



Mankato Transit System Safety Plan

This plan was adopted July 27, 2020, and revised October 7, 2021

Accountable Executive: Associate Director – Transportation Planning Services

Contents

Document Organization	iv
Plan Development	iv
Mankato Transit System Background	iv
Safety Management Systems	iv
Chapter 1. Transit Agency Information.....	1
Table 1. Transit Agency Information	1
Chapter 2. Plan Development, Approval, and Updates	2
Table 2. Plan Development and Approval	2
Annual Review and Update of the Safety Plan.....	2
Table 3. Plan Updates.....	3
Table 4. Safety Performance Target Coordination.....	3
Chapter 3. Safety Performance Targets.....	4
Table 4. Mankato Transit System Safety Performance Targets.....	4
National Transit Database Reportable Events	5
Safety Performance Target Coordination.....	5
Chapter 4. Safety Management Policy	5
Safety Management Policy Statement	5
Safety Management Policy Communication	7
Authorities, Accountabilities, and Responsibilities.....	7
Table 6. Staff Tasks and Responsibilities.....	7
Employee Safety Reporting Program	8
Chapter 5. Safety Risk Management.....	10
Safety Risk Management Process	10
Safety Hazard Identification	11
Table 7. Hazard Identification Sources	11
Safety Risk Assessment.....	11

Table 9. Risk Assessment Matrix	12
Safety Risk Mitigation.....	13
Chapter 6. Safety Assurance	13
Compliance Monitoring	13
Mitigation Monitoring.....	14
Investigation of Causal Factors	14
Internal Reporting Monitoring	15
Chapter 7. Safety Promotion	15
Competencies and Training	15
Safety Training for All Staff.....	15
Management and Supervisor Training.....	16
Safety Communication	16
Additional Information.....	17
Supporting Documentation	17
Definitions.....	18
Acronyms.....	22

Document Organization

The Mankato Transit System Agency Safety Plan (ASP) fulfills the requirements of 49 U.S.C. 5329 and 49 Code of Federal Regulations (CFR) Part 673. To ensure that it meets these requirements, the sections following this introduction adhere to the sample structure provided by the Federal Transit Administration (FTA) in the [Public Transportation Agency Safety Plan Template for Bus Transit](#) (December 31, 2019).

Plan Development

Mankato Transit System (MTS) drafted the Agency Safety Plan (ASP), with the assistance of SRF Consulting Group, Inc. The planning process ran from January 2020 through the approval of the plan by City of Mankato City Council on July 27, 2020. During this process, meetings and correspondence with transit department staff provided opportunities for input and collaboration by staff at Mankato Transit.

Mankato Transit System Background

The Federal Transit Administration and Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation provides operating assistance to the city of Mankato for public transportation through Urbanized Area Formula Grants Program (49 U.S.C. 5307) and State of Good Repair Grants Program (49 U.S.C. 5337). The Mankato Transit System provides Fixed Route, Demand Response, and Paratransit Services in the Mankato Urbanized Area under the Department of Community Development. All modes are covered in this Agency Safety Plan. Mankato Transit System operations, fleet, and facilities can be found in the annual transit report published by MnDOT.

<https://www.dot.state.mn.us/transit/reports/>

Safety Management Systems

Moving Ahead for Progress in the 21st Century (MAP-21) granted the FTA the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. It provided an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in Safety Management Systems (SMS).

Safety Management Systems is a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. It includes systematic procedures, practices, and policies for managing risks and hazards, and consists of four primary elements:

Safety Management Policy: A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Risk Management: A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Safety Assurance: A process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Promotion: A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.



Chapter 1. Transit Agency Information

Table 1. Transit Agency Information

Transit Agency Name	Mankato Transit System
Transit Agency Address	501 S Victory Dr, Mankato, MN, 56001
Name and Title of Accountable Executive	Shawn Schloesser, Associate Director - Transportation Planning Services
Name of Chief Safety Officer or SMS Executive	Todd Owens, Operations Supervisor
Deputy Safety Officer	Landon Bode, Transportation Development Planner
Modes of Service Covered by This Plan	Fixed Route, Demand Response, and Paratransit Bus Services
All FTA Funding Types	Section 5307 and 5337
Modes of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route, Demand Response, and Paratransit Bus Services
Does the agency provide transit services on behalf of another transit agency or entity?	No
Description of Arrangement(s)	
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service is Provided	
Additional Contact	Minnesota Department of Transportation Office of Transit and Active Transportation 395 John Ireland Blvd St. Paul, MN 55155-1800 651-296-3000
Additional Contact	Mankato/North Mankato Area Planning Organization (MAPO) 10 Civic Center Plaza Mankato, MN 56001 507-387-8389

Chapter 2. Plan Development, Approval, and Updates

Table 2. Plan Development and Approval

Name of Entity That Drafted This Plan	Mankato Transit System	
Signature by the Accountable Executive	O/S	October 25, 2021
	Shawn Schloesser Associate Director Transportation Planning Services	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	O/S	July 27, 2020
	Najwa Massad, Mayor of Mankato	Date of Approval
	R-2020-0727-121 signed, July 27, 2020	
	R-2021-1026-215 signed, October 25, 2021	
Notification of Plan Approval and Updates	Minnesota Department of Transportation	Date of Notification
	(Upload to Black Cat) 4/29/2021	

Annual Review and Update of the Safety Plan

The Mankato Transit Agency Safety Plan, including the Safety Management Policy Statement, is reviewed on an annual basis to ensure it remains relevant and appropriate to the agency’s safety objectives and safety performance targets.¹ This review process, conducted in July of each calendar year, is completed by Mankato Transit System leadership. Accountable Executive signs the Safety Management Policy Statement to indicate approval and will submit it to the city council for review and approval.

Following the annual Safety Plan review and adoption by the city council, Mankato Transit shares the entire updated Safety Plan with MnDOT and the Mankato/North Mankato Area Planning Organization (MAPO).

¹ 49 Code of Federal Regulations (CFR) Part 673.11(a)(5)

Updates to the Safety Plan will be recorded in the Version Number and Updates section, including a version history. All documentation shall be retained for a minimum of three years.

Table 3. Plan Updates

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Rev. 0	Full Document	Initial development May 2020 by Mankato Transit	07.27.2020
Rev. 1	Full Document	Change of Accountable Executive; Corrections to Table 1; Revise Safety Management Policy Statement; Annual Review	10.25.2021

Table 4. Safety Performance Target Coordination

	Entity Name	Date Targets Transmitted
Targets Transmitted to the State	Minnesota Department of Transportation (MnDOT)	4/29/2021
Transmitted to the Metropolitan Planning Organization (MPO)	Mankato/North Mankato Area Planning Organization (MAPO)	11/10/2020
Transmitted to State	MnDOT	10.26.2021
Transmitted to MPO	MAPO	10.26.2021

Chapter 3. Safety Performance Targets

As described in the [National Public Transportation Safety Plan](#), transit providers must establish by mode seven Safety Performance Targets in four categories.

- Fatalities: Total number of fatalities reported and rate per total vehicle revenue miles by mode
- Injuries: Total number of reportable injuries and rate per total vehicle revenue miles by mode
- Safety Events: Total number of reportable events and rate per total vehicle revenue miles by mode
- System Reliability: Mean distance between major mechanical failures by mode

Safety performance targets for Mankato Transit were based on the [FTA Safety Performance Targets Guide](#). The rates for injuries and events per 100,000 vehicle revenue miles were adjusted based on Mankato’s 2018 vehicle revenue miles for fixed route (319,693 miles) and paratransit (49,868 miles). Demand Response, a curb-to-curb service began in 2019 is using paratransit data (49,868 miles) as a rate metric. When Mankato Transit has five years of data, it will update the targets to reflect its own operating conditions.

Table 4. Mankato Transit System Safety Performance Targets

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/ failures)
Fixed Route Bus	0	0	5	1.564	7	2.190	9,500
Demand Response	0	0	1	2.005	1	2.005	68,500
ADA/Paratransit	0	0	1	2.005	1	2.005	68,500

Any incident meeting the thresholds for a reportable event and involving a transit revenue vehicle, regardless of whether that vehicle is in revenue service at the time of the event, is reportable to the National Transit Database (NTD)² using their S&S-40 Major Event Report form.

² <https://www.transit.dot.gov/ntd/national-transit-reporting-tool>

National Transit Database Reportable Events

A reportable event is one that meets any National Transit Database reporting threshold and occurs at a transit revenue facility, maintenance facility; on public transit right-of-way or infrastructure; during a transit related maintenance activity; or involves a transit revenue vehicle. The reporting thresholds³ include the following:

- Fatalities confirmed within 30 days of the event, includes suicides
- Injuries requiring immediate transport away from the scene for medical attention for one or more persons
- Property damage equal to or exceeding \$25,000
- Collisions that meet an injury, fatality, property damage, or evacuation threshold; involving a transit revenue vehicle and the towing away of any vehicles from the scene; including suicides or attempted suicides resulting in an injury or fatality that involve contact with a transit vehicle or collisions that do not involve a transit revenue vehicle but meet a threshold
- Evacuation of a transit facility or vehicle for life-safety reasons

Safety Performance Target Coordination

Following the annual review process, Mankato Transit shares its entire Safety Plan with MnDOT and the Mankato/North Mankato Area Planning Organization (MAPO). Performance targets are made available to the State and MPO to aid in the planning process.⁴ Annual reevaluation of performance measures is conducted during the reviewing and updating of the safety plan to determine refinements, sub-measures developed, and performance targets selected.

Chapter 4. Safety Management Policy

Safety Management Policy Statement

The management of safety is one of our core business functions. Mankato Transit System is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take

³ [2021 Safety and Security Reporting Policy Manual | FTA \(dot.gov\)](#) Safety

⁴ 49 Code of Federal Regulations (CFR) Part 673.15(a) and (b)

place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Associate Director – Transportation Planning Services.

Mankato Transit System commitment is to:

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

- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** our safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

Shawn Schloesser
 Associate Director
 Transportation Planning Services

Date

Safety Management Policy Communication

The Mankato Transit Safety Management Policy is communicated in the following manner:

- Included in the Safety Training binder located in the Driver Information Area
- Printed copy of the entire Mankato Transit Agency Safety Program is located at the Operations Supervisors office or digitally via servers
- During onboarding, employee orientation, and quarterly trainings

Authorities, Accountabilities, and Responsibilities

Table 6. Staff Tasks and Responsibilities

Role	Responsibilities
Accountable Executive	<ul style="list-style-type: none"> • Assumes ultimate responsibility for carrying out the Safety Management System. • Controls and directs human and capital resources needed to develop and maintain both the Public Transportation Agency Safety Plan and Transit Asset Management Plan. • Designate and supervise the Chief Safety Officer • Integrate and coordinate with Public Safety and Emergency Management
Chief Safety Officer	<ul style="list-style-type: none"> • Directs collection and analysis of safety information • Manages hazard identification and safety risk evaluation activities

Role	Responsibilities
	<ul style="list-style-type: none"> • Monitors safety risk mitigations • Provides periodic reports on safety performance • Advises senior management on safety matters • Maintains safety management documentation • Plans and organizes safety training
Deputy Chief Safety Officer	<ul style="list-style-type: none"> • Develops and tracks Safety Performance Targets • Administer safety training • Assist the Chief Safety Officer
Management and Key Staff	<ul style="list-style-type: none"> • Actively support and promote the Safety Management System • Ensure staff compliance with the Safety Management System process and procedures • Assist in ensuring that resources are available to achieve the outcomes of the Safety Management System • Continually monitor respective areas of Safety Management System responsibility
All Roles	<ul style="list-style-type: none"> • Ensure accountability for Safety Management System performance is at the highest level of the organization • Implement Safety Management System in a manner that meets transit agency safety performance objectives • Establish the structure necessary to ensure that safety information moves up, down, and across the agency • Effectively communicate Safety Management System roles and responsibilities to all relevant individuals • Ensure Safety Management System policies and procedures have been communicated to all department employees

In the event organizational changes impact the Safety Management System, the Accountable Executive and Chief Safety Officer coordinate to ensure that SMS documentation is updated as needed.

Document control for Safety Management System related items is maintained by the Accountable Executive and Chief Safety Officer for three years after creation and will be available to the FTA or other oversight entity upon request.

[Employee Safety Reporting Program](#)

Mankato Transit is committed to providing a safe work environment and responsible operations on the streets of the Mankato Urbanized Area. To achieve this, it is

imperative that Mankato Transit employees have convenient and available means to report incidents and occurrences which may compromise the safe conduct of Mankato Transit operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Communication methods include:

- Contact the 311 Customer Response System electronically through the online customer request form or dial 311 Mankato directly
- Input a Facility or IT Helpdesk Ticket
- Reporting conditions directly to the dispatcher, who will enter the information into the 311 Customer Response System
- Report conditions directly to any supervisor, manager, or director verbally or in written form. Use the Employee Handbook, Chapter 17 - Safety, to guide actions.

Examples of information typically reported include:

- Safety concerns in the operating environment such as road, facility, or vehicle condition.
- Policies and procedures that are not working as intended such as insufficient time to complete pre-trip or post trip inspections
- Events that senior managers might not otherwise know about such as near misses
- Information about why a safety event occurred (for example, radio communication challenges)

The Chief Safety Officer, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through the SMS process and that reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process. The Chief Safety Officer follows up directly with the employee after the safety risk management process and after any mitigations may have been implemented.

No action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.

Chapter 5. Safety Risk Management

Safety Risk Management Process

The Safety Risk Management Process was created to actively manage transit safety risks and develop processes to systematically apply the available safety tools to address urgent safety needs and concerns. Mankato Transit adopted the 5-step process for identifying, evaluating, and mitigating safety risks and follows the principles of the Safety Management System.

1. Identify Safety Concern - Review transit safety data sources for safety concerns to elevate. Identify any existing mitigation measures
2. Assess Safety Risk – Conduct risk assessment to evaluate severity and likelihood of potential consequences associated with safety concern.
3. Develop Mitigation – Propose a mitigation management plan that identifies recommended measures to reduce risk, implementation timeline, costs, and performance indicators.
4. Implement Mitigation – Implement mitigation measures in accordance with the specifics of the approved plan.
5. Monitor Safety Performance – Monitor safety concern and performance indicators in accordance with the approved mitigation plan. Plan communication of results to stakeholders.

This program offers the following benefits:

- Proactive Mitigation – Establishing a proactive process for taking measure to improve transit safety, rather than a reactive one.
- Consistent Decision Making – Provides a uniform, tiered decision-making process for addressing safety concerns and prioritizing organizational resources.
- Data-Driven Methodology – Incorporates available safety data and analysis into decision making.
- Complete Documentation – Creates a consistent basis for documenting safety concerns, mitigation decisions, and monitoring results.

The Safety Risk Management (SRM) process applies to all elements of the system including operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

Safety Hazard Identification

The Chief Safety Officer reviews and discusses new hazards in consultation with operations and maintenance leadership and frontline personnel. Consultation with subject matter experts and federal and state bodies may also be necessary. The Chief Safety Officer coordinates the various data sources to ensure that the process has appropriately considered all human factors, environmental factors, supervision elements, and organizational elements.

Table 7. Hazard Identification Sources

Hazard Information Source	Responsibility	Review Frequency
Observation of Operations	All	As needed
Pre and Post Trip Inspections	Chief Safety Officer, Dispatch, and 311 Mankato	Daily
Employee Safety Reporting	Chief Safety Officer, Dispatch, and 311 Mankato	As needed
Customer and Public feedback or complaint	Chief Safety Officer, Dispatch, and 311 Mankato	As needed
Transit Team Meetings	Accountable Executive & Chief Safety Officer	Weekly
Government Sources (Federal, State, and Local)	Accountable Executive & Chief Safety Officer	As needed
Industry Data	Accountable Executive & Chief Safety Officer	As needed
Inspections	Chief Safety Officer, Deputy Safety Officer, and Maintenance Techs	As needed
Transit Facility Maintenance Plan Inspections	Facilities and Transit Departments	As required
Incident or Accident Reports	Chief Safety Officer and Maintenance Techs	As required
Internal Safety Investigations	Chief Safety Officer and Maintenance Techs	As needed
Training Assessments	Deputy Chief Safety Officer	As needed

Safety Risk Assessment

Safety Risk represents the likelihood that people could be harmed, or equipment could be damaged, by the potential consequences of a hazard and the extend of the harm or damage. Therefore, safety risk is expressed and measured by the predicted probability and severity of a hazard’s potential consequences.

Assess safety risk using the Risk Assessment Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, to obtain a hazard rating to guide actions. Likelihood means the probability that hazard consequences might occur, considering the worst foreseeable condition. Severity means the anticipated effects of a consequence, should it materialize, considering the worst credible condition.

Table 9. Risk Assessment Matrix

Likelihood	5	Very High					
	4	High					
	3	Moderate					
	2	Low					
	1	Very Low					
			Negligible	Could cause minor first aid treatment	May cause minor injury, or minor property damage	May cause severe injury, or major property damage	May cause death or permanent injury or destruction of property
			A	B	C	D	E
			Severity				
Green	Acceptable under existing circumstances.						
Yellow	Acceptable, but monitoring is necessary. Hazard should be mitigated, if possible, within fiscal constraints.						
Red	Unacceptable under existing circumstances. Hazard must be mitigated.						

Safety Risk Mitigation

Safety risk mitigation enables the active “management” of safety risk in a manner that is aligned with safety performance targets, and consist of initial, ongoing, and revised mitigations.

The Accountable Executive and Chief Safety Officer identify any mitigations or strategies that may be necessary to protect the public and personnel from unsafe conditions. The Chief Safety Officer ensures that safety risk mitigations and associated mitigation plans are implemented.

During Transit Team Meetings, employees review open hazard items as a standing agenda item. This provides for hazard tracking and recordkeeping of when hazards have been verified as closed. The meeting minutes provide documentation and accountability. Minutes should include the following information.

- Risk Description and Assessment
- Current Measures to Reduce Risk
- Further Action Required to Reduce Risk
- Staff Responsibility

Chapter 6. Safety Assurance

Through our Safety Assurance process, Mankato Transit:

- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.
- Evaluates compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control our safety risk
- Investigates safety events to identify causal factors
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended

Compliance Monitoring

Mankato Transit collects a variety of information and data via safety performance monitoring activities which it examines for hazards and safety trends.

- Monitor employee safety reporting program
- Monitor service delivery activities
- Monitor operational and maintenance data

- Conduct safety surveys
- Conduct safety audits, studies, reviews, and inspections
- Conduct safety investigations
- Evaluate data and information from external agencies or peers

During the annual safety plan review, the Accountable Executive and Chief Safety Officer review data produced via safety performance monitoring activities as an input for updates to the numerical performance targets and objectives in the agency's Safety Policy.

Mitigation Monitoring

The Chief Safety Officer monitors Mankato Transit's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations
- Monitoring employee safety reporting
- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns

During Lead Driver meetings, operation and maintenance activities are reviewed to identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. Lead Drivers also support field monitoring activities to identify changes in a system that may not be planned.

Investigation of Causal Factors

Mankato Transit maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. Mankato Transit is committed to using the data collected and information learned to inform decision making and continuously improve future safety management system hazard mitigation practices. The Chief Safety Officer, reviews data related to passenger injuries and claims, passenger complaints, employee injuries, and accidents; hazards and trends.

The Chief Safety Officer also conducts or monitors incident/mishap response and investigations to assess trends. Documents of investigation policies, processes, forms, checklists, activities, and results are maintained. Major accidents, incidents, and hazards may also be documented in formal investigation reports and supporting documents maintained separately.

Significant accident and incident investigation outcomes and lessons learned are communicated to system employees; bulletins and retraining or familiarization may also be used. The Chief Safety Officer ensures that appropriate action items are posted in the driver break/preparation area, so they are visible and available to all employees.

Internal Reporting Monitoring

The Chief Safety Officer routinely review safety data captured in employee safety reports, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Accountable Executive ensure that the concerns are investigated or analyzed through the SMS process.

The Chief Safety Officer and Accountable Executive also review internal and external reviews, including audits and assessments, with findings concerning safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Chapter 7. Safety Promotion

Mankato Transit believes safety promotion is critical to the success of the Safety Management System by ensuring that the entire organization fully understands and trusts the Safety Management System policies, procedures, and structure. It involves establishing a culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

Competencies and Training

Mankato Transit maintains and implements a safety management training program to ensure employees and any contract personnel occasionally working for Mankato Transit are trained and competent to perform their Safety Management System duties, per 49 CFR Part 673.29(a). This training includes pre-employment screening of job-related skills for certain positions, new employee orientation, on-the-job training, and an ongoing process of refresher and familiarization training for current employees which may include.

Safety Training for All Staff

- Basic principles of safety management including the integrated nature of Safety Management System, risk management, and safety culture
- Organizational structure, roles, and responsibilities of staff in relation to safety

- The established procedure for reporting accidents, incidents, and perceived hazards
- Requirement for ongoing internal assessment of organization safety performance
- Safety promotion and information dissemination.

Management and Supervisor Training

Management-level training is delivered through staff meetings and can include videos covering safety training topics or other safety-focused material. Executive managers also participate in the FTA sponsored Transportation Safety Institute⁵ to ensure that they are sufficiently trained to carry out their SMS responsibilities.

Training can include:

- SMS Awareness (Online course)
- Safety Assurance (e-Learning course)
- SMS Principles for Transit
- Effectively Managing Transit Emergencies
- Transit Bus System Safety
- Fundamentals of Bus Collision Investigation

Safety Communication

The Chief Safety Officer coordinates Mankato Transit's safety communication activities which focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

1. Communicating safety and safety performance information throughout the agency

Mankato Transit communicates information on safety and safety performance in emails and during meetings. Mankato Transit also has a permanent agenda item in all Drivers' Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Mankato Transit's service or safety performance, and updates regarding SMS implementation. Finally, the Chief Safety Officer posts safety bulletins and flyers on the bulletin boards

⁵ <https://tsi-dot.csod.com>

located in the bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.

2. Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency.

As part of new-hire training, Mankato Transit distributes safety policies and procedures, included in the Employee Handbook, to all employees. Mankato Transit provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, the Chief Safety Officer may issue messages to employees to support performing their jobs safely.

3. Informing employees of safety actions taken in response to reports submitted.

Mankato Transit provides targeted communications to inform employees of safety actions taken in response to reports submitted, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

Additional Information

Supporting Documentation

Mankato Transit will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this safety plan; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

Definitions

Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Consequence means the potential outcome(s) of a hazard.

Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Event means any Accident, Incident, or Occurrence.

Frontline Employee means an employee who is a transit vehicle driver or operator, dispatcher, maintenance and maintenance support employee, station attendant, customer service employee, security employee, or transit police, or any other employee who has direct contact with riders on a regular basis.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Hazard resolution means the analysis and subsequent actions taken to reduce to the lowest level practical, the risk associated with an identified hazard.

Incident means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Likelihood means the probability that hazard consequences might occur, considering the worst foreseeable condition.

National Public Transportation Safety Plan means the FTA plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration.

Public Transportation Agency Safety Plan (Or Agency Safety Plan) means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management System (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety Performance Target means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk Assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which:

1. Requires hospitalization for more than 48 hours, commencing within seven days from the date when the injury was received;
2. Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
3. Causes severe hemorrhages, nerve, muscle, or tendon damage;
4. Involves any internal organ; or
5. Involves second- or third-degree burns, or any burns affecting more than five percent of the body surface.

Severity means the anticipated effects of a consequence, should it materialize, considering the worst credible condition.

Small Public Transportation Provider means a recipient or subrecipient of federal financial assistance under 49 U.S.C. 5307 that has 100 or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by [49 U.S.C. 5329\(e\)](#) and the regulations set forth in [49 CFR part 674](#).

Transit Agency means an operator of a public transportation system.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Acronyms

ASP	Agency Safety Plan (Also referred to as PTASP)
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
ICS	Incident Command System
MAPO	Mankato/North Mankato Area Planning Organization
MTBE	Mean Time Between Events
MnDOT	Minnesota Department of Transportation
MPO	Metropolitan Planning Organization
MTS	Mankato Transit System
NEO	New Employee Orientation
NIMS	National Incident Management System
NTD	National Transit Database
OJT	On-The-Job Training
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System
SRM	Safety Risk Management
VRM	Vehicle Revenue Miles

Safety Management Policy Statement



The management of safety is one of our core business functions. Mankato Transit System is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.



All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Associate Director – Transportation Planning Services.

Mankato Transit System commitment is to:

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

O/S

October 25, 2021

Shawn Schloesser
Associate Director
Transportation Planning Services

Date

R-2021-1026-215

RESOLUTION APPROVING THE CITY OF MANKATO
TRANSIT SAFETY PLAN FOR PUBLIC TRANSPORTATION

WHEREAS; the City of Mankato operates the public transit services for the Mankato Urbanized Area; and

WHEREAS; the Federal Transit Administration, which provides funding assistance under the Urbanized Area Formula Grant (49 U.S.C. 5307) for public transportation in the Mankato Urbanized Area, requires public transportation operators to review their agency safety plan annually to continue eligibility for federal funds; and

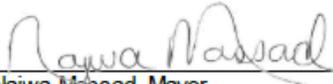
WHEREAS; the Mankato Transit System has completed the annual review and update of the Safety Plan, including the Safety Management Policy Statement; and

WHEREAS; the October 2021 version of the Safety Plan is relevant and appropriate for the City of Mankato's public transit service safety objectives and performance targets.

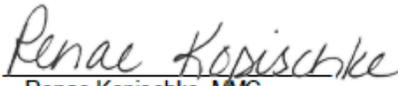
NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the Mankato Transit System Safety Plan for the City of Mankato public transportation is hereby approved.

This resolution shall become effective upon passage without further publication.

Adopted this 25th day of October 2021.



Najwa Massad, Mayor

ATTEST: 

Renae Kopischke, MMC
City Clerk