

BUS TRANSIT SYSTEM SAFETY REVIEW

of

(Bus Transit System)

by

FLORIDA DEPARTMENT OF TRANSPORTATION

District ____

Public Transportation Office

Review Date(s): _____ Prepared by: _____

Report Date: _____ Approved by: _____

(If Applicable)

Reviewer/Consultant Name: _____

Contractor/Consultant Firm: _____

Address: _____

Phone No.: _____

File:SAFREVIEW2

8/7/00 jmj

I. INTRODUCTION

On ___ (date) ___ the Florida Department of Transportation District ___ Public Transportation Office conducted an on-site Bus Safety Review of ___ (transit system or CTC name) ___ at

(address)

The FDOT representative(s) who conducted the review:

Name: _____

Title: _____

The (transit system) representatives who were interviewed and/or assisted in the review:

Name: _____

Title: _____

The purpose of the review was to determine compliance with the provisions of Rule Chapter 14-90, Florida Administrative Code (F.A.C.), effective November 10, 1992. The provisions include the development of and compliance with a System Safety Program Plan, performance of safety inspections of all operational buses, documentation of compliance with equipment and operational safety standards, and safety monitoring of covered contractors. The review is conducted in accordance with the Florida Department of Transportation (FDOT) "Bus Transit System Safety Program" Procedure No. 725-030-009.

II. SAFETY REVIEW CHECKLIST ITEMS

The following records and/or items were examined during the review:

- (1) System Description/General Information
- (2) Adoption, Retention and Compliance with a System Safety Program Plan
- (3) Bus safety inspection program
- (4) Records of valid drivers' licenses
- (5) Driver training program and requirements
- (6) Written operational and safety procedures
- (7) Driving hours and work periods
- (8) Pre-employment medical examinations
- (9) Biennial medical examinations
- (10) Bus maintenance program
- (11) Bus accident records
- (12) Drivers' daily bus inspection procedures
- (13) Bus emergency and safety equipment
- (14) Adoption of safety standards and safety monitoring of contractors
- (15) Drug-Free Workplace Act compliance

III. DEFINITIONS

- Area of Concern: Weakness in the adoption and implementation of the SSPP and weaknesses with regard to addressing and complying with FDOT safety standards and guidelines. Recommended practices or a recommended corrective action may be provided to address an area of concern or improve the effectiveness of the transit system safety program.

- Deficiency: Area in which the bus transit system is found to be non-compliant, deficient or inadequate in complying with their SSPP or FDOT’s safety standards and guidelines. Corrective action(s) and implementation schedule(s) shall be required for any deficiency(s).

- Corrective Action: An action or requirement that must be prepared and implemented to minimize, control, warn of, or eliminate a finding of deficiency or area of concern identified by the review and completed within a time specified by FDOT.

- Observation: An offered suggestion, view or comment regarding safety performance. An observation may address or refer to information obtained during the review.

IV. AREAS OF CONCERN, DEFICIENCIES, OBSERVATIONS

Described below are the findings derived from inspection of each of the 15 areas identified in the review. Findings shall consist of actual information obtained during the review and identified as an “Area of Concern” or “Deficiency”, as applicable. If only a sampling of records was performed for any individual area, it will be described under the item. . Observations are not intended to reflect a condition of noncompliance.

(1) General Information:

Total Number of drivers _____
Full-time _____ PartTime _____ Volunteers _____
Number of operational buses: _____ Buses W/C accessible _____
Number of Type I buses _____ Type II buses _____
Maintenance location(s): _____

Community Transportation Coordinator (CTC): Yes _____ No _____

CTC Operator: Yes _____ No _____

Contracted passenger service operations: (Describe)

Contract operator(s) has own adopted SSPP approved by the transit system or CTC:

Yes _____ No _____ Describe _____

Contract operator(s) adopts and implements the transit system's or CTC's SSPP:

Yes _____ No _____ Describe _____

- (2) Adoption, retention, compliance with, and minimum annual update of a System Safety Program Plan.
(Areas of Concern)
(Deficiencies)
(Observations)
- (3) Annual safety inspections of all operational buses. [Reference Rule 14-90.009]
(Areas of Concern)
(Deficiencies)
(Observations)
- (4) Valid driver's license (photo static copy on file) for all employees who drive buses. [Reference Rule 14-90.004(3)(b)]
(Areas of Concern)
(Deficiencies)
(Observations)

- (5) Driver training for type(s) of vehicles and equipment operated. [Reference Rule 14-90.004(3)(c)(d)]
(Areas of Concern)
(Deficiencies)
(Observations)
- (6) Written operational and safety procedures; IE. driver's handbook, provided to drivers prior to driving without supervision. [Reference Rule 14-90.004(3)(e) and 14-90.006(1)(2)(3)(4)(5)(6)(7)(8)(9)(10)(11)(12)(13)(14)(15)(16)(17)(18)]
(Areas of Concern)
(Deficiencies)
(Observations)
- (7) Driving hours and on-duty time which shall include documentation of: [Reference Rule 14-90.004(3)(g), 14-90.006(3)(a)(b) and 14-90.006(4)(5)]
 - (a) Total days worked
 - (b) On-duty hours
 - (c) Driving hours
 - (d) Time reporting on and off duty each day
(Areas of Concern)
(Deficiencies)
(Observations)
- (8) Driver pre-employment medical examinations. [Reference Rule 14-90.0041 and Form No. 775-030-01]
(Areas of Concern)
(Deficiencies)
(Observations)
- (9) Driver biennial medical examinations. [Reference Rule 14-90.0041 and Form No. 775-030-01]
(Areas of Concern)
(Deficiencies)
(Observations)
- (10) Vehicle maintenance program and records to include: [Reference Rule 14-90.004(4)(a)(b)(c)(d)]
 - (a) Types of maintenance, inspections
 - (b) Intervals at which maintenance is to be performed
 - (c) Performance of preventive maintenance
 - (d) Documentation of contract maintenance
 - (e) Information required by Rule 14-90.004(d)
(Areas of Concern)

(Deficiencies)
(Observations)

- (11) Accident investigation, evaluation, prevention and a reporting/record maintenance program. [Reference Rule 14-90.005(1) and 14-90.005(2)(a)(b)(c)]
(Areas of Concern)
(Deficiencies)
(Observations)
- (12) Daily vehicle safety inspections in accordance with Rule 4-90.006(7). [Reference Rule 14-90.006(8)(a)(b)]
(Areas of Concern)
(Deficiencies)
(Observations)
- (13) Vehicle emergency and safety equipment to include:
(a) Standee line and warning (as applicable). [Reference Rule 14-90.007(14)]
(b) Emergency exits. [Reference Rule 14-90.007(18)]
(c) Driver's seat belt. [Reference Rule 14-90.007(23)]
(d) Fire extinguisher. [Reference Rule 14-90.007(24)(a)(b)]
(e) Portable red reflectors. [Reference Rule 14-90.007(24)(c)]
(f) Manufacturer's certification on wheelchair lift. [Reference Rule 14-90.008(1)(e)]
Number of vehicles inspected: _____
(Areas of Concern)
(Deficiencies)
(Observations)
- (14) Safety standards and monitoring of contract operators to include: [Reference Rule 14-90.004(2)(a)(b), 14-90.008(1)(e) and 14-90.009(1)]
(a) Adoption of minimum safety standards for contract operators.
(b) Requirement for performance of annual safety inspections for all vehicles operated by contract operators.
(c) Program for safety monitoring of contract operators to assure the adoption and implementation of a SSPP and compliance with safety standards.
(Areas of Concern)
(Deficiencies)
(Observations)
- (15) Drug-Free Workplace Act [Reference Title 49, Code of Federal Regulations, Part 29 and Rule 14-90.004(3)(h)]

(Areas of Concern)
(Deficiencies)
(Observations)

V. CORRECTIVE ACTIONS AND IMPLEMENTATION SCHEDULE

Areas of Concern: Areas of Concern shall be addressed according to the following recommendations: (List Areas of Concern and Recommendations to address the concern(s), include implementation schedule, as applicable)

Deficiencies: Deficiencies shall be corrected according to the following requirements and schedule: (List Deficiencies, required Corrective Action(s) and Implementation Schedule)

(Name of Bus transit system) shall certify in writing to the Department that the above described corrective action(s) have been completed in accordance with the required implementation schedule. If (name of affected bus transit system) refuses or fails to implement corrective action to resolve deficient items pursuant to the findings of this review, the Department will issue a formal finding of “non-compliance” and may suspend any or all of its obligations under any pending or existing Joint Participation Agreement. In addition, pursuant to the provisions of Section 341.061, Florida Statutes, (name of transit system) “Safety Certification” shall be deemed invalid until such time (name of transit system) verifies completion of corrective action. FDOT reserves the right to conduct a follow-up review to verify completion of corrective action if for any reason it believes that corrective actions have not been adequately implemented.

VI. SUMMARY OF REVIEW AND ADDITIONAL COMMENTS

(Summarize and comment as required)