation system.
- Develop and implement a comprehensive, systematic, and coordinated Safety Management System (SMS) to identify, assess, and control safety hazards.
- Develop and maintain a high level of safety awareness among employees through pre-employment screening, systematic training and testing, and employee communication programs.
- Establish and maintain safety standards for contract service operators and ensure compliance.
- Ensure that system safety is integrated with daily operations through operational standards and procedures, vehicle maintenance, inspections, recordkeeping, audits, quality assurance and quality control.

- Ensure that all vehicles and equipment operated by the agency meet established safety standards.
- Maintain a formal process for event investigation, emergency preparedness and response, and handling security threats.
- Ensure a drug free workplace.
- Comply with all regulatory requirements including Florida Administrative Code Chapter 14-90.

4.3 Purpose

The purpose of this Agency Safety Program (PTASP) is to implement a Safety Management System (SMS) at BCT. SMS is a comprehensive approach to managing safety. It brings management and employees together to better control risk, detect and correct safety problems earlier, share and analyze data more effectively, and measure safety performance more precisely.

SMS assists BCT in applying resources to mitigate risk and ensuring that the organizational infrastructure to support decision-making at levels regarding the proper assignment of resources. The key aspects of SMS are:

- Defined safety roles and responsibilities
- Strong executive leadership
- Formal safety accountabilities and communication
- Effective policies and procedures
- Active employee involvement

In addition to the implementation of SMS, this PTASP will also:

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

4.4 State of Florida Administrative Code, Chapter 14-90 Requirements

In accordance with Florida Administrative Code, Chapter 14-90, this PTASP addresses the following safety elements and requirements:

- Safety policies and responsibilities
- Vehicle and equipment standards and procurement criteria
- Operational standards and procedures
- Bus driver and employee selection

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

4.5 Policy Statement Communication

The BCT PTASP Policy Statement is communicated throughout the agency to its employees, managers, and executives, as well as its contractors and to the Broward Board of County Commissioners.

4.6 Employee Safety Reporting Program

BCT has various processes that allow employees to report safety conditions to senior management. These processes also have protections for employees who report safety conditions to senior management, and a description of employee behaviors that can result in disciplinary action.

4.6.1 Employee Safety Reporting

Safety issues can be reported and identified by various means. Employees can report issues to their management or direct supervision, and they can also report issues to a member of the BCT Safety Committee. Bus Operators may also fill out a “Route Safety Card” to identify safety issues that occur during bus operations and turn these reports into their Bus Dispatcher who will refer any issues to BCT management. Employees also have the option of reporting issues directly to BCT Safety, Security and Compliance and to other county agencies such as the Broward County Risk Management Division, Broward County Professional Standards, and the Broward County Auditor. The purpose of all these reporting options is to allow employees who have an in-depth knowledge of the transit system to report unsafe conditions to management without fear of reprisal so safety risk can be mitigated. In addition, BCT makes the Minutes to the Monthly Safety Meeting available to the employees. BCT believes that having employee safety reporting programs and options helps to support a positive safety culture with the agency.

4.6.2 Employee Disciplinary Actions

Broward County Government and its Transportation Department (BCT) have a policy to govern the investigation of violations, including those relating to safety. As a result of this policy, all employees are to be “free of retaliation as a result of bringing forward such allegation or participating in an investigation of such allegation.” In addition to this policy, all disciplinary actions are governed by Broward County policies and procedures for non-represented employees and

the applicable labor agreement for represented employees. These labor agreements detail specific employee behaviors that are subject to disciplinary action as well as the appropriate prescribed remedy.

4.7 SMS Authorities, Accountabilities, and Responsibilities

BCT has developed the appropriate authorities, accountabilities, and responsibilities for the development and management of SMS. This plan identifies the Accountable Executive, the Chief Safety Officer/SMS Executive as well as the senior agency leadership and executive management and other key staff who have a substantial role in safety management at BCT.

4.7.1 Accountable Executive

The Accountable Executive at BCT is the Transportation Department Director. As the BCT Accountable Executive, the Transportation Department Director is accountable for ensuring that the agency's SMS is effectively implemented throughout the agency. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for BCT's safety performance rests with the Transportation Department Director. The key safety roles of the Accountable Executive are as follows:

- Decision-making about resources to support asset management, SMS activities, and capital investments.
- Approving SMS implementation planning documents.
- Endorsing or approving SMS Implementation team membership.

4.7.2 Chief Safety Officer/SMS Executive

The BCT Accountable Executive is responsible for designating the Director of Safety, Security and Compliance as the "Chief Safety Officer/SMS Executive." The Director of Safety, Security and Compliance has the authority and responsibility for day-to-day implementation and operation of BCT's SMS. In the BCT organization, the Safety, Security and Compliance Director has a direct line of report to the Transportation Department Director. The key safety roles of the Director of Safety, Security and Compliance are as follows:

- Developing and maintaining all SMS documentation.
- Directing hazard identification and safety risk assessment.
- Monitoring safety risk mitigation activities.
- Providing monthly reports on safety performance.
- Briefing the Accountable Executive in SMS implementation progress.
- Planning and implementing safety management training programs.

4.7.3 Agency Leadership and Executive Management

In addition to the Accountable Executive and Chief Safety Officer, BCT has other senior leadership positions who have responsibilities for the day-to-day implementation and operation of the SMS. BCT Senior Management has the overall responsibility of safe and secure operations of BCT Transit and contract service operators. The following are the Senior Managers in the Organization.

- Transportation Department Deputy General Manager
- Assistant General Manager of Operations
- Assistant General Manager of the Capital Program
- Assistant General Manager of Service Planning
- Assistant General Manager of Administration

4.7.4 Key Managerial/Supervisory Staff Position by Position Responsibilities

BCT Managerial / Supervisory Safety Responsibilities is outlined in (**Appendix E)**.

4.7.5 Organization Chart

In addition, each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the PTASP, the **BCT organization charts (Appendix F)** illustrate the reporting structure for each section.

BCT System Safety Responsibilities by Position (Page 1 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
1	Oversee and assure ASP and SPP compliance	Daily			X			X	X	X	X	X	X	X	X			X	X	X	X	X
2	Random inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)	Quarterly / As needed			X	X	X	X	X	X	X	X	X		X		X	X	X	X		X
3	ASP and SPP review, maintenance, and distribution	Annual / As needed	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X
4	Intra-departmental coordination and safety meetings	Monthly	X	X	X	X	X					X	X									
5	Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)	As needed	X	X	X							X	X									
6	Employee safety training and testing and record keeping	Initial hire / As needed			X							X	X				X					X
7	Drug free workplace (policy maintenance, employee training and testing, etc.)	Initial hire / As needed			X							X		X								X

BCT System Safety Responsibilities by Position (Page 2 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
8	Driver license validity check and record maintenance	Initial hire / Quarterly			X	X	X	X	X	X	X	X					X	X		X	X	X
9	Administrative/Human Resource disciplinary actions	As needed	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X		X		X
10	Safety and security data acquisition and analysis	On an ongoing basis	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	Medical examination of drivers and record keeping	Initial hire / biennium			X	X	X	X	X	X	X	X	X		X		X					X
12	Vehicle and equipment procurement	As needed	X	X	X	X	X	X	X	X	X	X	X		X			X	X	X		X
13	Pre-trip inspections and record keeping	Daily																X	X	X		
14	Vehicle maintenance and record keeping	Daily			X				X			X	X		X			X	X			
15	Bus safety inspections and record keeping	Monthly							X									X	X			
16	Event investigation and record keeping	As needed			X							X	X	X	X			X		X	X	X

BCT System Safety Responsibilities by Position (Page 3 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
17	Investigate safety complaints	As needed			X							X	X	X	X			X		X	X	X
18	Pre-employment screening	Initial hire												X			X					X
19	Employee time recording and documentation	Daily													X		X	X	X	X	X	X
20	Internal safety audits	Annual /As needed			X							X	X	X								
21	Facilitate external (contractor & community bus) safety audits	As needed			X																	
22	External records maintenance, retention, and distribution	Daily / As needed			X	X	X															
23	Contractor safety and security compliance oversight	As needed			X	X	X	X	X	X	X	X	X	X								X
24	BCT Hazard identification and resolution	As needed			X							X	X									
25	BCT Compliance with ASP	Daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

BCT System Safety Responsibilities by Position (Page 4 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
26	Verification of Operations and Maintenance Compliance with ASP	Annual	X	X	X	X	X					X	X	X								
27	Verification of compliance with ASP (internal audit)	Semi-annual			X							X	X	X								
28	Self-certification of safety compliance	Annual	X	X	X	X	X															

Chapter 5: Safety Risk Management

5.1 Safety Hazard Identification

The purpose of "Safety Risk Management" is to prescribe policies, duties and responsibilities for the proper documentation and issuance of compensation to employees during emergency transit operations. Hazard management is a mechanism by which hazards are identified and analyzed for potential impact on the operating system and resolved in a manner acceptable to the management and regulatory agencies. BCT's hazard management consists of three primary components – hazard identification, hazard categorization, and hazard resolution. BCT to conduct an annual risk assessment on transit worker assaults.

5.2 Safety Hazard Assessment

The purpose of "Safety Hazard Assessment" is to prescribe policies, duties and responsibilities for the proper documentation and issuance of compensation to employees during emergency transit operations. Once the key system hazards have been identified and brought to the attention of the Safety, Security and Compliance Section, the Director or designee, shall categorize the hazard based on severity and probability of occurrence.

Hazard severity is a subjective measure of the hazard, supported by factual data, and shall be categorized as follows:

- Catastrophic – Death or system loss
- Critical – Severe injury, severe occupational illness, or major system damage
- Marginal – Minor injury, minor occupational illness, or minor system damage
- Negligible – less than minor injury, occupational illness, or system damage

Hazard probability is a subjective measure of likelihood that a specific hazard will occur and shall be categorized as follows:

- Frequent – Likely to occur frequently.
- Probable – Likely to occur several times.
- Occasional – Likely to occur sometime.
- Remote – Unlikely but possible to occur.
- Improbable – So unlikely that it can be rejected from consideration.

5.3 Safety Risk Mitigation

The purpose of "Safety Risk Mitigation" is to prescribe policies, duties and responsibilities for the proper documentation and issuance of compensation to employees during emergency transit operations. Once the hazards are identified and categorized, subsequent analysis shall be undertaken to resolve the issue and eliminate or minimize risk associated with the identified hazard. The following hazard resolution matrix shall be utilized assist in the identification of the level of acceptance for a specific hazard/risk.

Hazard Resolution Matrix	Catastrophic	Critical	Marginal	Negligible
Frequent	Unacceptable	Unacceptable	Unacceptable	Acceptable with reservation
Probable	Unacceptable	Unacceptable	Undesirable	Acceptable with reservation
Occasional	Unacceptable	Undesirable	Undesirable	Acceptable
Remote	Undesirable	Undesirable	Acceptable with reservation	Acceptable
Improbable	Acceptable with reservation	Acceptable with reservation	Acceptable with reservation	Acceptable

The results of the analysis and any proposed mitigation(s) will be presented to the applicable BCT Director(s).

As part of the Bipartisan Infrastructure Law, BCT has continued examine strategies to minimize exposure to infectious diseases consistent with guidelines of the Center for Disease Control and the Florida Department of Health. They are in the **Broward County Safety Manual (Appendix G).** Additionally, the CDC guidance on Respiratory Infections in the Workplace is provided in **(Appendix H)**

When considering options for corrective action(s) to mitigate the identified hazards/risks, the **Hazard / Risk Mitigation Hierarchy of Controls** in **(Appendix I)** should be used.

Chapter 6: Safety Assurance

6.1 Safety Performance Monitoring and Measurement

The PTASP requires the monitoring of the safety performance of BCT. Safety data is collected and reviewed. This data includes injuries to passengers, BCT personnel, the public, potentially hazardous equipment failures, design inadequacies, and rules and procedure violations. Bus safety performance reports are submitted to the Accountable Executive and the senior BCT leadership team on a monthly and annual basis.

6.1.1 Safety Monitoring

Safety performance monitoring and measuring at BCT involves the continual review of the agency's activities to provide senior management with an understanding of actual safety performance. Through these efforts, BCT can determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which the agency is effectively implementing SMS.

6.1.2 Event Investigation

A significant aspect of safety performance is the investigation of safety events. It is critical that BCT understands the causes of safety and security events on the system so that the circumstances leading to events can be mitigated in the future.

For the purpose of this PTASP, "events for investigation" are only when a collision involves a transit vehicle or take place on BCT controlled property. A collision is an event that results in contact between a County owned vehicle, and another vehicle, object, or person.

Any event resulting in a fatality, injury, or property damage as described below shall be investigated by either by a BCT Operations Supervisor, a qualified member of the Safety Security and Compliance Section, or both:

- A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.
- Injuries requiring immediate medical attention away from the scene for one or more individuals.
- Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property of $25,000 or more.
- Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational/mechanical issues.

When an event takes place, BCT Bus Operators are required to contact the BCT Communications Center via radio. The BCT Communications Center is then required to immediately contact local law enforcement and /or emergency medical services (as needed).

- BCT's service area operates in multiple municipalities, each of whom has its own designated law enforcement agency that will respond to BCT accidents. The Broward Sheriff's Office also provides service in unincorporated areas of Broward County, as well

- as the Florida Highway Patrol on unincorporated state roads. In Miami-Dade and Palm Beach Counties, the Communications Center maintains the information needed to notify the appropriate police agency.

- The Broward Sheriff Office (Traffic Homicide Investigators) may, in cooperation with the Safety, Security and Compliance Director, or designee, investigate serious injury accidents and all fatalities. A thorough, detailed report will be provided to BCT upon completion of this special investigation.

A Transit Supervisor deployed to the scene of accidents or incidents shall complete a ***Transit Supervisor Transit Supervisor Collision or Incident Investigation Report*** **(form 702-242. Rev 5/14)** included as **(Appendix J).** This report, along with the ***Employee Report of Collision or Incident*** **(form 702-326. Rev 4/17),** included as **(Appendix K)**, is completed by the vehicle Operator, and is required to be submitted to the Dispatcher within 24 hours of the event. The *Employee Report of Accident-Incident* is reviewed and signed by the Operations Superintendent or Assistant Superintendent.

The Bus Operations Section shall submit the Operator's and Supervisor's reports to the Safety, Security and Compliance Section who will request videos (and police reports when applicable). The Safety, Security and Compliance Section enters each event into the BCT event database and forwards scanned copies of the event documents to the Broward County Risk Management Division.

6.1.3 Collision Review Team

The **Collision Review Voting Record Form (Appendix L)** describes the format and how bus collisions are brought forth to the Collision Review Team (CRT) which determines preventability.

6.1.4 Supplementary Chapter 14-90 Investigation

If it is learned that an event that has not been previously investigated per Florida Administrative Code, Chapter 14-90 but meets one of the four criteria discussed above, a qualified member of the Safety, Security and Compliance Section can complete a supplementary 14-90 investigation.

Investigation findings and associated corrective action correspondence shall be documented in the BCT event database where it is maintained for a minimum of four years from date of the completion of the investigation.

6.2 Safety Data Acquisition and Analysis

Information regarding accidents, incidents, hazardous conditions and BCT operations are obtained from several different reporting sources. These include, but are not limited to, "The Employee Report of Accident/Incident, the Bus Communications Center, the Transit Accident Database, Trans Track data, Hastus data, the CAD/AVL system and AssetWorks. This information can be provided upon request. A summary information is provided at the Monthly Safety Meeting. This data becomes the basis for the safety dashboards that are distributed to the Transportation Director and senior BCT leadership.

6.2.1 Accident and Incident Data

This data is maintained in the BCT Safety Database and is exported to Excel for analysis by the BCT Safety Manager on a monthly basis. Identified trends are discussed at Safety Committee meetings to receive interdepartmental input and to determine corrective actions to address same.

6.2.2 Maintenance Data Including Daily Vehicle Inspection Forms

This data is maintained for in AssetWorks and is analyzed by the maintenance sections on a monthly basis and referred to the appropriate Maintenance management personnel for corrective action.

6.2.3 Passenger Claims and Complaints

Passenger complaints are maintained in the Hastus database and referred to the responsible section for corrective action. In addition, this information is reported by Marketing and Customer Service on a monthly basis. The Broward County Risk Management Division also maintains information related to claims in the Broward County claims database called "STARS."

6.2.4 Records of Rule Violations Occurring in and Around BCT

This data is maintained in the BCT event database and is analyzed by BCT management on a monthly basis. This information may also be presented to the Safety Committee or addressed separately by the Safety Manager.

6.3 Management of Change – Transit Change Review Committee (TCRC)

The Transit Change Review Committee (TCRC) has been established to review and approve all proposed changes and modifications to the existing transit system safety baselines, as needed. Any additions, modifications, or deletions to transit system procedures, and to the existing safety configuration of transit system's operating system fixed facilities, rolling stock, and equipment directly related to the operations of rolling stock, may be reviewed, and approved by the TCRC. These reviews were established to ensure that system and operational changes are approved prior to implementation. Any drawings, manuals, and other related documents, including training programs, are updated to reflect these changes.

Specifically, TCRC committee members are responsible for the development and review of proposed changes to:

- Operating Rules
- Operating Procedures
- Configuration of transit systems, transit equipment and transit facilities
- Revenue vehicles and non-revenue vehicles

The TCRC may also recommend changes to transit training programs, as identified through accident/incident reviews, audits, and other assessments. Members include the Safety, Security and Compliance Director (Chair), the Transportation Department Deputy General Manager, Assistant General Manager of Operations, the Rail Operations Director, the Bus Maintenance Director, Bus Operations Director, the Assistant General Manager for Capital Programs, the Paratransit Director (if necessary), the Safety Manager (staff) and the Security Manager (staff) if

necessary. All members participate in the evaluation of changes and must reach consensus. Technical experts may attend meetings to clarify proposed changes.

6.3 Continuous Improvement

BCT has a process in place for assessing safety performance. If any deficiencies are identified during a safety performance assessment, BCT will carry out, a plan to address the identified safety deficiencies. The safety performance assessment is typically completed in conjunction with an annual review and update of the PTASP as required by 49 CFR 673.

Chapter 7: Safety Promotion

7.1 Bus Operator Competencies and Training

7.1.1 New Bus Operators

BCT Bus Operators and contract service providers are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus before driving on a street or highway unsupervised. The Bus Operations Training Superintendent is responsible for ensuring that the required training and testing activities are conducted and documented utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in the suspension or termination of employment.

It is the policy of BCT to screen applicants to eliminate those that pose a safety or security threat to the agency or who would not be capable of carrying out agency safety and security policies.

7.1.2 New Bus Operator Minimum Standards

The BCT Human Resources Officer (HRO) shall ensure that the following minimum standards are met when considering candidates to drive buses:

- Candidate must complete an employment application.
- Candidate must possess a valid Florida driving license, obtain a Florida CDL Permit at least two (2) weeks prior to date-of-hire, and obtain a Florida CDL License before independently operating any BCT Bus.
- Candidate must pass a criminal background check (with local law enforcement to include state of current residence and the Florida Department of Law Enforcement) and driving records check including, but not limited to, the following items:
    - Driving records
    - Instant Social Security Number validations
    - Instant identification of applicant's county of residence for the past seven years
    - County felony criminal history checks for up to three counties per applicant and other criminal records checks
    - Education verification
    - Employment reference checks
    - Personal reference check
    - Workers' Compensation claims
- Candidate must successfully complete a 14-90 pre-employment physical including an eye examination and drug screening test.
- The Safety, Security and Compliance Section maintains a database of current medical certifications for all Bus Operators.
- Candidate must provide a signed acknowledgement of receipt and agreement to comply with drug-free workplace policy.

7.1.3 New Bus Operator Qualifications

The HRO and the Bus Operations Training Superintendent shall ensure the following qualifications are met during the driver selection and hiring process:

- Must have been a licensed driver for at least three years (Time spent driving on a learner's permit does not count toward this requirement).
- NO more than one (1) moving violation in the past three years.
- NO at-fault accidents in the last three years.
- No "Failures to Appear" or "Failures to Pay," in the last three years.
- No Reckless Driving within the last seven years.
- No Driving Under the Influence (DUI) within the last seven years. Two convictions (lifetime), for DUI is an automatic disqualification.
- No moving safety violations resulting in suspensions within the last three years.
- No Manslaughter resulting from the operation of a motor vehicle.
- No Hit-run or hit-run property damage.
- No reckless driving causing injury.
- No driving under the influence (DUI) causing injury.
- No combination of violations which indicate a pattern of irresponsibility or poor judgment.

7.1.4 Acknowledgements

The HRO and the Bus Operations Training Superintendent shall ensure that the following minimum standards are met for any employee who will drive a bus:

- Successful completion of required New-Hire orientation, training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
- Signed acknowledgment of receipt and agreement to comply with **BCT Bus Operator Rules and Procedures (Appendix M)**, and other materials included in the Training Folder issued to each new Bus Operator Trainees including:
    - Communication and handling of unsafe conditions, security threats, and emergencies.
    - Knowledge of and compliance with all applicable federal and state laws, rules, and regulations.
    - Knowledge of and requirement to perform and submit a daily bus inspection report pursuant to Chapter 14-90.006.
    - Knowledge that noncompliance with any regulatory or agency specific requirement may result in an employee administrative action up to and including suspension or termination of employment.
- Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.

7.1.5 New Bus Operator Training and Testing

BCT Bus Operators and contract service providers are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. The Bus

Operations Training Superintendent is responsible for ensuring that the required training and testing activities are conducted and documented utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in suspension or termination of employment.

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

Safety and Security

- Safe Vehicle Operation
- Defensive Driving/Accident Prevention
- Hazard Recognition
- Emergency Procedures

Customer Service

- Role of the Transit Operator
- Customer Basics
- Communications
- Difficult Situations
- Customers with Disabilities and ADA

BCT Specific Policies and Procedures

- Broward County and BCT Policies and Procedures
- Fare Policies
- Documentation and Paperwork
- Reporting for Duty
- Appearance
- Code of Conduct
- Bus Operator Manual

Regulatory

- Drug and Alcohol Program Training
- Commercial Driver's License Training
- Occupational Safety and Health Administration (OSHA)
- Americans with Disabilities Training
- Florida Administrative Code, Chapter 14-90
- Other Regulatory Training

Technical Bus Operator Skills (On Bus Training Time)

- Vehicle Familiarization
- Pre/Post Trip Inspections
- Seat Positions/Mirrors
- Vehicle Start-up Procedures
- Steering/Maneuvering
- Lift/Ramp Deployment

- Securement
- Signaling
- Braking
- Routine procedures
- Service Stops/Transfer Facilities
- Driving Conditions/Adverse Weather
- Simulator Training (If Applicable)

Note: *Of the Technical Operator Skills training, each Bus Operator trainee must spend a minimum of ten (10) hours of instruction with a Certified TSI Bus Operator Instructor or equivalent.*

Route/Line Training (On-the-Job Training)

- System and Route Familiarization
- Line Instructor Training and Observation
- On-the-Job Training

Note: *Minimum training standards are for new Bus Operators. Training for experienced Bus Operators relocating to BCT can be adjusted at the discretion of the Bus Operator Training Superintendent.*

BCT uses the Transportation Safety Institute (TSI) curriculum "**Vehicle Operations Instructor Guide Bus Operator Training Program**" (**Appendix N)** for new hire training. These manuals contain training course content, curriculum, lesson plans, testing requirements, etc.

As part of the driver training program, drivers are required to successfully undergo a minimum of 80 hours of on-the-job training in revenue service with an experienced driver covering important aspects of safe vehicle operations.

After successful completion of each training and testing module, the Training Department documents and records the satisfactory completion of the employee's training. Certificates of completion shall be maintained in the driver files for a minimum of five years.

7.1.6 Recurrent Bus Operator Training

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

7.1.7 Remedial Bus Operator Training

BCT provides remedial training for operators after every major preventable accident and for those who have developed unsafe driving behaviors or other driving problems. Other causes for remedial training may include persistent customer complaints, supervisor recommendations, or a result of ongoing evaluations. Depending on the circumstances, the Bus Operation Training Superintendent will determine the appropriate remedial training, the results of which will also be documented and retained in the employee files and BCT Accident/Incident Database.

7.2 Records Retention

The Safety, Security and Compliance Section is responsible for implementing a record management program that includes maintenance, retention, distribution, and safe disposal of all safety and security program records of the agency in compliance with state and federal regulations.

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

BCT shall maintain and retain the records indicated in the table on the page for at least four years.

Record	Primary location of information and backup location	Responsible Position
Records of bus driver background checks and qualifications	Primary: Government Center East (GCE)	Broward County Humans Resources
	Back-up: GCW HRO	Human Resources Officier
Detailed descriptions of training administered and completed by each bus driver	Primary: Bus Operator Training	Bus Operations Training Superintendent
	Pending Development of Data base	Bus Operations Training Superintendents
A record of each bus driver's duty status which will include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day	Primary: Midas & Kronos	Bus Dispatch/Supervisors
	Back-up: Manual Documentation	Bus Dispatch/Supervisors
Event investigation reports, corrective action plans, and	Primary location: BCT Accident/Incident database.	Director of SSC

related supporting documentation		
	Back-up: BC Server	Transit IT
Records of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus	Primary: Assetworks	Maintenance Supervisors / Superintendents
	Back-up: BC Server	Transit IT
Records of annual bus safety inspections and documentation of any required corrective actions	Primary: Assetworks	Maintenance Supervisors / Superintendents
	Back-up: BC Server	Transit IT
Completed and signed medical examination reports for each bus driver	Primary: County's Contracted Medical Services Provider	SSC Director
	Back-up: SSC at GCW	Compliance Manager

BCT shall maintain and retain the records indicated in the following table for at least two weeks:

Record	Where Maintained	Responsible Position
Daily bus inspections(pre-trip and post-trip inspections)	Maintenance at Copans and Ravenswood locations.	Maintenance Supervisors and Superintendents
Corrective action (repairs) completed in response to dailly bus inspections (pre-trip and post-trip inspections)	Maintenance at Copans and Ravenswood locations.	Maintenance Supervisors and Superintendents

In addition, BCT will retain records of and any corrective action documentation for a minimum of two weeks.

All sensitive personnel records will be protected from public access. When ready for disposal, both paper and electronic data will be disposed of in a secure manner ensuring that critical information is protected.

7.3 Safety Communication

BCT ensures that all personnel are aware of information relevant to their safety-related roles and responsibilities. At a minimum, BCT shares information about hazards and safety risks, and those actions are taken in response to reports submitted through the various employee safety reporting

processes. BCT provides explanations of changes to policies, activities, and procedures. In addition, BCT makes the Minutes to the Monthly Safety Meeting available to the employees. Safety Notices are posted at facilities, memos are issued directly to employees and electronic information monitors are updated with new content as necessary. Bus Operators can communicate safety issues by filling out **Route Safety Cards (Appendix O)** and submitting them to Operations management for follow-up. Employees also have the option of reporting issues directly to BCT Safety, Security and Compliance and to other county agencies.

Chapter 8: Drug and Alcohol Program

8.1 BCT Drug and Alcohol Testing Policy and Procedures

BCT is a Second Chance provider and complies with the requirements mandated by the FTA regarding substance abuse management and testing as follows:

- 49 CFR Part 655, *Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations*
- 49 CFR Part 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Procedures.*

A copy of the **BCTs *Drug and Alcohol Testing Policy and Procedures*,** is in **(Appendix P).**

Chapter 9: Medical Exams for Transit System Bus Operators

9.1 Bus Operator Medical Exam Requirements

This section of the PTASP establishes BCTs medical examination requirements for all applicants for Bus Operator positions and for all existing Bus Operators.

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

Chapter 10: Bus and Vehicle Operating Requirements

10.1 BCT Bus Operations and Driving

The BCT Assistant General Manager of Operations is responsible for overall compliance with the following bus and vehicle operating requirements of this PTASP.

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

- Under no circumstances is a Bus Operator allowed to operate a bus with passengers without having a valid Class A or B CDL with a "P" (Passenger) endorsement in his or her possession.
- Under no circumstances are Bus Mechanics, junior mechanics, or CSAs allowed to operate a bus without having the Class A or B CDL his or her possession.
- Under no circumstances is a driver allowed to operate a BCT vehicle without having the appropriate and valid driver's license in his or her possession.
- Bus Operators and other drivers are not permitted to operate a bus or a BCT vehicle when his or her driver license has been suspended, cancelled, or revoked. A driver who receives a notice that his or her license to operate bus or a motor vehicle has been suspended, cancelled, or revoked is required to notify his or her supervisor of the contents of the notice immediately, if possible, otherwise no later than the end of the business day following the day he or she received the notice.
- Buses must be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.
- For the purpose of compliance with Chapter 14-90, BCT defines the "On Duty" and "Off Duty" status of Bus Operators as follows:
  - **"On Duty"** begins when a Bus Operator punches in at the beginning of his or her shift until the Bus Operator punches out at the end of their shift,
  - **"Off-Duty"** means any time the Bus Operator is not on duty, required to be in readiness to work, or under any responsibility to perform work.
- Bus Operators are not permitted to drive more than 12 hours in a 24-hour period or drive after having been on duty for 16 hours in a 24-hour period. A Bus Operator is not permitted to drive until the requirement of a minimum eight consecutive hours off-duty time has been fulfilled. Bus Operators are not permitted to be on duty more than 72 hours in any period of seven consecutive days; however, any 24 consecutive hours of off duty time shall constitute the end of any such period of seven consecutive days.
- A Bus Operator is permitted to drive for more than the regulated hours for the safety and protection of the public when conditions such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident occur.
- BCT uses a computer system (Midas) that flags the Bus Operator as he/she approaches 72 hours of "platform time" which excludes travel time to/from the bus, inspection time and other non-driving time. When a Bus Operator is flagged, Dispatch is responsible for

ensuring that the operator does not exceed the allowable driving time Bus Operators and other drivers are not permitted to drive a bus or a BCT vehicle when his or her ability is

impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.

- Bus Operators and other drivers shall not report for duty or operate any BCT vehicle while under the influence of alcohol or any other substance, legal or illegal, that may impair driving ability. All employees are required to comply with agency's Substance Abuse Policy.
- Bus Operators and other drivers are required to conduct daily bus or BCT vehicle inspections and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.
- AM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on an Operators Bus Pre-Inspection Report form submitted to Maintenance.
- PM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on an Operators Bus Pre-Inspection Report which is placed in the Bus Operations drop box before exiting the property.
- Any defects found during operations are reported to the Communications Center and documented on a Bus Operators Defect Report (form) and placed in a drop box near the Bus Dispatcher window. Maintenance picks up these reports and a daily basis.
- The Maintenance Section shall review daily inspection reports and Bus Operator Defect Reports and then document corrective actions taken as a result of any deficiencies identified by daily inspections.
- A bus with any passenger doors in the open position shall not be operated with passengers aboard. The doors shall not be opened until the bus is stopped. A bus with any inoperable passenger door shall not be operated with passengers aboard, except to move a bus to a safe location.
- Bus Operators shall ensure that during darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely. If the lighting is not operable, the Bus Operator will report it the Communications Center and the Communications Center will instruct the Bus Operator to take the bus out of passenger service.
- Passengers shall not be permitted in the stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line.
- Passengers shall not be permitted to stand on buses not designed and constructed for that purpose.
- Bus Operators are required to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.

- Buses shall not be left unattended with passengers aboard for longer than 15 minutes. The rear door interlock is activated to allow passenger to exit in the event of an emergency. The parking or holding brake device shall be properly set at any time the bus is left unattended.
- Buses shall not be left unattended in an unsafe condition with passengers aboard at any time.
- Transit vehicles shall not be used at any time for uses other than those that are authorized and permitted according to state and federal program requirements.

BCT Transit uses the "Shield" system that sends out notifications to a comprehensive distribution list daily, at approximately 3:00 AM – 3:15 AM, when a driver's license is suspended. The SSC Director is the owner of the Shield System distribution list. Additionally, an employee of the Broward County Human Resources forwards a secondary notification of suspensions and subsequent reinstatement notices to a distribution list, the distribution list used by HR at includes BCT Operations Director and other management staff.

10.2 Wireless Communications Policies

A "wireless communication device" means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs), computer tablets, portable computers (commonly called laptop computers) or any other similar device.

A "personal wireless communications device" means an electronic or electrical device that was not provided by the bus transit system for business purposes. "Use of a wireless communication device" means use of a mobile telephone or other electronic or electrical device, hands-on or hands-free, to conduct an oral communication; to place or receive a telephone call; to send or read electronic mail or a text message; to play a game; to navigate the Internet; to play, view, or listen to a video; to play, view, or listen to a television broadcast; to play or listen to music; to execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from a safety-critical task. Use of an electronic or electrical device that enhances the individual's physical ability to perform, such as a hearing aid, is not included in this definition.

BCT reviewed its **BCT Wireless Communication Policy** to always ensure operator safety. The revised document is provided as (**Appendix R**).

- The use of a personal wireless communication device is prohibited while the transit vehicle is in motion.
- All personal wireless communication devices must be turned off with any earpieces removed from the operator's ear while occupying the driver's seat.
- Drivers are not permitted to use any wireless communication device issued by the bus transit system while the transit vehicle is in motion, except brief radio communications with the communication center. If the driver must use the radio for a long duration, he/she must stop the vehicle in a safe place.

- The use of a wireless communication device is prohibited while loading or unloading a wheelchair patron or while conducting any other safety related duty that require the driver's undivided attention. If wireless communication is necessary, the driver must use a company issued wireless communication device (i.e., Portable Radio) before or upon completion of the safety related task.
- If the Bus Operator's Radio is inoperable, employees are permitted to use wireless communication devices, provided that the bus is not in motion and the Bus Operator is outside of the Bus Operator's area either behind the standee line, or outside the bus, in the following situations:

    - Communication between a driver and the BCT Communications Center is necessay.
    - A driver requesting medical or emergency assistance.
    - A driver reporting an illegal activity, a traffic accident, a road hazard, or a safety or security threat.

  In such situations, the Bus Operator must call the direct line to the BCT Communication Center.

- In an emergency, if a Bus Operator is unable to use the radio (e.g., driver is separated from the vehicle due to a need to evacuate, or the radio is inoperable because it is beyond the radio coverage area, or other malfunction), a wireless communication device may be used to contact the BCT Communications Center, using the direct line. The bus must not be in motion and the Bus Operator must be outside of the Bus Operator's area either behind the standee line, or outside the bus.
- In addition to the above, BCT requires all employees to follow the radio operating procedures included in the Operators' Manual.

- BCT's Wireless Communication policy and procedures are included in the new Bus Operator Training Program. The policy and procedures are thoroughly reviewed with each employee. This Wireless Communication policy and procedure training must be acknowledged and signed for by each employee.

Florida 14-90.004 Regulations on Wireless Communications

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

a. The use of a personal wireless communication device is prohibited while the transit vehicle is in motion, and

b. All personal wireless communications devices are turned off with any earpieces removed from the operator's ear while occupying the driver's seat.

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

a. Guidelines are developed that allow for the use of a wireless communications device in emergency situations, and

b. The use of a wireless communications device does not interfere with the operator's safety related duties.

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

a. The proper use of a wireless communications device issued to the operator by the Bus Transit System while in the performance of their safety related duties, and

b. The hazards associated with driving and utilizing a wireless communications device.

BCT reviewed its wireless communications policy and procedures to ensure operator safety in the event the Bus Radio is inoperable. In these limited related emergency situations, Bus Operators are allowed to use a wireless device to only call the direct line to the BCT Communications Center from the Bus Operator's seat, with protection of the Bus Operator Safety Partition, provided the bus is parked safely at a bus stop. BCT revised it's Wireless Communications Policy to enhance bus operator safety.

Chapter 11: Bus Maintenance Plan

The purpose of the Bus Maintenance Plan is to detail the Broward County Transportation Department's efforts to provide clean, safe, and reliable transportation for revenue service in a proficient manner. Solid preventive maintenance (PM) practices maximize useful life, are cost effective over the life of the vehicle, and ensure that BCT vehicles remain in safe operating condition. A strong preventive maintenance (PM) program effectively reduces overall maintenance costs by decreasing the number of road calls and the high cost of unpredictable repairs caused by reactive maintenance.

The Bus Maintenance Section operates 365-days a year, 24-hours a day. The Bus Maintenance Section has the responsibility for maintaining a fleet of revenue vehicles. It is necessary to have skilled, motivated employees to perform the work. BCT staff continually reviews maintenance practices to identify potential improvements to the program. To meet the goal of providing a high standard of service as efficiently as possible, the following plan has been

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

The Assistant General Manager of Operations is responsible for ensuring that the Maintenance Plan remains consistent with Florida Chapter 14-90 and that all vehicles operated are regularly and systematically inspected, maintained, and lubricated in accordance with the BCT Maintenance Plan and the Preventive Maintenance Program. Copies of the Bus Maintenance Plan are available from the Bus Maintenance Section Director or the Safety, Security and Compliance Section Director.

11.1 Daily Vehicle Inspections

The BCT process for daily bus inspections includes pre-trip inspections, in-service and post trip inspections, the inspection activities of the Coach Service Attendants, and the prioritization of defect repairs and documentation by the Bus Maintenance Section and the Transit IT Section.

11.1.1 Pre-Trip Inspections

Bus Operators are required to perform daily vehicle inspections prior to operating the assigned vehicle. At the start of each assignment, the Bus Dispatcher provides a copy of the "Pre-Trip Inspection Form" to each bus operator. The Bus Dispatcher informs the Bus Operator of the assigned bus. Prior to operating the vehicle, each Bus Operator will check the vehicle, complete a **Operator's Pre-Trip Inspection Form (Appendix S)**, and include any remark that is appropriate to the condition of the bus. The Pre-Trip Inspection includes an inspection of the vehicle including the following parts and devices to ascertain that they are in safe condition and in good working order:

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

If “minor” defects are discovered, Bus Operators are required to note them on the inspection form for immediate correction, if possible, or for repair. If “major” defects are noted, the vehicle is to be repaired immediately. “Major defects” would be anything that would “hamper the vehicle during operation.” Major defects include safety sensitive issues such as lights that do not work or missing or inoperable equipment. Safety related defects include steering system, service and parking brakes, suspension and undercarriage, tires, wheels and wheel end components, fuel and exhaust systems, all lights, mirrors, wipers and warning devices, interlocks, interior gauges and safety equipment, wheelchair lift, air systems, emergency exits and fire suppression systems. Inoperable lifts/ramps or missing securement straps would be considered major defects. Bus Operators are required to record the condition of the wheelchair lift/ramp, securement system “tie-downs and straps,” and the destination sign lights.

Bus Operators run the lift/ramp through one complete cycle daily to ensure safe and smooth operation and to check the lift/ramp’s power source to ensure that adequate power is provided. An item on the Pre-Trip Inspection checklist has Wheelchair lift/ramp checks, however, for mid-day shift changes, Bus Operators do a “walk-around” and check safety features such as lights, mirrors, as well as look for body damage. Lifts/ramps and securement systems are not required to be cycled again and checked at these shift changes, although some operators may still preform a cycle check at their discretion.

AM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on an Operator’s Bus Pre-Trip Inspection Form submitted to a Bus Mechanic in the service line. They may either be repaired at this time or deferred, or the Bus Operator may be given a replacement vehicle.

PM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on the Operator’s Bus Pre-Trip Inspection Form which is placed in the Bus Operations drop box before exiting the property. Defects may either be repaired at this time or deferred, or the Bus Operator may be given a replacement vehicle.

11.1.2 In Service/Post-Trip Inspection and Reporting

Any defects found during "in service" operations are immediately reported to the Communications Center and documented on a Bus Operator's ***Post-Trip Inspection Form (Appendix T).*** This form is then placed in a drop box near the Bus Dispatcher window before the Bus Operator exits the property. The daily vehicle Post-Trip Inspection Forms must be complete with the Bus Operator's signature and a check in each box to document that the items are "OK" or a defect is noted in the comments section. Bus Maintenance picks up these reports daily.

If the Bus Operator finds any mechanical or other problems that could compromise the safety of the vehicle at any point, the Bus Operator shall immediately inform the BCT Communications Center. If necessary, a replacement bus will be dispatched, or a road call will be issued, and a Bus Mechanic will repair the bus enroute if possible. The Communications Center shall inform the Bus Maintenance Section via e-mail or telephone call, the vehicle will be placed on the Bus Maintenance "Hold Sheet,"

and the vehicle will not be scheduled for service until repaired. Failure to report defects by Bus Operators may result in a disciplinary action.

11.1.3 Bus Maintenance Cleaning and Servicing

The Bus Maintenance Section has employees called "Coach Service Attendants" who are responsible for servicing BCT's buses after operations. Included in the cleaning and servicing tasks, they are required to report defects to their supervisor for correction by Bus Maintenance Mechanics, or junior mechanics The following work is performed between the hours of 7:00 AM and 3:30 PM by the Coach Service Attendants:

- Sweep coach interior
- Inspect for graffiti, cut seats, lights out, mirrors
- Inspect for obvious fluid leaks
- Detail clean interiors of buses
- Wash coach exterior
- Clean the interior of the maintenance shops
- Report all defects observed for correction

The following work is performed after 3:30 PM each day by the Coach Service Attendants:

- Cash vaults in fareboxes are emptied
- Each vehicle is fueled nightly
- Check engine coolant
- Check engine oil
- Check transmission fluid level
- Visual tire inspection for obvious damage
- Sweep coach interior
- Detail clean interior of buses
- Inspect for graffiti, cut seats, lights out, mirrors
- Record all fluids used (Completed by FleetWatch)
- Record mileage readings (Completed by FleetWatch)

11.1.4 Bus Maintenance Section Prioritization of Defect Repairs and Documentation

Bus Maintenance Section Supervisors review inspections form daily and document the corrective actions taken as a result of any deficiencies identified by the Bus Operators. Once defects are noted, they are prioritized and sorted by the Bus Maintenance Supervisor into categories for repairs. Once a defect is noted on the inspection form and repaired, the documentation is attached to the work/repair order and electronically filed via the AssetWorks system. All defect repair information is maintained in the AssetWorks system for the life of each vehicle. It should be noted that the on-duty Bus Maintenance Supervisor will periodically conduct vehicle inspections following behind the Bus Operators who have completed the pre-trip vehicle inspections to ensure that the daily pre-trip vehicle inspections are adequately performed. The hard copies of the daily pre-trip inspection forms are retained by the Bus Maintenance Section for a minimum of two weeks.

11.1.5 Transit IT Section Prioritization of Onboard System Defect Repairs and Documentation

Bus Maintenance Section Supervisors review all bus inspection forms from each Maintenance Facility daily and identify any defect that relates to "onboard systems." Copies of these inspection forms, detailing onboard systems defects, are distributed daily to the Transit IT Onboard Systems Team. The Transit IT Onboard Systems Supervisor then reviews the defects and prioritizes repairs for each Maintenance Facility. The Onboard Systems Team then inspects the bus and implements any necessary repairs. Depending on the issue, the repair could be assigned out to a vendor, or to the Onboard Systems Team to repair. If the defect is safety sensitive, the Onboard Systems Supervisor will coordinate with the Bus Maintenance Section on when the bus can be returned service. The Onboard Systems Team logs repairs performed by either in-house staff or vendors in the central IT SharePoint system. Information on all onboard system repairs will be retained for the life of the vehicle. The Onboard Systems Team retains photocopies of all defect reports for two weeks and stores them locally in-office.

11.2 Preventive Maintenance

Broward County Transit takes a functionally holistic approach to the maintenance and servicing of all vehicles that emphasizes regular preventive maintenance, comprehensive inspections and overall efficiency and cost effectiveness. This approach assures a safe, reliable, and cost-effective Bus Maintenance Program. All Bus Operators and Bus Maintenance Section personnel are familiar with these procedures designed to reduce vehicle breakdowns.

11.2.1 Scheduled 6,000 Mile Preventive Maintenance Inspections

Scheduled preventive maintenance inspections (P.M.) for vehicles in BCT's Bus Fleet are performed at 6,000-mile intervals. During the preventive maintenance inspection, all safety features of the vehicle are also inspected for proper operation. P.M.'s shall be flagged as "due" at 5,400 miles and shall be shown "overdue" at 6,600 miles. This reflects a 10% plus or minus variable to ensure P.M. schedule compliance. The allowable variance with all preventive maintenance inspections is a minus 600 miles to a plus 600 miles. Any inspection completed within this parameter is considered "on-time" as long as the actual mileage interval meets the

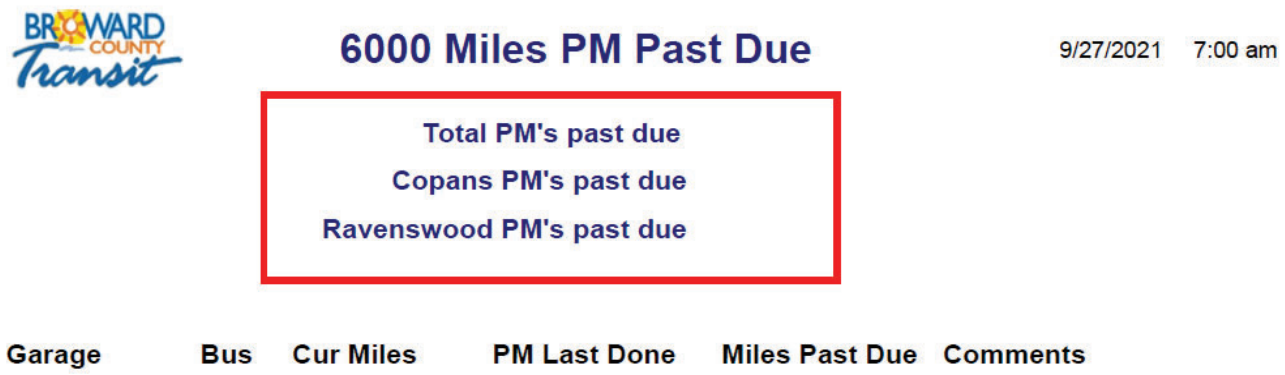
manufacturer's recommended maintenance schedule. Throughout the P.M. and repair process, the tasks performed by Bus Maintenance staff are under constant review by the Bus Maintenance Section management and staff to ensure that decisions are made at the proper level of the organization. In addition, as required by FTA regulations, BCT follows all OEM requirements. These requirements are loaded into the AssetWorks system and included in P.M. inspection work orders as appropriate.

11.2.2 Method for Monitoring, Tracking and Documenting PM inspections and Fluid Changes

It is the policy of BCT that the FTA required on-time performance of bus preventive maintenance inspections will be above the 80% threshold. The Senior Management of BCT closely monitors this performance. The following is the procedure for tracking P.M. inspections and fluid changes, ensuring that they are conducted in a timely manner:

- The Assistant Superintendent or the designated Bus Maintenance Supervisor (Skilled Trades Supervisor) at each garage reviews the automated AssetWorks report that is published at 7:00 A.M. each day to identify any bus within the range of miles to be eligible for the 6,000-mile preventive maintenance inspection. To be eligible for the 6,000-mile preventive maintenance inspection, a bus should have at least 5,400 miles since, and not more than 6,600 miles beyond its previous inspection.
- The Assistant Superintendent or the designated Bus Maintenance Supervisor (Skilled Trades Supervisor) at each garage then schedules the preventive maintenance inspection for each identified bus and opens a work order in the AssetWorks system. The P.M. inspection is scheduled for the next preventive maintenance shift. To initiate the preventive maintenance inspection, the appropriate Bus Maintenance Supervisor will issue a ***Preventive Maintenance Inspection Work Order (Appendix U)*** to a qualified Bus Mechanic. The work order will include the current date, the bus number and the current mileage reading. BCT conducts a full "A Level" or annual type inspection for each 6,000-mile interval.
- Specific fluid change intervals are automatically included in the Preventive Maintenance Inspection Work Order. The fluid change intervals used by BCT are as follows:
  - Oil – 6,000 miles
  - Transmission – 100,000
  - Differential – 200,000
  - Coolant – 300,000 miles
- Any OEM required maintenance is also added to the AssetWorks system and is automatically added by the system to Preventive Maintenance Inspection Work Orders.
- The Bus Mechanic completes the P.M. inspection and any necessary repairs to the bus. The Bus Mechanic completes the AssetWorks work order and brings the work order document to the Bus Maintenance Supervisor (Skilled Trades Supervisor).
- The Bus Maintenance Supervisor reviews the work order and enters the completed work order information into the AssetWorks system.
- The Bus Maintenance Section Director, the garage Superintendents, the garage Assistant Superintendents, and All Bus Maintenance Supervisor (Skilled Trades Supervisors) receive an automated report every day at 7:00 A.M. called "6,000 Miles Past Due." ***See report format below.*** The Assistant General Manager of the Operations Division and the Deputy

General Manager of the Transportation Department are cc'd on the report and monitor the status of P.M. inspections daily.



- The Bus Maintenance Section Director and staff reviews the "6,000 Miles Past Due" Report on a daily basis and take any necessary actions to ensure that preventive maintenance inspection schedules remain "on-time."

During the preventive maintenance inspection, the mechanic will initial the ***Preventive Maintenance Inspection Checklist (Appendix V)*** and complete the work order to show work completed and parts used.

Following the P.M. inspection, the Bus Mechanic will return the P.M. work order to the Bus Maintenance Supervisor. The work order information is keyed into the AssetsWorks maintenance system and closed out. This information documents the bus number, when the inspection was done and by whom, the current mileage reading, the repair work performed, and the parts used.

In addition, other needed repairs may be identified during the PM inspection. These are referred to as "PM de order." The identified repair needs are then scheduled into the repair shop and assigned to a Bus Mechanic. Safety critical repairs are immediately completed before the bus is put back to service, but minor repairs may be deferred until they can be scheduled.

The Bus Maintenance Superintendent at each facility, or designee, shall regularly perform Quality Assurance (QA) checks to ensure that the inspections and repairs, both in-house and contracted, are completed and documented properly. Each vehicle shall have a record documenting preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed. Such P.M. inspection records shall be maintained for the life of the vehicle and at a minimum, include the following information:

- Identification of the bus, the make, model, and license number or other means of positive identification and ownership.
- Date, mileage, description, and each type of inspection, maintenance, fluid change, lubrication, or repair performed.

- If not owned by BCT, the name of any person furnishing a bus.
- The name and address of any entity or contractor performing an inspection, maintenance, fluid change, lubrication, or repair.

For tracking purposes, a “Maintenance Log” is maintained in AssetsWorks containing vehicle ID, make and type of vehicle, year, model, special equipment, inspections, maintenance, fluid changes, lubrication intervals, and date or mileage when services are due.

11.2.3 Bus Maintenance Safety Inspections

Bus Safety inspections are an integral part of the preventive maintenance inspections and are performed as part of the scheduled 6,000-mile Preventative Maintenance Program on all buses operated by BCT and contracted service providers. The Maintenance Superintendent at each facility is responsible for ensuring that each Bus Mechanic performing a bus safety inspection is qualified as follows:

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

Each bus receiving a safety inspection as part of the scheduled 6,000-mile Preventative Maintenance Program shall be checked for compliance with the requirements for safety devices and equipment as referenced or specified by Rule 14-90. Specific operable equipment and devices as required by Rule 14-90 include the following as applicable to Type I and II buses:

- Horn
- Windshield wipers
- Mirrors
- Wiring and batteries
- Service and parking brakes
- Warning devices
- Directional signals
- Hazard warning signals
- Lighting systems and signaling devices
- Handrails and stanchions
- Standee line and warning
- Doors and brake interlock devices
- Stepwells and flooring
- Emergency exits
- Tires and wheels
- Suspension system
- Steering system

- Exhaust system
- Seat belts
- Safety equipment
- Equipment for transporting wheelchairs
- Working speedometer

The following information id included in AssetsWorks for each inspection:

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

Records of all buses receiving Preventative Maintenance, including safety inspections are retained in AssetsWorks for a retained for a minimum of four years for compliance review.

Chapter 12: Bus Equipment Standards and Procurement Criteria

The BCT Assistant General Manager of Operations is responsible for overall compliance with vehicle equipment standards and procurement criteria. BCT will only procure vehicles adhering to the vehicle equipment standards and procurement criteria specified in Chapter 14-90.007 of the State of Florida Administrative Code.

12.1 Bus Equipment Minimum Gross Vehicle Weight Rating and Safety Standards

The Assistant General Manager of Operations shall ensure that all buses procured and operated must meet the following minimum standards, as applicable:

- The capability and strength to carry the maximum allowed load and not exceed the manufacturer's gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.
- Structural integrity that mitigates or minimizes the adverse effects of collisions.
- The Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403, and 404, as amended.

In addition, proof of strength and structural integrity tests on new buses procured will be submitted by manufacturers or bus transit systems to BCT.

12.2 Bus Equipment Standards

The Maintenance Section shall ensure that every bus operated by the agency is equipped following the minimum standards as follows:

- Mirrors. There shall be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses shall have a minimum reflective surface of 50 square inches. Neither the mirror nor the mounting shall protrude farther than the widest part of the vehicle body except to the extent necessary to produce a field of view meeting or exceeding the requirements of this section. All Type I buses shall, in addition to the above requirements, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated and standing passengers. Buses having a passenger exit door that is located inconveniently for the driver's visual control shall be equipped with additional interior mirrors to enable the driver to view the passenger exit door. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.
- Wiring and Batteries. Electrical wiring shall be secured so as not to come in contact with moving parts, heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus is equipped with a storage battery electrical power main disconnect switch. The disconnect switch shall be practicably located in an accessible location adjacent to or near to the battery and be legibly and permanently marked for identification. Every storage battery on a public-sector bus shall be mounted

with proper retainment devices in a compartment which provides adequate ventilation and drainage.

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

alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio-visual alarm located in the driver's compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.

- Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.
  i. No bus shall be operated with a tread groove pattern depth:
     1. Less than 4/32 (1/8) of an inch, measured at any point on a major tread groove for tires on the steering axle of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
     2. Less than 2/32 (1/16) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
  ii. No bus shall be operated with recapped, regrooved, or retreaded tires on the steering axle.
  iii. Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.
- Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts, shall be free from cracks, leaks, or any other defect which may cause its impairment or failure to function properly.
- Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly and shall be free from cracks and excessive wear of components that may cause excessive free play or loose motion in the steering system or above normal effort in steering control.
- Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209-October 1, 2008, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C. F. R. 571.210 October 1,2008, hereby incorporated by reference.
- Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1 ABC rating and bearing the label of Underwriter's Laboratory, Inc. The fire extinguishers shall be maintained as follows:
  i. Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or a clearly marked compartment and be readily accessible.
  ii. Each fire extinguisher shall be maintained in efficient operating condition and equipped with some means of determining if it is fully charged.
  iii. Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, Florida Statutes.
- Driver Safety Partitions. Every new bus shall be equipped with a safety partition that must provide a high degree of safety mechanisms and construction to protect the bus operator from generally known standard physical and chemical assaults reducing potential harm to

the bus driver. The safety barrier shall act as a divider between the bus driver and passenger occupants.

12.3 Bus Equipment ADA Standards

Persons with Disabilities. Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, hereby incorporated by reference, as well as the following:

- Installation of a wheelchair lift, or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.
- Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.
- The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver's seat shall not be operable from the driver's seat but shall have an override control at the driver's position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure).
- The installation of the wheelchair lifts or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus or vertically beyond the lowest part of the rim of the wheel closest to the lift.
- Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:
    i. The manufacturer's name and address.
    ii. The month and year of manufacture.
    iii. A certificate that the wheelchair lifts or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.
- Wheelchairs. Wheelchair lifts, ramps, securement devices, and restraints shall be inspected and maintained as required by this Chapter 14-90. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

Chapter 13: Internal and External Safety Audits

The Safety, Security and Compliance Director is responsible for ensuring that announced or unannounced internal safety audits of BCT are conducted to ensure compliance with all the objectives and requirements of this PTASP and Florida Administrative Code Chapter 14-90. Any audit results shall be documented by the audit team in a report containing the following:

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

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

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Appendices

BROWARD COUNTY

Transit

FY 2025

TRANSIT ASSET MANAGEMENT PLAN

BROWARD COUNTY TRANSPORTATION DEPARTMENT

OCTOBER 31, 2024

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Date:

Table of Contents

CHAPTER 1 – INTRODUCTION 1
TAM and SGR Policy 1
Performance Targets & Measures 2
TAM Goals and/or Objectives (Targets) 3
About the TAM Plan 4
CHAPTER 2 – ASSET INVENTORY AND CONDITION ASSE S SM E N T 5
Asset Inventory and Condition Assessment Information Content 5
Roles and Responsibilities 6
CHAPTER 3 – DECISION TOOL 8
Decision Support Scoring Matrix 8
CHAPTER 4 – MANAGEMENT APPROACH 9
Capital Program Oversight Committee (CPOC) 9
Annual Project Approval Process 9
Broward County Transit Capital Program 10
CHAPTER 5 – PERFORMANCE MEASURES, MPO COORDINATION and NTD REPORTING 11
Asset Summary 11
Rolling Stock 11
Equipment 12
Facilities 12
Broward MPO Coordination 12
NTD Reporting 13
ATTACHMENT A: Asset Summary and Condition – Equipment 14
ATTACHMENT B: Asset Summary and Condition – Buildings 15
ATTACHMENT C: Broward County Transit Capital Program 16
ATTACHMENT D: BCT Letter to MPO Transmitting FY 2023 21
Transit Performance Measures 22
ATTACHMENT E: Asset Condition of Facilities 23

CHAPTER 1 – INTRODUCTION

Broward County Transit (BCT) was created as a service of Broward County government, in conformance with the Broward County Charter, to provide safe, reliable, and effective public transportation services to the citizens of Broward County, Florida. The service area for BCT is approximately 410 square miles within Broward County. BCT buses connect to Miami-Dade Transit to the south, Palm Tran to the north, and to the regional commuter rail system Tri-Rail operated by the South Florida Regional Transportation Authority (SFRTA). Fixed-route bus services currently include 43 weekday routes, 33 Saturday routes, and 32 Sunday routes. In addition to regular fixed route bus services, BCT also operates Breeze (limited stop) and Express services, coordinates Community Shuttle service, and provides Paratransit service.

The purpose of developing Broward County Transit's Transit Asset Management Plan (TAM) is to achieve and maintain all public transit assets in a state of good repair (SGR). This means that the asset:

1. Is able to perform its designed function,
2. Does not pose a known unacceptable safety risk, and
3. Its lifecycle investments have been met or recovered.

TAM and SGR Policy

The Moving Ahead for Progress in the 21st Century Act (MAP-21) required the USDOT Secretary to develop rules to establish a system to monitor and manage public transportation assets to improve safety, increase reliability and performance, and establish performance measures. The Fixing America's Surface Transportation (FAST) Act reaffirmed this requirement. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule.

Transit Asset Management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

The Final Rule for TAM requires every transit provider that receives federal financial assistance under 49 U.S.C. Chapter 53 to develop a TAM plan or be a part of a group TAM plan prepared by a sponsor. All TAM Plans must contain:

- An inventory of assets
- A condition assessment of inventoried assets
- Documentation of the decision support tool
- A prioritization of investments

Each transit agency must designate an Accountable Executive to ensure that the necessary resources are available. An Accountable Executive is a single, identifiable individual within a transit agency who has direct control over the resources needed to implement an agency's TAM plan. The Broward County Transit (BCT) Accountable Executive for the TAM Plan is the Transportation Department Director/General Manager.

The TAM Plan must be updated in its entirety, at minimum, every four years. The resulting information from the inventory of assets and performance targets is reported to National Transit Database (NTD).

BCT is committed to fostering a safe, mobility focused public transit program that promotes economic growth and opportunity for all of Broward County's passengers. Public transit is a vital part of Broward County's multimodal transportation system. It is a transportation option that relieves congestion, helps maximize capacity on roadways, improves air quality, reduces fuel consumption, and connects people of all ages and abilities with their communities. Maintaining a transit fleet in a state of good repair is critical to providing a safe, reliable, and comfortable environment for the traveling public.

As a designated recipient of federal funds, BCT has the regulatory responsibility to develop the Transit Asset Management (TAM) Plan. In addition to fixed route, express and paratransit services, BCT also has a Community Shuttle program that is operated in partnership with eighteen of Broward County's municipalities. A total of 18 municipalities are included in the BCT TAM Plan for Community Shuttle bus replacements. These municipalities are Coconut Creek, Coral Springs, Dania Beach, Davie, Deerfield Beach, Fort Lauderdale, Hallandale Beach, Hillsboro Beach, Hollywood, Lauderdale Lakes, Lauderhill, Lighthouse Point, Margate, Miramar, Oakland Park, Pembroke Pines, Pompano Beach, and Tamarac. Pompano Beach leases its vehicles from a sub-contractor.

Performance Targets & Measures

When determining performance targets and measures it is most important to first identify what factors are considered and what that data entails. BCT utilizes the following data when determining performance targets and measures:

- Useful Life
- Asset Age
- Vehicle Mileage
- Asset Condition
- Useful Life Benchmark (ULB)

Broward County Transit Performance Measures and Targets

Targets

There are 839 vehicles within the BCT Rolling stock inventory of revenue buses. Currently, BCT does not have any revenue bus rolling stock that has exceeded its useful life benchmark (ULB) of 14 years. BCT starts the procurement process to replace our oldest buses at year 12 which completes the purchases on schedule with the BCT useful life benchmark.

The BCT Non-Revenue vehicles consist of a total of 156 vehicles. Seventeen or 10.90% of these vehicles exceed the useful life benchmark (ULB) for support vehicles. Forty-five of the other rubber-tire vehicles, ten, or 22.22%, exceed the ULB. Of the one hundred-eleven total non-revenue vehicles, seven, or 6.31% exceed the ULB. The goal is to bring all non-revenue vehicles within the ULB by the end of FY 2025.

Revenue Vehicles	**2025**	**2025**	**2024**	**2024**
Bus Vehicles	**Target**	**ULB**	**Target**	**ULB**
Paratransit Cutaway Bus (CU)	0.0%	10	0.0%	10
Paratransit Sedan	0.0%	8	0.0%	8
Fixed Route 35 ft Diesel Bus	0.0%	14	0.0%	14
Fixed Route 40 ft Diesel Bus	0.0%	14	0.0%	14
Fixed Route 40 ft Hybrid Bus	0.0%	14	0.0%	14
Fixed Route 40 ft Electric Bus	0.0%	14	0.0%	14
Fixed Route 60 ft Articulated Hybrid Bus	0.0%	14	0.0%	14
Fixed Route 60 ft Articulated Diesel Bus	0.0%	14	0.0%	14
Fixed Route 42 ft Hybrid Bus	0.0%	14	0.0%	14
Fixed Route Cutaway Bus (CU)	0.0%	10	0.0%	10
Over the Road Coach	0.0%	10	0.0%	10
Non-Revenue Vehicles	**Target**	**ULB**	**Target**	**ULB**
Support service vehicles	0.00%	8	7.48%	8
Rubber tire vehicles	0.00%	14	23.53%	14
Other	**Target**	**ULB**	**Target**	**ULB**
N/A				

TAM Goals and/or Objectives (Targets)

Goal 1: Maintain revenue vehicles in a State of Good Repair in FY 2025 and beyond.

- Dispose of vehicles that are irreparable or pose an unacceptable safety risk
- Prioritize the replacement of revenue vehicles that fall into the poor or marginal condition rating.
- Ensure that preventive maintenance strategies are in place to extend the life of the vehicles through the ULB, if necessary.

Goal 2: Maintain all non-revenue vehicles in a State of Good Repair in FY 2025 and beyond.

- Prioritize the replacement of vehicles that have exceeded their ULB
- When necessary, implement preventive maintenance strategies to extend ULB

Goal 3: Maintain all operational and maintenance facilities in a state of good repair in FY 2025 and beyond.

- Prioritize any investments necessary to maintain the safe operation of facilities

About the TAM Plan

The TAM Plan contains four major components:

- Asset Inventory and Condition Assessment
- Decision Support Tool
- Management Approach
- Implementation of Performance Measures and MPO Coordination and NTD Reporting

A bi-annual asset inventory will be conducted for fiscal year 2024. Additionally, a condition assessment of facilities was conducted as of FY 2022 and included in this year's TAM Plan Update.

The Decision Support Tool provides an explanation of how the use of a quantifiable scoring matrix assists BCT management in investment decisions.

The Management Approach details the information supporting the decision-making process, investment prioritization, risk management considerations, and strategies for maintenance, overhaul, disposal, acquisition, and renewal.

The Performance Measures detail how the actual conditions compare to the targets set for each asset category. In addition, there is also a description of coordination efforts that take place with the Broward County MPO as well as the NTD Reporting requirements.

CHAPTER 2 – ASSET INVENTORY AND CONDITION ASSESSMENT

The Broward County Transit Asset Inventory and Condition Assessment information is performed bi- annually. The asset inventory and condition assessment for FY 2024 is currently underway and will be included in the FY 2026 TAM Plan update. Additionally, a condition assessment of facilities was conducted in FY 2022 and is included in the FY 2025 TAM Plan update. The BCT asset inventory will be divided into two specific areas. The first area will provide the Asset Inventory and Condition Assessment for all equipment, including rolling stock. The second area will provide the Asset Inventory and Condition Assessment for all buildings. As part of the BCT's annual NTD reporting an updated Condition Assessment will be submitted. The updated Asset Inventory and Condition Assessment is included in Attachment E.

Asset Inventory and Condition Assessment Information Content

Each valued asset in the BCT Asset Inventory and Condition Assessment has basic information on the asset's identification, description, funding, and condition.

The following provides a short description of the primary asset information collected for equipment:

1. Asset ID #
2. Description
3. Serial # (Manufacturer's #)
4. Location
5. Asset Type
6. Acquisition Date
7. Cost
8. Recovery Period (Useful Life)
9. Federal Grant Funding Share
10. Asset Condition (Poor, Marginal, Adequate, Good, Excellent)
11. Funding Source (Federal, State or Local)
12. Federal Award Information # (Federal Grant #)

In addition, the following provides a short description of the primary asset information collected for buildings:

1. Asset ID #
2. Description (Includes Location)
3. Acquisition Date
4. Cost
5. Recovery Period (Useful Life)
6. Federal Grant Funding Share
7. Asset Condition (Poor, Marginal, Adequate, Good, Excellent)
8. Funding Source (Federal, State or Local)
9. Federal Award Information # (Federal Grant #)

Roles and Responsibilities

BCT has detailed staffing roles and responsibilities to ensure that the Transit Asset Management (TAM) Plan has enough resources to carry out the Asset Inventory activities and asset securement. This inventory count is conducted by BCT on a biennial basis.

The TAM Asset Inventory roles and responsibilities and the title of the appropriate employee are summarized below.

TAM Asset Inventory Roles and Responsibilities

TAM Asset Inventory Roles and Responsibilities	Title
Accountable Executive	Broward County Transit Director/Gen Manager
Co-Custodian of System-wide Assets	Asst. General Manager, Finance
Co-Custodian of System-wide Assets	Accounting Manager
Sub-Custodian of Assets (Revenue Vehicles)	Asst. General Manager, Transportation
Sub-Custodian of Assets (Community Shuttle)	Asst. General Manager, Transportation
Sub-Custodian of Assets (Paratransit Assets)	Asst. General Manager, Transportation
Sub-Custodian of Assets (IT Equipment)	BCT IT Director Transit
Sub-Custodian of Assets (Non-Revenue Vehicles & Equipment)	BCT Director Fleet Services
Sub-Custodian of Assets (Shelters/Stops & Facilities)	Asst. General Manager, Transportation

The Broward County Transportation Department Director is the Accountable Executive for the entire BCT TAM program. Specifically, the Asset Inventory process is led jointly by Co-Custodians, the Assistant General Manager of the Finance Division, and the Accounting Section Manager. These Co-Custodians ensure that the proper controls and oversight of the Asset Inventory process are implemented, delegated, and maintained.

The Asset Inventories and related activities in each area of BCT are the responsibility of Sub-Custodians. The Sub-Custodians are the primary management personnel in each major BCT business area responsible for the inventory, control, and securement of the assets under their jurisdiction.

The specific roles and responsibilities of the Sub-Custodians during the asset life cycle is detailed below:

1. Purchase the asset.
2. Notify the Custodian of the asset purchase and request an Asset ID #. This notification includes the serial # of the asset (if appropriate), the asset description, the recovery period (useful life), the cost, the funding source, and the Federal Award information # (Federal Grant #).
3. Affix the Asset ID # to the specific asset as appropriate.
4. Maintain the asset throughout its useful life in a state of good repair.
5. Notify the Custodian of the disposal of the asset at the end of its useful life or if the asset is no longer in a state of good repair.
6. The Custodian then reviews the proposed disposal to ensure it meets all agency and Federal disposal requirements.

CHAPTER 3 – DECISION TOOL

The Capital Program Oversight Committee (CPOC), comprised of the Deputy General Manager of the Transportation Department, the Assistant General Manager of the Finance Division, the Assistant General Manager of the Service and Strategic Planning Division, the Assistant General Manager of Operations Division, the Assistant General Manager - Capital Program, the Assistant General Manager of Paratransit Division, the Business Operations Section Manager, the Accounting Section Manager, the Grants Management Section Manager and BCT's Information Technology Section Director, uses a performance based decision support tool to provide quantifiable information to management to prioritize investment decisions and estimate capital needs over time.

Decision Support Scoring Matrix

This decision support tool uses a numerical scoring system. Each CPOC member fills out a scoring matrix for every proposed project. This scoring matrix lists 5 distinct criteria for each proposed capital project with the following weighted scoring of five (5) being the highest weight and one (1) being the lowest weight:

Criteria	Scoring
1. Mandate	(5 points)
2. Safety	(4 points)
3. Service Reliability	(3 points)
4. State of Good Repair	(2 points)
5. Project Readiness	(1 point)

After the appropriate criteria score is given, the CPOC member then gives the project a need or intensity rating with 5 being the highest/immediate need and 1 being lowest need. Once each CPOC member provides their scores, all of this information is tabulated and averaged for each project. The average totals for each project are used to create a project investment ranking. The entire CPOC committee then reviews this list and compares it projected available federal and local funding to create a 5-year Transit Capital Program that reflects the priorities of mandated investments, safety, service reliability, state of good repair and project readiness. This completed draft Transit Capital Program is then submitted to BCT's and Broward County's senior management for further review and approval as discussed in Chapter 4 – MANAGEMENT APPROACH.

CHAPTER 4 – MANAGEMENT APPROACH

As part of the on-going project development and funding process, BCT prepares its Transit Capital Program for a five-year period as a part of Broward County's annual capital budget process. BCT Transit Capital Program is approved by the Broward Board of County Commissioners based on the current year's budget. The Federal Transportation Administration (FTA) funds and other local funds are crucial to continuing the safe and reliable operation of the BCT public transit system.

Capital Program Oversight Committee (CPOC)

BCT's overall capital priority needs are reviewed by members of Capital Project Oversight Committee (CPOC). As discussed in Chapter 3, the CPOC committee is comprised of the Deputy General Manager of the Transportation Department, the Assistant General Manager of the Finance Division, the Assistant General Manager of the Service and Strategic Planning Division, the Assistant General Manager of the Operations Division, the Assistant General Manager of the Capital Program Division, the Assistant General Manager of Paratransit Division, the Business Operations Section Manager, the Accounting Section Manager, the Grants Management Section Manager and BCT's Information Technology Section Director. This group reviews project timelines, project scopes, procurement progress, the impact of changes to laws, the impact on safety and security, the impact on service, the impact on operating budgets, the plan to maintain all assets in a state of good repair, and the adequacy and source of project funding. CPOC uses this information along with the decision support tool to prioritize the funding of projects.

One of the critical objectives of CPOC is to ensure that all BCT's assets remain in a state of good repair. BCT's current rolling stock, equipment and facilities are maintained in working condition primarily through funding provided by the annual Operating Budget. As a result of these on-going maintenance actions, CPOC places strategic emphasis on replacing assets when they meet the end of their FTA established useful life. If necessary, due to funding constraints, asset replacements may also occur based on the FTA established Useful Life Benchmarks (ULB). CPOC will consider additional investments for new assets and services only after all necessary projects to maintain existing assets in a state of good repair are prioritized and funded.

Annual Project Approval Process

Annually, during the Capital Budget process, projects are developed by Project Managers and submitted to the BCT Business Operations Section Manager. Specifically, Project Managers must complete a "Capital Projects Form" to request any new projects and submit to the BCT Business Operations Section Manager to review scope, cost basis, operating impact and initially identify a potential funding source. Also, Project Managers must complete a "Re-estimation Capital Project Request Form" for continuing projects. The Business Operations Section Manager, Accounting Section Manager and the Grants Management Section Manager compile a comprehensive list of projects for review by CPOC. After CPOC ranks the projects using the decision support tool with

safety and state of good repair related projects receiving the highest priorities, the draft Broward County Transit Capital Program is then submitted to the Transportation Department Director/General Manager to review and approve. BCT's Capital Program is then submitted by the Transportation Department Director to the Broward County Office of Management and Budget (OMB) for further review and then approval by the County Administrator. Finally, the BCT Program is approved by the Broward Board of County Commissioners as a part of the annual Broward County budget process. The Broward County Transit Capital Program is in place ready for implementation when BCT's fiscal year begins annually on October 1st.

Broward County Transit Capital Program

BCT's management approach results in a 5-year Transit Capital Program to reflect all anticipated investments in the transit system. This Capital Program provides for investments in buses and other vehicles, infrastructure improvements/maintenance programs, security related programs, Information Technology (IT) programs and other administrative and contractual costs. These investments ensure that rolling stock (revenue and non-revenue), equipment, infrastructure and facilities are maintained in a state of good repair.

The current approved Broward County Transit Capital Program is included as Attachment C.

CHAPTER 5 – PERFORMANCE MEASURES, MPO COORDINATION and NTD REPORTING

The main categories of assets included in the annual "Transit Performance Measures" are rolling stock, equipment, and facilities. These performance measures are reported annually to the Broward Metropolitan Planning Organization (MPO). In FY 2022 Broward County Transit conducted an annual condition assessment on each of its facilities. BCT owns and maintains its facilities throughout its operations areas. BCT procured an independent contractor to assess the condition assessment. The contractor provided a facility condition report (A-15) and photograph areas to document its condition and support the assessment. The following provides a status summary of these important assets as well as a discussion of MPO coordination and National Transportation Database (NTD) reporting activities.

Asset Summary

ASSET CATEGORY	TOTAL NUMBER
Rolling Stock	839 Vehicles (Revenue Buses)
Equipment	156 Vehicles (Non-Revenue and Other Rubber Tires)
Facilities	6 Facilities

Rolling Stock

There are 839 vehicles within the BCT rolling stock inventory of revenue buses. Currently, BCT does not have any revenue bus rolling stock that have exceeded their Useful Life Benchmark (ULB) of 14 years. BCT starts the procurement process to replace our oldest buses at year 12 which completes the purchases on schedule with BCT ULB benchmark.

ROLLING STOCK	FLEET SIZE	USEFUL LIFE BENCHMARK	% EXCEEDING USEFUL LIFE BENCHMARK
Paratransit Cutaway Bus (CU)	270	10 years	0.0%
Paratransit Sedan	67	8 years	0.0%
Fixed Route 35' Diesel Bus (BU)	27	14 years	0.0%
Fixed Route 40' Diesel Bus (BU)	222	14 years	0.0%
Fixed Route 40' Hybrid Bus (BU)	25	14 years	0.0%
Fixed Route 40' Electric Bus (BU)	31	14 years	0.0%
Fixed Route 60' Articulated Diesel Bus (AB)	36	14 years	0.0%
Fixed Route 60' Hybrid Bus (BU)	9	14 years	0.0%
Fixed Route 42' Hybrid Bus (BU)	9	14 years	0.0%
Express Route 45' Electric Over the Road Coach	2	14 years	0.0%
Express Route 45' Diesel Over the Road Coach	54	14 years	0.0%
Fixed Route Cutaway Bus (CU)	8	10 years	0.0%
Community Shuttle Cutaway Bus (CU)	79	10 years	0.0%

Equipment

The BCT equipment item consists of all non-revenue support service and maintenance vehicles. Of the 111 total non-revenue vehicles, a total of 7 or 6.31% exceed the Useful Life Benchmark (ULB). It is programmed to bring all non-revenue vehicles within the ULB by the end of FY 2025. Of the 45 other rubber tire vehicles, a total of 10 or 22.22% exceed the ULB. It is programmed to bring all vehicles within the ULB by the end of FY 2025.

EQUIPMENT	FLEET SIZE	USEFUL LIFE BENCHMARK	% EXCEEDING USEFUL LIFE BENCHMARK
All Non-Revenue Vehicles	111	8 years	6.31%
Other Rubber Tire Vehicles	45	5-14 years	22.22%

Facilities

There are currently six facilities in the BCT Facilities Asset Inventory. Two of these facilities are the BCT Buses Garages and Maintenance Facilities. In FY 2022 an Independent Contractor performed a Condition Assessment of BCT facilities. The current condition of the Copans Bus Garage and Maintenance Facility is 3.0 or Adequate. The Current condition of the Ravenswood Bus Garage and Maintenance Facility is 4.0 or Good. In addition, BCT has four passenger facilities included in the Asset Inventory. The Broward Terminal in Downtown Fort Lauderdale has a condition rating of 3.0 or Adequate, the West Regional Terminal has a condition rating of 4.0 or Good and the Northeast Transit Center has a condition rating of 4.0 or Good and the new Lauderhill Mall Transit Center has a condition rating of 5.0 or Excellent.

FACILITIES	COUNT	USEFUL LIFE BENCHMARK	% EXCEEDING CONDITION BENCHMARK
Bus Garage/Maintenance Facilities	2	3.0-4.0	0.0%
Other Facilities	4	3.0-5.0	0.0%

Broward MPO Coordination

The Transit Management Plan (TAM) Final Rule specifies that all Transit Providers are to submit their completed TAM Plan to their respective MPO by October 31, 2024. The BCT 2024 TAM Plan meet this submission requirement. In addition, beginning January 1, 2017, and every fiscal year thereafter, Transit Agencies were required to submit annual Transit Performance Measure Targets to their respective MPO. BCT has satisfied this requirement by submitting Transit Performance Measure Targets on October 31, 2024.

NTD Reporting

Each Transit Agency developing a TAM Plan must report annually to FTA's National Transportation Database or NTD. The submission is required to include:

1. The projected targets for the next fiscal year.
2. Condition assessments and performance results.
3. A narrative report on changes in transit system conditions and the progress towards achieving previous performance targets.
4. BCT's TAM Plan identifies the Assistant General Manager - Service and Strategic Planning as the responsible party for making these required NTD submissions.

ATTACHMENT A: Asset Summary and Condition – Equipment

ROLLING STOCK	FLEET SIZE	USEFUL LIFE BENCHMARK	% EXCEEDING USEFUL LIFE BENCHMARK
Paratransit Cutaway Bus (CU)	270	10 years	0.0%
Paratransit Sedan	67	8 years	0.0%
Fixed Route 35' Diesel Bus (BU)	27	14 years	0.0%
Fixed Route 40' Diesel Bus (BU)	222	14 years	0.0%
Fixed Route 40' Hybrid Bus (BU)	25	14 years	0.0%
Fixed Route 40' Electric Bus (BU)	31	14 years	0.0%
Fixed Route 60' Articulated Diesel Bus (AB)	36	14 years	0.0%
Fixed Route 60' Hybrid Bus (BU)	9	14 years	0.0%
Fixed Route 42' Hybrid Bus (BU)	9	14 years	0.0%
Express Route 45' Electric Over the Road Coach	2	14 years	0.0%
Express Route 45' Diesel Over the Road Coach	54	14 years	0.0%
Fixed Route Cutaway Bus (CU)	8	10 years	0.0%
Community Shuttle Cutaway Bus (CU)	79	10 years	0.0%

EQUIPMENT	FLEET SIZE	USEFUL LIFE BENCHMARK	% EXCEEDING USEFUL LIFE BENCHMARK
All Non-Revenue Vehicles	111	8 years	6.31%
Other Rubber Tire Vehicles	45	5-14 years	22.22%

ATTACHMENT B: Asset Summary and Condition – Buildings

FACILITIES	COUNT	CONDITION BENCHMARK	% EXCEEDING CONDITION BENCHMARK
Bus Garage/Maintenance Facilities	2	3.0 - 4.0	0%
Other Facilities	4	3.0 -5.0	0%

ATTACHMENT C: Broward County Transit Capital Program

BROWARD COUNTY TRANSIT CAPITAL PROGRAM

	FY25	FY26	FY27	FY27	FY29	2025 -2029
REVENUES						
Federal Transit Administration (5307 and 5339)	$ 36,203,360	$ 36,203,360	$ 36,203,360	$ 36,203,360	$ 36,203,360	$ 181,016,800
Fund Balance	-	-	-	-	-	-
Transfer from Transportation Concurrency Fund	4,405,000	4,317,150	4,329,000	4,355,000	4,369,000	21,775,150
TOTAL REVENUES	**$ 40,608,360**	**$ 40,520,510**	**$ 40,532,360**	**$ 40,558,360**	**$ 40,572,360**	**$ 202,791,950**
APPROPRIATIONS						
Bus and Vehicle Acquisition/Replacement/Maintenance Program						
Buses	22,517,390	19,918,850	18,484,920	21,598,870	21,400,390	103,920,420
Capital Maintenance and Preventive Maintenance	5,429,250	5,715,120	5,886,580	6,063,180	6,245,070	29,339,200
Support Vehicles	1,117,660	1,706,000	940,000	350,270	118,000	4,231,930
Tire Leasing	1,200,000	1,236,000	1,273,080	1,311,270	1,350,610	6,370,960
Subtotal	**30,264,300**	**28,575,970**	**26,584,580**	**29,323,590**	**29,114,070**	**143,862,510**
Infrastructure Improvement/Maintenance Programs						
Bus Stop Infrastructure	580,000	609,000	639,450	671,420	705,000	3,204,870
Maintenance Lifts PM	285,150	293,710	302,520	311,600	320,940	1,513,920
Maint Shop Equipment	412,650	150,000	150,000	154,500	159,140	1,026,290
Subtotal	**1,277,800**	**1,052,710**	**1,091,970**	**1,137,520**	**1,185,080**	**5,745,080**
Security Program						
Fleet Security System PM	1,301,740	1,340,800	1,381,020	1,422,450	1,465,120	6,911,130
Facility Security System - New	260,000	130,000	650,000	232,000	232,000	1,504,000
Facility Security System	100,000	113,000	116,090	120,000	124,000	573,090
Subtotal	**1,661,740**	**1,583,800**	**2,147,110**	**1,774,450**	**1,821,120**	**8,988,220**
Information Technology Program						
IT Hardware Projects	129,090	101,000	1,305,400	129,930	130,800	1,796,220
IT Software Projects	107,420	110,640	113,970	117,380	120,900	570,310
IT Hardware Support PM	1,072,160	1,968,380	2,041,650	1,563,110	1,609,290	8,254,590
IT Software Support PM	1,511,860	2,626,500	2,728,790	1,961,790	2,020,650	10,849,590
Mobile Radio PM	178,990	184,360	189,890	195,590	201,450	950,280
Subtotal	**2,999,520**	**4,990,880**	**6,379,700**	**3,967,800**	**4,083,090**	**22,420,990**
TOTAL APPROPRIATIONS GRANT	**36,203,360**	**36,203,360**	**36,203,360**	**36,203,360**	**36,203,360**	**181,016,800**
Non-Grant and Concurrency Projects						
Bus Stop Infrastructure	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	11,500,000
Bus Stop Project Managers	405,000	417,150	429,000	455,000	469,000	2,175,150
New Bus Match	1,700,000	1,600,000	1,600,000	1,600,000	1,600,000	8,100,000
Subtotal	**4,405,000**	**4,317,150**	**4,329,000**	**4,355,000**	**4,369,000**	**21,775,150**
TOTAL APPROPRIATIONS	**$ 40,608,360**	**$ 40,520,510**	**$ 40,532,360**	**$ 40,558,360**	**$ 40,572,360**	**$ 202,791,950**

BROWARD COUNTY CAPITAL BUDGET

NARRATIVE

PROGAM
Transit Capital
Grant Funded Capital Projects

Funding for a majority of the FY 25-29 Transit Grant-Funded Capital Program comes from the Section 5307 grant agreements with the Federal Transit Administration (FTA). After approval of Broward County Transit's capital program, the FTA provides 100 percent of project funding. Broward County is not required to match the capital grant due to Toll Revenue Credits from the Florida Department of Transportation. In FY 25-29 Transit is projected to receive Section 5339 grant funding from the FTA to fund additional bus purchases.

The FTA's review of capital grant programs on a single-year basis prevents finalizing costs of "out-year" projects.

Bus and Vehicle Acquisition/Replacement/Maintenance Program

- In FY 25, $22.5 million is appropriated for replacement of fixed-route buses. An additional $81.4 million is programmed in FY 26-29.
- In FY 25-29, a total of $29.3 million is provided as part of the capital and preventative maintenance program. The program covers costs for parts, equipment, and labor associated with preventative maintenance on buses.
- $4.2 million is programmed in FY 25-29 for other Transit support vehicles.
- In FY 25-29, a total of $6.4 million is programmed to lease tires for the fixed-route buses.

Infrastructure Improvement/Maintenance Programs

- In FY 25-29, $3.2 million is budgeted for Countywide bus stop infrastructure improvements including ADA and shelter improvements.
- $2.5 million is programmed in FY 25-29 for various maintenance lifts and shop equipment.

Security Related Programs

- In FY 25-29, a total of $9.0 million is appropriated over the five-year capital program for maintenance and replacement of security cameras and vehicle surveillance systems.

Information Technology Programs

- In FY 25-29, $2.4 million is allocated for hardware and software projects.
- Over the five-year capital program, $20.0 million is allocated for maintenance and licensing of software and hardware including mobile radio communication systems.

NARRATIVE CONTINUED

Non-Grant Projects and Concurrency Projects

- The Transit Concurrency Program is funded with fees collected from developers that are transferred from the County Transportation Trust Fund. The Transportation Concurrency Management System divides Broward County into ten Concurrency Districts: however, two districts maintain the existing roadway concurrency system supported with impact fees. No new impact fee revenue is anticipated to be collected in FY 25 until a study is completed per Florida State House Bill 479.
- $13.7 million is programmed in FY 25-29 for bus stop shelter improvements and bus stop project managers.
- A total of $8.1 million is set aside in FY 25-29 for costs related to County match of competitive grants for the purchases of new buses.

BROWARD COUNTY TRANSIT CAPITAL PROGRA

	FY25	FY26	FY27	FY28	FY29	2025 -2029
REVENUES						
Federal Transit Administration (5307 and 5339)	$ 36,203,360	$ 36,203,360	$ 36,203,360	$ 36,203,360	$ 36,203,360	$ 181,016,800
TOTAL REVENUES	**$ 36,203,360**	**$ 36,203,360**	**$ 36,203,360**	**$ 36,203,360**	**$ 36,203,360**	**$ 181,016,800**
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Subtotal	**30,264,300**	**28,575,970**	**26,584,580**	**29,323,590**	**29,114,070**	**143,862,510**
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Subtotal	**1,661,740**	**1,583,800**	**2,147,110**	**1,774,450**	**1,821,120**	**8,988,220**
Information Technology Program						
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Subtotal	**2,999,520**	**4,990,880**	**6,379,700**	**3,967,800**	**4,083,090**	**22,420,990**
TOTAL APPROPRIATIONS GRANT	**$ 36,203,360**	**$ 36,203,360**	**$ 36,203,360**	**$ 36,203,360**	**$ 36,203,360**	**$ 181,016,800**

ATTACHMENT D: BCT Letter to MPO Transmitting FY 2025

Transit Performance Measures

Broward County Transit (BCT)
FTA Transit Asset Management Performance Measures: FY 2024-2025

Performance Measure	Asset Class/Type	Fleet Size/Count	Useful Life Benchmark (ULB)	FY 2024 Performance Metric (% exceeding ULB)	FY 2025 Target
Rolling Stock -- Percentage of Revenue Vehicles within an asset class that have exceeded their Useful Life Benchmark (ULB)	Paratransit Cutaway Bus (CU)	270	10 Years	0.0%	0.0%
	Paratransit Sedan	67	8 Years	0.0%	0.0%
	Fixed Route 35 Foot Diesel Bus (BU)	27	14 Years	0.0%	0.0%
	Fixed Route 40 Foot Diesel (BU)	222	14 Years	0.0%	0.0%
	Fixed Route 40 Foot Hybrid (BU)	25	14 Years	0.0%	0.0%
	Fixed Route 40' Electric Bus (BU)	31	14 Years	0.0%	0.0%
	Fixed Route 60 Foot Articulated Diesel Bus (AB)	36	14 Years	0.0%	0.0%
	Fixed Route 60 Foot Articulated Hybrid Bus (AB)	9	14 Years	0.0%	0.0%
	Fixed Route 42 Foot Hybrid Bus (BU)	9	14 Years	0.0%	0.0%
	Express Route 45' Electric Over the Road Coach	2	14 Years	0.0%	0.0%
	Express Bus 45 Foot Diesel Over the Road Coach	54	14 Years	0.0%	0.0%
	Fixed Route Cutaway Community Bus (CU)	8	10 Years	0.0%	0.0%
	Community Shuttle Cutaway Bus (CU)	79	10 Years	0.0%	0.0%
Equipment -- Percentage of non- revenue, support service, and maintenance vehicles have exceeded their Useful Life Benchmark (ULB)	All non-revenue vehicles	111	8 Years	7.48%	0.0%
	Other rubber tire vehicles	45	5 – 14 Years	23.53%	0.0%
Facilities -- Percentage of facilities within an asset class rated below Condition 3 on the FTA's Transit Economic Requirements Model (TERM)	Bus Garage/Maintenance Facilities	2	Condition Rating 3.0	0.0%	0.0%
	Other Facilities	4	Condition Rating 3.0-5.0	0.0%	0.0%

ATTACHMENT E: Asset Condition of Facilities

	40029
Reporter Name	Broward County Board of County Commissioners
Report	2022

Transportation Department
1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

December, 2024

Florida Administrative Code, Chapter 14-90
Safety and Security Certification

Name: **Broward County Transportation**
1 N. University Drive, Suite 3100A, Box 306
Plantation, Fl 33324

The Bus Transit System named above hereby certifies the following:

1. The adoption of Public Agency Transportation Plan (PTASP), formerly called the System Safety Program Plan (SSPP), in accordance, and at a minimum, with established standards set forth in Chapter 14-90, Florida Administrative Code.

2. Compliance with the adopted standards of the SSEPP.

3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, Florida Administrative Code.

4. That the Broward Transportation Department Staff has performed all required annual safety inspections at the Bus Transit System's Maintenance facilities, located at 3201 West Copans Road, Pompano Beach, Florida 33069 and at 5440 Ravenswood Road, Dania Beach, Florida 33312.

Signature: _____
Title: Coree Cuff Lonergan
Director, Transportation Department

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on this _____ day of December, 2024, by Coree Cuff Lonergan, who is personally known to me, or produced identification.
(Type of identification produced: _____)

_____
Notary Public
(SEAL)

CHAPTER 14-90
EQUIPMENT AND OPERATIONAL SAFETY STANDARDS FOR BUS TRANSIT SYSTEMS

14-90.001 Scope (Repealed)
14-90.002 Definitions
14-90.003 Department Responsibilities and Authority (Repealed)
14-90.004 Bus Transit System Operational Standards
14-90.0041 Medical Examinations for Bus Transit System Drivers
14-90.005 Transit Bus Accidents Repealed
14-90.006 Operational and Driving Requirements
14-90.007 Vehicle Equipment Standards and Procurement Criteria
14-90.008 Standards for Accessible Buses (Repealed)
14-90.009 Bus Safety Inspections
14-90.010 Certification
14-90.011 Inspection of Buses By Law Enforcement Officers (Repealed
14-90.012 Safety and Security Inspections and Reviews

14-90.001 Scope.

Rulemaking Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 344.044(12), (21), 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, 8-2-94, Repealed 8-7-05.

14-90.002 Definitions.

Terms used in this rule chapter shall mean as defined in Section 341.031, F.S., in addition:

1) "Bus" means any motor vehicle, other than a taxicab, which is designed or constructed for the public transport of persons for compensation and is owned, operated, leased, or controlled by a bus transit system. Buses are designated in two categories:

a) Type I means over 22 feet in length, including bumpers.

b) Type II means 22 feet or less in length, including bumpers and paratransit type vehicles, such as minibuses, standard vans, modified vans, station wagons, and sedans.

2) "Bus Transit System" means a community transportation coordinator; a public transit provider; or a private contract transit provider which owns, operates, leases, or controls buses or taxicabs where such transportation consists of continuous or recurring transportation under the same contract; or a privately owned or operated transit provider that receives operational or capital funding from the Department and owns, operates, leases, or controls buses, other than nonpublic sector buses that provides transportation services available for use by the general riding public.

3) "Community Transportation Coordinator" means a provider of transportation services or an entity that ensures such services are provided by another bus transit system.

4) "Department" means the Florida Department of Transportation.

5) "Drive" or "Operate" means all time spent at the controls of a bus in operation.

6 "Driver" means any person trained and designated to drive a bus on a street or highway being used for the public transport of persons for compensation.

(7) "FMVSS" means the Federal Motor Vehicle Safety Standards in effect at the time the bus or component is manufactured.

(8) "For Compensation" means for money, property, or anything else of value whether paid, received, or realized, directly or indirectly.

(9) "Manufacturer" means the original producer of the chassis, the producer of any type of bus, or the producer of equipment installed on any bus for the purpose of transporting individuals with disabilities.

(10) "Off-Duty" means any time the driver is not on duty, required to be in readiness to work, or under any responsibility to perform work. Such time shall not be counted towards the maximum allowed on-duty hours within a 24-hour period.

(11) “On Duty” means the status of the driver from the time he or she begins work, or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. “On Duty” includes all time spent by the driver as follows:

a) Waiting to be dispatched at bus transit system terminals, facilities, or other private or public property, unless the driver has been completely relieved from duty by the bus transit system.

b) Inspecting, servicing, or conditioning any vehicle.

c) Driving.

d) Remaining in readiness to operate a vehicle (stand-by).

e) Repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle.

12) “Passenger” means a person who is on board, boarding, or alighting from a bus for the purposes of public transport.

13) “Paratransit” means those elements of public transit which provide service between specific origins and destinations selected by the individual user with such service being provided at a time that is agreed upon by the user and the provider of the service. Paratransit service is provided by taxis, limousines, “dial-a-ride” buses, and other demand-responsive operations that are characterized by their nonscheduled, non-fixed route nature.

14) “Safe Condition” means a condition where hazards are reduced to the lowest level feasible and substantial compliance exists with all safety rules, regulations, and requirements.

15) “Safety Review” means an on-site assessment to determine if a bus transit system has adequate safety management controls in place and functioning in accordance with the safety standards provided and incorporated by reference in this rule chapter.

16) “Security” means freedom from harm resulting from intentional acts against passengers, employees, equipment, and facilities.

17 “Security Program Plan” or “SPP” means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures for the protection and defense of the system and persons from intentional acts of harm.

18) “Security Review” means an on-site assessment to determine if a bus transit system has security management controls in place and functioning in accordance with the security requirements provided in this rule chapter.

(19) “System Safety Program Plan” or “SSPP” means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures against injuries or damage.

20) “Taxicab” means any motor vehicle of nine passenger capacity or less, including the driver, engaged in the general transportation of persons for compensation, not on a regular schedule, between fixed termini, or over regular routes, where such vehicle does not provide transportation services as a result of a contractual agreement with a bus transit system.

21) “Trailer Bus” means a trailing or towed vehicle designed or used for the transportation of more than 10 persons, e.g., tram buses.

22) “Twenty-four Hour Period” or “24-Hour Period” means the consecutive time beginning at 12:00.01 a.m. to 12:00.00 a.m.

23) “Unsafe Condition” means anything which endangers human life or property.

24) “Personal wireless communications device” means an electronic or electrical device that was not provided by the bus transit system for business purposes.

25) “Use of a wireless communications device” means use of a mobile telephone or other electronic or electrical device, hands-on or hands-free, to conduct an oral communication; to place or receive a telephone call; to send or read electronic mail or a text message; to play a game; to navigate the Internet; to play, view, or listen to a video; to play, view, or listen to a television broadcast; to play or listen to music; or to execute a computational function. Use of an electronic or electrical device that enhances the individual’s physical ability to perform, such as a hearing aid, is not included in this definition.

26 “Wireless communications device” means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants PDAs) and portable computers (commonly called laptop computers).

Rulemaking Authority 334.044(2), 341.061(2), 341.041(3), 341.031 FS. Law Implemented 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, 8-7-05, 9-16-10.

14-90.003 Department Responsibilities and Authority.

Rulemaking Authority 334.044 2 , 341.061 2 a FS. Law Implemented 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, Repealed 8-7-05.

14-90.004 Bus Transit System Operational Standards.

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

(a) The SSPP shall address the following safety elements and requirements:

1. Safety policies and responsibilities.

2. Vehicle and equipment standards and procurement criteria.

3. Operational standards and procedures.

4. Bus driver and employee selection.

5. Driving requirements.

6. Bus driver and employee training. As part of the driver training program, specific procedures, and training shall be implemented to instruct the driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestians and other hazards.

7. Vehicle maintenance.

8. Investigations of events described under subsection 14-90.004(5), F.A.C.

9. Hazard identification and resolution.

10. Equipment for transporting wheelchairs.

11. Safety data acquisition and analysis.

12. A wireless communication plan and procedure that provides for the safe operation of the bus transit vehicle. The wireless communication plan and procedure shall assure that:

a. The use of a personal wireless communication device is prohibited while the transit vehicle is in motion, and

b. All personal wireless communications devices are turned off with any earpieces removed from the operator's ear while occupying the driver's seat.

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

a. Guidelines are developed that allow for the use of a wireless communications device in emergency situations, and

b. The use of a wireless communications device does not interfere with the operator's safety related duties.

14. The Bus Transit System shall develop a driver educational training program addressing:

a. The proper use of a wireless communications device issued to the operator by the Bus Transit System while in the performance of their safety related duties, and

b. The hazards associated with driving and utilizing a wireless communications device.

15. Safety standards for private contract bus transit system(s) that provide(s continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

(b) Each bus transit system shall implement and comply with the SSPP during the operation of the system.

(c) Each bus transit system shall require that all operable transit buses be inspected at least once per year in accordance with established standards.

d Each bus transit system shall submit an annual safety certification to the Department verifying the following:

1. Adoption of an SSPP, which meets or exceeds the established standards set forth in this rule chapter.

2. Compliance with its adopted SSPP and that safety inspections have been performed at least once a year on all buses operated by the bus transit system, by persons meeting the requirements set forth in Rule 14-90.009, F.A.C.

(e) Bus transit systems shall immediately suspend affected system service operations if, at any time, continued operation of the system, or a portion thereof, poses an immediate danger to public safety.

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

a The SPP shall address the following security requirements:

1. Security policies, goals, and objectives.

2. Organization, roles, and responsibilities.

3. Emergency management processes and procedures for mitigation, preparedness, response, and recovery.

4. Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.

5. Procedures for the establishment of interfaces with emergency response organizations.

6. Procedures for interagency coordination with local law enforcement jurisdictions.

7. Employee security and threat awareness training programs.

8. Security data acquisition and analysis.

9. Emergency preparedness drills and exercises.

10. Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

11. Procedures for SPP maintenance and distribution.

(b) Each bus transit system shall implement and comply with the SPP during the operation of the system.

(c) Bus transit systems that engage in a contract with a private contract transit provider shall:

1. Establish minimum security requirements which apply to private contract transit providers.

2. Monitor and assure that each private contract transit provider complies with established security requirements during the term of the contract.

(d) Bus transit systems are prohibited by Section 119.071(3)(a), F.S., from publicly disclosing the SPP or the security portion of the SSPP, as applicable, under any circumstance.

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

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

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

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

(d) Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. As a minimum requirement, drivers shall be given explicit instructional and procedural training and testing in the following areas:

1. Bus transit system safety and operational policies and procedures.

2. Operational bus and equipment inspections.

3. Bus equipment familiarization.

4. Basic operations and maneuvering.

5. Boarding and alighting passengers.

6. Operation of wheelchair lifts and other special equipment.

7. Defensive driving.

8. Passenger assistance and securement.

9. Handling of emergencies and security threats.

10. Security and threat awareness.

11. Driving conditions.

(e) Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised. At a minimum, these procedures and instructions shall address the following:

1. Communication and handling of unsafe conditions, security threats, and emergencies.

2. Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.

3. Application and compliance with all applicable federal and state laws, rules, and regulations.

(f) The provisions in paragraphs d) and e), above, shall not apply to personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has

been determined that such temporary operation does not create unsafe operating conditions or create a hazard to public safety.

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

1. Records of bus driver background checks and qualifications.

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

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

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

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

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

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

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

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

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

1. Identification of the bus, the make, model, and license number, or other means of positive identification and ownership.

2. Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed.

3. If not owned by the bus transit system, the name of any person furnishing a bus.

4. The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair.

(5) Each bus transit system shall investigate, or cause to be investigated, any event involving a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage as follows:

(a) A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.

(b) Injuries requiring immediate medical attention away from the scene for two or more individuals.

(c) Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. The bus transit system shall have the discretion to investigate events resulting in property damage less than $1,000.

(d) Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

(6) Each investigation shall be documented in a final report that includes a description of investigation activities, identified causal factors, and any identified corrective action plan.

a Each corrective action plan shall identify the action to be taken by the bus transit system and the schedule for its implementation.

b The bus transit system shall monitor and track the implementation of each corrective action plan.

(7) Investigation reports, corrective action plans, and related supporting documentation shall be maintained by the bus transit system for a minimum of four years from the date of completion of the investigation.

Rulemaking Authority 334.044(2), 341.061(2) FS. Law Implemented 119.071, 341.041(3), 341.061(1)(b), 341.061(2)(a) FS. History–New 9-7-87, Amended 11-10-92, 8-7-05, 6-24-08, 9-16-10.

14-90.0041 Medical Examinations for Bus Transit System Drivers.

(1) Bus transit systems shall establish medical examination requirements for all applicants to driver positions and for existing drivers. The medical examination requirements shall include a pre-employment examination for applicants, an examination at least once every two years for existing drivers, and a return to duty examination for any driver prior to returning to duty after having been off duty for 30 or more days due to an illness, medical condition, or injury.

(2) Medical examinations shall be performed and recorded according to qualification standards adopted by the bus transit system, provided the medical examination qualification standards adopted by the bus transit system meet or exceed those provided in Department Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 05/09, hereby incorporated by reference. Copies of Form Number 725-030-11 are available from the Florida Department of Transportation, Public Transit Office, 605 Suwannee Street, Mail Station 26, Tallahassee, Florida 32399-0450 or on-line at www.dot.state.fl.us/transit.

(3) Medical examinations shall be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. If medical examinations are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy.

(a) An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the medical examination as pertains to visual acuity, field of vision, and color recognition.

b Upon completion of the medical examination, the medical examiner shall complete, sign, and date the medical examination form and maintain the original at his or her office.

c Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination certificate and provide a copy to the driver's employer. If the transit agency decides to adopt qualification standards other than those listed in Department form 725-030-11, the adopted standard's medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination shall be given to the transit agency in lieu of the Department's medical examination certificate. The adopted standards medical certification or letter must provide all of the information required on the Department's medical examination certificate.

d Upon completion of the medical examination the driver shall provide their driver license number, signature, and date on the medical examination certificate.

(4) Bus transit systems shall have on file a completed and signed medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination for each bus driver, dated within the past 24 months.

(a) Medical examination certificates or a signed letter from the medical examiner attesting to the completion of a medical examination of the employee bus drivers shall be maintained by the bus transit system for a minimum of four years from the date of the examination.

(b) Bus Transit Systems shall not allow a driver to operate a transit bus without having on file a completed medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination dated within the past 24 months.

Rulemaking Authority 334.044(2), 341.061(2) FS. Law Implemented 334.044(12), 341.041(3), 341.061(1)(a), (b), 2) FS. History–New 11-10-92, Amended 8-7-05, 6-24-08, 9-16-10.

14-90.005 Transit Bus Accidents.

Rulemaking Authority 334.044 2 , 341.061 2 a FS. Law Implemented 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, Repealed 8-7-05.

14-90.006 Operational and Driving Requirements.

(1) Bus transit systems shall not permit a driver to drive a bus when such driver's license has been suspended,

cancelled, or revoked. Bus transit systems shall require a driver who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked to notify his or her employer of the contents of the notice immediately, no later than the end of the business day following the day he or she received the notice.

(2) Buses shall be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.

3 A driver shall not be permitted or required to drive more than 12 hours in a 24-hour period, or drive after having been on duty for 16 hours in a 24-hour period. A driver shall not be permitted to drive until the requirement of a minimum eight consecutive hours of off-duty time has been fulfilled. A driver's work period shall begin from the time he or she first reports for duty to his or her employer. A driver is permitted to exceed his or her regulated hours in order to reach a regularly established relief or dispatch point, provided the additional driving time does not exceed one hour.

(4) To ensure uniform interpretation of subsections 14-90.002(10), 11), (22) and 14-90.006(3), F.A.C., the following practical applications are provided:

(a) A driver is required to drive from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 3 p.m., then required to drive from 3 p.m. – 11 p.m. Driving hours and on-duty hours are the same. 4 hours + 8 hours 12 hours driving. This driver has met the maximum allowed driving hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(b) A driver is required to drive from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 11 a.m., then required to be on-duty, not driving, from 11 a.m. – 11 p.m. Driving hours = 4 hours and on-duty not driving hours 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

c A driver is required to be on-duty, not driving, from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 11 a.m., then on-duty, not driving from 11 a.m. – 11 p.m. On-duty not driving hours = 4 hours + 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. The driver cannot be permitted or allowed to drive before 7 a.m.

(d) A driver is required to be on-duty, not driving, from 4 a.m. – 8 a.m., then off-duty from 8 a.m. – 11 a.m., then on-duty, driving from 11 a.m. – 11 p.m. On-duty, not driving hours = 4 hours and on-duty driving hours 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed driving and on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

5 A driver shall not be permitted or required to be on duty more than 72 hours in any period of seven consecutive days; however, any 24 consecutive hours of off duty time shall constitute the end of any such period of seven consecutive days. A driver who has reached the maximum 72 hours of on duty time during the seven consecutive days shall be required to have a minimum of 24 consecutive hours off duty prior to returning to on duty status.

(6) A driver is permitted to drive for more than the regulated hours for the safety and protection of the public when conditions such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident occur.

(7) Bus transit systems shall not permit or require any driver to drive a bus when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.

(8) Bus transit systems shall require pre-operational or daily inspection and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.

(a) An inspection or test shall be made of the following parts and devices to ascertain that they are in safe condition and in good working order:

1. Service brakes.
2. Parking brakes.
3. Tires and wheels.

4. Steering.
5. Horn.
6. Lighting devices.
7. Windshield wipers.
8. Rear vision mirrors.
9. Passenger doors.
10. Exhaust system.
11. Equipment for transporting wheelchairs.
12. Safety, security, and emergency equipment.

(b) Bus transit systems shall review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.

(c) Bus transit systems shall retain records of daily bus inspections and any corrective action documentation a minimum of two weeks.

(9) A bus with any passenger door in the open position shall not be operated with passengers aboard. The doors shall not be opened until the bus is stopped. A bus with any inoperable passenger door shall not be operated with passengers aboard, except to move a bus to a safe location.

(10) During darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely.

(11) Passengers shall not be permitted in the stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line.

(12) Passengers shall not be permitted to stand on buses not designed and constructed for that purpose.

13 Buses shall not be refueled in a closed building. The fueling of buses when passengers are being carried shall be reduced to the minimum number of times necessary during such transportation.

(14) Bus transit systems shall require the driver to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.

(15) Buses shall not be left unattended with passengers aboard for longer than 15 minutes. The parking or holding brake device shall be properly set at any time the bus is left unattended.

(16) Buses shall not be left unattended in an unsafe condition with passengers aboard at any time.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2) FS. History–New 9-7-87, Amended 5-31-89, 11-10-92, 8-7-05, 6-24-08, 9-16-10.

14-90.007 Vehicle Equipment Standards and Procurement Criteria.

(1) Every bus transit system shall ensure that buses procured and operated meet the following minimum standards:

a The capability and strength to carry the maximum allowed load and not exceed the manufacturer's gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.

(b) Structural integrity that mitigates or minimizes the adverse effects of collisions.

(c) Federal Motor Vehicle Safety Standards FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403 and 404, Rev. 10/09, hereby incorporated by reference.

(2) Proof of strength and structural integrity tests on new buses procured shall be submitted by manufacturers or bus transit systems to the Department.

(3) In addition to the above, every bus operated in this state shall be equipped as follows:

(a) Mirrors. There shall be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses, shall have a minimum reflective surface of 50 square inches. Neither the mirror nor the mounting shall protrude farther than the widest part of the vehicle body except to the extent necessary to produce a field of view meeting or exceeding the requirements of this section. All Type I buses shall, in addition to the above requirements, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated and standing passengers. Buses having a passenger exit door that is located inconveniently for the driver's visual control shall be equipped with additional interior mirrors to enable the driver to view the passenger exit

door. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.

(b) Wiring and Batteries. Electrical wiring shall be maintained so as not to come in contact with moving parts, heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus manufactured on or after February 7, 1988, shall be equipped with a storage battery electrical power main disconnect switch. The disconnect switch shall be practicably located in an accessible location adjacent to or near to the battery and be legibly and permanently marked for identification. Every storage battery on a public-sector bus shall be mounted with proper retainment devices in a compartment which provides adequate ventilation and drainage.

(c) Brake Interlock Systems. All Type I buses having a rear exit door shall be equipped with a rear exit door/brake interlock that automatically applies the brake upon driver activation of the rear exit door to the open position. Brake interlock application shall remain activated until deactivated by the driver and the rear exit door returns to the closed position. The rear exit door brake interlock on such buses shall be equipped with an identified override switch enabling emergency release of the brake interlock function. The override switch shall not be located within reach of the seated driver. Air pressure application to the brake during brake interlock operation, on buses equipped with rear exit door/brake interlock, shall be regulated at the equipment's original manufacturer's specifications.

(4) Standee Line and Warning. Every bus designed and constructed to allow standees shall be plainly marked with a line of contrasting color at least two inches wide, or be equipped with some other means to indicate that all passengers are prohibited from occupying a space forward of a perpendicular plane drawn through the rear of the driver's seat and perpendicular to the longitudinal axis of the bus. A sign shall be posted at or near the front of the bus stating that it is a violation for a bus to be operated with passengers occupying an area forward of the line.

5 Handrails and Stanchions. Every bus designed and constructed to allow standees shall be equipped with overhead handrails for standee passengers. Overhead handrails shall be continuous, except for a gap at the rear exit door, and terminate into vertical stanchions or turn up into a ceiling fastener. Every Type I and Type II bus designed for carrying more than 16 passengers shall be equipped with handrails, stanchions, or bars at least 10 inches long and installed to permit safe on-board circulation, seating and standing assistance, and boarding and alighting by elderly and handicapped persons. Type I buses shall be equipped with a safety bar and panel directly behind each entry and exit stepwell.

(6) Flooring, Steps, and Thresholds. Flooring, steps, and thresholds on all buses shall have slip resistant surfaces without protruding or sharp edges, lips, or overhangs, in order to prevent tripping hazards. All step edges and thresholds shall have a band of color(s) running the full width of the step or edge which contrasts with the step tread and riser, either light-on-dark or dark-on-light.

(7) Doors. Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.

(8) Emergency Exits. All buses shall have an emergency exit door, or in lieu thereof, shall be provided with emergency escape push-out windows. Each emergency escape window shall be in the form of a parallelogram with dimensions of not less than 18" by 24", and each shall contain an area of not less than 432 square inches. There shall be a sufficient number of push-out or kick-out windows in each vehicle to provide a total escape area equivalent to 67 square inches per seat, including the driver's seat. No less than 40% of the total escape area shall be on one side of the vehicle. Emergency escape kick-out or push-out windows and emergency exit doors shall be conspicuously marked with a sign or light and shall always be kept in good working order so that they may be readily opened in an emergency. All such windows and doors shall not be obstructed, either inside or outside, so as to hinder escape. Buses equipped with an auxiliary door for emergency exit shall be equipped with an audible alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio visual alarm located in the driver's compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.

(9) Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.

(a) No bus shall be operated with a tread groove pattern depth:

1. Less than 4/32 (1/8) of an inch, measured at any point on a major tread groove for tires on the steering axle of

all buses. The measurements shall not be made where tie bars, humps, or fillets are located.

2. Less than 2/32 (1/16) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.

b No bus shall be operated with recapped, regrooved, or retreaded tires on the steering axle.

c Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.

10) Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts shall be free from cracks, leaks, or any other defect which may cause its impairment or failure to function properly.

(11) Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly, and shall be free from cracks and excessive wear of components that may cause excessive free play or loose motion in the steering system or above normal effort in steering control.

(12) Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209, Rev. 10/09, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C.F.R. 571.210, Rev. 10/09, hereby incorporated by reference.

(13) Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1A:BC rating, and bearing the label of Underwriter's Laboratory, Inc. The fire extinguishers shall be maintained as follows:

a Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or in a clearly marked compartment and be readily accessible.

(b) Each fire extinguisher shall be maintained in efficient operating condition and be equipped with some means of determining if it is fully charged.

c Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, F.S.

(14) Persons with Disabilities. Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, Rev. 10/09 hereby incorporated by reference, as well as the following:

(a) Installation of a wheelchair lift or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.

(b) Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are located in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.

(c) The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver's seat shall not be operable from the driver's seat, but shall have an override control at the driver's position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure .

d The installation of the wheelchair lift or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus, nor vertically beyond the lowest part of the rim of the wheel closest to the lift.

(e) Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:

1. The manufacturer's name and address.

2. The month and year of manufacture.

3. A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.

15 Wheelchairs. Wheelchair lifts, ramps, securement devices, and restraints shall be inspected and maintained as required by this rule chapter. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2)(a) FS. History–New 9-7-87, Amended 11-10-92, 8-2-94, 8-7-05, 6-24-08, 9-16-10.

14-90.008 Standards for Accessible Buses.

Rulemaking Authority 334.044 2 , 341.061 2 a FS. Law Implemented 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, Repealed 8-7-05.

14-90.009 Bus Safety Inspections.

(1) Each bus transit system shall require that all buses operated by such bus transit system, and all buses operated by a private contract transit provider, be inspected at least annually in accordance with bus inspection procedures set forth in this rule.

(2) It shall be the bus transit system's responsibility to ensure that each individual performing a bus safety inspection is qualified as follows:

(a) Understands the requirements set forth in this rule chapter and can identify defective components.

(b) Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.

(c) Has at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program, and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

(3) Each bus receiving a safety inspection shall be checked for compliance with the requirements for safety devices and equipment, as referenced or specified herein. Specific operable equipment and devices as required by this rule chapter, include the following as applicable to Type I and II buses:

a) Horn.

(b) Windshield wipers.

(c) Mirrors.

d Wiring and batteries.

(e) Service and parking brakes.

(f) Warning devices.

g Directional signals.

(h) Hazard warning signals.

(i) Lighting systems and signaling devices.

(j) Handrails and stanchions.

(k) Standee line and warning.

(l) Doors and brake interlock devices.

m Stepwells and flooring.

(n) Emergency exits

(o) Tires and wheels.

(p) Suspension system.

(q) Steering system.

r) Exhaust system.

s Seat belts.

(t) Safety equipment.

(u) Equipment for transporting wheelchairs.

(v) Working speedometer.

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

(a) Identification of the individual s) performing the inspection.

(b) Identification of the bus transit system operating the bus.

c The date of the inspection.

(d) Identification of the bus inspected.

e Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective.

(f) Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s).

(5) Records of annual safety inspections and documentation of any required corrective actions shall be retained a minimum of four years by the bus transit system for compliance review.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, 8-7-05, 9-16-10.

14-90.010 Certification.

(1) Each bus transit system shall annually submit a safety and security certification to the Department. The certification shall be submitted no later than February 15, for the prior calendar year period. The certification shall attest to the following:

a The adoption of an SSPP and an SPP in accordance with established standards set forth in this rule chapter.

(b) Compliance with its adopted SSPP and SPP.

c Performance of safety inspections on all buses operated by the system in accordance with this rule chapter.

(d) Reviews of the SSPP and SPP have been conducted to ensure they are up to date.

(2) The certification shall include:

(a) The name and address of the bus transit system, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from that of the bus transit system.

(b) A statement signed by an officer or person directly responsible for management of the bus transit system attesting to compliance with this rule chapter.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2) FS. Law Implemented 334.044(28), 341.061(1), 341.061(2) FS. History–New 9-7-87, Amended 8-7-05, 9-16-10.

14-90.011 Inspection of Buses by Law Enforcement Officers.

Rulemaking Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 341.041(3), 341.061(2), 316.610 FS. History–New 9-7-87, Repealed 8-7-05.

14-90.012 Safety and Security Inspections and Reviews.

1 The Department, or its contractor, shall conduct inspections of bus transit systems to ascertain compliance with the provisions of this rule chapter.

(2) The Department, or its contractor, shall conduct safety and security reviews of any bus transit system the Department believes to be in noncompliance with its SSPP or SPP, or providing passenger service operations in an unsafe manner, or if there is evidence of an immediate danger to public safety. The Department shall prepare and submit a report of the review to the affected bus transit system. The report shall be submitted to the bus transit system within three business days of completion of the review and shall contain the following:

(a) Identification of the findings, including a detailed description of any deficiency.

(b) Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.

c Any required suspension of bus transit system service, should the Department determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.

3 The Department shall initiate the following actions to suspend the affected bus transit system service if any deficiency or unsafe condition exists, to the extent that the continued operation of the system, or a portion thereof, poses an immediate danger or threat to public safety.

(a) Immediately notify the affected bus transit system of the unsafe condition, followed by a certified letter

describing the deficiency or unsafe condition. The notification shall include the following:

1. The required corrective action for the deficiency or unsafe condition.

2. The requirement for the bus transit system to certify, in writing to the Department, the completion of the required corrective action in accordance with an established implementation schedule.

(b) Conduct an on-site review of the bus transit system to verify the correction of the deficiency in accordance with this rule and the established implementation schedule.

(c) Suspend affected passenger service operations if the bus transit system fails to correct the deficiency in accordance with this rule and the established implementation schedule.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 334.044(28), 341.041(3), 341.061(1)(d), 341.061(2)(c) FS. History–New 11-10-92, Amended 8-7-05, 9-16-10.

TRANSPORTATION DEPARTMENT
1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

December 10, 2024

Greg Stuart
Executive Director
Broward Metropolitan Planning Organization
100 West Cypress Creek Road
6th Floor, Suite 650
Fort Lauderdale, Fl. 33309

Re: FY2025 FTA Agency Safety Plan Safety Performance Targets for Broward County Transit

Dear Mr. Stuart:

As required by 49 CFR Part 673, each transit agency must include Safety Performance Targets (SPTs) in its annual updates to the Agency Safety Plan (ASP). These SPTs must be specific, numerical targets set by the transit agency and they must be based on the safety performance measures established by the FTA. In addition, transit agencies must make its annual updates to the SPTs available to their state DOTS and local MPOs to assist them in their efforts to develop statewide and regional SPTs.

BCT has updated its SPTs for FY 2025 to included new metrics such as transit worker assaults and collisions as required in the latest FTA update. Like the rest of the country, Broward County Transit has been working diligently on reducing transit worker assaults. Moving forward, BCT will continue to look at innovative ways to enhance its customer experience and increase the safety for passengers and employees through the SMS process.

As the “accountable executive for BCT, it is my mandated role to develop and transmit SPTs to both the Florida Department of Transportation and the Broward Metropolitan Planning Organization

The attached document includes the SPT’s for the FY 2025 PTASP as a critical component of the BCT ASP. Please contact me if you have any questions concerning this submission.

Sincerely,

Coree Cuff Lonergan
General Manager
Broward County Transportation Department

ec w/encl: Monica Cepero, Broward County Administrator
Colin Mulloy, Transit Director, Safety, Security & Compliance, Transportation Department
Ashley Porter, FDOT Transit Safety Program Manager

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Jared E. Moskowitz • Nan H. Rich • Tim Ryan • Michael Udine
www.broward.org

Broward County Transit Safety Performance Targets - FY 2025

Safety Performance Targets (FY 2025) *These performance targets are based on the safety performance measures under the National Public Transportation Safety Plan*									
Mode of Transit Service	Fatalities (Total)	Fatalities (Rate) 100,000 Rev Miles	Injuries	Injuries (Rate) 100,000 Rev Miles	Safety Events	Safety Events (Rate) 100,000 Rev Miles	Collisions	Collisions (Rate) 100,000 Rev Miles	System Reliability MDBF(Miles)
Fixed Route Bus	0	0	127	.914	119	.856	56	.403	4,000
Community Bus	0	0	0	0	0	0	0	0	5,500
Paratransit	0	0	14	.137	17	..166	11	.107	81,458

New FTA Broward County Transit Safety Performance Targets For FY 2025

Mode of Transit Service	Transit Worker Assaults (Total)	Transit Worker Assaults/ 100,000 Rev Miles	Collisions (Total)	Collisions/ 100,000 Rev Miles
Fixed Route Bus	0	0.0	111	0.741
Community Shuttle	0	0.0	3	0.141
Paratransit	0	0.0	4	0.040

Definitions

- **Safety Performance Target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time by the FTA.

- **Fatality** means total number of safety (non-security) related fatalities reported to the National Transit Database (NTD) per mode. Rate of safety fatalities is expressed in number per 100,000 revenue miles.

- **Injuries** means total number of major injuries reported to NTD per mode (events on the S&S 40 form), excluding injuries resulting from assaults and other crimes. Rate of injuries is expressed in number per 100,000 revenue miles.

- **Safety Event** means total number of safety incidents reported to NTD (events on the S&S -40 form). Rate of safety events is expressed in number per 100,000 revenue miles.

- **System Reliability** means the quantifiable measure of the mechanical reliability of the fleet of vehicles for a transit mode (fixed route, community shuttle, or paratransit). Mean Distance Between Failures (MDBF) will be the metric used for the System Reliability Safety Performance Target. A mechanical failure is any incident that precludes a revenue vehicle from completing its trip or beginning its next scheduled trip (major mechanical failures identified in the NTD R-20 report). Major mechanic failures are then divided by

revenue miles over a given time to calculate the metric.

- **Transit Worker Assault** An assault on a transit worker occurs when an individual knowingly, without lawful authority or permission, with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker. FTA's assault on a transit worker definition requires acts that either intend to endanger the safety of any individual or are done with reckless disregard for the safety of human life.

- **Collisions** means a vehicle accident in which there is an impact of a transit vehicle with ; another transit vehicle, a non-transit vehicle, a fixed object, a person (non-suicide), an animal, or a rail vehicle.

Appendix E BCT Managerial / Supervisory Safety Responsabilities

BCT System Safety Responsibilities by Position (Page 1 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
1	Oversee and assure PTASP and SPP compliance	Daily			X			X	X	X	X	X	X	X	X			X	X	X	X	X
2	Random inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)	Quarterly / As needed			X	X	X	X	X	X	X	X	X		X		X	X	X	X		X
3	PTASP and SPP review, maintenance, and distribution	Annual / As needed	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X
4	Intra-departmental coordination and safety meetings	Monthly	X	X	X	X	X					X	X									
5	Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)	As needed	X	X	X							X	X									
6	Employee safety training and testing and record keeping	Initial hire / As needed			X							X	X				X					X
7	Drug free workplace (policy maintenance, employee training and testing, etc.)	Initial hire / As needed			X							X		X								X

BCT System Safety Responsibilities by Position (Page 2 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
8	Driver license validity check and record maintenance	Initial hire / Quarterly			X	X	X	X	X	X	X	X					X	X		X	X	X
9	Administrative/Human Resource disciplinary actions	As needed	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X		X		X
10	Safety and security data acquisition and analysis	On an ongoing basis	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	Medical examination of drivers and record keeping	Initial hire / biennium			X	X	X	X	X	X	X	X	X		X		X					X
12	Vehicle and equipment procurement	As needed	X	X	X	X	X	X	X	X	X	X	X		X			X	X	X		X
13	Pre-trip inspections and record keeping	Daily																X	X	X		
14	Vehicle maintenance and record keeping	Daily			X				X			X	X		X			X	X			
15	Bus safety inspections and record keeping	Monthly							X									X	X			
16	Event investigation and record keeping	As needed			X							X	X	X	X			X		X	X	X

BCT System Safety Responsibilities by Position (Page 3 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
17	Investigate safety complaints	As needed			X							X	X	X	X			X		X	X	X
18	Pre-employment screening	Initial hire												X			X					X
19	Employee time recording and documentation	Daily													X		X	X	X	X	X	X
20	Internal safety audits	Annual /As needed			X							X	X	X								
21	Facilitate external (contractor & community bus) safety audits	As needed			X																	
22	External records maintenance, retention, and distribution	Daily / As needed			X	X	X															
23	Contractor safety and security compliance oversight	As needed			X	X	X	X	X	X	X	X	X	X								X
24	BCT Hazard identification and resolution	As needed			X							X	X									
25	BCT Compliance with PTASP	Daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

BCT System Safety Responsibilities by Position (Page 4 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
26	Verification of Operations and Maintenance Compliance with PTASP	Annual	X	X	X	X	X					X	X	X								
27	Verification of compliance with PTASP (internal audit)	Semi-annual			X							X	X	X								
28	Self-certification of safety compliance	Annual	X	X	X	X	X															

Transportation Department
1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

Safety Performance Targets (FY 2025)

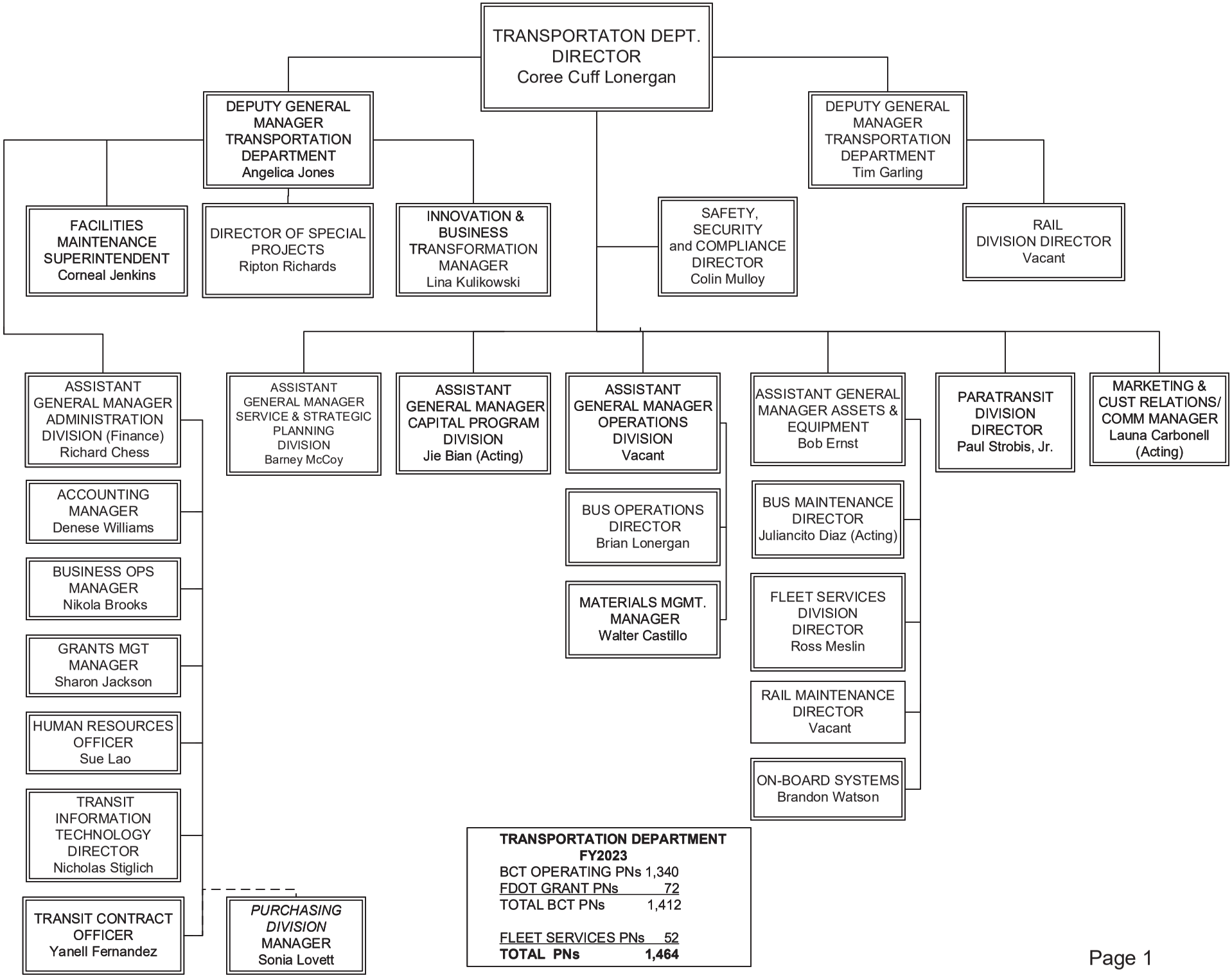
These performance targets are based on the safety performance measures under the National Public Transportation Safety Plan

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate) 100,000 Rev Miles	Injuries	Injuries (Rate) 100,000 Rev Miles	Safety Events	Safety Events (Rate) 100,000 Rev Miles	Collisions	Collisions (Rate) 100,000 Rev Miles	System Reliability MDBF(Miles)
Fixed Route Bus	0	0.0	65	.452	84	.585	50	.348	5,000
Community Bus	0	0.0	0	0	0	0	0	0	5,500
Paratransit	0	0.0	45	.361	79	.634	45	.361	78,000

Mode of Transit Service	Major Physical Assaults	Major Physical Assaults (Rate) 100,000 Rev Miles	Non-Major Physical	Non-Major Physical (Rate) 100,000 Rev Miles	Major Non-Physical Assaults	Major Non-Physical Assaults (Rate) 100,000 Rev Miles	Non-Major Non-Physical Assaults	Non-Major Non-Physical Assaults (Rate) 100,000 Rev Miles
Fixed Route Bus	0	0	24	.167	0	0	185	1.288
Community Bus	0	0	0	0	0	0	0	0
Paratransit	0	0	10	.080	0	0	22	.176

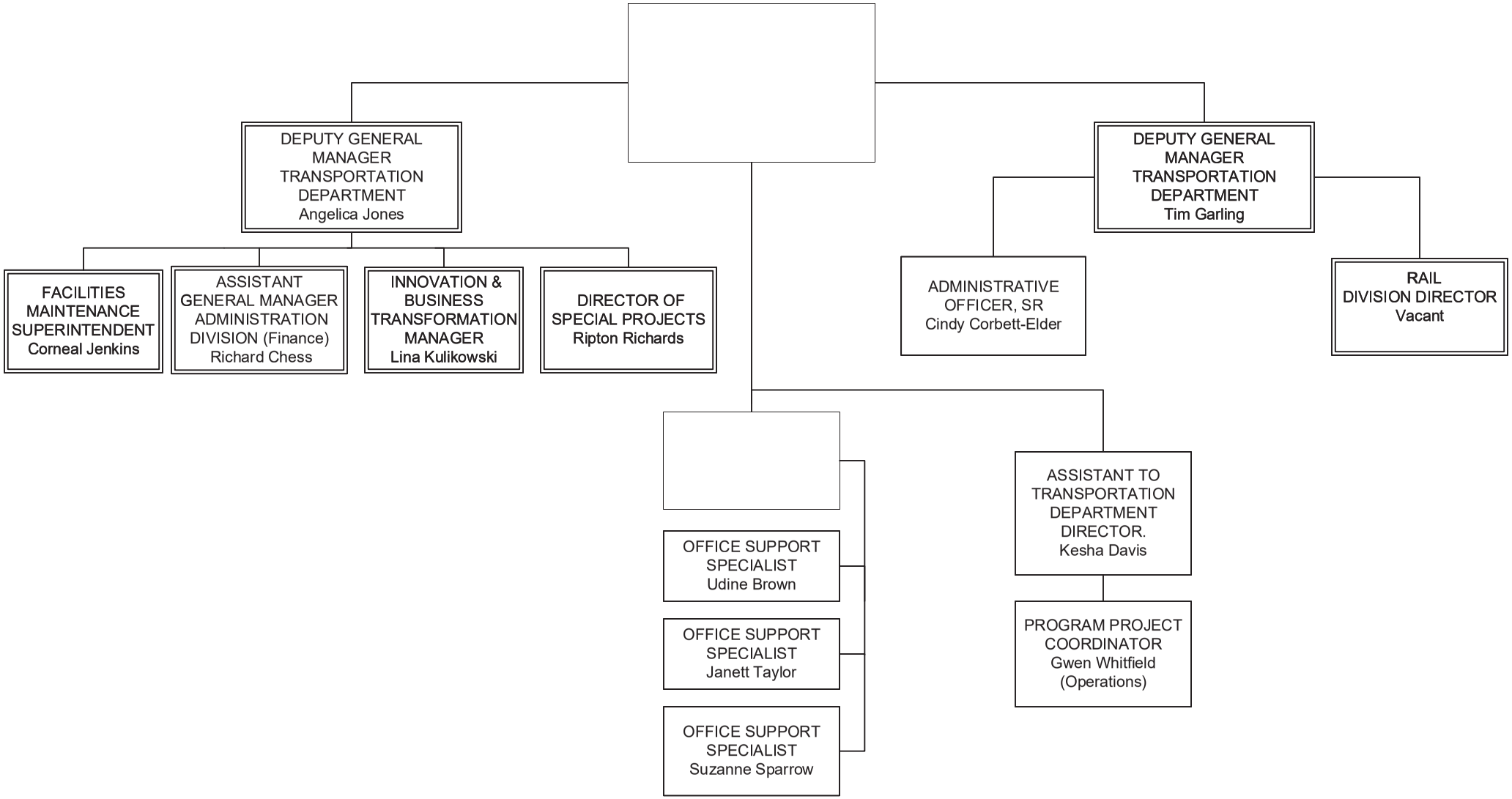
Organization Chart
October 2024

TRANSPORTATION DEPARTMENT



TRANSPORTATION DEPARTMENT EXECUTIVE

EXECUTIVE FY2024
TOTAL BCT OPERATING PNs 79



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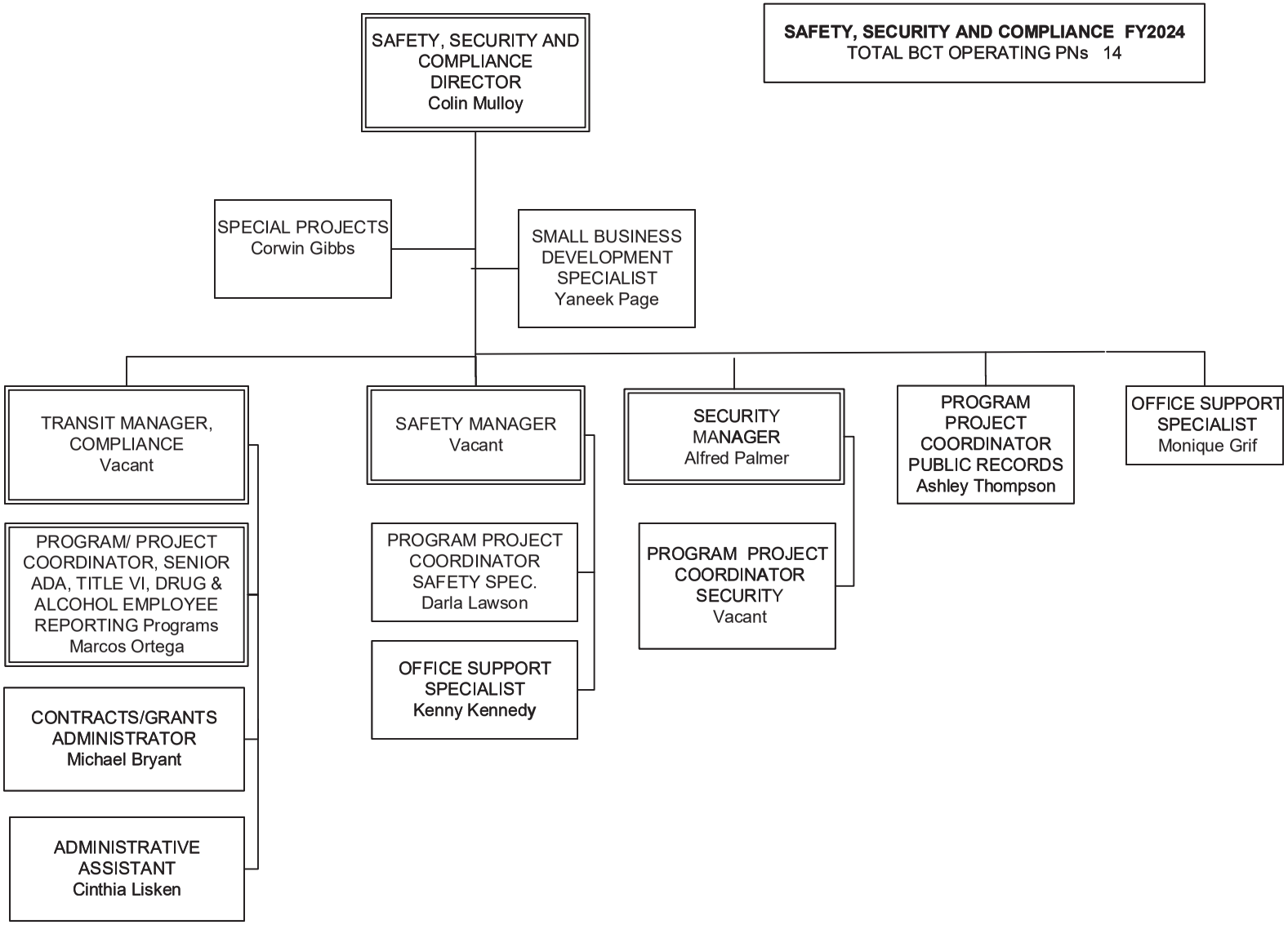
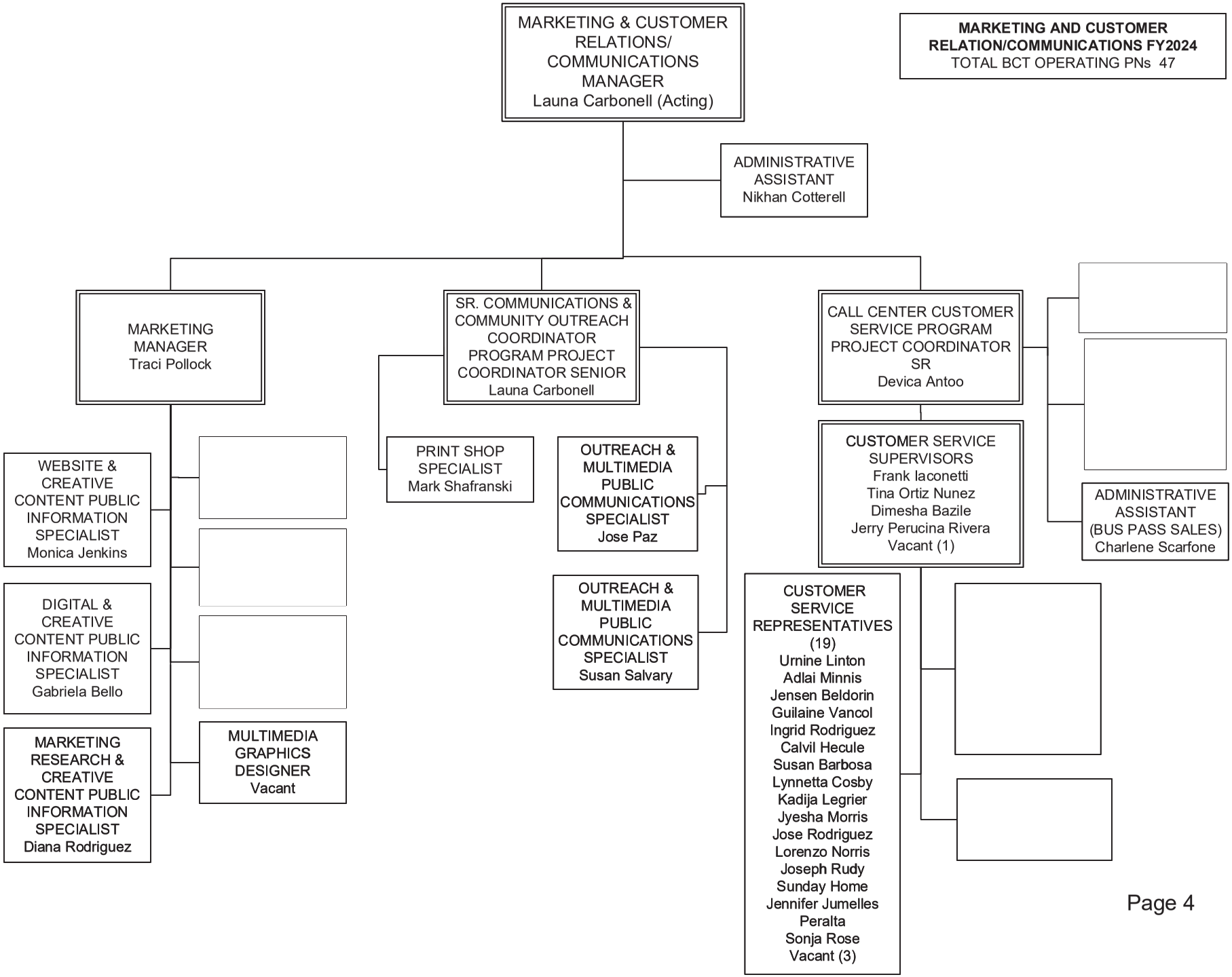
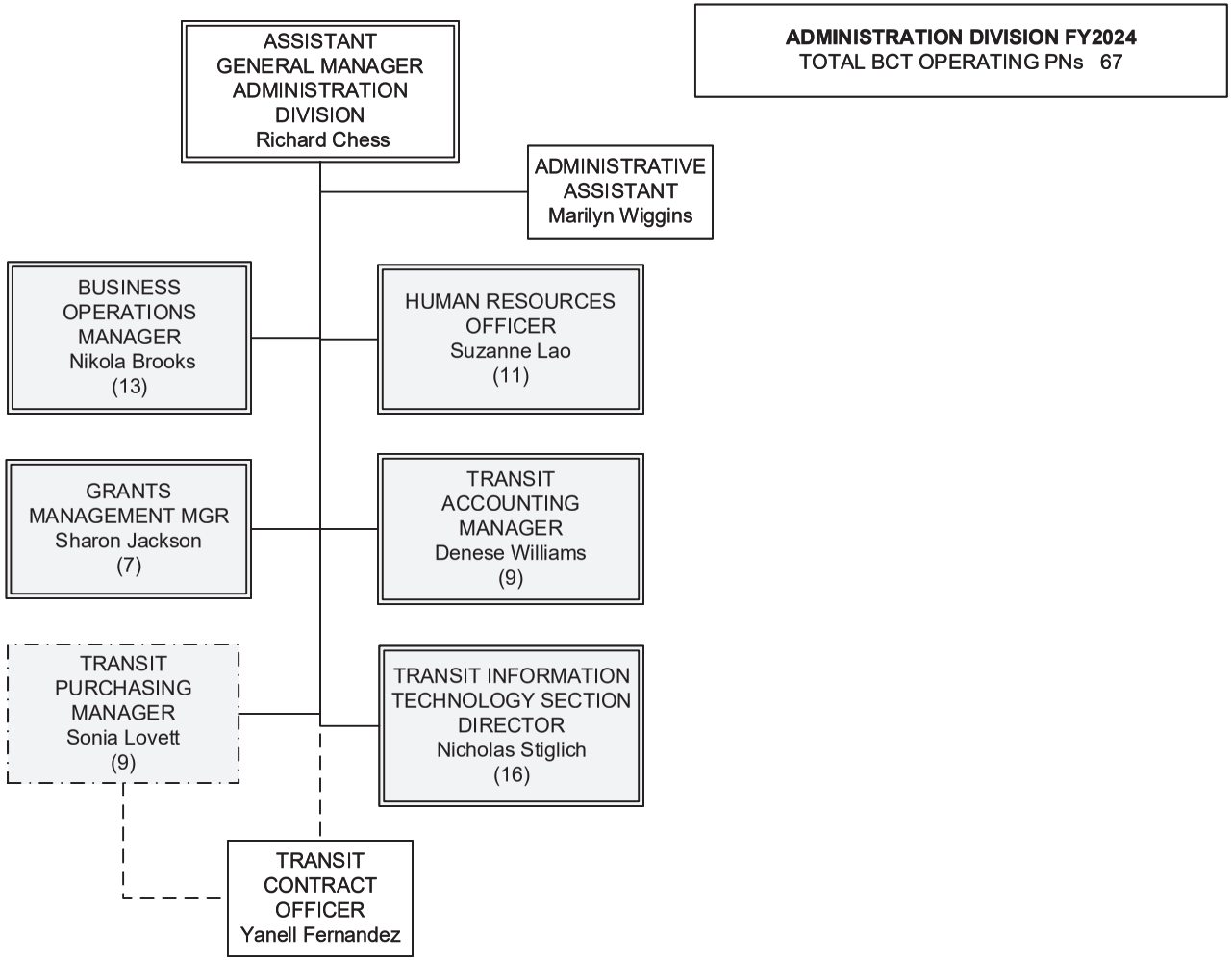


MARKETING & CUSTOMER RELATIONS/COMMUNICATIONS

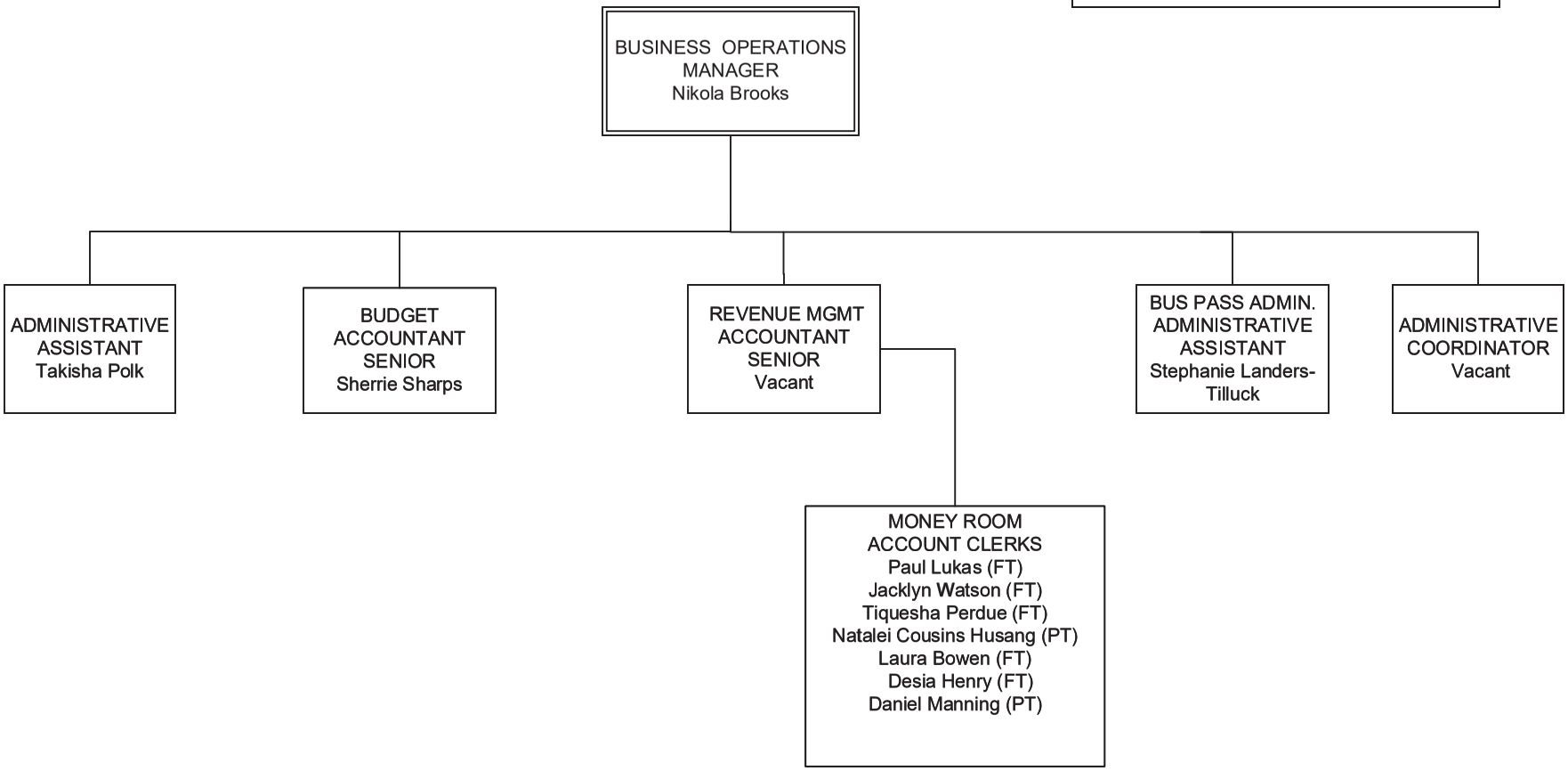


ADMINISTRATION DIVISION



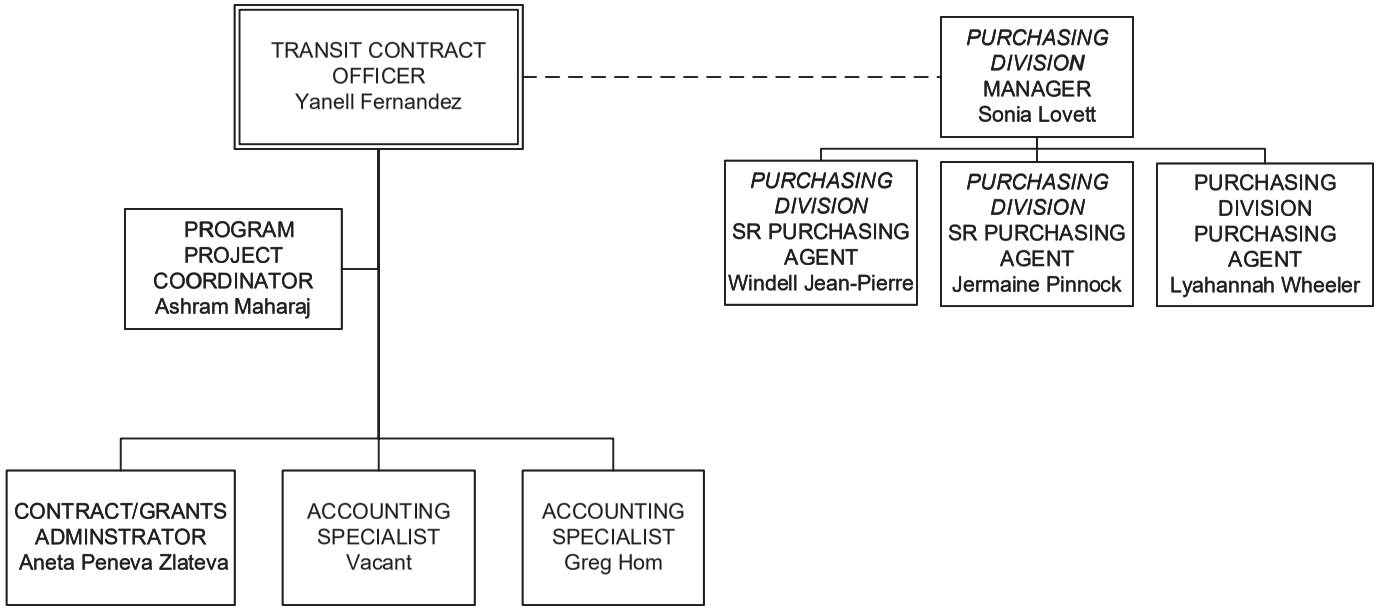
BUSINESS OPERATIONS

BUSINESS OPERATIONS FY2024
TOTAL BCT OPERATING PNs 13



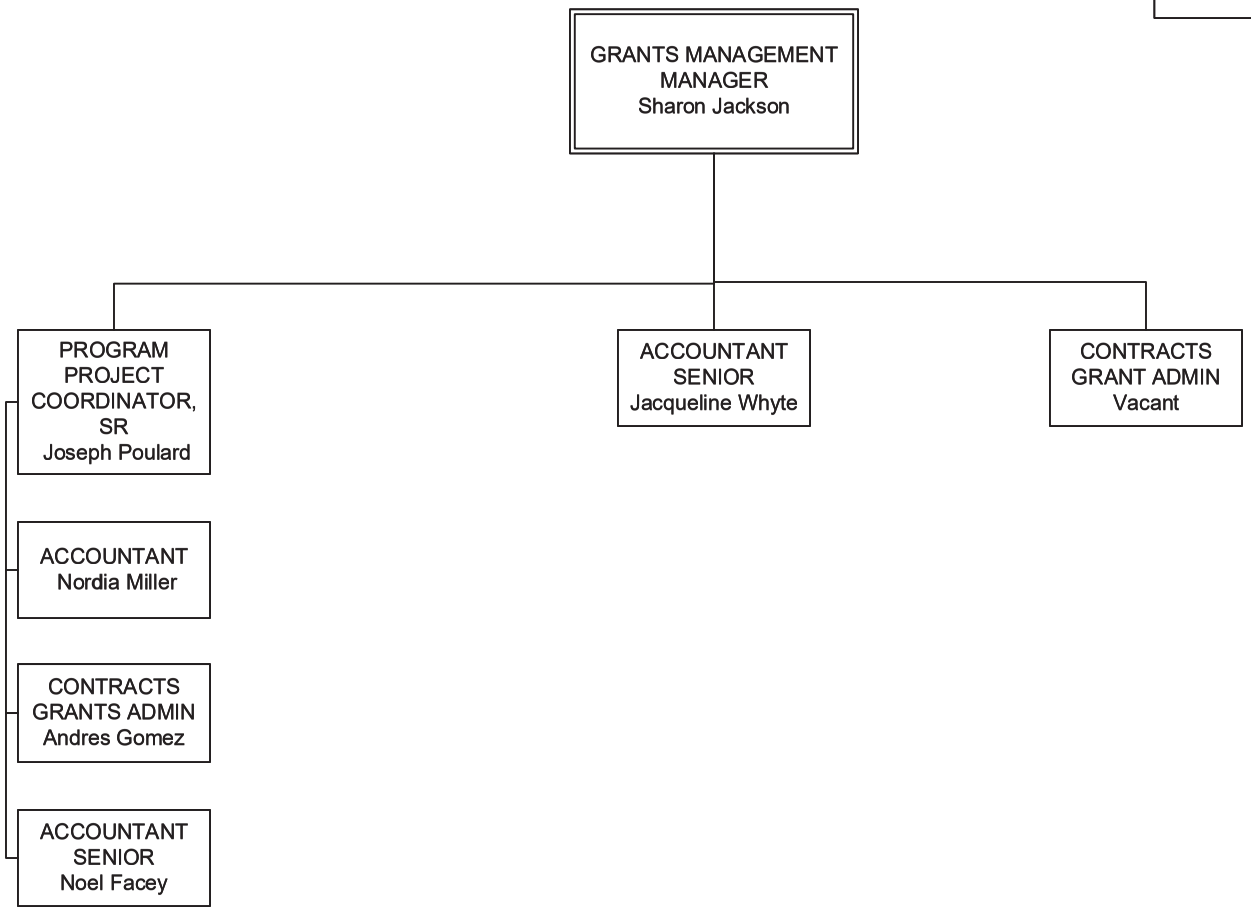
TRANSIT PURCHASING

TRANSIT PURCHASING FY2024
TOTAL BCT OPERATING PNs 9



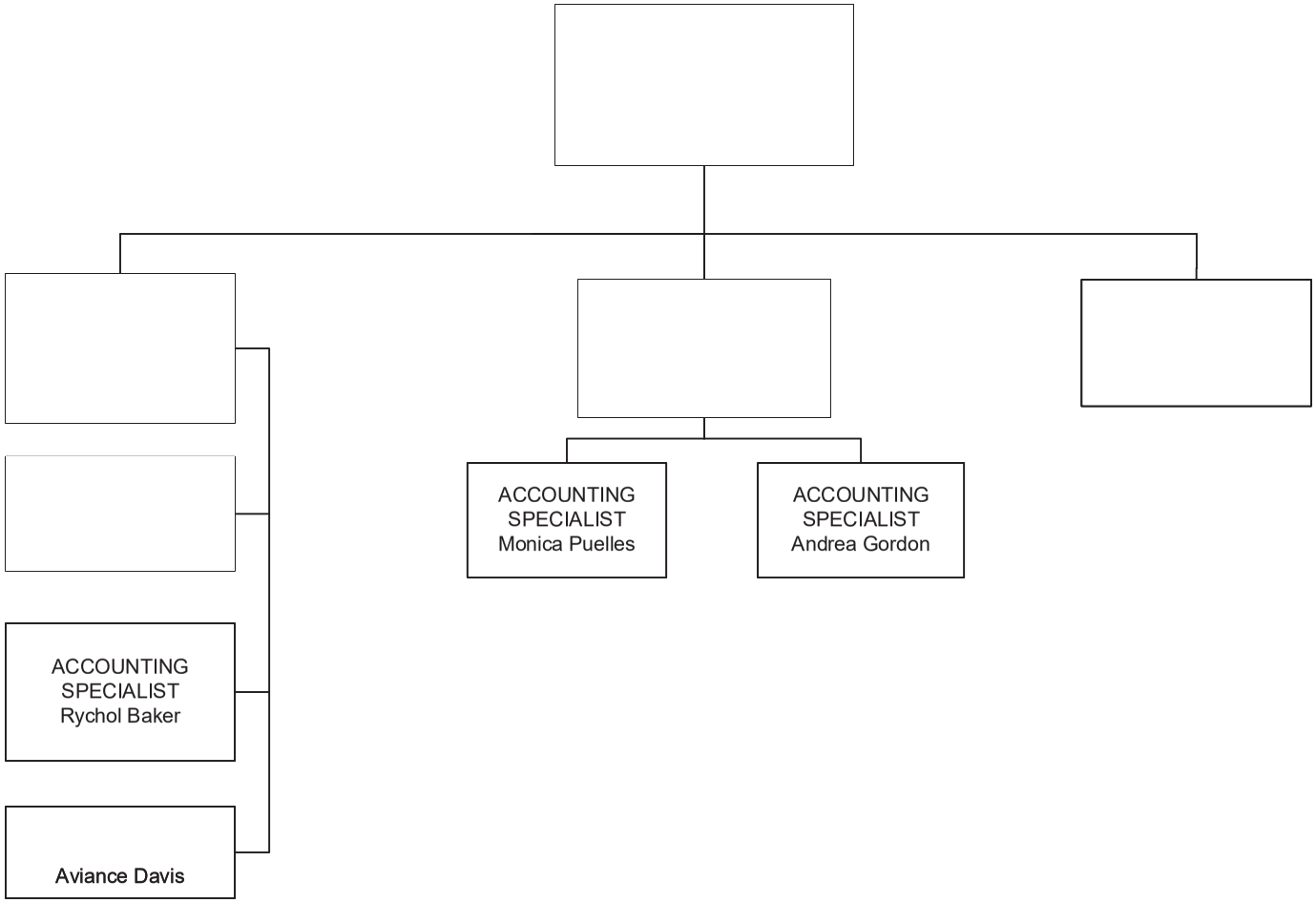
GRANTS MANAGEMENT

GRANTS MANAGEMENT FY2024
TOTAL BCT OPERATING PNs 7



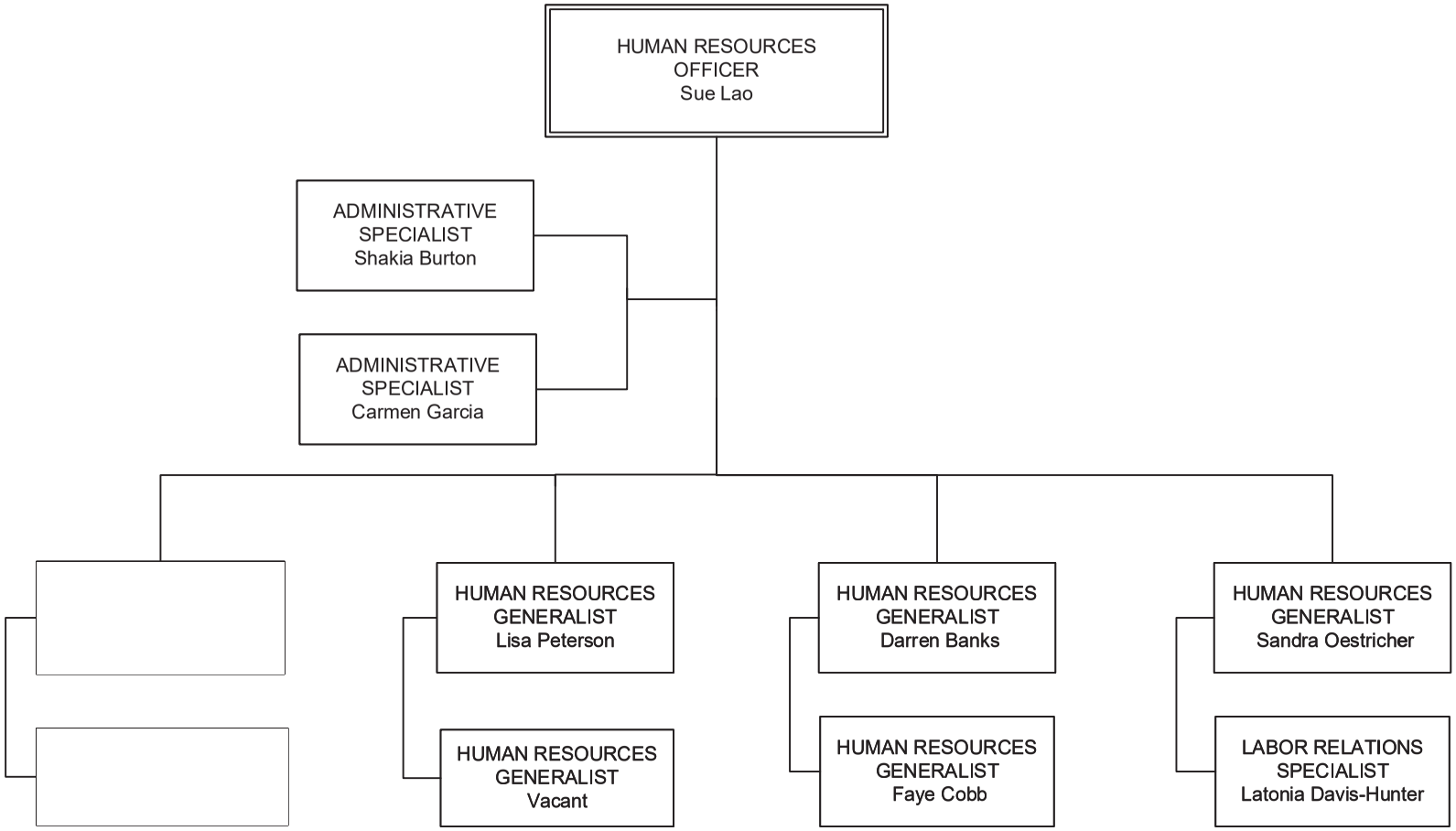
TRANSIT ACCOUNTING

TRANSIT ACCOUNTING FY2024
TOTAL BCT OPERATING PNs 9



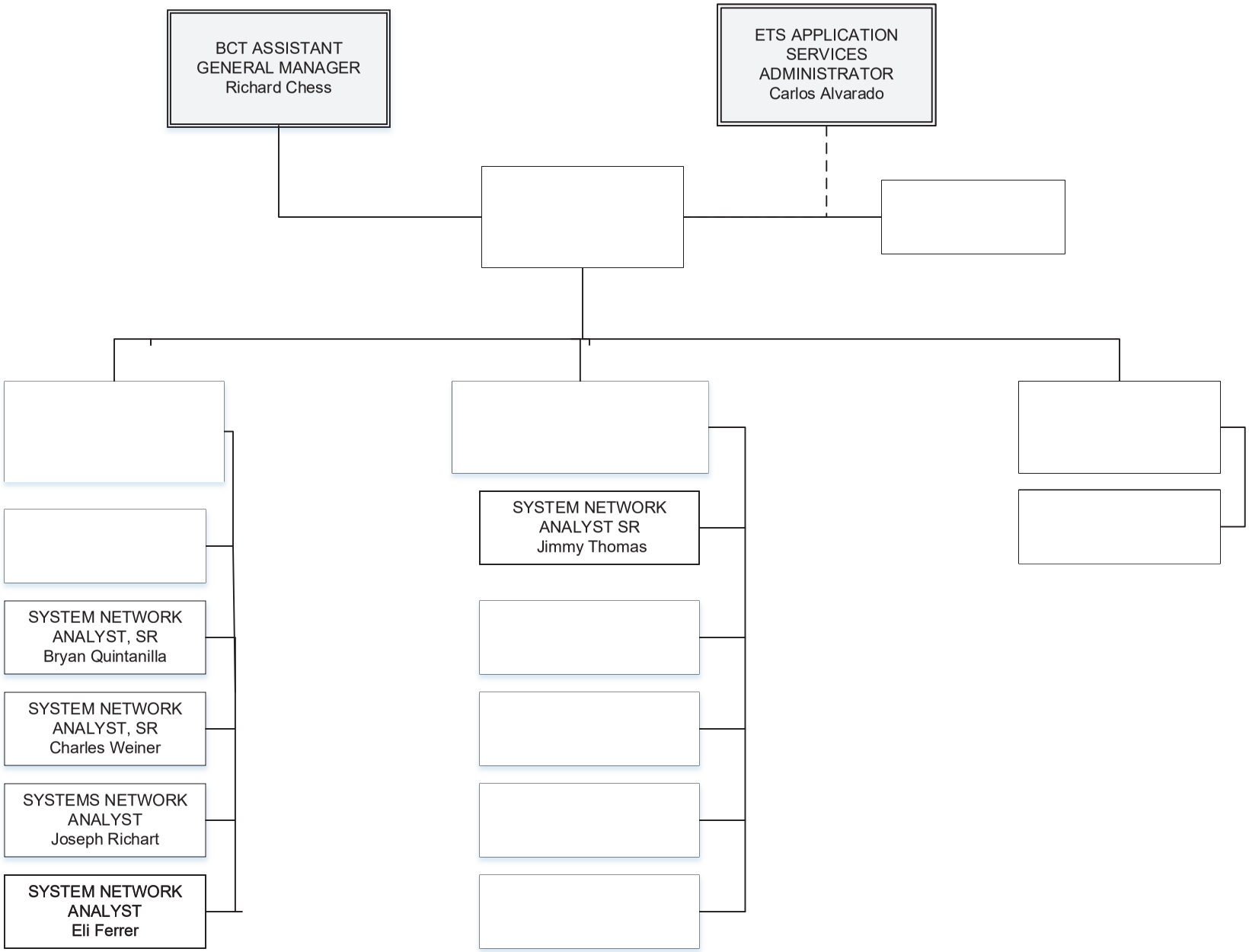
HUMAN RESOURCES

HUMAN RESOURCES FY2024
TOTAL BCT OPERATING PNs 11

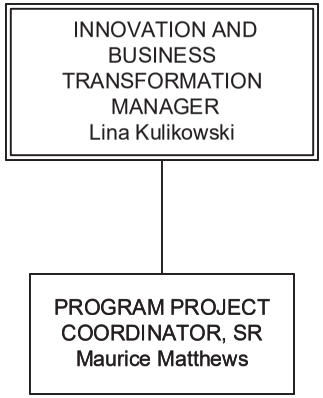


TRANSIT INFORMATION TECHNOLOGY

TRANSIT INFORMATION TECHNOLOGY FY2024
TOTAL BCT OPERATING PNs 16

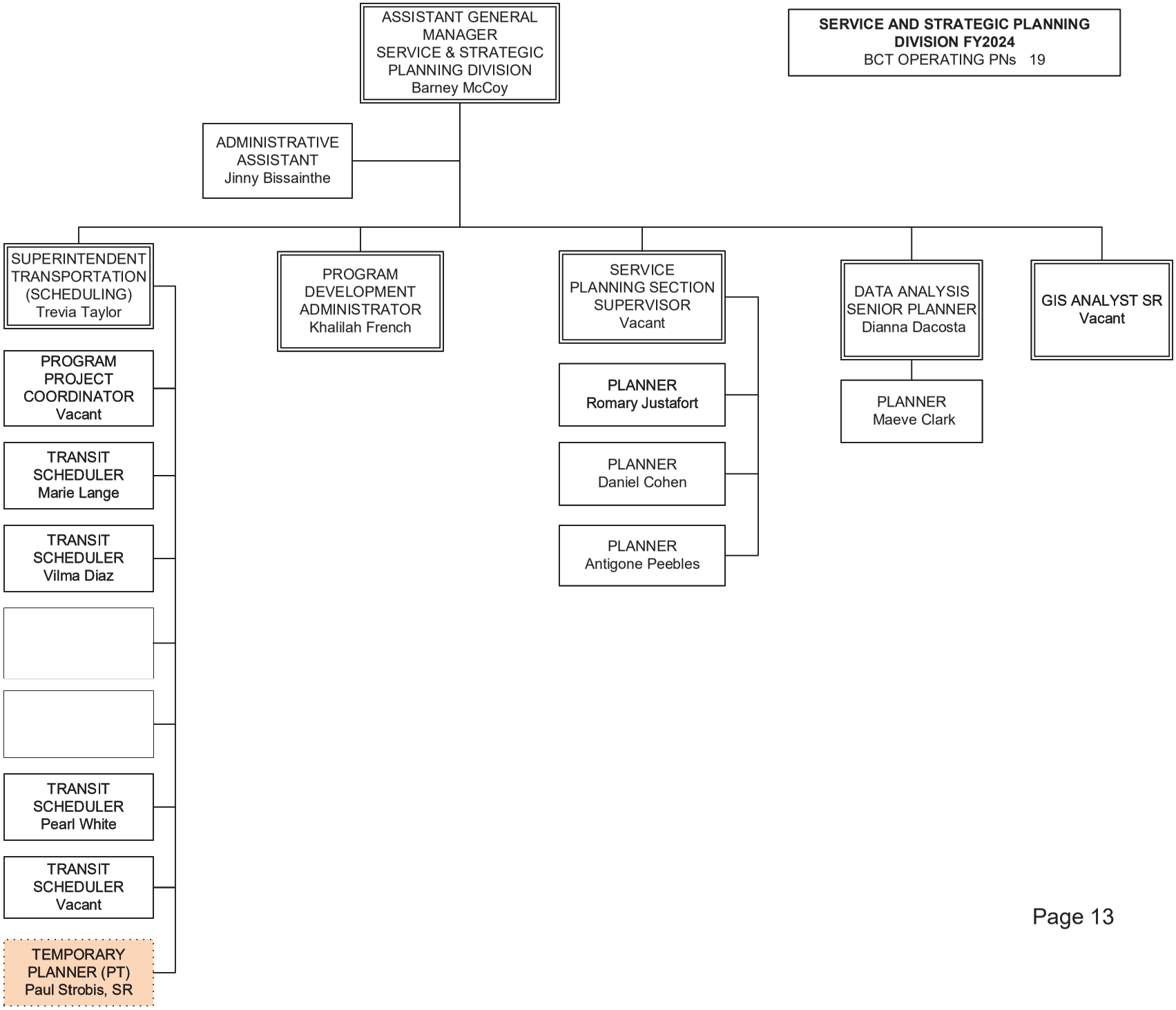


INNOVATION AND BUSINESS TRANSFORMATION



INNOVATION & BUSINESS TRANSFORMATION FY2024
TOTAL BCT OPERATING PNs 2

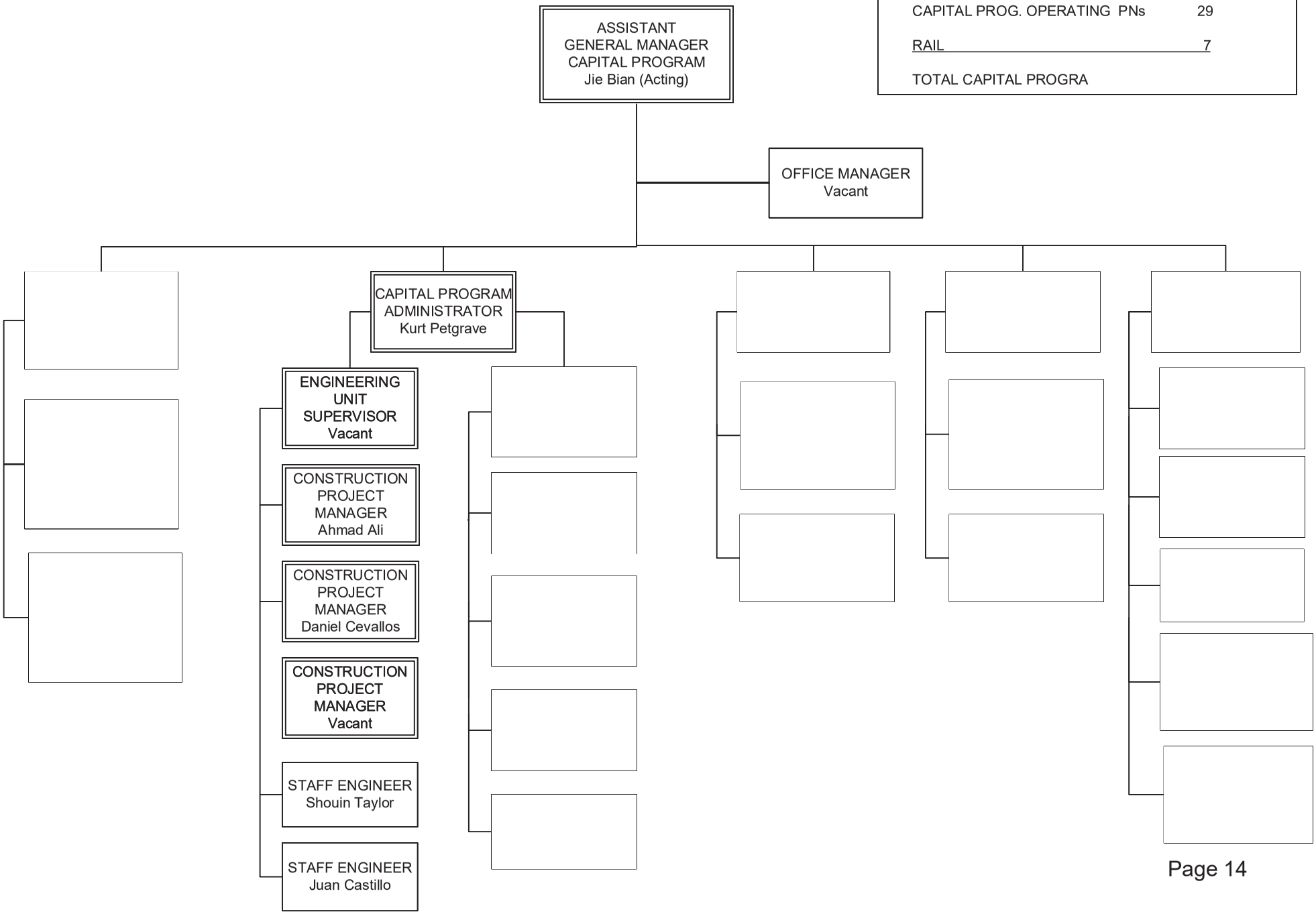
SERVICE AND STRATEGIC PLANNING DIVISION



CAPITAL PROGRAM DIVISION

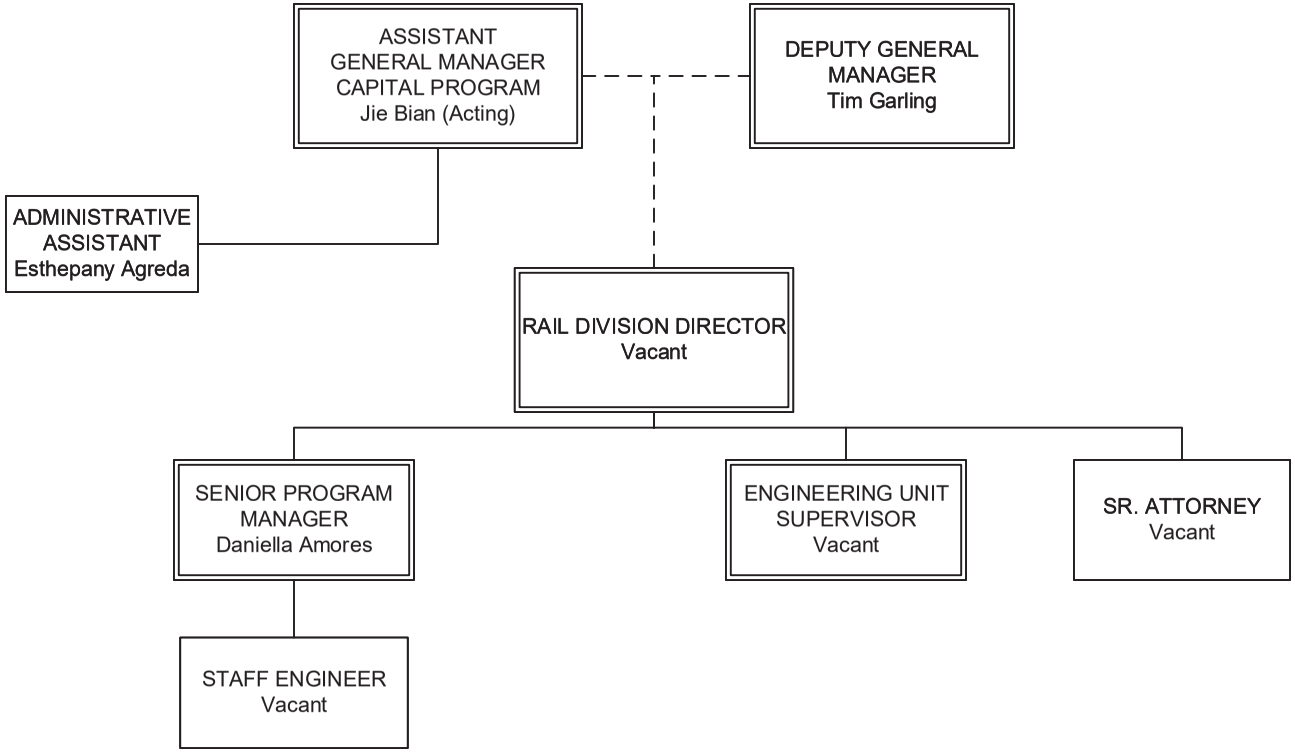
CAPITAL PROGRAM DIVISION FY2024

CAPITAL PROG. OPERATING PNs	29
RAIL	7
TOTAL CAPITAL PROGRA	



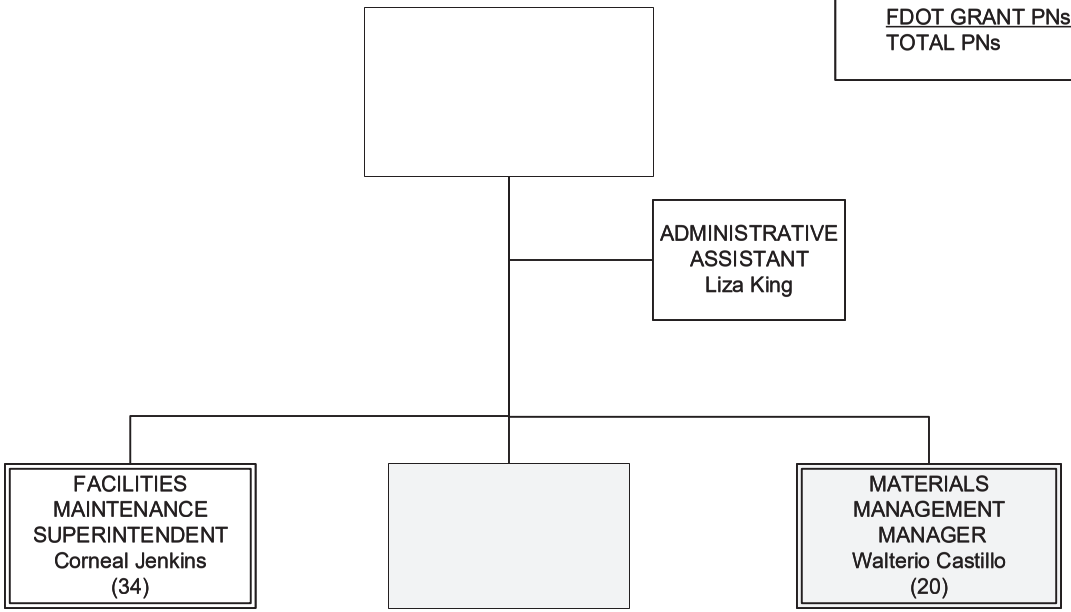
RAIL DIVISION

RAIL DIVISION FY2024
TOTAL BCT OPERATING PNs 7



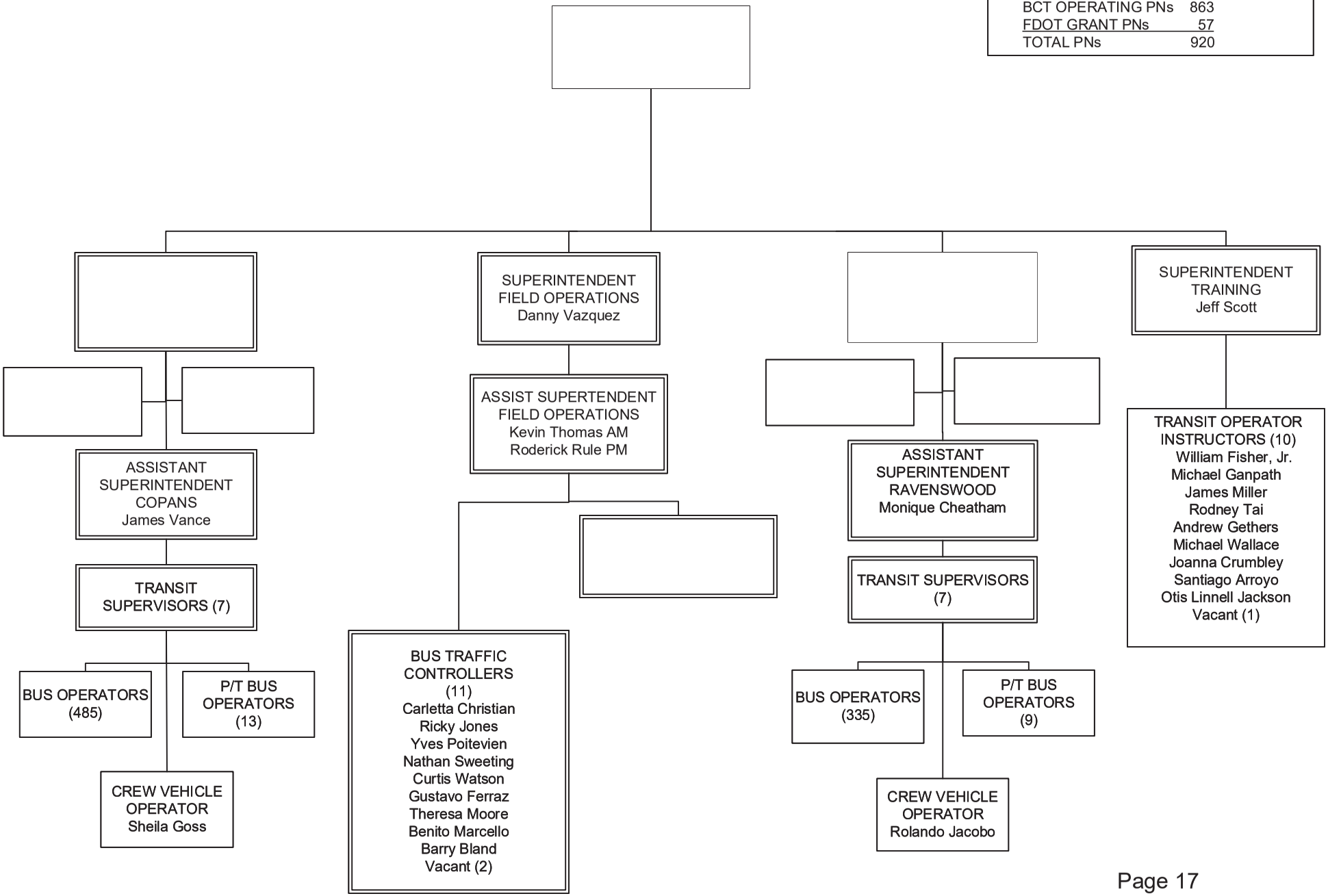
OPERATIONS DIVISION

OPERATIONS DIVISION FY2024	
BCT OPERATING PNs	920
FDOT GRANT PNs	57
TOTAL PNs	977



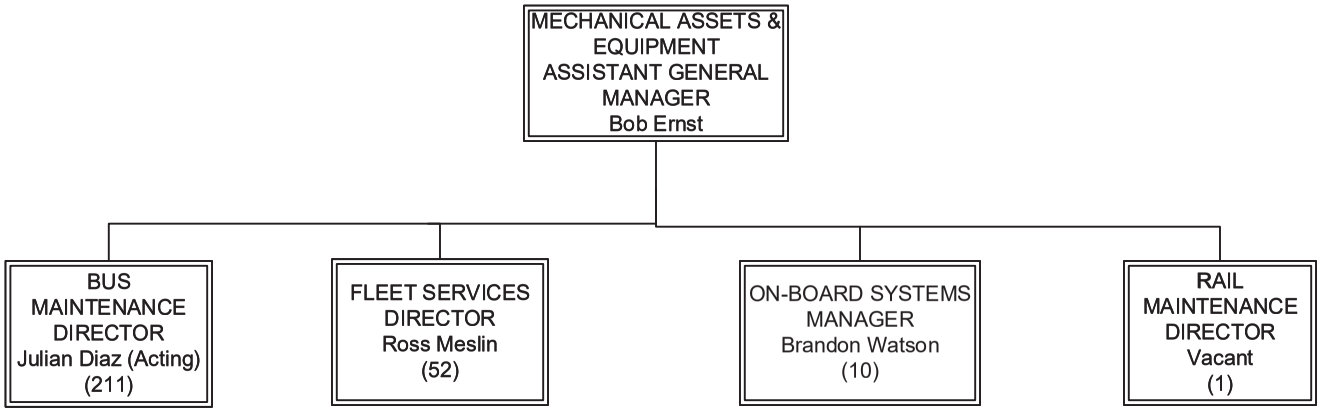
BUS OPERATIONS

BUS OPERATIONS FY2024	
BCT OPERATING PNs	863
FDOT GRANT PNs	57
TOTAL PNs	920



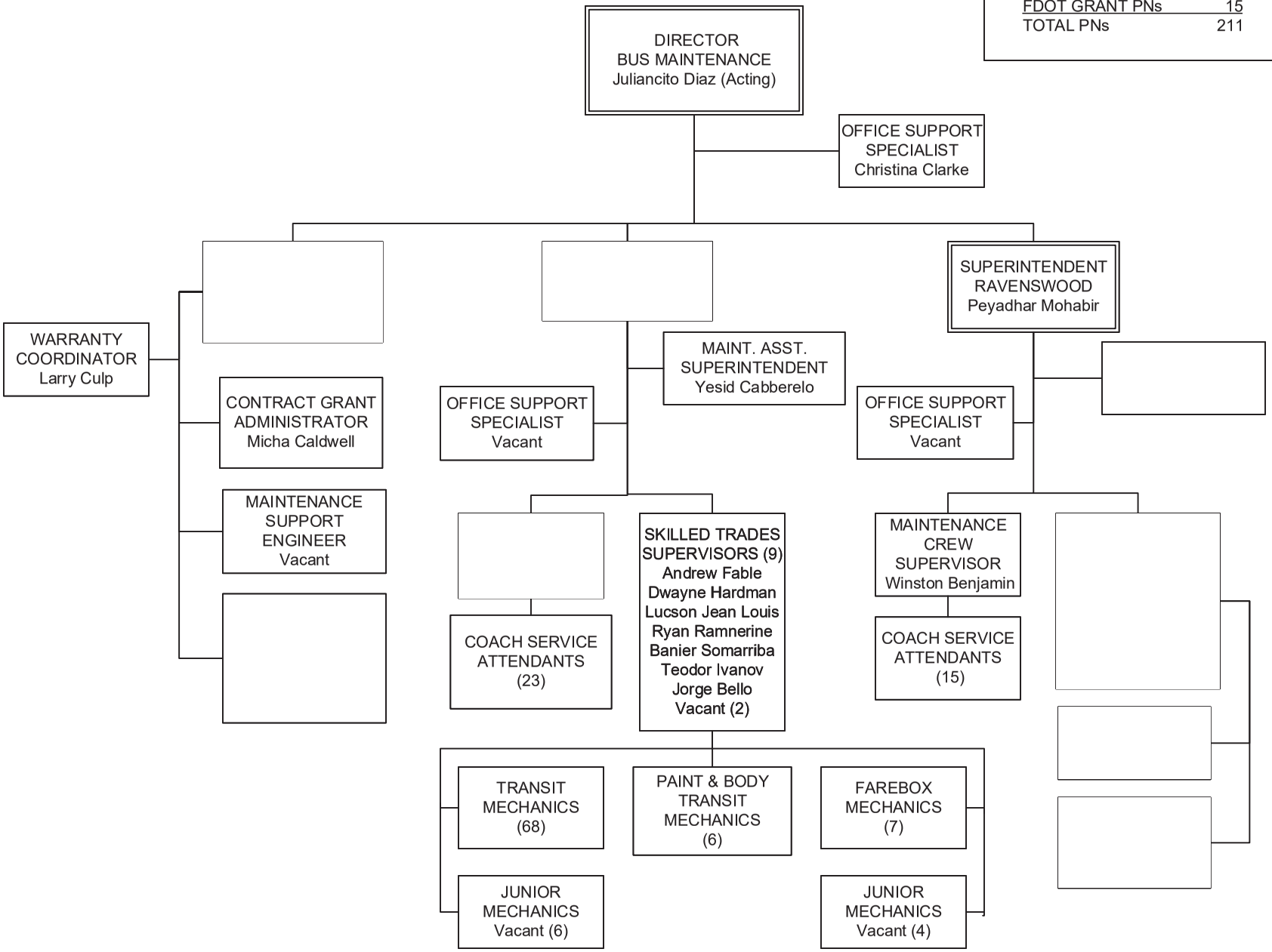
MECHANICAL ASSETS & EQUIPMENT

MECHANICAL ASSETS & EQUIPMENT FY2024
TOTAL BCT OPERATING PNs 275

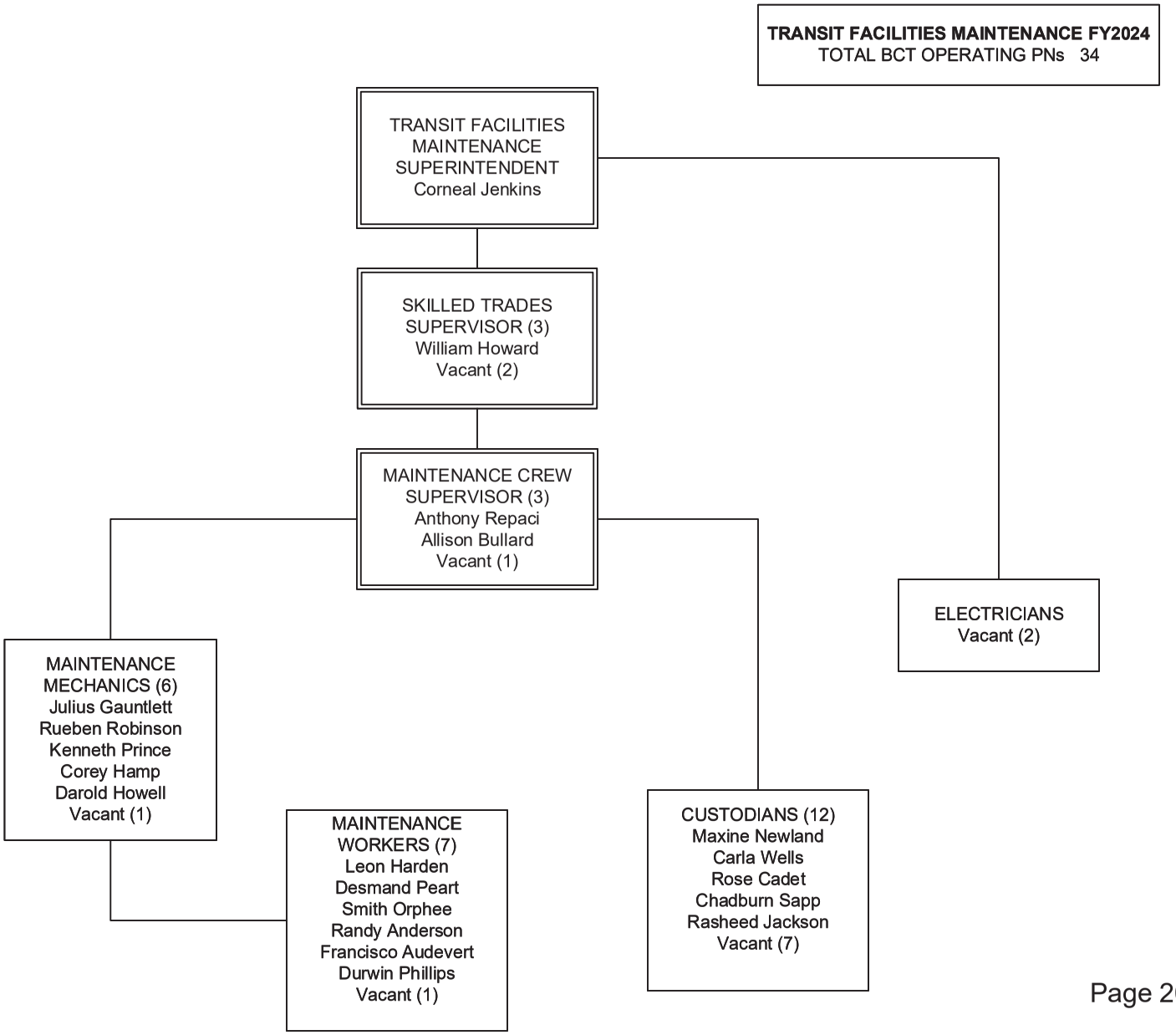


BUS MAINTENANCE

BUS MAINTENANCE FY2024	
BCT OPERATING PNs	196
FDOT GRANT PNs	15
TOTAL PNs	211

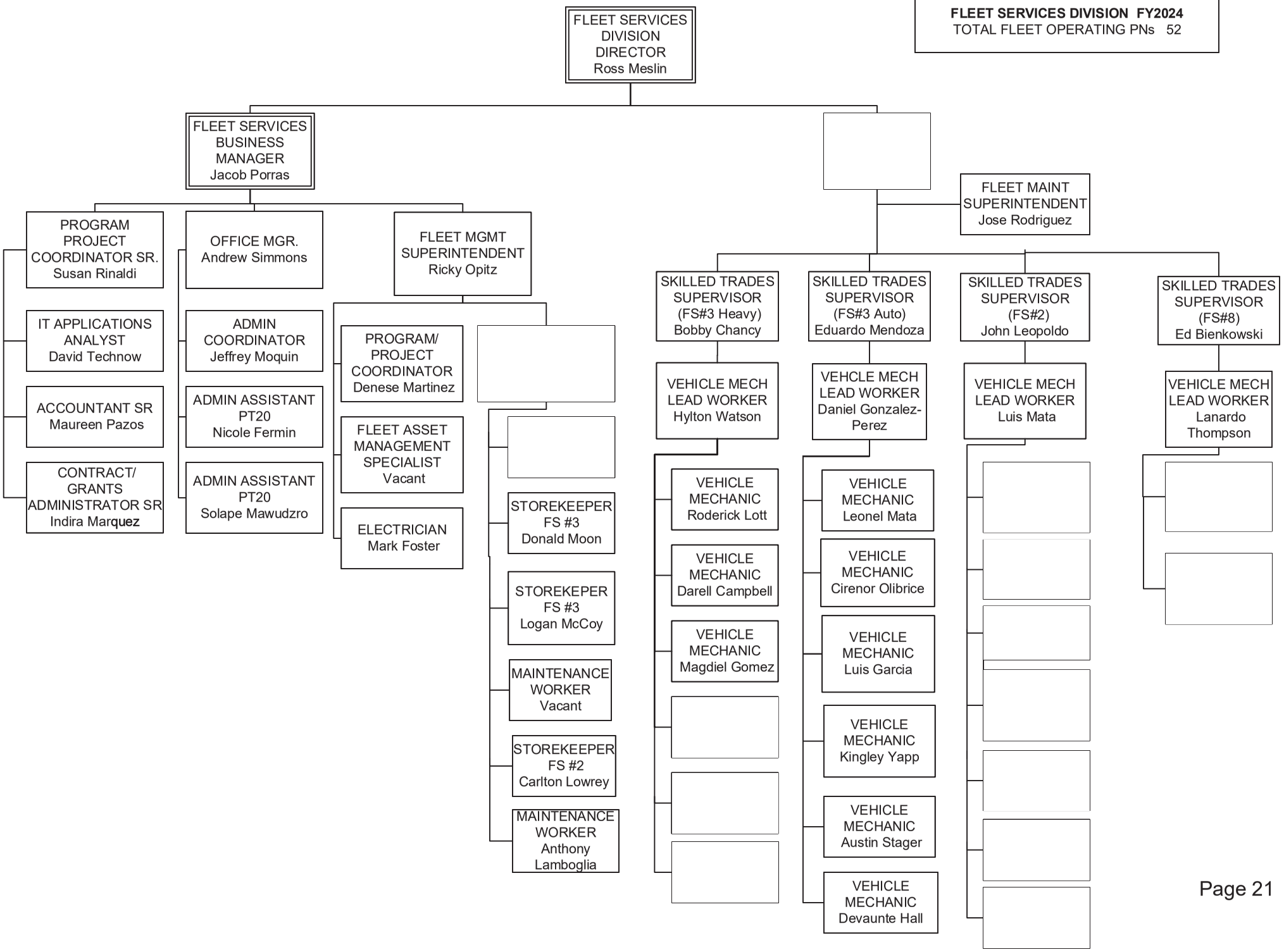


TRANSIT FACILITIES MAINTENANCE



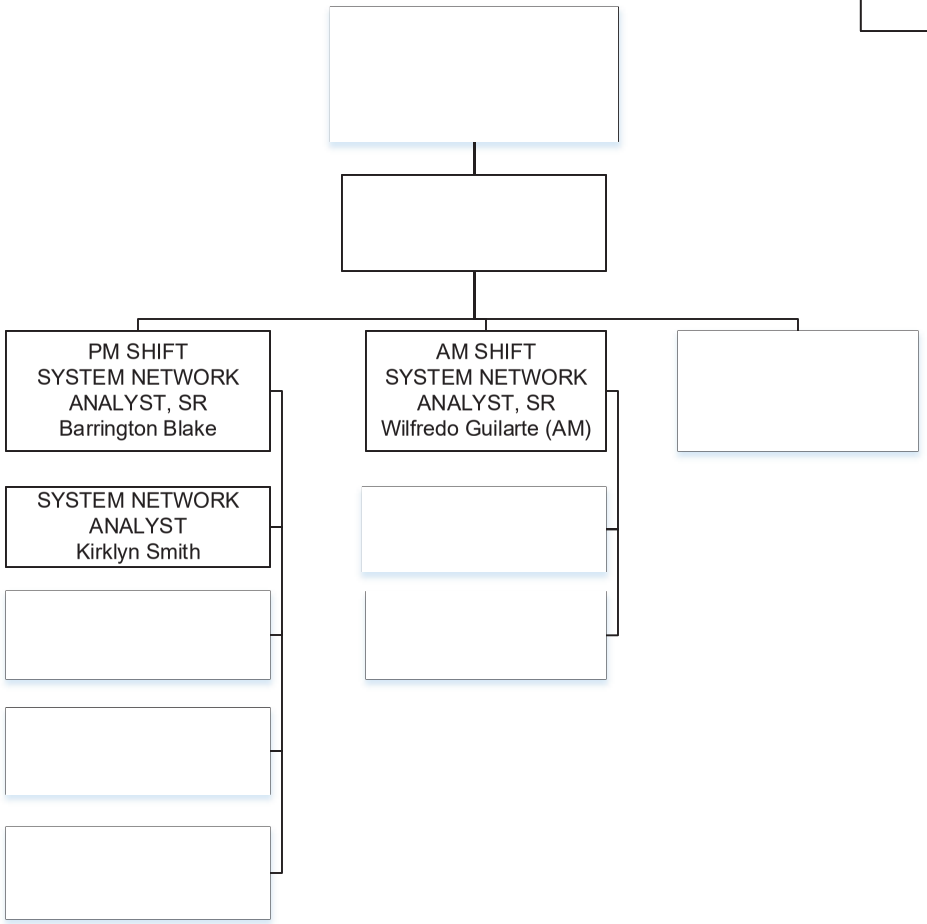
FLEET SERVICES DIVISION

FLEET SERVICES DIVISION FY2024
TOTAL FLEET OPERATING PNs 52



ON-BOARD SYSTEMS

ON-BOARD SYSTEMS FY2024
TOTAL BCT OPERATING PNs 10



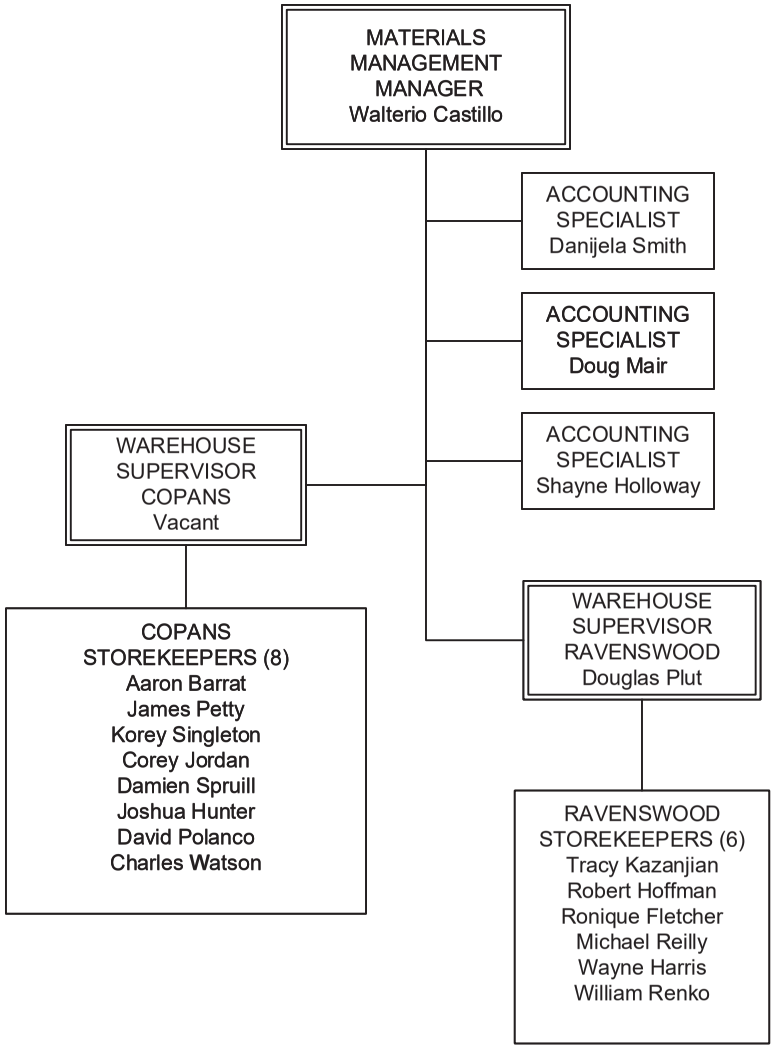
RAIL MAINTENANCE

RAIL MAINTENANCE FY2024
TOTAL BCT OPERATING PNs 1

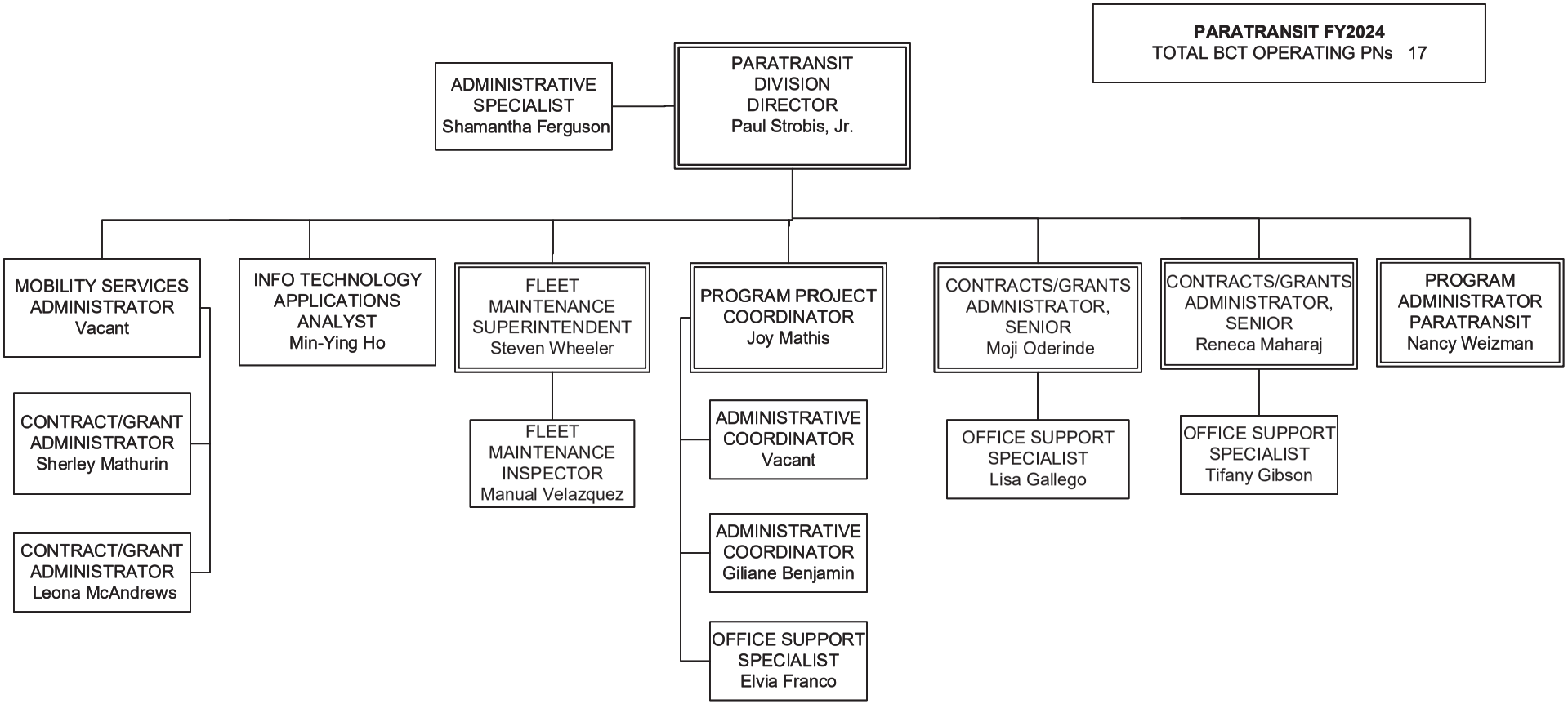
RAIL
MAINTENANCE
DIRECTOR
Vacant

MATERIALS MANAGEMENT

MATERIALS MANAGEMENT FY2024
TOTAL BCT OPERATING PNs 20



PARATRANSIT



BROWARD COUNTY SAFETY MANUAL

https://bc-net/Agencies/riskmana /SafetyHealthManual.pdf

NOVEMBER 1, 2022

Respiratory Infections in the Workplace

Respiratory infections can have a major impact on business operations. NIOSH actively works to minimize work-related risks of catching respiratory infections in the workplace through research, service, and partnerships. NIOSH works closely with other parts of the Centers for Disease Control and Prevention (CDC), other federal agencies, and non-governmental partners. Employers can use these resources to prevent and respond to respiratory infections in the workplace.

Coronavirus Disease 2019 (COVID-19)

The Occupational Safety and Health Administration (OSHA) provides guidance for employers: Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace .

Visit the CDC COVID-19 website for the most current information about COVID-19. Find CDC workplace guidance and COVID-19 information for:

- Healthcare Settings
- K-12 Schools and Early Care and Education Programs
- Homeless Service Sites and Correctional and Detention Facilities
- Community Congregate Living Settings
- Commercial Aircraft Cabin Crew
- Maritime Vessels

Seasonal Influenza

Each workplace is unique and a worker's risk for job-related exposure to seasonal influenza (flu) can vary widely depending on the nature of their job. Visit the CDC influenza website for information on flu. Keep your workplace healthy with the following actions:

Prevent the spread of flu in the workplace
10 steps employers can take now, and during the flu season, to help protect the health of employees.

Promote flu vaccination
Tips for hosting a free on-site flu vaccination clinic for your employees. If hosting a flu vaccination clinic at your workplace is not possible, learn about other ways to encourage vaccination.

Remind workers to stay home when sick
What employers and employees should know about staying home when sick.

Find more workplace guidance and seasonal flu information for:

- Healthcare Settings
- Long Term Care Facilities
- Schools and Childcare Providers
- Commercial Aircraft Cabin Crew

Prevent Respiratory Infections

Ventilation and Engineering Controls
Improving building ventilation can reduce risk of exposure to respiratory viruses and reduce the spread of respiratory infections.

Ventilation in Buildings
This page has specific strategies to improve building ventilation and answers to frequently asked questions.

Upper-Room Ultraviolet Germicidal Irradiation (UVGI)
UVGI is the use of ultraviolet (UV) energy to kill viral, bacterial, and fungal organisms. This page has considerations for selecting, installing, using, and maintaining an Upper-Room UVGI system.

Cleaning and Disinfection
Regularly cleaning surfaces helps prevent the spread of germs that can cause respiratory infections.

When and How to Clean and Disinfect a Facility
This guidance is for cleaning and disinfecting buildings in community settings (such as offices, gyms, businesses, and community centers). Healthcare settings have different guidance.

Visit commit2care.org for more information on infectious diseases in the workplace, including resources for employers and workers.

Monitoring Respiratory Infections

RESP-NET Interactive Dashboard
The Respiratory Virus Hospitalization Surveillance Network (RESP-NET) comprises three platforms that conduct population-based surveillance for laboratory-confirmed hospitalizations associated with COVID-19, Influenza, and Respiratory Syncytial Virus (RSV) among children and adults.

National Emergency Department Visits for COVID-19, Influenza, and Respiratory Syncytial Virus

The National Emergency Department Visits for COVID-19, Influenza, and Respiratory Syncytial Virus site provides a combined view of emergency department visit data for multiple respiratory conditions as tracked by the National Syndromic Surveillance Program (NSSP).

COVID Data Tracker

The COVID Data Tracker provides hospital admissions, deaths, and emergency department visits data as primary surveillance metrics for COVID-19.

COVID-19 by County

Find hospital admission levels and prevention steps by county.

How to Use COVID Data Tracker: Business Owners and Operators

Last Reviewed: May 5, 2023
Source: National Institute for Occupational Safety and Health

BCT HIERARCHY OF CONTROL

The purpose of this hierarchy is to provide a systematic approach to controlling risks associated with different hazards through elimination, or reduction of the risk and/or the consequences of an incident. Each step is considered less effective than the step above it, therefore, each step should be considered in order, starting with the most effective and ruling out each step before proceeding to the next, less effective step. Steps may be combined to achieve an acceptable risk, e.g. administrative control combined with personal protective equipment.

MOST EFFECTIVE

Elimination • Re-design to eliminate hazards
Substitution • Substitute less hazardous materials, processes, operations or equipment • Reduce energy (for example, reduce speed, force, amperage, pressure, temperature and noise).
Engineering Controls • Ventilation system, machine guarding, Interlock, sound enclosures • Platforms and guardrail • Lift tables, conveyors and balancers
Warnings • Signs, Labels • Horns, Beepers, Back-Up Alarms
Administrative Controls • Procedures • Worker Rotation, Changing Work Schedule • Inspections • Training
Personal Protective Equipment • Safety glasses, face shield, gloves • Hearing protection • Safety harnesses/lanyards • Respirators

LEAST EFFECTIVE

TRANSIT SUPERVISOR COLLISION OR INCIDENT INVESTIGATION REPORT

This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division.

COLLISION ◯ or INCIDENT ◯

CASE ID

SUPERVISOR

DAY

DATE

TIME AM ◯ PM ◯

OPERATOR

BUS NUMBER

RUN NUMBER

LOCATION

OFFICER ON SCENE

MUNICIPALITY

DAMAGE DESCRIPTION

VEHICLE NUMBER 1

MAKE

MODEL

YEAR

TAG NUMBER

TAG STATE

OWNER'S NAME

DRIVER'S NAME

ADDRESS

CITY

STATE

ZIP

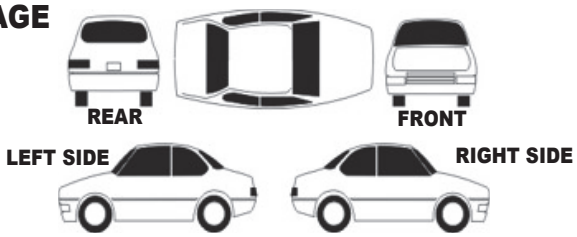
TELEPHONE NUMBER

DRIVER'S LICENSE NUMBER

INSURANCE COMPANY

POLICY NUMBER

DAMAGE



WAS A CITATION ISSUED? YES ◯ NO ◯ UNKNOWN ◯

ISSUED TO OPERATOR? YES ◯ NO ◯

ISSUED TO OTHER DRIVER(S)? YES ◯ NO ◯

REASON FOR CITATION

VEHICLE NUMBER 2

MAKE

MODEL

YEAR

TAG NUMBER

TAG STATE

OWNER'S NAME

DRIVER'S NAME

ADDRESS

CITY

STATE

ZIP

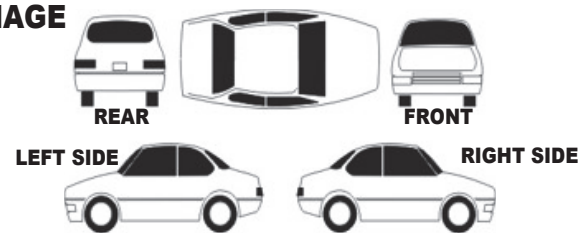
TELEPHONE NUMBER

DRIVER'S LICENSE NUMBER

INSURANCE COMPANY

POLICY NUMBER

DAMAGE



DOES COLLISION/INCIDENT MEET FTA POST-COLLISION DRUG/ALCOHOL CRITERIA? YES ◯ NO ◯

IF YES, FTA DRUG AND ALCOHOL TESTING REQUIRED

WERE PHOTOGRAPHS TAKEN AND DOWNLOADED? YES ◯ NO ◯

DIAGRAM ATTACHED? YES ◯ NO ◯

SUPERVISOR SIGNATURE

REVIEWER SIGNATURE

REVIEWER SIGNATURE

TRANSIT SUPERVISOR COLLISION OR INCIDENT INVESTIGATION REPORT

This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division.

CASE ID

DESCRIPTION OF COLLISION

CONDITION OF THE STREET

- ☐ DRY
- ☐ WET
- ☐ LEVEL
- ☐ OTHER
- ☐ UPGRADE
- ☐ CURVE

WEATHER

- ☐ CLEAR
- ☐ CLOUDY
- ☐ RAINING

LIGHT CONDITIONS

- ☐ DAYLIGHT
- ☐ DAWN
- ☐ DUSK
- ☐ DARK STREET LIGHT ON
- ☐ DARK STREET LIGHTS OFF
- ☐ DARK NO STREET LIGHTS

DIAGRAM (PLEASE USE THE SPACE BELOW FOR ILLUSTRATION)

TRANSIT SUPERVISOR COLLISION OR INCIDENT INVESTIGATION REPORT

This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division.

CASE ID

PLEASE ATTACH PHOTOS TAKEN

TRANSIT SUPERVISOR COLLISION OR INCIDENT INVESTIGATION REPORT

This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division.

CASE ID

PLEASE ATTACH PHOTOS TAKEN

TRANSIT SUPERVISOR COLLISION OR INCIDENT INVESTIGATION REPORT

This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division.

CASE ID

PLEASE ATTACH PHOTOS TAKEN

BROWARD COUNTY Transit

This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division.

POLICE/EMS CASE NUMBER_____

INTERNAL CONTROL NUMBER_____

MPLOYEE REPORT O ☐ COLLISION ☐ INCIDENT ☐ WITNESS STATEMENT

T IS ORM MUST B COMPLETED AND TURNED IN WITHIN 24 HOURS O COLLISION /INCIDENT

LOCATION: ☐ COPANS ☐ RAVENSWOOD

BASIC INFORMATION

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)	TITLE	IF OPERATOR, YRS. DRIVING BCT BUS	LICENSE NUMBER

COUNTY VEHICLE NO.	ROUTE & BLOCK. NO.	RUN NO.	NO. OF PASSENGERS	NO. OF PASSENGER COMMENT CARDS

DATE OF OCCURRENCE	DAY OF WEEK	TIME AM PM

STREET ON WHICH COLLISION OCCURRED	NEAREST CROSS STREET	CITY

TYPE OF COLL/INC. TRAFFIC ☐	PASSENGER ☐	PEDESTRIAN ☐	OBSERVATION ☐	DISTURBANCE ☐	VANDALISM ☐

REPORTING AT TIME OF TH OCCURRENCE

WAS THERE A POLICE INVESTIGATION? YES ☐ NO ☐	OFFICER'S BADGE NUMBER AND/OR NAME	POLICE AGENCY
WAS A CT SUPERVISOR AT THE SCENE? YES ☐ NO ☐	BCT SUPERVISOR'S NAME	
WAS BCT DISPATCHER NOTIFIED? YES ☐ NO ☐	IF YES, WHOM?	
WAS CITATION ISSUED YES ☐ NO ☐	TO OPERATOR ☐	OTHER DRIVER ☐	REASON

WERE THERE ANY INJURIES? Y S ☐ NO ☐ (USE SEPARATE SHEET OF PAPER IF NECESSARY)

NAME	ADDRESS CITY STATE, ZIP	PHONE	AGE	SEX	NATURE OF INJURIES
NBC B 1.					
2.					
3.					
4.					
THE VEHICLES 1.					
2.					

WERE INJURED TRANSPORTED? YES ☐ NO ☐	Y WHOM?	WHERE TAKEN?

DID OTHER PARTY MAKE ANY STATEMENT AT TIME OF OCCURRENCE? YES ☐ NO ☐ IF YES DESCRIBE BELOW

OTHER VEHICLE NUMBER 1

NAME (LAST, FIRST, MIDDLE INITIAL) _____

ADDRESS (NUMBER & STREET) _____

CITY _____ ZIP _____

HOME PHONE _____

DRIVER'S LICENSE NUMBER _____

STATE _____ SEX M F BIRTHDATE __/__/__

MAKE _____ MODEL _____ YEAR ____

COLOR _____ LICENSE NUMBER _____ STATE ____

NAME OF REGISTERED OWNER (LAST FIRST MIDDLE INITI L)

ADDRESS OF OWNER _____

INSURANCE COMPANY _____

INSURANCE POLICY # ***IMPORTANT*** _____

OTHER VEHICLE NUMBER 2

NAME (LAST, FIRST, MIDDLE INITIAL) _____

ADDRESS (NUMBER & STREET) _____

CITY _____ ZIP _____

HOME PHONE _____

DRIVER'S LICENSE NUMBER _____

STATE _____ SEX M F BIRTHDATE __/__/__

MAKE _____ MODEL _____ YEAR ____

COLOR _____ LICENSE NUMBER _____ STATE ____

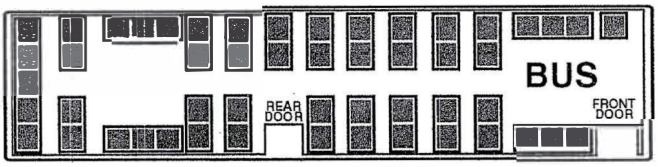
NAME OF REGISTERED OWNER (LAST FIRST MIDDLE INITIAL)

ADDRESS OF OWNER _____

INSURANCE COMPANY _____

INSURANCE POLICY # ***IMPORTANT*** _____

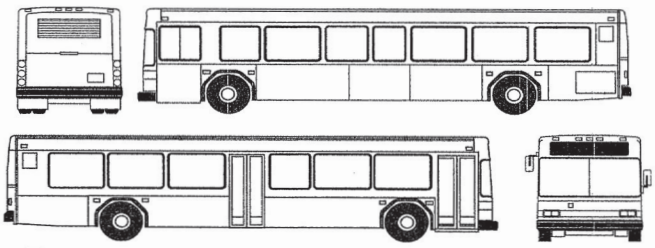
ON THE DIAGRAM AT THE RIGHT PLEASE INDICATE LOCATION OF IN URED P SSENGER(S) ON THE US AND WHERE PASSENGER COMMENT CARDS WERE COLLECTED.



TYPE OF BUS_____ **BUS NUMBER**_____

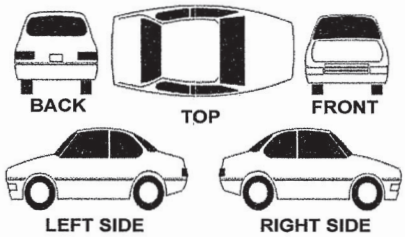
CONDITION OF STREET		WEATHER	LIGHT CONDITIONS	
☐ DRY	☐ OTHER	☐ CLEAR	☐ DAYLIGHT	☐ DARK STREET LIGHTS ON
☐ WET	☐ UPGRADE	☐ CLOUDY	☐ DAWN	☐ DARK STREET LIGHTS OFF
☐ LEVEL	☐ CURVE	☐ RAINING	☐ DUSK	☐ DARK NO STREET LIGHTS

MARK DAMAGED AREAS OF VEHICLES



☐ NO VISIBLE DAMAGE NOTED

DAMAGE DESCRIPTION _____



☐ NO VISIBLE DAMAGE NOTED

DAMAGE DESCRIPTION _____

PASSENGER COLLISION/INCIDENT

☐ FELL BOARDING ☐ ALIGHTING ☐ FRONT DOOR ☐ REAR DOOR HOW FAR WAS STEP FROM CURB? _____ FT.

☐ FELL IN BUS WAS BUS IN MOTION? _____ ☐ STARTING ☐ STOPPING ☐ ENROUTE ☐ GOING STRAIGHT ☐ CURVE

☐ PASSENGER STRUCK BY DOOR ☐ FRONT ☐ REAR ☐ BOARDING ☐ ALIGHTING

☐ FELL NEAR BUS ☐ BEFORE BOARDING ☐ AFTER ALIGHTING HOW MANY FEET FROM BUS? _____

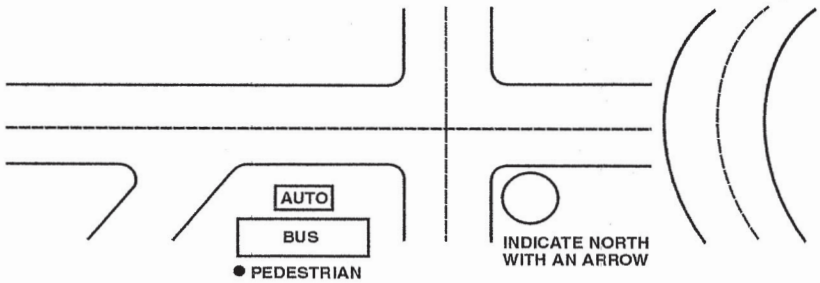
PEDESTRIAN: AT TIME OF COLLISION WAS PEDESTRIAN: ☐ AT CROSSWALK? ☐ AT BUS STOP? ☐ NEAR CURB?

HOW MANY FEET? _____

☐ OTHER PASSENGER INC/ACC: ***(DESCRIBE)*** _____

COMPLETE COLLISION DIAGRAM WITH ALL VEHICLES INVOLVED

PLEASE INDICATE WITH AN "X" WHERE YOU FIRST SAW HAZARD



PLEASE DESCRIBE THE COLLISION/INCIDENT IN YOUR OWN WORDS AS IT OCCURRED

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

ATTACH A SEPARATE SHEET OF PAPER IF NECESSARY

BCT EMPLOYEE SIGNATURE _____ **DATE** _____

REVIEWER SIGNATURE _____ DATE _____

Appendix L Collision Review Voting Record Form

COLLISION REVIEW VOTING RECORD

COLLISION INFORMATION

Collision Date: _____ **Collision Time:** _____ **Vehicle Number:** _____

Operator's Name: _____

PREVENTABILITY DETERMINATION

The following documents and/or video was used to review the collision for preventability:

☐ Operator's Report ☐ Supervisor's Report ☐ Police Report
☐ Photographs ☐ Video ☐ Other _____

THE CAPTIONED ACCIDENT WAS DETERMINED TO BE ☐PREVENTABLE ☐NON-PREVENTABLE

.....

VOTING RESULT

	Preventable	Non-Preventable
Transit Management		
Union Representative		
BC Employee Outside Transportation Dept.		
TOTAL		

CRT Date: _____

VOTING MEMBERS OF THE CRT

Transit Management	
Union Representative	
BC Employee Outside Transportation Dept.	

Comments:

_____

_____

_____

Appendix M Bus Operator Rules and Procedures

BCT Bus Operator Rules and Procedures

Broward County Transit

January 1, 2024

The full copy of this Manual is located at Operations-Training Section

Contents

Foreword ..... **v**

Acknowledgment of Receipt ..... **vi**

Revision Log ..... **vii**

SECTION 1: General **1**

1.1 Effective 1

1.2 Willingness to Comply 1

1.3 Following Directives 1

1.4 Situations Not Covered by Rules or Procedures 1

SECTION 2: Code of Conduct **3**

2.1 Operator's Code of Conduct 3

2.2 Discrimination and Harassment 4

2.3 Disciplinary Action 4

SECTION 3: Preparing for Work **5**

3.1 Operator Appearance Standards 5

3.2 Required Personal Equipment 8

3.3 Knowledge of Routes and Schedules 8

3.4 Reporting for Work 8

SECTION 4: While in Service **14**

4.1 Observance of Traffic Laws and Safety Regulations 14

4.2 Speed in the Yard 14

4.3 Seat Belts 14

4.4 Destination Sign 14

4.5 Shoulders 14

4.6 Emergency Flashers 14

4.7 Railroad Crossings 15

4.8 Rear Door Interlock 15

4.9 Backing the Bus 16
4.10 Bicycle Lanes 16
4.11 Wireless Communication Devices, Printed Materials, and Other Distractions 17
4.12 Eating and Drinking and Other Distractions 18
4.13 Shutting Down the Bus 18
4.14 Routes and Schedules 18
4.15 Use of the Farebox 21
4.16 Communications 23
4.17 Communicating by Telephones 23
4.18 Breakdowns and Mechanical Problems 24
4.19 Suspicious Packages 25
4.20 Discarding Transfers 25
SECTION 5: Completing Your Day 26
5.1 At a Designated Relief Point 26
5.2 At the Garage 26
SECTION 6: Customer Service 28
6.1 Communicating with Customers 28
6.2 Customer Behavior Expectations 30
6.3 Boarding and Alighting Customers 31
6.4 Payment of Fares 32
6.5 Standees 34
6.6 Customers with Bikes 34
6.7 Customers Carrying on Oversized or Unusual Items 35
6.8 Americans with Disabilities Act (ADA) 37
6.9 Sick or Injured Customer 44
6.10 Sleeping Customers 44
6.11 Stranded Customers 44
6.12 Police Riding the Bus 45
6.13 Animals on Board 45

6.14 Young Children 45
6.15 Professionalism with the General Public and Other Motorists 45
6.16 Lost and Found 46
SECTION 7: Collisions, Incidents, and Emergencies 47
7.1 Collision & Incidents 47
7.2 Incidents Involving Animals 49
7.3 Vandalism 49
7.4 Silent Alarm 50
7.5 Witnessing or Involvement in an Emergency 50
7.6 Bus Evacuations 51
7.7 Emergency Operations 53
7.8 Hurricanes 54
SECTION 8: Employee Leave 58
8.1 Worker's Compensation/Light Duty 58
8.2 Jury Duty 59
8.3 Excused Without Pay 59
8.4 Bereavement 60
8.5 Reporting Sick and Booking Back to Work 61
SECTION 9: Other Rules and Procedures 62
9.1 Training 62
9.2 Lost CDL 63
9.3 Employee Locker Regulation 63
9.4 Change of Address 64
9.5 Outside Employment 64
9.6 Employee Parking 64
9.7 BCT Property Issued to Employees 65
9.8 No Smoking in County Buildings 65

Appendices

Appendix I Fares and Authorized Passes 66

1. Fare Structure 66
2. Acceptance of Fares and Authorized Passes 69

Appendix II Transfers 72

1. Transfers from BCT to Other South Florida Transit Systems . 72
2. Transfers to BCT from Other South Florida Transit Systems . 72
3. Transfers Between Other South Florida Transit Systems and BCT Premium Express Bus Service 72
4. Emergency One Way Ride 72

Appendix III Necessary Forms 74

1. Application For Leave – BC 102-112 74
2. Lost & Found Tag 76
3. Operator's Pre-Trip Bus Inspection Report 77
4. Operator's Post-Trip Bus Inspection Report 78
5. Employee Contact Notice ("See Me" Note) 79
6. Employee Report of Collision, Incident, or Witness Statement 80
7. Passenger Comment Card 82
8. First Report of Injury or Illness 83
9. Record of Route Instruction 84
10. Bus Operator Route Safety Report – 702-167 85
11. Run Exchange Request/Authorization Form 86

Appendix IV Glossary 87

Foreword

Broward County Transit's (BCT) mission is to provide safe and reliable transportation solutions that link people, connect communities, support employment, and contribute to the overall economic growth of our region. As a Bus Operator ("Operator"), you have the unique opportunity to serve our community by providing great public transit service that can positively impact the quality of life of our customers. The community, as well as your co-workers at BCT, rely on you to provide your best every single day.

The Bus Operator Rules and Procedures ("Operator's Handbook" or "Handbook") is designed to be an instructive guide on the specific rules to follow as well as step-by-step procedures on the key work processes necessary for you to effectively perform your duties. At the same time, this Handbook is not an all-inclusive list of rules and regulations. The information contained in this Handbook is complemented by Federal, State, and local laws, the Collective Bargaining Agreement (CBA), Broward County policies, and other directives issued by BCT.

As a BCT Operator, it is necessary that you have a full understanding of your responsibilities. It is essential that each Operator thoroughly read this Operator's Handbook and understand it completely. You are responsible for complying with these rules and procedures, as well as any documented special instructions that may be issued periodically.

As a BCT Operator, adhering to these rules and procedures is critical for having a transit system that operates safely and serves the needs of our customers. You are an ambassador of BCT; that role requires a public service commitment to our transit customers, with courteous and respectful treatment at all times.

As a BCT Operator, it is important to comply with the Handbook to support the effort of BCT being a world-class public transit system that our community deserves. Safety shall always be the first priority for BCT. When in doubt of any situation, Operators shall take the safe course of action and contact the proper authority for assistance.

Acknowledgment of Receipt

I acknowledge receipt of the Operator's Handbook.

Name: _____

Signature: _____

Date: _____

Revision Log

Revision	Date	Description
0	12/01/2023	Original Version
1		
2		

SECTION 1: General

1.1 Effective

The BCT Bus Operator Rules and Procedures ("Operator's Handbook" or "Handbook") is effective as of January 1, 2024.

1.2 Willingness to Comply

Acceptance of employment with the Broward County Transportation Department ("Department") carries with it an agreement by the individual to:

A. Comply with the rules of the Department
B. Comply with the directives of its supervisory personnel
C. Render efficient service
D. Work in the best interest of the Department and customers

1.3 Following Directives

A. Operators must become thoroughly familiar with the contents of this Handbook. In addition to the Rules contained in this Handbook, directives have been and will be issued to Operators, either verbally by a supervisor, or in written form through the medium of bulletins or special notices. All such directives must be complied with, even though they may be in conflict with this Handbook, provided they are safe.
B. If in doubt concerning the meaning or interpretation of any rules or directives, or if such directives cannot be performed safely, contact a member of Supervision immediately for additional information or interpretation.
C. Ignorance of directives will not excuse violations or omissions of duty.

1.4 Situations Not Covered by Rules or Procedures

A. Should a situation arise which is not covered by rules or procedures, Operators should first contact a Supervisor. If a Supervisor is not readily available, Operators should contact the Communications Center (1500).

B. If unavailable, Operators are expected to exercise good judgment in deciding on the course to follow, with safety as the first priority.

SECTION 2: Code of Conduct

2.1 Operator's Code of Conduct

The following described acts are not permissible, and are cause for dismissal:

A. The use, sale, or possession of intoxicating liquors or narcotics of any kind while on duty.

B. The off-duty sale, distribution, or possession with intention to distribute illegal drugs, or manufacture of illicit drugs, resulting in a criminal conviction. Conviction means a determination of guilt which is the result of a trial or the entry of a plea of guilty or nolo contendre ("no contest"), regardless of whether adjudication is withheld.

C. Gambling in any form while on BCT premises, in its vehicles or while on duty.

D. Carrying any firearms or weapons during and in the course of the employee's duties or carrying firearms or weapons in or on any Broward County property. A State license to carry a concealed firearm or weapon does not exempt an employee from this rule.

E. Any violation of Broward County's Workplace Violence Policy.

F. Directing profane language toward a customer, the general public or supervisory personnel (including obscene gestures).

G. Theft or mishandling of fares and bus passes.

H. Refusal to follow directives from supervisory personnel.

I. Knowingly falsifying pay records or other official documents.

J. All employees operating BCT vehicles must carry a valid Florida Class B Commercial Driver's License (CDL) including air brakes and the passenger endorsement while on duty and as a requirement for employment. When a CDL has been refused, revoked, or suspended, it must be immediately reported to the Supervisor. All employees must possess only one (1) valid CDL issued

only by the State of Florida as prescribed in the Florida Commercial Motor Vehicle Act of 1986.

K. All Operators/Crew Vehicle Operators are to report any and all convictions of in-State or out of State moving violations to their Superintendent. Any loss of driving privilege due to state suspension, revocation, etc., should be immediately reported to the Superintendent.

2.2 Discrimination and Harassment

A. Broward County prohibits discrimination or harassment against employees or by employees dealing with members of the public based on race, color, national origin, age, religion, sex, pregnancy, sexual orientation, gender identity or expression, political affiliation, marital status, or disability.

B. Employees should report discrimination or harassment to their immediate supervisor. If an employee is found to have discriminated or harassed another employee or member of the public.

2.3 Disciplinary Action

A. A violation of any of the Rules and Procedures or guidelines contained herein may result in employee discipline as determined by the Employer.

B. After receiving notification to see Management, Operators have three (3) days (excluding Saturdays, Sundays, and Holidays) to speak to the person initiating the request. Failure to comply within the three (3) days will result in insubordination charges. Operators are strongly encouraged to follow through on such matters as soon as possible.

C. Failure to sign, acknowledging receipt of any document will result in insubordination charges. Signing a BC 102-111 (Employee Notice) is no more than a receipt of the document, and failure to sign a completed BC 102-111 (Employee Notice), will result in immediate suspension of one (1) day.

SECTION 3: Preparing for Work

3.1 Operator Appearance Standards

Operator appearance standards are necessary to ensure that all Operators maintain the highest appearance level that elevates the Department's appearance in the industry and represents Broward County appropriately.

3.1.1 Professional Uniform Appearance

A. Professional uniform appearance must be maintained at all times while wearing the BCT uniform. Professional uniform appearance is defined as uniforms that are clean, neatly pressed, in good repair, and proper fitting.

B. Uniforms will not be worn for any other purpose, or at any other time except to and from work, and on the job as a working Operator. When in uniform, Operators are not to be engaged in unauthorized activities, or to be seen at inappropriate locations including, but not limited to, bars and liquor stores. While in uniform (on or off duty) an Operator is a representative of Broward County Government. Operators are hereby reminded that their behavior, while in uniform is subject to public scrutiny and that they should always maintain a high level of integrity.

C. Management staff and supervisors will continue to monitor and address individual uniform items that fail to conform to professional appearance standards or Transportation Department Guidelines.

3.1.2 Uniform and Appearance Regulation

A. Shirts

1. BCT authorized vendor-issued blue short or long sleeve shirts are required.
2. The Employee's "FIRST NAME" or "LAST NAME" may be block embroidered over the right pocket, but it is not required.
3. BCT logo must be worn over the left pocket.
4. Silver "BCT" collar brass is optional on the standard blue uniform shirts and will be worn parallel to the

bottom of each side of the collar. The BCT logo will be embroidered above the left breast pocket of the shirt.

5. The Union patch is optional on the left sleeve of only the blue military type shirt. The patches will be provided by the employee and will be requested to be sewn on at the time of the uniform order.
6. Uniform issued pullover shirts are also acceptable, with embroidered name (optional) and logo only, with no sleeve patches.
7. Blouse and shirt tails are to be worn inside trousers, skirts, skorts, and shorts at all times, even when off duty.
8. Short sleeve shirts and blouses are not to be unbuttoned beyond the top two buttons.
9. Only plain white, black, or blue T-shirts (with no designs or lettering) may be worn beneath the uniform shirts.

B. Trousers

1. Only BCT authorized black vendor-issued trousers may be worn.
2. BCT authorized vendor-issued Bermuda shorts, skirts, and skorts are acceptable. The accepted length for the bottom of the shorts/skirts/skorts is no more than three inches above the knee.
3. All pants, shorts, skorts, and skirts made with belt loops must be worn with appropriate black belts. Standard issued or approved buckles will only be worn with belts.
4. Trousers must be worn at the waist.

C. Shoes

1. Black closed-toe leather shoes are required with a maximum flat heel of two (2) inches.
2. A black boot (ankle length) with a two (2) inch maximum heel is also permissible.

3. Shoes may be purchased at sources other than the uniform vendor but must meet the same specifications of shoes that are on the uniform contract.
4. Sneaker type shoes are acceptable and may be purchased from the uniform vendor or other sources but must be completely black and professional looking.

D. Socks
1. Visible black socks are required.
2. White socks may be worn only when authorized by a Superintendent.

E. Hats
1. The BCT authorized vendor issued hats are optional.
2. Hats are to remain free of any badges, pins, logos, patches, or other objects that are not issued by BCT Management.
3. Hats are to be worn forward facing, not slanted, to the side, or backwards.

F. Jackets
1. Authorized vendor-issued black jackets are acceptable, including “wind breaker” or “winter” style.
2. All jackets must have the logo on left side. It is optional to have the Operator’s first or last name with block embroidery on the right side.
3. Sweatshirts of any kind are not permitted at any time.

G. Sweaters
1. BCT authorized vendor-issued black sweaters may be worn as part of the uniform.
2. Such sweaters must include BCT embroidered in block letters on the left chest. It is optional to have the Operator’s first or last name embroidered in block letters on the right-side chest as on the jackets.
3. A black sleeveless uniform vest may also be worn.

H. Pins

1. Only the Union pin, safety award pin, and other management authorized pins may be worn on the uniform.
2. The Union pin should be worn on the right shirt pocket lapel. The safety award and other management authorized pins may be worn either on the right shirt pocket lapel or on the hat.

I. Hair

1. Hair, sideburns, mustaches, and/or beards must be clean, combed and neatly trimmed.
2. Hair must be under control so as not to interfere with the safe operation of the bus, or to detract from one's professional appearance.

3.2 Required Personal Equipment

All Operators are required to have the following equipment in their possession at all times while on duty:

A. A watch that is of such a size that it is easily readable, and of such a quality that it will keep accurate time within one (1) minute of the mobile data terminal (MDT) clock. Smart watches are not permitted.

B. A County issued identification card, which must be displayed at all times while in uniform.

C. An ink pen.

3.3 Knowledge of Routes and Schedules

A. When regular Operators pick a run, they are responsible for learning the route before they drive it.

B. Extra Board Operators are expected to drive any route at any time.

3.4 Reporting for Work

3.4.1 AM/PM Pullout Procedures

A. Operators shall report to work in full uniform on or prior to report time and receive bus assignment, turn-by-turn, and route maps, if necessary, from the Dispatcher. If required,

Operators will also obtain customer count sheets from the Dispatcher.

1. All Operators must take the bus that is assigned to them by the Dispatcher.
2. Operators must never assume that the regular bus on the run will be assigned. Operators must rely on Dispatch for the daily assignment.

B. Operators must obtain the appropriate paddle (detailed work assignment).

C. Operators must take an adequate supply of customer handouts.

D. Operators must take an adequate supply of Passenger Comment Cards.

E. Operators must check the detour board for problems on route.

F. Operators will get their assignment for a trainee (student operator) if applicable.

G. Operators must complete a Pre-Trip Bus Inspection Report prior to leaving the garage by following the prompts on the Operator's Pre-Trip Bus Inspection Report (Appendix III Necessary Forms).

1. It is a requirement to release the parking brake, put the bus in drive, and apply the service brake to verify the brakes are holding as part of the pre-trip inspection.
2. While at the facility, prior to pull-out, if the bus will not start, will not move, or if it has any mechanical defect, Operators must report the problem immediately to the Communications Center (1500). The Communications Center (1500) will then make a decision on whether the bus should be replaced or whether to have the defect repaired before pullout. If the radio in the bus is not working, Operators will not come back into dispatch, but call from another vehicle in the yard, using the radio. The Bus Traffic Controller will then call the Operator and they can explain the problem.

3. Minor defects which do not prohibit the bus from being put into service must be noted on the Pre-Trip Bus Inspection Report so that they can be corrected before the next day's pullout.
4. The Pre-Trip Bus Inspection Report must be completed as the Operator inspects the vehicle.
5. The completed Pre-Trip Bus Inspection Report must be signed and turned in at the drop box on the way out.

H. Before leaving the garage, Operators must scan their employee I.D. If the I.D. will not scan, Operators will manually enter their employee ID number and route/run numbers into the mobile data terminal (MDT) and follow the manual farebox start-up procedure.

I. Operators must print two (2) Courtesy Day Passes and keep them in a safe location.

3.4.2 Relief Operator Pull Out Procedures

A. Operators must report to their reporting location in full uniform on or prior to report time and receive bus assignment, turn-by-turn, and route maps, if necessary, from the Dispatcher. If required, Operators will also obtain customer count sheets from the Dispatcher.

1. All Operators must take the bus that is assigned to them by the Dispatcher.
2. Operators must never assume that the regular bus on the run will be assigned. Operators must rely on Dispatch for the daily assignment.

B. Operators needing a taxi vehicle to make a relief will get the keys from the Dispatcher or designee, sign out the vehicle, and check with Dispatch before leaving to confirm if there is a ride along present. Unless otherwise authorized, Operators making relief will travel by the means provided by the County.

C. Operators must obtain the appropriate paddle (detailed work assignment).

D. Operators must take an adequate supply of customer handouts.

E. Operators must take an adequate supply of Passenger Comment Cards.

F. Operators must check the detour board for problems on route.

G. Operators will get their assignment for a trainee (student operator) if applicable.

H. Operators must complete a Pre-Trip Bus Inspection Report prior to leaving the garage by following the prompts on the Operator's Pre-Trip Bus Inspection Report (Appendix III Necessary Forms).

1. It is a requirement to release the parking brake, put the bus in drive, and apply the service brake to verify the brakes are holding as part of the pre-trip inspection.
2. While at the facility, prior to pull-out, if the bus will not start, will not move, or if it has any mechanical defect, Operators must report the problem immediately to the Communications Center (1500). The Communications Center (1500) will then make a decision on whether the bus should be replaced or whether to have the defect repaired before pullout. If the radio in the bus is not working, Operators will not come back into dispatch, but call from another vehicle in the yard, using the radio. The Bus Traffic Controller will then call Operators so they can explain the problem.
3. Minor defects which do not prohibit the bus from being put into service must be noted on the Pre-Trip Bus Inspection Report so that they can be corrected before the next day's pullout.
4. The Pre-Trip Bus Inspection Report must be completed as Operators inspect the vehicle.
5. The completed Pre-Trip Bus Inspection Report must be signed and turned in at the drop box on the way out.

I. Operators must take the direct route to and from the relief, not stopping for personal reasons.

J. Operators must be at the relief point at or before the report time. If running at least five (5) minutes late, the Relief Operator will contact the Communications Center (1500).

K. When relieving, Operators must park the relief vehicle in a safe location, out of the road.

L. Operators making a relief will contact the Communications Center (1500) when the vehicle they are to relieve does not arrive within five (5) minutes of the scheduled relief time.

M. Operators must check the bus for body damage and safety issues.

N. Operators will check with the Operator being relieved for any mechanical problems with the bus or any detours on the route.

O. Operators must contact the Communications Center (1500) for any mechanical problems with or damage to the vehicle.

P. Operators must make sure there is an adequate supply of fare cards in the farebox.

Q. Operators must scan their employee I.D. If the I.D. will not scan, Operators will manually enter their employee ID number and route/run numbers into the mobile data terminal (MDT) and follow the manual farebox start-up procedure.

R. Operators must print two (2) Courtesy Day Passes and keep them in a safe location.

S. Operators must check to see if the destination sign is visible; if not, Operators should contact the Communications Center (1500) for further instructions.

3.4.3 Taxi Vehicles

Taxi vehicles are assigned to Operators to travel to their relief locations.

A. Unless otherwise directed by supervision, these vehicles are to be used specifically for the purpose of reliefs and no personal business may be conducted in them and no persons other than authorized county personnel may be transported in them.
B. Operators should keep taxi vehicles clean. Smoking in taxi vehicles is prohibited.
C. Taxi vehicles should be parked in a designated location at either facility. Relief Operators are responsible for returning vehicles to the designated location unless otherwise instructed.
D. Taxi vehicles must be driven responsibly and are subject to the same collision/incident procedures as a regular bus, including the requirement of contacting the Communications Center (1500).

SECTION 4: While in Service

It is the responsibility of the Operator to devote full attention to the safe, smooth, and efficient operation of equipment and to avoid discomfort or inconvenience to the customers.

4.1 Observance of Traffic Laws and Safety Regulations

All Operators must observe State Regulations Chapter 14-90 “Equipment and Operational Safety Standards Governing Public Sector Bus Transit System.” A copy of Chapter 14-90 is available at Dispatch for review by Operators.

4.2 Speed in the Yard

It is essential for all employees to maintain the five (5) mph posted speed limit on Transportation Department property.

4.3 Seat Belts

All Operators must properly wear seat belts as designed while operating transit vehicles.

4.4 Destination Sign

Operators are responsible for verifying the accuracy of the bus’s destination sign at the beginning of the route and periodically throughout the day. If it is not displaying properly, Operators will contact the Communications Center (1500) for further instructions.

4.5 Shoulders

Operators must use caution and assess safety conditions prior to pulling onto any shoulder to ensure the location is sturdy and long enough to support the weight and length of the bus. Some areas may cause the bus to become stuck or to stick out into traffic.

4.6 Emergency Flashers

A. Operators are required to use the bus’s four-way emergency flashers when approaching and servicing a bus stop.

B. The four-way emergency flashers must also be used at railroad crossings, during breakdowns, or at any time when the Operator needs to alert other motorists of their presence.

C. Operators must always remember to discontinue the use of four-way emergency flashers when they are not needed.

4.7 Railroad Crossings

4.7.1 Required Stops at Railroad Crossings

A. When driving a bus, Operators are required to make a complete vehicle stop just before entering any railroad crossing.

B. Such a stop is mandatory while the bus is either in or out of service.

4.7.2 Railroad Crossing

Take the following actions at railroad crossings:

A. Activate the bus's four-way emergency flashers while preparing to cross and keep them activated throughout the railroad crossing.

B. Stop between 15 to 50 feet before the tracks.

C. Open the front door of the bus and listen and look in both directions for approaching trains.

D. Make sure there is no traffic ahead which might prevent the bus from completely crossing the tracks.

E. After a train has passed, look, and listen to make sure another train is not coming in the other direction on other tracks.

F. Close the door and cross only when all tracks are clear.

4.8 Rear Door Interlock

A. Operators may never use the rear door interlock system as a brake. It is prohibited for Operators to leave the driver's compartment unless the parking brake is engaged, and the transmission is in the neutral position.

B. When passengers are exiting and the rear door interlock is engaged, Operators must also have the foot brake engaged.

C. The interlock must not be used as a method of stopping the bus.

D. The interlock must not be engaged while Operators are waiting at traffic lights.

E. Operators must not operate the bus if the interlock is not operational.

4.9 Backing the Bus

Operators should take care not to put themselves in a position where backing the bus becomes necessary. However, when the occasion arises, Operators may back a bus only with the aid of a transit supervisor, a policeman, or another Broward County employee, unless otherwise instructed to do so by the Communications Center (1500).

4.10 Bicycle Lanes

A. A bicycle lane is a portion of the roadway that has been designated by striping, signage, and pavement markings for the preferential or exclusive use of bicyclists. Because they are often occupied by bicyclists and sometimes skaters, Operators must be very cautious when entering these areas.

B. If a bicyclist is right behind the vehicle, Operators should allow them to pass before moving into the stop across the bike lane.

C. When Operators confirm the way is clear, Operators will break the plane of the line with the right front edge of the bus. This prevents/blocks bicyclists from entering the bus stop space and prevents automobiles from passing the bus on the right.

D. If the lane is already occupied, Operators must either wait for it to clear or choose an alternate location to stop if the bike lane is entirely blocked and will be for a long time.

E. Operators must adhere to Florida Statute 316.803, which requires that a driver overtaking a bicycle, other

nonmotorized vehicle, or an electric bicycle must allow at least three (3) feet of passing distance.

4.11 Wireless Communication Devices, Printed Materials, and Other Distractions

4.11.1 Wireless Communication Devices

A. Wireless communication devices include but are not limited to cell phones, headphones, Bluetooth devices, MP3 players, pagers, personal digital assistants, games, smart watches, iPods, iPads, televisions, video players, earbuds, as well as any similar or future devices known by different names.

B. Operators' wireless communication devices may not be turned on while Operators are in service, and Operators are prohibited from using wireless communication devices while on duty, except in the following situations:

1. Operators may carry and use wireless communication devices at the end of the line, on layovers, and on breaks. Wireless communication device use at the ends of the line or where layovers occur (such as at Malls where the Operator usually gets out of the seat) should not cause the bus to run behind schedule.
2. In the event of an emergency, if the radio is inoperable, Operators may use their wireless communication device to contact the Communications Center (1500) and/or 911, only after they have pulled over in a safe location.

C. The use of hands-free wireless communication devices is also prohibited.

D. Operators are professional drivers, and subject to public scrutiny while on duty. When wireless communication device use is permitted, Operators should use their wireless communication device with discretion, thus always displaying professionalism and a safety conscious attitude.

4.11.2 Reading Printed Materials

A. Operators are prohibited from reading any printed materials (i.e., newspapers, books, magazines, etc.) while the vehicle is in motion.

B. When the vehicle is stopped, Operators are prohibited from reading any printed materials other than the customer schedule, turn-by-turns, or route maps while at the wheel of the bus.

C. Operators may read printed materials such as newspapers, books, magazines, etc. at scheduled layover points.

4.11.3 Keeping the Dashboard Free of Distractions

Operators must ensure that dashboard in front of the Operator and the side window panel is free of debris and newspapers.

4.12 Eating and Drinking and Other Distractions

4.12.1 Eating and Drinking

A. Operators are prohibited from eating while the bus is in service, except at layover locations.

B. Operators are prohibited from drinking while the bus is in motion. All beverages must be in covered containers.

4.13 Shutting Down the Bus

A. The bus will only be shut off after parking in a safe location.

B. Before shutting down the bus, Operators must ensure that the parking brake is engaged, and the transmission is in the neutral position.

C. Operators will not shut a bus engine down while the transmission is in the drive or reverse positions.

4.14 Routes and Schedules

4.14.1 Routes

All regularly scheduled revenue routes must be run exactly on those streets as shown on the route map or turn-by-turn sheets, or as designated otherwise by the Department.

4.14.2 Deviations

Route deviations are not permitted, except in case of emergency road detour conditions. Operators who encounter a condition which requires a detour of normal routing must contact the Communications Center (1500) as soon as possible.

4.14.3 Bus Stops

A. In making a routine stop, Operators must apply the emergency flashers, slow down, pull to the curb (if there is one), and come to a gradual comfortable stop. If no curb is available, Operators will identify a level, solid ground area to deboard their customers. In any case, Operators should use discretion in determining the best spot to stop, especially in inclement weather. It is extremely important to always keep the customer (considering their physical limitation) in mind when selecting the best spot to stop.

B. All customers must be boarded and dropped off at posted bus stops. However, if a bus stop is down due to conditions such as construction, flooding, etc., or if there is an unusually long distance between stops, Operators should exercise good judgment in selecting a safe stop if they feel that such a stop is warranted. Operators who encounter a situation that requires deviating from the posted bus stop must contact the Communications Center (1500). If necessary, Operators will fill out a “Bus Operator Route Safety Report” requesting an additional bus stop upon returning to the garage.

C. If a customer has missed a bus stop, Operators will continue to the next stop to drop the customer off.

4.14.4 Bus Bays

A. Bus bays are “pull off” areas designed for use by Operators to pull out of the flow of traffic to pick up and drop off customers. Unless they are obstructed, bus bays must always be used.

B. Florida’s “Yield to Bus” Law directly applies to buses pulling out of bays and stops that are out of the regular

flow of traffic. It says that drivers shall yield the right-of-way to a public transit bus traveling in the same direction which has signaled and is re-entering the traffic flow from a specifically designated pullout bay. It is specific only when pulling out from a bay. Operators must not assume that traffic will yield to the bus and must drive defensively when making this maneuver.

4.14.5 Schedules

A. Schedules are to be kept as closely to time points as possible, but not at the cost of unsafe operation. Times listed in schedules are departure times.

B. To facilitate customer transfers, buses may arrive early at layover points if they arrived at the previous time point on time.

C. Operators must prevent early arrivals to time points when possible. Any Operators who find themselves as little as two (2) minutes ahead of schedule will, at the first suitable opportunity, pull their bus safely off the road and get back on schedule.

D. If Operators, for any reason, fall behind schedule by ten (10) minutes or more, Operators must contact the Communications Center (1500) for further instructions. Operators may not drop any part of a trip unless instructed by a supervisor to do so.

E. Operators who are on schedule and catch their leader may not pass the leader without instructions from the Communications Center (1500) or Road Supervisor.

4.14.6 Unscheduled Restroom Stops

A. If there is an urgent need for an unscheduled restroom stop, the Operators must make an attempt to contact the Communications Center (1500) before making the stop.

B. All unscheduled stops, for any reason, must be made out of the flow of traffic to avoid hindering through traffic and creating a safety hazard.

C. Operators must make all reasonable efforts to minimize the amount of time for an unscheduled stop.

D. Operators must contact the Communications Center (1500) after returning to the bus.

4.14.7 Deadheading

A. When deadheading into service, out of service, or being reset by Dispatch, Operators will follow the turn-by-turn or directive from the Communications Center (1500).

B. Operators will ensure that the destination sign is displaying “Not in Service”. If not, Operators will manually input 407 into the destination sign controller.

C. Operators must not make unnecessary delays during deadheading that could result in a delayed departure.

4.14.8 Staying in the Right Lane

A. While in service, buses must stay in the right-hand lane, with the exception of limited stop service, turning left, or passing stalled/very slowly moving traffic.

B. Before changing lanes, Operators must make sure that the last stop prior to the lane change or turn has no customers waiting to catch the bus. Note that people may be waiting several feet back from the stop in the shade or under an overhang, etc. Operators should not assume that potential customers are waiting for a different route.

4.15 Use of the Farebox

Operators are responsible for the proper operation of the farebox, including the collection, registration, and proper accounting of all fares as required.

4.15.1 Recording the Fare

A. In most cases, customers should input their fare. However, Operators must manually record the fare in the following situations:

1. Any free customers per BCT policy, such as small children, police, etc.
2. Customers are short on fare
3. Customers refuse to pay the fare

B. When a customer is purchasing a day pass, if there is a delay in paying the fare, Operators are responsible for selecting the appropriate farebox key to allow extra time for the transaction to be completed.

4.15.2 Inoperable Farebox

A. If the farebox incorrectly displays or miscounts the fares, Operators must contact the Communications Center (1500) to report the problem and write it up as a defect at the end of the day.

B. If there is a jam in the farebox or the farebox is otherwise inoperable, Operators must contact the Communications Center (1500) for further instructions and write the problem up as a defect if the problem still exists when at the end of the shift.

C. If a pass jams, Operators must provide the customer with a pre-printed Courtesy Day Pass and instruct the customer to contact Customer Service.

D. In the event of a jammed farebox, Operators must continue in service allowing the customers to board without paying a fare. In such a situation, Operators will not collect fares or issue passes.

4.15.3 Recovery of Larger Denomination Bills from Farebox

If a customer overpays, Operators must:

A. Contact the Communications Center (1500) and provide the bus number, route number, Operator's name, and the denomination of the bill. It is not necessary to turn in this information in writing unless the radio is inoperable.

B. Tell the customer to report the over payment by contacting Customer Service at 954-357-8400 during normal business hours.

C. Do not tell the customer to go to the garages to pick up their money.

4.15.4 Securing the Farebox

Any time Operators leave the bus, the farebox must be secured.

4.16 Communications

4.16.1 Communication Rules

A. Airtime is valuable and sometimes critical. Transmissions should be necessary, accurate, and brief.

B. Operators transmitting over the radio should speak clearly and slowly, with natural emphasis on each word, so that the person receiving the message can write it down and easily understand it.

C. Before transmitting, Operators should always make sure there is no transmission already in progress, unless they have an emergency transmission.

D. Operators must continually monitor their radios at all times.

E. Profane language, unnecessary comments, and misuse of the equipment in any way is unprofessional and not acceptable.

F. Operators who fail to acknowledge a radio call directed to their unit or who are observed in operation with the set turned off or having the handset out of the cradle when not in use, is not acceptable.

G. Any defect or malfunction of the bus radio unit must be reported on the “Operators’ Bus Defect Report” and turned into the Dispatcher.

H. PRTT will only be used if there is an emergency situation or to report a collision or incident.

I. Operators having a transit surveyor come aboard their bus must notify the Communications Center (1500) upon their boarding and alighting, specifying run number and location.

4.16.2 Communication During Special Events

If the Operator stays with the bus during special events, they must keep the radio on with the bus shut down, unless instructed otherwise.

4.17 Communicating by Telephones

4.17.1 Dispatch

A. Whenever the Dispatch telephones are out of service, Operators (for whatever reason) will call either Operations Dispatch office, which will relay the message. The Dispatch telephone numbers are as follows:
   1. Copans - 954-357-8394
   2. Ravenswood - 954-357-7720
B. All dispatch and radio telephones are automatically recorded when activated.

4.17.2 Communications Center

If Operators cannot contact the Communications Center via radio and cannot contact Dispatch, Operators must call the Communications Center at 954-357-8353.

4.18 Breakdowns and Mechanical Problems

4.18.1 Breakdown Procedures

A. In the event of a breakdown (when the bus is down and cannot continue in service) Operators must contact the Communications Center (1500) for further instructions.
B. Many times, safety becomes a concern with respect to the problem, and it is important that Operators completely describe the problem so that the Bus Traffic Controller can make an informed decision whether the bus should remain in service.
C. Operators will constantly monitor the radio and/or mobile data terminal (MDT) to have the repair work, swap out, and/or resetting of the bus completed as quickly as possible.
D. If a bus has shut down, or if taken out of service by the Communications Center (1500), Operators must:
   1. Stay with the bus and constantly monitor the radio for further instructions.
   2. Arrange for the transfer of customers to the next bus if the delay dictates such. Customers are often frustrated during such delays, so Operators should remain positive and understanding during the incident.

3. Periodically contact the Communications Center (1500).

E. After the mechanic remedies the problem or a “swap out” of another bus is made, Operators must contact the Communications Center (1500) so that the Communications Center (1500) can record the event and/or reset (give permission for the Operator to enter back into service) the bus at the appropriate reset location if necessary.

F. Only the Communications Center (1500) or another Transit Supervisor can reset a bus for any lost time problem (breakdowns, late on schedule, late leaving the garage, etc.).

4.18.2 Non-Urgent Mechanical Problems

Any mechanical problems that occur on the road, but do not necessitate the immediate correction of, must be documented on the Post-Trip Bus Inspection Report that is turned in to the Dispatcher at the end of the day.

4.19 Suspicious Packages

A. Operators must check their buses periodically throughout the day for any items left on the bus that may be of a suspicious nature. If any suspicious packages are found that may be a security risk, Operators must contact the Communications Center (1500) and wait for further instructions.

B. Operators must contact the Communications Center (1500) whenever they spot a package that may be a security risk, at a terminal, bus stop area, or any other location.

4.20 Discarding Transfers

Transfers from other agencies that have been accepted from boarding customers must be torn in pieces and properly discarded so that they are no longer valid.

SECTION 5: Completing Your Day

5.1 At a Designated Relief Point

All Operators scheduled to be relieved must not leave their bus until being physically relieved.

A. If not physically relieved on time, Operators must contact the Communications Center (1500) for further instructions.

B. Once relieved, Operators must log off the mobile data terminal (MDT). Operators who work several different runs during a consecutive shift must log out after each “run” has been completed and log in on the next “run’ so that proper registration of fares and customer counts can be maintained.

C. When arriving back at Operations, Operators must return the relief/taxi vehicle to the designated location unless otherwise instructed.

D. Return the vehicle’s key, if applicable, to the Dispatcher or designee and sign in the vehicle.

5.2 At the Garage

Operators bringing their bus back to Operations at the end of their shift are responsible for the following:

A. At the end of the line, before returning to the garage, Operators will:

   1. Walk to the end of the interior of the bus and come back to ensure that there are no customers or unclaimed items still on the bus.

B. When entering the garage “NOT IN SERVICE”, all Operators will:

   1. Pull the bus up into the designated area.
   2. Put the bus in neutral and apply the parking brake. Do not use the interlock in lieu of parking brakes.
   3. Log off the mobile data terminal (MDT). Operators who work several different runs during a consecutive shift must log out after each “run” has been completed

and log in on the next “run’ so that proper registration of fares and customer counts can be maintained.

4. Complete a Post-Trip Bus Inspection Report.

C. Operators returning a bus to Operations must report back to the Dispatcher, and are required to:

1. Clock out of the timekeeping system.
2. Sign the “Sign-out” sheet.
3. Complete Employee Report of Collision, Incident, or Witness Statement, if necessary. For all collisions/incidents, a complete report must be turned in within twenty-four (24) hours of the collision/incident, per the CBA.
4. Turn in lost and found items.

SECTION 6: Customer Service

As the frontline representatives of Broward County Transit, Operators bear a crucial responsibility in advancing BCT's mission within Broward County. The daily conduct of Operators carries significant weight, as it can either reinforce or diminish the public's perception of transportation in our county. To effectively contribute to our goals, Operators are expected to consistently exhibit professionalism in their daily tasks and when faced with uncommon situations that demand special attention.

Operators must maintain an unwavering commitment to courtesy, assistance, and patience in all interactions with the riding public, refrain from engaging in disputes and demonstrate self-control even in challenging circumstances. It is imperative that all inquiries are met with courteous, accurate, and comprehensive responses.

6.1 Communicating with Customers

6.1.1 Conversation

A. While the bus is in motion, Operators should confine conversations to answering questions, giving directions, and extending professional courtesies.

B. Family members or personal friends are not allowed to ride for the purpose of keeping the Operator company.

6.1.2 Information

A. Operators are expected to make all efforts to be familiar with the bus system schedules and connection points so that they can answer customers' questions on route information.

B. For specific questions that cannot be answered, Operators must politely refer the customer to Customer Service at 954-357-8400.

C. Under no circumstance should Operators knowingly provide incorrect information to customers.

6.1.3 Fraternization With Customers

Operators are cautioned not to become overly friendly with customers, such that the relationship may become a future

problem on the job. Operators are reminded that they are the representatives of the Department and, while in uniform, should not detract from the positive image that should be projected.

6.1.4 Informing Customers of Mechanical Breakdowns and Delays

Operators must always extend to customers the courtesy of keeping them informed when experiencing any time delay, especially mechanical breakdowns. Customers are counting on BCT for an expedient ride and should be given an explanation whenever they are unavoidably delayed.

6.1.5 Avoid Disputes with Customers

A. Operators must avoid disputes, no matter what the provocation. When in a tense situation, Operators must remain as courteous as possible. Arguing will only provoke a dispute.

B. If a dispute arises with the customer, Operators must attempt to solve the problem as diplomatically as possible. If the problem persists, Operators must contact the Communications Center (1500) for assistance.

C. In matters of BCT policy which may give rise to a dispute, Operators are responsible to state the policy politely and clearly. Operators are not to attempt to enforce rules by verbally or physically arguing with any customers.

D. It is not the policy of the Department to refuse any customer transportation. If a certain individual or group of individuals are causing continual problems, Operators will fill out an Employee Report of Collision, Incident, or Witness Statement and see the Superintendent for further instructions.

E. At no time may Operators remove a customer from the bus. If the need arises to have someone removed, Operators will contact the Communications Center (1500), who will assist, either to resolve the dispute or to send assistance. Regardless of the circumstances, Operators must not physically remove or attempt to remove a customer.

6.1.6 Intoxicated or Unruly Customers

A. Intoxicated or unruly customers can be the most difficult customers. Operators should exercise patience and good judgment in dealing with these customers. Operators should refrain from singling them out and putting them directly on the spot, since this may cause them to react negatively. Operators may allow intoxicated customers to ride if they do not create a disturbance that will affect Operators or customer safety.

B. If the customer becomes too unruly, Operators must contact the Communications Center (1500) for further instructions.

6.1.7 Complaints

A. Operators may assist customers with minor complaints that can be resolved by providing information. For all other types of complaints, Operators will refer customers to Customer Service (954-357-8400).

B. Operators must provide customers with their first name, bus number, and route number when requested by a customer.

6.2 Customer Behavior Expectations

If a customer violates a BCT policy, Operators must state the policy politely and clearly. Operators are only responsible for stating the policy and should not attempt to enforce the policy. If a customer fails to comply with a request to follow the policy, Operators will continue in service and contact the Communications Center (1500) for further instructions, taking care not to create any possible altercation.

6.2.1 Electronic Device Use by Customers

Customers using electronic devices must have earphone devices if they want to listen to the audio on their electronic devices.

6.2.2 Customers Eating and Drinking

A. Customers are not allowed to consume food on the bus.

B. Beverages are permitted with a covered container.

6.2.3 Customers Smoking and Vaping

Smoking and vaping are prohibited on Broward County Transit buses, by either Operators or customers.

6.2.4 Customers Consuming Drugs and Alcohol

Customers are prohibited from consuming drugs or alcohol on the bus.

6.2.5 Customers Wearing Skates

Customers are prohibited from wearing skates on the bus. Customers who remove their skates must wear shoes to ride the bus.

6.2.6 Shoes and Shirts

Customers must wear shoes and a shirt to ride the bus.

6.3 Boarding and Alighting Customers

6.3.1 Boarding Customers

A. Operators should aways assume that a customer at a bus stop wants to ride the bus. Operators must not continue by just because the customer, for the moment, has failed to be completely ready to board. All customers at bus stops must be afforded the opportunity to board the bus unless the customer has motioned the bus by.

B. Operators must not board customers while the bus is stopped in any lane other than the curb lane at a traffic light. Operators must not move the bus until it is safe to do so.

C. When boarding customers, Operators must be able to monitor fares and distribute transfers.

D. If the bus will be left unattended for several minutes, Operators must board all customers before leaving the bus and secure the bus properly by placing the bus in neutral, applying the parking brake, and making sure that both the front and rear doors are not open with the interlock engaged. The rear door must remain unlocked. Operators must lock the farebox when leaving the bus so no passes can be issued.

E. Operators being relieved on the road are responsible for boarding all customers upon arriving at the relief point unless the relief Operator agrees to assume that duty.

6.3.2 Alighting Customers

All Operators should encourage the use of the rear door by exiting customers, but not demand such use.

6.3.3 Customer Safety While Pulling Away from a Bus Stop

Safety is important when it comes to customers boarding and finding a seat. Prior to pulling away from a bus stop:

A. Customers must be behind the standee line, and (1) customers have taken a seat, or (2) customers appear steady, and it is safe for the bus to move.

B. When in doubt, Operators should announce that standing passengers should hold on to handrails for safety.

C. Operators must do the best assessment possible to make sure the customer is steady enough to find a seat while the bus pulls away. This means that if the Operator feels that the customer is unsteady, the customer should be allowed to be seated before the Operator moves the bus.

6.4 Payment of Fares

6.4.1 Fare Policy

Upon boarding the bus, all customers are required to pay their appropriate fare by using a valid bus ticket or pass or by depositing the correct cash fare.

6.4.2 Customers Refusing to Pay Fare or Paying Incorrect Fare

A. If a customer does not deposit the correct fare or refuses to pay any fare, Operators must inform them of the fare policy. If they do not have the unpaid balance or refuse to pay the fare, Operators must allow them to ride and press the appropriate farebox key.

B. If there is a recurring issue with the same customer, Operators must fill out the Fare Evasion card and submit to the Dispatcher.

6.4.3 Handling Cash Fares

A. Operators cannot directly handle cash fares. The only exception is when a customer is physically incapable or having difficulty depositing their fare in the farebox.

B. If this situation occurs, Operators must make sure that it is obvious to all the customers on the bus that they are depositing the fare.

6.4.4 Fares at the End of the Line

The end of the line is the end of the trip. Customers wishing to continue their trip must pay a new fare. However, if Operators pick up customers near the end of the line who want to ride around, no additional fare will be required.

6.4.5 Authorized Passes

A. BCT offers the public an alternative method of fare payment through the use of several different types of passes, which are described in Appendix I, Fares and Authorized Passes. Operators may occasionally have customers boarding their bus with an employee/dependent pass, which is also acceptable for admission without payment of fare.

B. All bus passes are issued with the purchaser showing proper identification so their use would not require Operators to request any additional identification from the customer unless fraud is suspected.

C. If there is any confusion or misunderstanding regarding authorized passes, Operators should refer customers to Customer Service at (954) 357-8400.

6.4.6 Invalid Passes

A. Invalid passes or passes that appear to have been tampered with are not valid. If a customer presents an invalid pass, Operators must contact the Communications Center (1500) for further instructions.

B. Operators must turn in all lost and found passes to the Dispatcher, noting the Operator's name, date, and run number on the pass, along with an Employee Report of Collision, Incident, or Witness Statement.

6.4.7 Additional Information on Fares, Passes, and Transfers

A. Detailed information on types of fares, passes, and transfers are located in Appendix I, Fares and Authorized Passes.

B. Information on Operators use of the farebox is located in Section 4.15, Use of the Farebox.

6.5 Standees

If Operators experience enough ridership to create a standee situation, Operators should request that customers move towards the rear of the bus.

A. If standees are in front of the standee line, Operators are prohibited from moving the bus and no customers are allowed to board.

B. Many times, when the bus appears full, there may only be standees from the rear door forward. Make sure this is not the case before restricting the entrance of more customers.

C. When the bus is completely at capacity and Operators anticipate not being able to board at a future stop, Operators must contact the Communications Center (1500) for further instructions.

6.6 Customers with Bikes

There are dedicated slots for bikes on most buses. It is the bike rider's responsibility to load or unload their bike on the rack and ensure that it is properly secured. If a customer wishes to lock their bike while on the rack, allow them to do so.

A. On buses with front-mounted bike racks, Operators must lower (kneel) the bus if the customer requests it to assist them with loading or unloading their bike. If customers are unfamiliar with how to load their bikes, Operators must secure the bus, exit the bus if necessary, and verbally assist the customer.

B. Operators must maintain the bike rack in the upright position when it is vacant. Operators may ask the customer removing the last bike to raise the bike rack. If the customer fails to do so, Operators may exit the bus

and return the bike rack to the upright position before proceeding; however, it is not required.

C. Bikes that do not fit on the bike rack are prohibited.

D. Operators must remain alert and remind customers to take their bike upon exiting the bus. If customers leave their bikes behind, Operators must contact the Communications Center (1500) for further instructions. Operators must not take the bike off the rack while in service.

E. Operators must drive defensively with enough stopping and clearance distance to allow for the bus to safely operate when traveling with a bike on the front-mounted bike rack.

F. If the bus returns to the yard with the bike on the rack, Operators may bring the bike into Dispatch and turn it into Lost and Found; however, Operators are not required to do so.

6.7 Customers Carrying on Oversized or Unusual Items

BCT's continuing goal is to accommodate people whenever possible. Many times, customers try to board with bulky or unusual oversized items, which may present a hazard to the safety of other customers.

If a customer is permitted to board with an oversized item, Operators must ensure that the item is secured properly, does not impede travel down the center aisle of the bus, and does not block the doorway. Operators should also instruct customers to maintain control of their items to prevent items moving while the bus is in motion.

The following is a list of items that may be used for determining if a customer may board with an oversized item, but is not all inclusive:

6.7.1 Fishing Poles

Fishing poles and tackle are allowed on board, provided there are no exposed hooks to injure others. Operators should ask customers to collapse all fishing rods, and to sit toward the

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Broward County Transit (BCT)
Public Transportation Agency Safety Plan (PTASP)

November 2024

Transportation Department

FY2025
Broward County Transit (BCT)
Public Transportation Agency Safety Plan (PTASP)

November 2024

Transportation Department

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Broward County Transit (BCT)
Public Transportation Agency Safety Plan (PTASP)

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