BOARD OF DIRECTORS
REGULAR MEETING
Thursday, April 13, 2023, at 6 p.m.
Benton County Administration Building, Room 303
7122 W. Okanogan Place Building E, Kennewick, Washington

Notice: Meeting attendance options include in-person and virtual via Zoom
Spanish language translation is available via Zoom

Meeting Link:
https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09
Phone: 253-215-8782 / Toll Free: 877-853-5247
Meeting ID: 989 6217 8731 / Password: 833979

If you wish to provide written comments to the Board or speak during the Public Comments portion of a Board meeting, please submit this form. Public comments will be taken during the meeting as indicated in the agenda below.

AGENDA

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1. **Convene Board Meeting** — Chair Will McKay
2. **Roll Call** — Janet Brett
3. **Pledge of Allegiance** — Chair McKay
4. **Public Comments** — Chair McKay
5. **Approval of Agenda** *(page 1)* — Chair McKay
6. **Consent Agenda**
   - **A.** March 9, 2023, Regular Board Meeting Minutes *(page 5)*
   - **B.** March Voucher Summary *(page 10)*
   - **C.** Resolution 11-2023, Amend Ben Franklin Transit and Washington State University Tri-Cities Transportation Pass Agreement #1373 *(page*

D. Resolution 12-2023, Amend Resolution 18-2021 to Authorize the General Manager to Reopen Contract #1133 as a Sole Source Contract and Increase the Not-to-Exceed Amount from $2,500,000 to $2,700,000 of said Contract with TCF Architecture, PLLC; and Resolution 13-2023, Authorize the General Manager to Increase the Not-to-Exceed Amount of Task Order #21 from $99,000 to $473,846 in Contract #1133 with TCF Architecture, PLLC *(page)*

E. Resolution 14-2023, Authorize the General Manager to Reinstate and Appoint New Community Members to the Citizens Advisory Network (CAN) *(page)*

F. Resolution 15-2023, Approve BFT's Public Transportation Agency Safety Plan (PTASP) and Authorize the General Manager to Submit the Plan to the Washington Department of Transportation and the Local Metropolitan Planning Organization, BFCOG

7. Action Items

A. Resolution 16-2023, Establish a Free Fare Day Policy — Kevin Sliger

B. Policy Revisions — Michelle Olk

i. Resolution 17-2023, Approve Policy HR-007, Attendance

ii. Resolution 18-2023, Approve Policy HR-008, Hourly Employee Timekeeping

iii. Resolution 19-2023, Approve Policy HR-009, Time Off Reporting for Exempt Employees

C. Student Art Contest — Brian Lubanski

8. Discussion & Informational Items

A. River of Fire Service — Kevin Sliger

B. Hanford Survey Update — Kevin Sliger

9. Staff Reports & Comments

A. Legal Report — Jeremy Bishop

B. General Manager's Report — Rachelle Glazier

10. Board Member Comments

11. Executive Session

An Executive Session will be held under RCW 42.30.110(1)(g) regarding personnel and RCW 42.30.140(4)(b) regarding collective bargaining.

12. Other

13. Next Meeting

Regular Board Meeting – Thursday, May 11, 2023, at 6 p.m.

14. Adjournment

Placeholder for Board agenda in Spanish – Page 1

Placeholder for Board agenda in Spanish – Page 2

BOARD OF DIRECTORS
REGULAR MEETING
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Benton County Administration Building, Room 303
7122 W. Okanogan Place Building E, Kennewick, Washington

Meeting attendance options included in-person and virtual via Zoom

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MINUTES

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1. **CONVENE BOARD MEETING**
   Vice Chair Richard Bloom called the meeting to order at 6:00 p.m.

2. **ROLL CALL**

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Present via Zoom
City of Kennewick	Brad Beauchamp	Director	Excused
City of Richland	Terry Christensen	Director	Present
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Present via Zoom
Franklin County #1	Clint Didier	Director	Present Via Zoom
Benton County	Michael Alvarez	Alternate	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Staff: Rachelle Glazier, Janet Brett, Chad Crouch, Timothy Dalton, Kris Darby, Steve Davis, Terry DeJuan, Tom McCormick, Michelle Olk, Rob Orvis, Mike Roberts, Kevin Sliger
Legal Counsel: Jeremy Bishop
Interpreters: Ruth Medina, Ynez Vargas

3. **PLEDGE OF ALLEGIANCE**
   Vice Chair Bloom led the meeting participants in the Pledge of Allegiance.

4. **PUBLIC COMMENTS**
   Vice Chair Bloom opened the meeting to comments from the public. No public comments were offered.

5. APPROVAL OF AGENDA

Vice Chair Bloom asked for a motion to approve the agenda.

Director Sandretto moved to approve the agenda, and Director Becken seconded the motion. It passed unanimously.

6. RECOGNITIONS

A. Resolution 7-2023 Recognizing BFT Employee Cheryl Irwin's Years of Service

Senior Manager of Operations Tom McCormick recognized Cheryl Irwin, who was not present, for her 29 years of service as a Dial-A-Ride driver.

Director Sandretto moved to approve Resolution 7-2023, and Director Becken seconded the motion. It passed unanimously.

7. CONSENT AGENDA

Vice Chair Bloom presented the Consent Agenda items and invited a motion.

A. February 9, 2023, Regular Board Meeting Minutes

B. February Voucher Summary

C. Resolution 8-2023 Authorizing the General Manager to Exercise the Fourth- and Fifth-Year Option for Contracted Services Provided by River North Transit LLC, DBA Via, and Approve Associated Supplemental Contracted Transportation Services Contract #1160 Amendments

D. Resolution 9-2023 Recommendation to Accept the Replacement of the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System as Complete

E. Resolution 10-2023 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014

Director Sandretto moved for approval of the Consent Agenda items. The motion was seconded by Director Becken and passed unanimously.

8. DISCUSSION & INFORMATIONAL ITEM

A. Possible Bus Wraps

Senior Manager of Customer Experience Brian Lubanski presented information on the possibility of wrapping buses with community-spirit-minded themes. He showed three possibilities: Proud of Pasco; River of Fire Festival; and a red, white, and blue patriotic bus theme. It would cost approximately $7,000 to wrap a bus with one of these designs.

General Manager Rachelle Glazier explained staff wanted to gauge Board member interest in wraps. She asked if they would be interested in being part of the selection process, if they had any concerns with wrapping the buses, or if that's something the Board would like staff to pursue and then bring options back for consideration.

After discussion among Board members, it was the consensus that wraps would be supported on a limited basis. The Board will be presented with choices at a later date for review and input.

9. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop reported he has been working with staff on RFPs and contracts, and there will be an executive session later this evening.

B. 2022 Year-End Financial Report

Ms. Glazier presented the 2022 year-end financial report.

C. General Manager's Report

Ms. Glazier reported that we now have a fully staffed HR team. She introduced Chief People Officer Michelle Olk, who began work on Tuesday. She thanked Chad Crouch, Acting Chief People Officer for the last five months, for his commitment, motivation, and drive in helping her get the open positions filled.

The Route 64 extension begins on Sunday.

We are canvassing volunteers for the Citizens Advisory Network (CAN) and will restart those meetings next month, which were stopped due to COVID.

Chief Planning & Development Officer Kevin Sliger presented updates on the Operations Building and asked for Board input on how frequently they would like to receive construction updates. Quarterly, unless there are issues, was the determination. He then provided an update on the Queensgate Transit Center.

10. BOARD MEMBER COMMENTS

Director Suttle updated his fellow Board members on the Fentanyl issue he brought to the Board's attention last month. He talked to Chad and Rachelle about it, and they involved Kat McWhorter, our safety specialist. She did a lot of research, and we are going to compile some standard operating procedures (SOPs) for our operators, dispatchers, and supervisors on how to deal with exposure to drugs on the bus.

Director Bloom reported that he attended the APTA Marketing and Communication Workshop in Las Vegas last week with Mr. Lubanski. They had a debriefing with staff to share some of the highlights.

11. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) regarding personnel and RCW 42.30.140(4)(b) regarding collective bargaining for seven minutes. The Board recessed at 6:32 p.m. and returned to open session at 6:40 p.m.; no decisions were made.

Vice Chair Bloom asked for a motion to approve General Manager Rachelle Glazier's 2023 Goals & Initiatives. Director Sandretto moved for their approval, and the motion was seconded by Director Becken. It passed unanimously.

12. OTHER

There were no other agenda items.

13. NEXT MEETING

The next meeting will be held Thursday, April 13, 2023, at 6 p.m.

14. ADJOURNMENT

Vice Chair Bloom adjourned the meeting at 6:44 p.m.

_____ _____

Janet M. Brett, Clerk of the Board Date

1000 Columbia Park Trail, Richland, WA 99352
509.735.4131 | 509.735.1800 fax | www.bft.org

Thursday, April 13, 2023

To: Ben Franklin Board of Directors

From: Rob Orvis, Interim Chief Financial Officer

RE: Vouchers for March 2023

Signature: ROB ORVIS
ROB ORVIS (Apr 7, 2023 11:15 PDT)

Email: rorvis@bft.org

March 2023 vouchers totaled $4,253,614.71. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
IRS	Federal Income Tax on Wages	$437,992.29
NW ADMIN TRANSFER	Insurance	$437,000.90
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	$420,118.20
DEPT OF RETIREMENT SYSTEMS	PERS	$310,615.97
RIVER NORTH TRANSIT LLC	Contracted Services	$216,064.54
STATE OF WASHINGTON	Insurance	$109,191.51
ARC OF THE TRI-CITIES INC	Contracted Services	$90,674.54
WESTERN CONFERENCE OF	Teamsters Pension	$87,261.35
GEMMELLS WELDING AND FABRICATION LLC	Contracted Services	$80,072.19
CUMMINS INC	Vehicle Parts	$46,729.34
TCF ARCHITECTURE PLLC	Contracted Services	$45,208.52
US BANKCARD	Travel/Merchandise	$37,502.44
WENAHA GROUP INC	Contracted Services	$35,393.07
GILLIG	Vehicle Parts	$33,346.31
WEX BANK	Fuel	$30,516.62
CARAHSOFT TECHNOLOGY CORPORATION	Softare	$27,419.79
CHRISTENSEN INC	Lubricants	$27,406.57
AARON C GRIMM	Contracted Services	$20,700.00
CITY OF RICHLAND	Utilities	$18,061.56
EDNETICS INC	Computer Supplies	$18,037.73
KPFF INC	Contracted Services	$17,951.66
TEAMSTERS UNION	Payroll Deductions	$17,491.25
DURA SHINE CLEAN LLC	Contracted Services	$15,406.90
FGL LLC	Lease	$14,847.75
U S LINEN & UNIFORM	Uniforms	$14,732.55
SUMMIT LAW GROUP	Legal Services	$14,071.50
BRIDGESTONE AMERICAS INC	Tire Lease	$13,343.29
PATRIOT ENVIRONMENTAL SERVICES INC	Contracted Services	$12,805.81
VERIZON WIRELESS	Wireless Service	$11,326.93
ROACH LAW OFFICES LLP	Legal Services	$11,211.00
MCCURLEY INTEGRITY DEALERSHIPS LLC	Vehicle Parts	$11,014.50
P & F AUTOMOTIVE WAREHOUSE INC	Vehicle Parts	$10,138.38
MICHELLE OLK	Moving Expense	$10,000.00
	Total Significant Vendors	**$ 2,703,654.96**
	Payroll Total	**$ 1,251,564.15**
	Total Non-Significant Vendors	**$ 298,395.60**
	GRAND TOTAL	**$ 4,253,614.71**

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**
Benton County, Washington, do hereby certify that the payroll related services, herein specified have been received and that the following checks are approved for payment for the month of March 2023.

PAYROLL

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
505-23	80940	80941	3/10/2023	626,419.95	Payroll
506-23	80942	80943	3/24/2023	622,967.16	Payroll
			Total	**$ 1,249,387.11**	

AUTHORITY MEMBER
4/13/2023

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**
Benton County, Washington, do hereby certify that the merchandise or services herein specified have been received and that the following checks are approved for payment for the month of March 2023.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
122-23	83760	83790	3/1/2023	83,311.19	MDSE
123-23	83791	83791	3/3/2023	10,000.00	MDSE
124-23	83792	83847	3/8/2023	324,521.30	MDSE
125-23	ACH TRANS		3/8/2023	3,097.42	ACH TRANS
126-23	83848	83886	3/10/2023	360,668.54	MDSE
127-23	2942	2942	3/10/2023	299.50	TRAVEL
128-23	ACH TRANS		3/10/2023	474,503.34	ACH TRANS
129-23	ACH TRANS		3/2/2023	4,500.00	ACH TRANS
130-23	ACH TRANS		3/11/2023	529,945.36	ACH TRANS
131-23	ACH TRANS		3/21/2023	27,419.20	ACH TRANS
132-23	83887	83969	3/21/2023	493,902.07	MDSE
133-23	83970	84020	3/24/2023	158,051.63	MDSE
134-23	ACH TRANS		3/24/2023	229,173.99	ACH TRANS
135-23	84021	84067	3/28/2023	302,657.02	MDSE
			Total	**$ 3,002,050.56**	

AUTHORITY MEMBER
4/13/2023

March 2023 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members April 13, 2023.

ACTION: As of this date, April 13, 2023, I, _____
move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
505-23	80940	80941	3/10/2023	626,419.95	Payroll
506-23	80942	80943	3/24/2023	622,967.16	Payroll
			Total	**$ 1,249,387.11**	

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
122-23	83760	83790	3/1/2023	83,311.19	MDSE
123-23	83791	83791	3/3/2023	10,000.00	MDSE
124-23	83792	83847	3/8/2023	324,521.30	MDSE
125-23	ACH TRANS		3/8/2023	3,097.42	ACH TRANS
126-23	83848	83886	3/10/2023	360,668.54	MDSE
127-23	2942	2942	3/10/2023	299.50	TRAVEL
128-23	ACH TRANS		3/10/2023	474,503.34	ACH TRANS
129-23	ACH TRANS		3/2/2023	4,500.00	ACH TRANS
130-23	ACH TRANS		3/11/2023	529,945.36	ACH TRANS
131-23	ACH TRANS		3/21/2023	27,419.20	ACH TRANS
132-23	83887	83969	3/21/2023	493,902.07	MDSE
133-23	83970	84020	3/24/2023	158,051.63	MDSE
134-23	ACH TRANS		3/24/2023	229,173.99	ACH TRANS
135-23	84021	84067	3/28/2023	302,657.02	MDSE
			Total	**$ 3,002,050.56**	

Check Register Nos. 505-23 to 506-23 and 122-23 to 135-23 in the total amount of: **$ 4,251,437.67**

The motion was seconded by _____ and approved by a unanimous vote.

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 505-23

CHECK NUMBERS	80940-80941	$	2,125.97
ACH TRANSFER		$	624,293.98

PAYROLL DATE MARCH 10, 2023

PURPOSE: PPE 03/04/2023 AMOUNT: **$626,419.95**

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

AUDITOR

3/8/2023
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 506-23

CHECK NUMBERS	80942-80943	$	2,177.04
ACH TRANSFER		$	622,967.16

PAYROLL DATE MARCH 24, 2023

PURPOSE: PPE 03/18/2023 AMOUNT: $625,144.20

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

AUDITOR

3/23/2023
DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 122-23

CHECK NUMBERS 83760 to 83790

DATE 3/1/2023

PURPOSE AP MAR23A VOUCHERS AMOUNT $83,311.19

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORKIS

AUDITOR

Mar 9, 2023

DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 123-23

CHECK NUMBERS 83791 to 83791

DATE 3/3/2023

PURPOSE AP MAR23B VOUCHERS AMOUNT $10,000

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORNAS

AUDITOR

Mar 9, 2023

DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 124-23

CHECK NUMBERS 83792 to 83847

DATE 3/8/2023

PURPOSE AP MAR23C VOUCHERS AMOUNT $324,521.30

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORVAS

AUDITOR

Mar 9, 2023

DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 125-23

ACH WIRE TRANSFERS

DATE: 3/8/23

PURPOSE:

WEX	$3,097.42
	$3,097.42

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORVIS

AUDITOR

Mar 21, 2023

DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 126-23

CHECK NUMBERS 83848 to 83886

DATE 3/10/2023

PURPOSE AP MAR23D VOUCHERS AMOUNT $360,668.54

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORVIS

AUDITOR

Mar 22, 2023

DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 127-23

CHECK NUMBERS 2942 to 2942

DATE 3/10/2023

PURPOSE AP MAR23E TRAVEL AMOUNT $299.50

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the service s rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORVIS
ROB ORVIS (Mar 21, 2023 17:03 PDT)
AUDITOR

Mar 21, 2023
DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 128-23

ACH WIRE TRANSFERS

DATE: 3/10/23

PURPOSE:

US BANK CORPORATE PAYMENT SYSTEMS	$37,502.44
N.W. ADMIN TRANSFER ACCOUNT	$437,000.90
	$474,503.34

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORVAS
AUDITOR

Mar 21, 2023
DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 129-23

ACH WIRE TRANSFERS

DATE: 3/2/23

PURPOSE:

HRA VEBA TRUST	$4,500.00
	$4,500.00

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB OBVIAS

AUDITOR

Mar 21, 2023

DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 130-23

ACH WIRE TRANSFERS

DATE: 3/11/23

PURPOSE:

WASHINGTON STATE SUPPORT	$2,453.29
INTERNAL REVENUE SERVICE	$214,437.12
DEPT OF RETIREMENT SYSTEMS	$310,615.97
DEPT OF RETIREMENT SYSTEMS - DCP	$2,438.98
	$529,945.36

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORVAS

AUDITOR

Mar 21, 2023

DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 131-23

ACH WIRE TRANSFERS

DATE: 3/21/23

PURPOSE:

WEX	$27,419.20
	$27,419.20

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORVIS
ROB ORVIS (Mar 21, 2023 17:06 PDT)
AUDITOR

Mar 21, 2023
DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 132-23

CHECK NUMBERS 83887 to 83969

DATE 3/21/2023

PURPOSE AP MAR23F VOUCHERS AMOUNT $493,902.07

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB OBLAS Mar 21, 2023

AUDITOR DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 133-23

CHECK NUMBERS 83970 to 84020

DATE 3/24/2023

PURPOSE AP MAR23G VOUCHERS AMOUNT $158,051.63

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB OPLAS

AUDITOR

Mar 27, 2023

DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 134-23

ACH WIRE TRANSFERS

DATE: 3/24/23

PURPOSE:

STATE OF WASHINGTON	$596.90
DEPT OF RETIREMENT SYSTEMS - DCP	$2,522.48
INTERNAL REVENUE SERVICE	$223,555.17
WASHINGTON STATE SUPPORT	$2,499.44
	$229,173.99

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORVIS
ROB ORVIS (Mar 28, 2023 13:48 PDT)
AUDITOR

Mar 28, 2023
DATE

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BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 135-23

CHECK NUMBERS 84021 to 84067

DATE 3/28/2023

PURPOSE AP MAR23H VOUCHERS AMOUNT $302,657.02

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

ROB ORVAS

AUDITOR

Mar 28, 2023

DATE

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Memorandum

Date: April 13, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: Amend Ben Franklin Transit and Washington State University Tri-Cities Transportation Pass Agreement #1373

Background

On August 1, 2022, Ben Franklin Transit (BFT) entered into a contract with Washington State University Tri-Cities (WSU) to offer a College Pass Program. BFT has received requests from both Columbia Basin College (CBC) and WSU to extend the College Pass Program to eligible Dial-A-Ride (DAR) clients who are enrolled in these two higher education institutions. Both institutions collect activity fees from all registered students. A portion of the fees collected is used to reimburse BFT for transit services that are provided. Students who are not physically able to use BFT's fixed route services have voiced concern about the inequity of not permitting their student IDs to be honored on comparable public transportation services. BFT evaluated DAR usage of both WSU and CBC and determined that the financial impacts were insignificant.

The following language is included in the **current** Agreement #1373:

5.5 *Transit Access*. BFT shall allow each student, faculty and staff member displaying a valid WSU-PASS Sticker on his/her valid WSU ID card to ride on all parts of the fixed route bus and CONNECT system, **excluding** paratransit services, without additional charge. WSU-PASS Stickers are not valid on any other agency's system or special event services operated by BFT. BFT shall honor each WSU-PASS sticker issued under this Agreement.

The following **proposed** amendment modification language is included to accommodate the DAR request:

5.5 *Transit Access*. BFT shall allow each student, faculty and staff member displaying a valid WSU-PASS Sticker on his/her valid WSU ID card to ride on all parts of the fixed route bus, CONNECT system, **and** paratransit services without additional charge. WSU-PASS Stickers are not valid on any other agency's system or special event services operated by BFT. BFT shall honor each WSU-PASS sticker issued under this Agreement.

All other provisions of the Agreement shall remain unchanged. Once approved by the Board, the following items will be addressed:

- Add WSU pass button to DAR/MTD (Rangers)
- Get information out to Dial-A-Ride drivers about allowable passes, including Via/CONNECT
- Update the semester invoicing process (Finance)

Funding

Budgeted:	Local (minor change in amount and method of fare collection, potentially offset by an increase in ridership).
Budget Source:	N/A
Funding Source:	N/A

Recommendation

BFT staff recommend the Board of Directors authorize the General Manager to amend Agreement #1373 and ratify an amendment that is approved by both parties.

Forwarded as presented:

_____

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT
RESOLUTION 11-2023

A RESOLUTION TO AMEND BEN FRANKLIN TRANSIT AND WASHINGTON STATE UNIVERSITY TRI-CITIES TRANSPORTATION PASS AGREEMENT #1373

WHEREAS, the Board approved Ben Franklin Transit and Washington State University Tri-Cities Transportation Pass Agreement #1373 on August 1, 2022; and

WHEREAS, this agreement specifically allowed the valid WSU photo ID to serve as a BFT fare medium on all BFT fixed route and CONNECT services but excluded paratransit services; and

WHEREAS, WSU has a desire to provide equitable incentives and benefits to all of their students, faculty, and staff which promote non-single occupancy vehicle (SOV) commuting; and

WHEREAS, WSU Tri-Cities utilizes administrative funds and student activity fees to adequately cover the cost of providing BFT services per boarding basis; and

WHEREAS, students who are not physically able to use fixed route services have voiced concern to WSU administrators about the inequity of not permitting their student IDs to be honored on comparable public transportation services;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. An amendment to Ben Franklin Transit and Washington State University Tri-Cities Transportation Pass Agreement #1373 be submitted that replaces the word "excluding" paratransit services with the word "and" paratransit services so that section 5.5 of the agreement shall read:

   5.5 *Transit Access*. BFT shall allow each student, faculty and staff member displaying a valid WSU-PASS Sticker on his/her valid WSU ID card to ride on all parts of the fixed route bus, CONNECT system, **and** paratransit services without additional charge. WSU-PASS stickers are not valid on any other agency's system or special event services operated by BFT. BFT shall honor each WSU-PASS sticker issued under this Agreement.

2. The General Manager be authorized to ratify an amendment to the Agreement that is approved by both parties.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 13, 2023, at 7122 W. Okanogan Place Building E, Room 303, Kennewick, Washington.

ATTEST:

_____	_____
Janet M. Brett, Clerk of the Board	Will McKay, Chair

APPROVED AS TO FORM BY:

_____

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: April 13, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning & Development Officer

Re: Amendment to Resolution 18-2021 Authorizing the General Manager to Reopen Contract #1133 as a Sole Source Contract and Increase the Not-to-Exceed Amount of Said Contract with TCF Architecture, PLLC; Authorizing the General Manager to Increase the Not-to-Exceed Amount of Task Order #21 in Contract #1133 with TCF Architecture, PLLC

Background

On July 24, 2019, Ben Franklin Transit (BFT) entered into Contract #1133 with TCF Architecture, PLLC (TCF) for On-Call Architecture and Engineering services pursuant to Resolution 49-2019 approved by the BFT Board of Directors on July 11, 2019. On-Call Architecture and Engineering (A&E) contracts allow BFT to award projects on an as-needed basis for task orders that fall within the contract's scope and budget. The scope of this A&E contract includes all nonrevenue (non-passenger) facilities. The scope is limited to BFT's maintenance, operation, and administrative (MOA) facilities. The contract originally included a not-to-exceed amount of $500,000 for an initial term of three years, with an option for two additional years. On March 11, 2021, the Board of Directors approved Resolution 18-2021, an increase in the not-to-exceed amount in Contract #1133 from $500,000 to $2,500,000. In 2022, it was determined by BFT staff that it would be in our best interest not to exercise the optional years of Contract #1133. During a Board of Directors meeting on November 10, 2022, a new A&E group was awarded the On-Call A&E services for the MOA facilities. While their contract is currently closed, BFT is in the process of finishing the projects connected to all open task orders with TCF.

BFT currently has five open task orders with TCF. Task Order #21 is the construction administration (CA) services for the Operations Building expansion project. Most of the BFT staff that were intimately involved with the design process are no longer with BFT. As TCF were the designers for this project, it is important to use them for CA services as they have more knowledge of the decisions made during the design process. BFT has been working with their construction management On-Call A&E firm (Wenaha Group) on reducing the need to utilize TCF to keep within the original Task Order #21 budget of $99,000. TCF could not guarantee that the remaining funds left from the not-to-exceed amount of $2,500,000 under Contract #1133 would be enough for the duration of the services needed under Task Order #21. A budget summary for the remaining task orders and contract amount awarded and expended by TCF to date are itemized in Table 1.

To cover these added expenses under Task Order #21 and complete the closeout of the remaining open task orders under Contract #1133, BFT staff requests approval of Resolution XX-2023 amending Resolution 18-2021 and reopen Contract #1133 as a sole source contract to increase the not-to-exceed amount of said contract from $2,500,000 to $2,700,000. Additionally, staff requests under Resolution XX-2023 to authorize the General Manager to increase the not-to-exceed amount

from $99,000 to $473,846 for Task Order #21 under Contract #1133. Each open project (task order) remains subject to BFT's procurement policy and contract not-to-exceed amount.

A summary of the financials are below:

Current NTE	$2,500,000
Spent to Date	$-2,325,154
Remaining NTE	$174,846

Current Task Order #21	$99,000
Remaining on Task #21	$0 est.

Remaining NTE contract	$174,846
Increase from NTE Resolution	$200,000
Total Increase Task Order #21 by	$374,846

Task Order #21
Current $99,000 + Board additional approved $200,000 + remaining $174,846 = $473,846

Table 1: Total Expended with TCF Contract to Date

Task Order	*Description*	*GM & Board Approved Value*	*Billed*	*Unused*	*Budget Needed to Finish*	*Status*
1133-1	Initial MOA Campus Analysis	$99,969	$77,934.21	$22,035.11	$0.00	closed
1133-2	Not Awarded	$0	$0.00	$0.00	$0.00	closed
1133-3	Operations Building Assessment	$98,545	$96,128.68	$2,416.29	$0.00	closed
1133-4	MOA Security Analysis	$66,060	$22,397.95	$43,662.08	$0.00	closed
1133-5	Maintenance Building Air Handler Replacement Evaluation	$78,872	$27,070.32	$51,801.54	$0.00	closed
1133-6	MOA Campus Groundwater Monitoring (Dept. of Ecology)	$25,583	$21,070.78	$4,512.10	$0.00	closed
1133-7	Administration Building Irrigation System Design	$6,697	$5,749.03	$949.06	$0.00	closed
1133-8	Operations Building Replacement Concept Planning and Design	$36,778	$23,899.73	$12,877.95	$0.00	closed
1133-9	Expansion Building Design (Operations Bldg. Replacement)	$1,224,205	$1,224,205.44	$0.00	$0.00	closed
1133-10	Three Rivers Transit Center (Staff Building) Renovation Design	$91,949	$15,779.10	$76,169.86	$0.00	closed
1133-11	AV Upgrades	$30,350.62	$9,094.88	$21,255.74	$0.00	closed
1133-12	Maintenance Building HVAC Replacement	$98,847.03	$81,911.86	$0.00	$16,935.17	open
1133-13	2021 MOA Monitoring	$25,477.30	$16,438.48	$9,038.82	$0.00	closed
1133-14	Maintenance Building HVAC Replacement Continuation	$97,809.22	$96,465.11	$0.00	$1,344.11	open
1133-15	Admin Building Server Room HVAC Upgrade	$24,128.00	$12,657.07	$11,470.93	$5,000.00	open
1133-16	Expansion /Admin Bldg. Furniture Study	$58,522.50	$15,080.75	$43,441.75	$0.00	closed
1133-17	Evaluation of Building Modification Costs	$24,734.00	$7,077.75	$17,656.25	$0.00	closed
1133-18	Expansion Building Additional Services	$90,676.50	$90,676.20	$0.30	$0.00	closed
1133-19	2022 MOA Ground Water Monitoring	$23,458.80	$13,739.19	$0.00	$9,719.61	open
1133-20	Proposed 2 story building bid services	$324,999.51	$324,999.51	$0.00	$0.00	closed
1133-21	Operations Building Bidding/CA	$99,000.00	$92,101.94	$0.00	$6,898.06	open
1133-22	Maintenance Bay New Lube Tank & Reels	$23,639.00	$10,778.94	$12,860.06	$0.00	closed
	Subtotal	$2,650,302	$2,285,256.92	$330,147.84	$39,896.95	
TOTAL	**Total Value – All Projects**				**$2,325,154**	
	Total Contract Budget Remaining from $2,500,000				**$174,846**	

Funding
Budgeted: Yes
Budget Source: Capital
Funding Source: Local

Recommendation

1. Approve Resolution 12-2023, Amend Resolution #18-2021 to Authorize the General Manager to Reopen Contract #1133 as a Sole Source Contract and Increase the Not-to-Exceed Amount from $2,500,000 to $2,700,000 of said Contract with TCF Architecture, PLLC.
2. Approve Resolution 13-2023, Authorize the General Manager to Increase the Not-to-Exceed Amount of Task Order #21 from $99,000 to $473,846 in Contract #1133 with TCF Architecture, PLLC.

Forwarded as presented:

_____

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 12-2023

AMENDMENT TO RESOLUTION #18-2021, AUTHORIZING THE GENERAL MANAGER TO REOPEN CONTRACT #1133 AS A SOLE SOURCE CONTRACT AND INCREASE THE NOT-TO-EXCEED AMOUNT OF THE CONTRACT WITH TCF ARCHITECTURE, PLLC

WHEREAS, BFT Board of Directors approved Contract #1133 with TCF Architecture, PLLC on July 11, 2019, for a not-to-exceed amount of $500,000 to provide architecture and engineering services on Maintenance, Operations, and Administration (MOA) facilities projects on a task-order basis; and

WHEREAS, BFT Board of Directors approved an increase in the not-to-exceed amount from $500,000 to $2,500,000 on March 11, 2021; and

WHEREAS, An increase in the budget authorization is required to expend funds in excess of the current $2,500,000 limit on existing projects that have been approved; and

WHEREAS, BFT staff requests that Contract #1133 be reopened as a sole source contract and the not-to-exceed amount of said contract be increased from $2,500,000 to $2,700,000 in order to complete work on open task orders;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager is authorized to sign Amendment #7 with TCF Architecture, PLLC to reopen Contract #1133 as a sole source contract and increase the not-to-exceed amount from $2,500,000 to $2,700,000 for MOA architecture and engineering services.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 13, 2023, at 7122 W. Okanogan Place Building E, Kennewick.

ATTEST:

_____ _____

Janet M. Brett, Clerk of the Board Will McKay, Chair

APPROVED AS TO FORM BY:

_____

Jeremy J. Bishop, Legal Counsel

BEN FRANKLIN TRANSIT

RESOLUTION 13-2023

RESOLUTION AUTHORIZING THE GENERAL MANAGER TO INCREASE THE NOT-TO-EXCEED AMOUNT OF TASK ORDER #21 IN CONTRACT #1133 WITH TCF ARCHITECTURE, PLLC

WHEREAS, The General Manager approved Task Order #21, Operations Building Bidding/Construction Administration (CA) for a not-to-exceed amount of $99,000; and

WHEREAS, CA services are needed through the duration of the Operations Building construction; and

WHEREAS, An increase in the budget authorization is required to expend funds in excess of the current $99,000 not-to-exceed limit on existing approved Task Order #21; and

WHEREAS, BFT staff requests that the not-to-exceed amount of Task Order #21 in Contract #1133 be increased from $99,000 to $473,846;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager is authorized to increase the not-to-exceed amount of Task Order #21 in Contract #1133 from $99,000 to $473,846 with TCF Architecture, PLLC.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 13, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

_____ _____

Janet M. Brett, Clerk of the Board Will McKay, Chair

APPROVED AS TO FORM BY:

_____

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: March 22, 2023

To: Rachelle Glazier, General Manager

From: Steven Davis, Senior Manager of Safety & Training

Re: Resolution 14-2023 Authorizing the General Manager to Reinstate and Appoint New Community Members to the Citizens Advisory Network (CAN)

Background

The Citizens Advisory Network (CAN) was created to provide a forum for interactive discussions that encourage community input on issues such as service changes, Title VI, budget, fares, and transit amenities.

The Citizens Advisory Network shall assist transit in the following *advisory* capacity:

a) Serve as an advisory body to the BFT management and to the BFT Board of Directors; all actions or recommendations of the CAN are strictly advisory.
b) Promote and communicate the transit's goals and objectives with the public.
c) Represent interests of the community and assist staff and Board in meeting transit's goals.
d) Expand awareness of the public's perception of CAN activities.
e) Speak on behalf of constituents when commenting on transit's plans, policies and services.
f) The CAN is not intended to be a complaint resolution or appeals board.

Recommendation

Approve Resolution 14-2023 authorizing the General Manager to reinstate and appoint community members to serve on the Citizens Advisory Network.

Forwarded as presented:

_____

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 14-2023

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO REINSTATE AND APPOINT NEW COMMUNITY MEMBERS TO THE CITIZENS ADVISORY NETWORK (CAN)

WHEREAS, Ben Franklin Transit (BFT) has a responsibility to be inclusive with the community it serves;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager is authorized to reinstate and appoint community members to the Citizens Advisory Network to provide a forum for interactive discussions that encourage community input on issues such as service changes, Title VI, budget, fares, and transit amenities.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 13, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

_____ _____

Janet M. Brett, Clerk of the Board Will McKay, Chair

APPROVED AS TO FORM BY:

_____

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: April 13, 2023

To: Rachelle Glazier, General Manager

From: Steven Davis, Senior Manager of Safety & Training

Re: Resolution 15-2023 Approving BFT's Public Transportation Agency Safety Plan (PTASP) and Authorizing the General Manager to Submit the Plan to the Washington Department of Transportation and the Local Metropolitan Planning Organization, BFCOG

Background

The Public Transportation Agency Safety Plan (PTASP) final rule (49 CFR. Part 673) requires certain operators (agencies) of public transportation systems that are recipients or subrecipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS). The final rule became effective on July 19, 2019. Each transit operator (agency) is required to annually certify that it has established a compliant safety plan.

The safety plan must include, at a minimum:

- An approval by the agency's Accountable Executive and Board of Directors (or an equivalent authority);
- The designation of a Chief Safety Officer;
- The documented processes of the agency's SMS, including the agency's Safety Management Policy and processes for Safety Risk Management, Safety Assurance, and Safety Promotion;
- An employee hazard reporting program;
- Performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan (NSP);
- Criteria to address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the NSP; and
- A process and timeline for conducting an annual review and update of the safety plan.

PTASP Approvals

- The safety plan must be signed off by the operator's (agency) Account Executive.
- The safety plan must be approved by its Board of Directors or an equivalent authority (such as a mayor, county executive, or grant manager).

Certificate of Compliance

- Ben Franklin Transit must annually certify via FTA's "Certifications and Assurances" process that its safety plan meets the requirements of the final rule.

Documentation and Recordkeeping

- Ben Franklin Transit must maintain documents as set forth in its safety plan, including those related to the Safety Management System (SMS) implementation.
- Related documents must be made available upon request of the FTA and other agencies with safety jurisdiction, such as the National Transportation Safety Board (NTSB).
- Ben Franklin Transit must maintain these documents for a minimum of three (3) years after they are created.

Summary

In support of the FTA ruling 49 CFR Part 673, BFT has developed a PTASP which meets all FTA requirements.

The PTASP is a working document that is reviewed and updated as BFT's public transit demands evolve. BFT has performed the annual review of the PTASP which will require approval by the BFT Board of Directors.

Recommendation

Approve Resolution 15-2023 – Approval of BFT's Public Transportation Agency Safety Plan and authorize the General Manager to submit the plan to the local Metropolitan Planning Organization (BFCOG) and to the Washington State Department of Transportation (WSDOT).

Forwarded as presented:

_____

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT
RESOLUTION 15-2023

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT BFT'S PUBLIC TRANSPORTATION AGENCY SAFETY PLAN TO THE LOCAL METROPOLITAN PLANNING ORGANIZATION (BFCOG) & WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT)

WHEREAS, The Federal Transit Administration's final ruling 29 CFR 673 to submit an annual Public Transportation Agency Safety Plan to the local Metropolitan Planning Organization and Washington State Department of Transportation; and

WHEREAS, Ben Franklin Transit is considered a Tier I agency and must comply with all requirements of the FTA PTASP; and

WHEREAS, Ben Franklin Transit is complying with the annual PTASP reporting requirements set forth in 49 CFR 673;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

BFT's Public Transportation Agency Safety Plan is approved, and the General Manager is authorized to submit the plan to the local Metropolitan Planning Organization (BFCOG) and to the Washington State Department of Transportation (WSDOT).

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 13, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

_____ _____

Janet M. Brett, Clerk of the Board Will McKay, Chair

APPROVED AS TO FORM BY:

_____

Jeremy J. Bishop, Legal Counsel

Public Transportation Agency Safety Plan

(PTASP)

Effective Dates: May 20, 2023 - July 1, 2024

by J. Thoelke, K. McWhorter, M.Mullen

Transit
BEN FRANKLIN TRANSIT

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1.0 ACRONYMS

ADA	Americans with Disabilities Act
ALARP	As Low as Reasonably Practical
BFCG	Benton-Franklin Council of Government
CCR	Customer Comment Record
EPP	Emergency Preparedness Plan
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
HRM	Hazard Risk Matrix
JPAC	Joint Planning Advisory Committee
MAP-21	Moving Ahead for Progress in the 21st Century Act
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
PTBA	Public Transportation Benefit Area
SA	Safety Assurance
SMS	Safety Management System
SMSS	Safety Management Software System
SPI	Safety Performance Indicator
SRI	Safety Risk Index
SPT	Safety Performance Target
SRA	Safety Risk Assessment
SRM	Safety Risk Management
TAM	Transit Asset Management
TDP	Transit Development Plan
TSI	Transit Safety Institute
VRM	Vehicle Revenue Miles
WISHA	Washington Industrial Safety and Health Act
WSDOT	Washington State Department of Transportation
WSTIP	Washington State Transit Insurance Pool
VRM	Vehicle Revenue Miles

2.0 SAFETY MANAGEMENT POLICY STATEMENT

The management of safety is a top priority of Ben Franklin Transit (BFT). To achieve the highest level of transit safety performance, BFT will ensure that our operational and maintenance activities are supported by an appropriate allocation of organizational resources. BFT is committed to implementing, maintaining, and constantly improving processes.

All levels of management and all front-line employees are accountable for the delivery of the highest level of safety performance, starting with the Ben Franklin Transit General Manager.

BFT is committed to:

- Support the management of safety by providing appropriate resources to build an organizational culture that fosters safe operational practices
- Encourage effective safety reporting and communication
- Actively manage safety with the same attention to results as that given to the other management systems of the agency
- Integrate the management of safety as an explicit responsibility of all managers and employees
- Clearly define for all managers and employees their accountabilities and responsibilities for the delivery of safe transit services and performance of our safety management system
- Establish and operate a safety operating program as a fundamental tool in support of our hazard identification and safety risk evaluation activities to minimize or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point that is as low as reasonably practicable (ALARP)
- Ensure that no action will be taken against any employee who discloses a safety concern through the safety reporting program, unless such 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 any applicable legislative and regulatory requirements and standards
- Ensure that sufficiently trained and skilled personnel are available and assigned to implement our safety management processes and activities
- Ensure all staff are formally provided with adequate and appropriate safety management information, are competent in safety management system activities, and are assigned only safety related tasks commensurate with their skills
- Establish and measure our safety performance against realistic safety performance indicators and safety performance targets
- Continually improve our safety performance through management processes that ensure relevant safety action is taken in a timely fashion and is effective when carried out
- Ensure contracted services that support our transit mission are delivered meeting our safety performance standards

General Manager _____ Date _____

3.0 TRANSIT AGENCY INFORMATION

Transit Agency Name	Ben Franklin Transit
Transit Agency Address	1000 Columbia Park Trail Richland, WA 99352
Name and Title of Accountable Executive	Rachelle Glazier General Manager
Name of Chief Safety Officer	Michelle Olk Chief People Officer
Safety Department	Steven Davis, Senior Manager of Safety, Training, ADA Katrina McWhorter, Industrial Safety Specialist Matthew Mullen, Bus Safety Specialist
Mode(s) of Service Covered by This Plan	Fixed Route Para-transit Vanpool General Demand
FTA Funding Types	5307, 5337, 5339
Mode(s) of Service Provided by the Transit Agency (directly operated or contracted service)	Fixed Route Para-transit Vanpool General Demand ARC of the Tri-Cities (Contract - Use of Vehicles)
PTASP Developed by	Ben Franklin Transit – Safety and Security Department

Ben Franklin Transit (BFT) was formed May 11, 1981, when the voters in the service area voted to levy a 0.3 percent sales tax to support public transit. BFT is a municipal corporation, which provides public transportation services in a 618-square mile area located in Benton and Franklin Counties. The area includes the cities of Kennewick, Pasco, Richland, West Richland, Benton City, Prosser, and certain unincorporated areas of Benton and Franklin County. The service area contains a population of approximately 280,735 residents as of 2022 according to the Office of Financial Management, 2022 populated estimate for BFT Public Transportation Benefit Area (PTBA).

BFT was formed under the authority of Chapter 36.57A of the Revised Code of Washington State, as a PTBA. BFT is a separate entity and is fiscally independent of other state and local government entities, as a primary government for reporting and there are no additional entities or funds for which Ben Franklin Transit has reporting responsibilities.

BFT is a special purpose government entity and provides Fixed Route, Paratransit, Vanpool, and General Demand Service to the public in portions of Benton and Franklin Counties. It is supported primarily through locally generated sales tax and user charges.

BFT is governed by a ten-member Board of Directors comprised of two Franklin County Commissioners, one Benton County Commissioner and one City Council member from Benton City, City of Kennewick, City of Pasco, City of Prosser, City of Richland, City of West Richland, and one non-voting board member to represent the labor unions of Ben Franklin Transit.

4.0 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN APPROVAL

The 2023-2024, Public Transportation Agency Safety Plan (PTASP) is hereby approved and adopted by Ben Franklin Transit:

Name of Entity That Drafted PTASP	**Ben Franklin Transit**	
Signature of the Accountable Executive	**Accountable Executive**	**Date of Approval**
Approval by the Board of Directors		Date of **Approval**

PTASP Information:

Name of Document	Location of Document	Effective Date of PTASP
BFT PTASP 2023-2024		May 20-July 1, 2024

5.0 PTASP CERTIFICATION OF COMPLIANCE

The FTA does not require transit agencies to submit their completed or updated safety plan to the FTA on a regular basis. Instead, each transit agency must initially certify per 673.13(a) that they have established a safety plan that fulfills the requirements under 49 C.F.R. Part 673 one year after the effective date of the final rule. Ben Franklin Transit's Accountable Executive will certify the safety plan by July 20, 2020, per the FTA Certifications and Assurances website. After the initial certification of the safety plan in 2020, BFT's Accountable Executive will conduct an annual certification of the safety plan per 673.13(b) at the FTA Certifications and Assurances website by July 1 of every year.

Initial Safety Plan Certification: May 20, 2020
Annual Safety Plan Certification: July 1

Certification of Compliance	Name of Individual That Certified Plan	Signature of Individual That Certified Plan	Date of Certification

6.0 SAFETY PERFORMANCE TARGETS

Per Part 673.11(a)(3) Ben Franklin Transit has established Safety Performance Targets SPT(s) based on the safety performance measures established under the National Public Transportation Safety Plan.

Annual Safety Performance Targets SPT(s) 2022							
Mode of Service	**Fatalities (total)**	**Fatalities (per 100k VRM)**	**Injuries (total)**	**Injuries (per 100k VRM)**	**Safety Events (total)**	**Safety Events (per 100k VRM)**	**System Reliability (VRM/failure)**
Fixed Route	0	0	4	.11	3	.08	26,427
ADA/Paratransit	0	0	1	.06	1	.06	27,664
Vanpool	0	0	1	.06	1	.06	168,234

* VRMs (vehicle revenue miles) for injuries and safety events are taken from BFT's National Transit Database (NTD) reports for 2022.

** For detailed information on safety performance measures required by the National Public Transportation Safety Plan (Fatalities, Injuries, Safety Events, and System Reliability) see Appendix A of the PTASP.

7.0 SAFETY PERFORMANCE TARGET COORDINATION

7.1 SAFETY PERFORMANCE TARGET COORDINATION

Per Part 673.15(a) BFT will ensure that the organization's SPT(s) are made available to Washington State Department of Transportation (WSDOT) and Benton-Franklin Council of Governments (BFCG).

7.1.2 WSDOT

BFT's Safety and Security department will submit SPT(s) to WSDOT by July 15th of each year. If BFT's SPT(s) change throughout the year, BFT's Safety and Security department will submit updated SPT(s) within 30 days to WSDOT. BFT's Safety and Security department will also coordinate to the maximum extent possible with WSDOT to select State safety performance targets. Anytime SPT(s) are submitted to WSDOT section 7.2 of the PTASP will be completed and the PTASP will be updated to reflect the change.

7.1.3 BFCG

BFT's Safety and Security department will submit SPT(s) to BFCG by July 15th of each year. If BFT's SPT(s) change throughout the year, BFT's Safety and Security department will submit updated SPT(s) within 30 days to BFCG. BFT's Safety and Security department will also coordinate to the maximum extent possible with BFCG to select MPO safety performance targets. Anytime SPT(s) are submitted to BFCG section 7.2 of the PTASP will be completed and the PTASP will be updated to reflect the change.

7.2 CERTIFICATION OF SUBMITTAL OF SPT(S) TO WSDOT AND BFCG

BFT certifies their SPT(s) have been submitted WSDOT and BFCG per the requirements of 673.15(a) and sections 7.1.2 and 7.1.3 of the PTASP.

7.2.1 PTS CERTIFICATE OF SUBMITTAL – WSDOT

WSDOT Certificate of Submittal	
Name of BFT Staff Member who Submitted SPT(s)	
Submission Date of SPT(s) to WSDOT	
WSDOT Department Submitted To	Public Transportation Division
WSDOT Contact Person, Job Title, Phone Number and Email Address	Linda Howell Community Liaison 253-651-5466 howell@wsdot.wa.gov

7.2.2 SPT(S) CERTIFICATE OF SUBMITTAL – BFCG

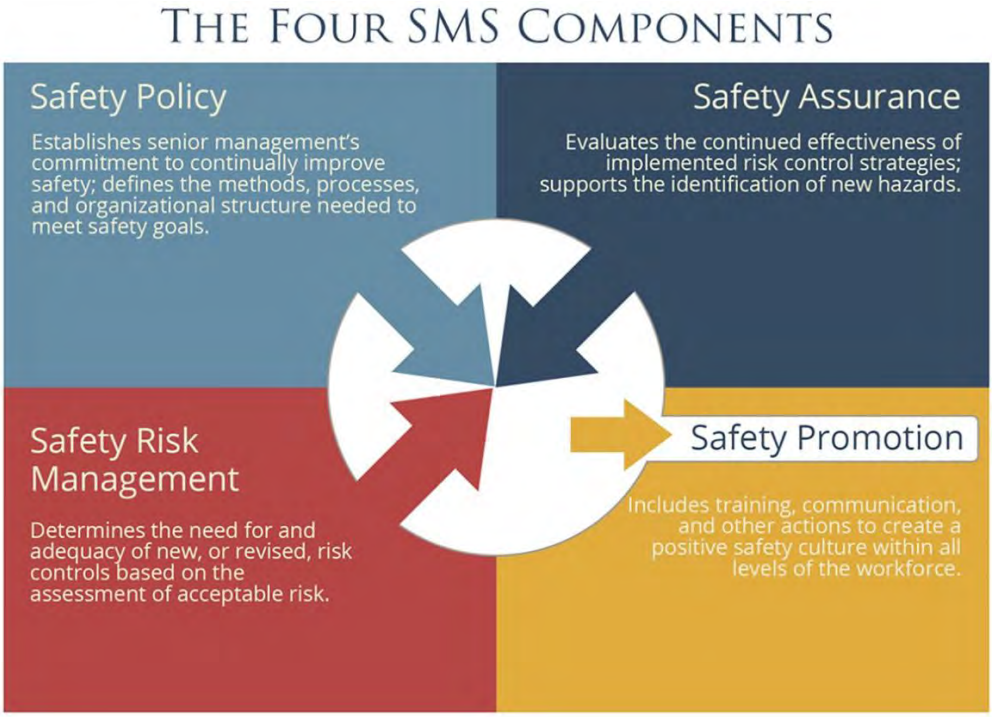
BFCG Certificate of Submittal	
Name of BFT Staff Member who Submitted SPT(s)	
Submission Date of SPT(s) to BFCG	
BFCG Department Submitted To	Transportation Planning
BFCG Contact Person, Job Title, Phone Number and Email Address	Patrick Pittenger Transportation Planning Director 509-943-9185 ppittenger@bfcog.us

8.0 EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) grants the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. As a component of this safety oversight framework, MAP-21 requires recipients of FTA Chapter 53 funding to develop and implement a PTASP that addresses performance measures, strategies, and staff training opportunities.

MAP-21 expands the regulatory authority of FTA to oversee safety, providing an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in Safety Management Systems (SMS). MAP-21 puts FTA in a position to provide guidance that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks.

The PTASP for BFT is consistent with and supports an SMS approach to safety risk management. SMS is an integrated collection of policies, processes and behaviors that ensures a formalized, proactive and data-driven approach to safety risk management. The aim of SMS is to increase the safety of transit systems by proactively identifying, assessing and controlling safety risks. The approach is flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of MAP-21. The PTASP for BFT addresses the four SMS components as seen below:



9.0 SMS RESPONSIBILITIES

9.1 ALL EMPLOYEES

All employees will support BFT's SMS by:

- Conducting job duties in a safe manner and following all established safety rules, policies and procedures
- Promoting safety awareness throughout the agency
- Reporting safety hazards and concerns through the ESRP and other internal safety reporting programs
- Reporting all accidents, injuries, incidents, occurrences, safety deficiencies and near misses
- Being familiar with BFT's Safety Management Policy Statement and principals of SMS
- Performing safety responsibilities as assigned per job description

9.2 SMS LEADERSHIP TEAM MEMBERS

In order to effectively develop and manage BFT's SMS, the organization has designated members to the SMS Leadership Team. Members of the SMS Leadership Team have authorities, accountabilities and responsibilities related to the development and management of the SMS. The SMS Leadership Team consists of the following members:

- Accountable Executive
- Chief Safety Officer
- Safety and Security department
- Department Senior Managers
- Department Managers

9.2.1 SMS LEADERSHIP TEAM

All SMS Leadership Team members will support the SMS by:

- Implementing the SMS within each department
- Influencing safe behaviors of BFT employees
- Generating a positive safety culture
- Promoting employee engagement for the SMS
- Supporting employees to report safety hazards through the ESRP and other internal safety reporting programs
- Supporting non-punitive employee reporting of safety issues (for more information see section 9.3.3 of the PTASP)
- Supporting the Safety Management Policy Statement
- Identifying safety hazards
- Providing safety communication to employees
- Performing safety responsibilities as assigned per job description

9.2.2 ACCOUNTABLE EXECUTIVE – GENERAL MANAGER

The Accountable Executive is charged with the overall responsibility and authority of directing the agency and SMS and for establishing safety performance objectives. In addition, the Accountable Executive is responsible for:

- Managing the safety and security of passengers, the community, and all BFT employees
- Governing over the human and capital resources needed to develop and maintain the SMS
- Ensuring safety concerns are considered in the BFT's ongoing budget planning process
- Establishing guidance on the level of safety risk acceptable to BFT
- Ensuring transparency in safety management priorities for the Board of Directors and for employees
- Assuring the Safety Management Policy Statement is appropriate and communicated throughout BFT
- Approving BFT's FTA required SPT(s) set according to the requirements of the National Public Transportation Safety Plan
- Providing direction for corrective action plans
- Reviewing, approving, and certifying the PTASP on an annual basis
- Providing the PTASP to the Board of Directors for approval

9.2.3 CHIEF SAFETY OFFICER

The Chief Safety Officer implements and manages the SMS on behalf of the Accountable Executive. The Chief Safety Officer is responsible to ensure the PTASP is ready for certification on an annual basis. The Chief Safety Officer may not serve in any other operational or maintenance capacities.

9.2.4 SAFETY AND SECURITY DEPARTMENT

The Safety and Security department has the authority and responsibility for the day-to-day implementation of the SMS, communicating safety information, analyzing safety data and monitoring safety performance. Additionally, the Safety and Security department is the owner of the PTASP and is responsible for reviewing, updating, and adding any addendums to the plan. The Safety and Security department is also responsible for:

- Ensuring all SMS phases (Appendices B1, B2, and B3) are implemented in a timely manner
- Communicating the requirements of the PTASP to the Executive Management Team
- Training the Executive Management Team on the components of the SMS
- Developing FTA required SPT(s) to meet the National Public Transportation Safety Plan requirements
- Providing SPT(s) to WSDOT and BFCG
- Coordinating with WSDOT and BFCG assist in selection of statewide and MPO SPT(s)
- Ensuring the communication of the Safety Management Policy Statement
- Developing training materials and conducting training on the requirements of the PTASP and principals of SMS
- Managing the Safety Management Software System (SMSS)
- Managing the ESRP through the SMSS
- Developing training materials and conducting training on the ESRP and the SMSS
- Conducting SRA's on safety hazards reported through the ESRP
- Assigning corrective actions for safety hazards reported through the ESRP
- Monitoring and closing out corrective actions assigned through the SMSS
- Ensuring feedback is provided to employees who reported safety hazards through ESRP
- Providing reports to management and employees on information reported through the ESRP
- Managing Fleet and Facilities Maintenance and Administrative staff safety training records with the SMSS
- Managing training records for the PTASP, SMS, and the SMSS
- Remaining compliant and staying informed of regulatory requirements and updates
- Managing the EPP
- Communicating changes to safety requirements, regulations, policies, and procedures to management and employees as needed
- Developing policies, procedures and programs while conducting training to influence safe behaviors, address trends, meet legal and regulatory requirements while reducing accidents or incidents
- Coordinating with local public safety agencies and local community emergency planning agencies to address emergency preparedness within the community
- Maintaining required FTA documentation related to the PTASP
- Reviewing and making necessary changes to the PTASP on an annual basis to prepare for review by Accountable Executive and Board of Directors approval
- Conducting the annual self-certification process for the PTASP with the FTA
- Updating the PTASP as necessary to ensure compliance with the PTASP regulations and to reflect changes to the PTASP
- Ensuring changes to the PTASP are reflected on the PTASP update log

- Managing SRM processes and activities according to the requirements of the SRM section of the PTASP for safety hazard identification, safety risk assessment and mitigations
- Conducting investigations of safety events
- Leading training on the SRA, HRM, SRI, and SRM processes
- Conducting training on proper completion of the SRM log
- Providing technical assistance and regulatory guidance to departments in resolving safety hazards, conducting the SRA process, and developing safety risk mitigation solutions
- Reviewing all department's SRM logs on a monthly basis
- Providing SRM communication and reports to management and employees
- Overseeing SA processes and activities according to the requirements of the SA section of the PTASP for safety performance monitoring and measurement, management of change, and continuous improvement
- Developing safety objectives, SPT(s) and SPI(s)
- Providing training on the development of safety objectives, SPT(s) and SPI(s)
- Monitoring agency-wide and department specific safety objectives, SPT(s) and SPI(s)
- Conducting management of change processes as required by the SA section of the PTASP
- Ensuring the SMS Management of Change form is filled out and maintained according to the requirements of the SA section of the PTASP
- Reviewing and approving management of change procedures
- Reviewing completed SMS Management of Change forms
- Conducting quarterly reviews of FTA required SPT(s)
- Conducting quarterly reviews of agency-wide and department specific safety objectives, SPT(s) and SPI(s)
- Working in conjunction with department Managers, Senior Managers and General Manager to develop and implement corrective action plans as needed
- Providing technical assistance and training to departments on safety performance monitoring and measurement, management of change and continuous improvement activities
- Providing SA communication and reports to management and employees
- Conducting safety training and communication as per the requirements of the Safety Promotion section of the PTASP
- Ensuring safety training program is effective
- Ensuring safety communication is conducted and effective
- Overseeing the Safety committee and Accident Review committee and providing minutes to all employees from Safety committee meetings
- Managing the safety communication boards
- Other SMS duties as assigned by the Accountable Executive

9.2.5 DEPARTMENT MANAGERS AND SENIOR MANAGERS

Department Managers and Senior Managers are responsible for:

- Ensuring the communication of the Safety Management Policy Statement
- Ensuring employees are trained and familiar with the requirements of the PTASP and fundamentals of the SMS
- Ensuring employees are trained on job specific safety roles and responsibilities
- Ensuring employees are trained on the requirements of the EPP
- Ensuring employees are trained on the ESRP and how to use the SMSS
- Promoting and supporting the use of the SMSS as the ESPR
- Providing employees with the time necessary to report safety hazards through the ESRP and other internal safety reporting programs
- Completing corrective actions assigned through the SMSS in a timely manner
- Ensuring compliance of regulatory requirements and internal policies and procedures
- Providing information to The Safety and Security department on documents/files/programs and the locations of the documents/files/programs that support the PTASP
- Developing policies, procedures, programs and training materials to influence safe behaviors, address trends, meet legal and regulatory requirements and reduce accidents and incidents
- Conducting SRM processes and activities for department(s) of responsibilities according to the requirements of the SRM section of the PTASP for safety hazard identification, safety risk assessments and safety risk mitigations
- Ensuring the SRM log is completed and current according to the requirements of the Safety Risk Management section of the PTASP
- Conducting investigations of safety events in support of The Safety and Security department
- Providing SRM communication and reports to management and employees
- Conducting SA processes and activities for department(s) of responsibilities according to the requirements of the SA section of the PTASP for safety performance monitoring and measurement, management of change, and continuous improvement activities
- Developing department specific safety objectives, SPT(s) and SPI(s)
- Conducting management of change processes as required by the SA section of the PTASP
- Ensuring the SMS Management of Change form is filled out and maintained according to the requirements of the SA section of the PTASP
- Reviewing and approving management of change procedures (department Senior Managers only)
- Conducting quarterly reviews of FTA required SPT(s)
- Conducting quarterly reviews of agency-wide and department specific safety objectives, SPT(s) and SPI(s)
- Working in conjunction with The Safety and Security department and General Manager to develop and implement corrective action plans (department Senior Managers only)
- Providing SA communication and reports to management and employees

- Conducting safety training and communication as per the requirements of the Safety Promotion section of the PTASP in conjunction with the Safety and Security department
- Other SMS duties as assigned by the Accountable Executive and Safety department

9.3 SMS KEY STAFF

SMS Key Staff are individuals/departments that provide support of SMS related activities.

9.3.1 SUPERVISORS

Supervisors are responsible for:

- Influencing safe behaviors of BFT employees
- Generating a positive safety culture
- Promoting employee engagement for the SMS
- Ensuring employees are familiar with the requirements of the PTASP and fundamentals of the SMS in conjunction with The Safety and Security department
- Ensuring employees are trained and perform job specific safety roles and responsibilities
- Conducting training on the requirements of the PTASP and the components of the SMS in conjunction with The Safety and Security department (as required by department Senior Manager)
- Ensuring employees are trained on the ESRP and how to use SMSS in conjunction with The Safety and Security department (as required by department Senior Manager)
- Promoting and supporting the use of SMSS as the ESPR
- Providing employees with the time necessary to report safety hazards through the ESRP and other internal safety reporting programs
- Completing corrective actions assigned through SMSS in a timely manner
- Ensuring compliance to regulatory requirements and internal policies and procedures
- Supporting non-punitive employee reporting of safety issues (for more information see section 9.3.3 of the PTASP)
- Conducting investigations of safety events
- Identifying safety hazards
- Providing safety communication to employees
- Performing safety responsibilities as assigned per job description
- Other SMS duties as assigned by department Senior Manager, Manager or the Safety and Security department

9.3.2 OPERATIONS TRAINING DEPARTMENT

The Operations Training department is responsible for:

- Influencing safe behaviors of BFT employees
- Generating a positive safety culture
- Conducting New Driver Certification training
- Conducting CDL training
- Training new Fixed Route Operators and DAR drivers on:
  - BFT's Safety Management Policy Statement
  - The requirements of the PTASP and fundamentals of the SMS
  - The ESRP and use of the SMSS
  - The requirements of non-punitive employee safety reporting
  - Job specific safety roles and responsibilities
  - Requirements of the EPP
- Conducting CPR/AED/Basic First Aid certification training
- Identifying and reporting safety hazards
- Developing and conducting training programs for Operations department to influence safe behaviors, address trends, meet legal and regulatory requirements and reduce accidents and incidents
- Developing safety communication information for Operations department in conjunction with The Safety and Security department if necessary.
- Managing Fixed Route Operators and DAR driver's safety training records through the SMSS
- Managing CPR/AED/Basic First Aid certification training records for the agency through the SMSS
- Performing safety responsibilities as assigned per job description
- Other SMS related duties as assigned by Operations, Accountable Executive or the Safety and Security department

9.3.3 HEALTH AND SAFETY COMMITTEE MEMBERS

The Health and Safety committee members are responsible for:

- Identifying and reporting safety hazards
- Supporting employees to report safety hazards through the ESRP and other internal safety reporting programs
- Ensuring that represented groups have the opportunity to designate the Safety and Health committee representatives
- Bringing employee safety concerns to the attention of the Safety and Health committee
- Participating as a member of the Accident review committee as needed

10.0 SAFETY MANAGEMENT POLICY

10.1 COMMITMENT TO SAFETY

BFT is committed to safety management as a systematic and comprehensive approach to identifying safety risks associated with transit systems operations and related maintenance activities. BFT has adopted a Safety Management System (SMS) framework as an explicit element of the agency's responsibility by establishing safety policy identifying hazards and controlling risk's goal setting planning and measuring safety performance. Furthermore, BFT has adopted SMS as means by which to foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.

To ensure transit safety and to comply with Federal Transit Administration (FTA) requirements, BFT has developed and adopted this PTASP to comply with FTA regulations established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act as well as the Bi-Partisan Infrastructure Law passed by the Biden Administration in 2021.

The General Manager and Board of Directors for BFT have reviewed the PTASP and assures that its content has met the requirements of 5329(d) of MAP-21 through the establishment of a comprehensive SMS framework. Fundamental safety beliefs guiding our approach include:

- Safety is a core business value
- Safety excellence is a key component of our mission
- Safety is a source of competitive advantage our agency will be strengthened by making safety excellence an integral part of our public transportation activities
- Many accidents and serious incidents are preventable they are preceded by precursors (events, behaviors, and conditions) that can be identified, assessed, and mitigated through physical, administrative, and behavioral defense strategies

Basic elements of our safety approach include:

10.2 COMMUNICATION OF BEN FRANKLIN TRANSIT'S SAFETY MANAGEMENT POLICY STATEMENT

BFT will communicate the Safety Management Policy Statement throughout the agency, to all its employees, supervisors, managers, executives, and to the Board of

Directors. The Safety Management Policy Statement will be shared through various methods, such as BFT's communication centers, safety meetings or briefings, safety trainings, and new employee orientation. Communication of the Safety Management Policy Statement will be a continual and ongoing process. Documented communication of the Safety Management Policy Statement will take place on an annual basis.

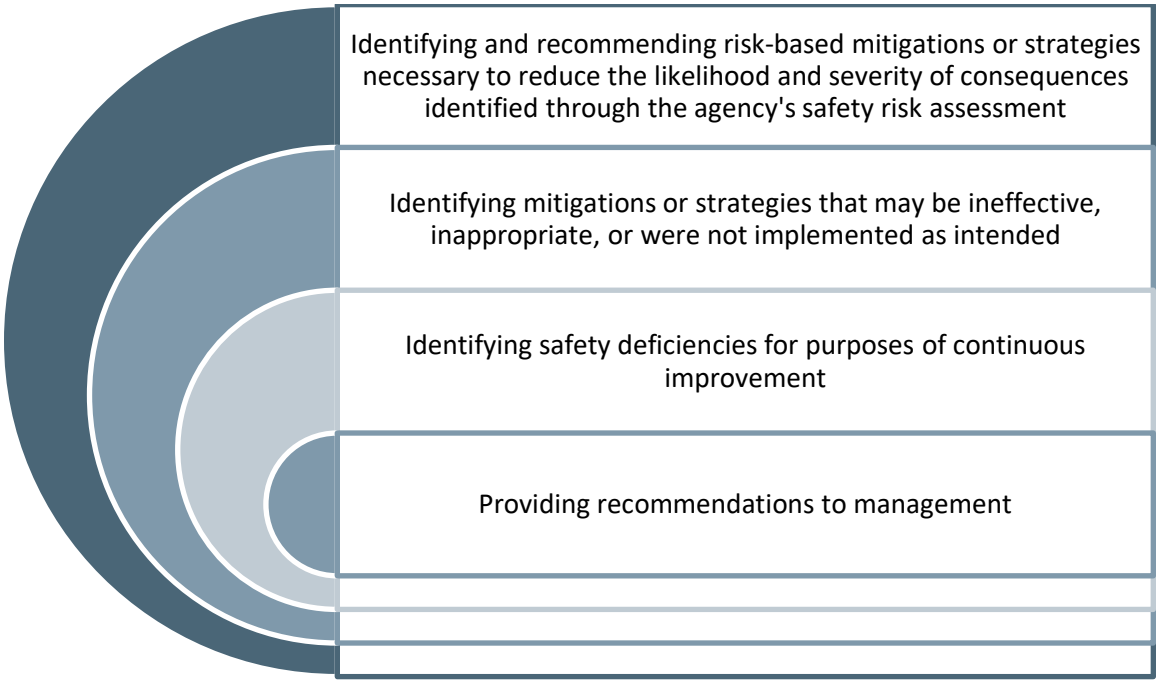
10.3 SAFETY COMMITTEE

BFT will have a Safety committee that meets the requirements put forth by the FTA. The Safety committee will include risk-based mitigations and reviews.

10.3.1 ROLES AND RESPONSIBILITIES

The Bipartisan Infrastructure Law requires the Safety committee to approve an agency's Agency Safety Plan (ASP) and any updates to the ASP. This approval must occur before the agency's Board of Directors approves the ASP or update.

The Safety Committee also is responsible for, at a minimum:



BFT management must take into consideration the recommendations of the Safety committee, but The Bipartisan Infrastructure Law does not require the agency to implement the risk-based mitigations or strategies recommended by the Safety committee. The Accountable Executive, ultimately, must determine whether to implement the risk-based mitigations or strategies recommended by the Safety committee.

10.3.2 COMPOSITION

The Safety committee must have an equal number of frontline employee representatives and management representatives. The Agency can define the number of members that are on the committee, if they meet the beforementioned criteria. The Safety committee will have a member from each department of BFT.

The Frontline Employee Safety Committee Representatives must be selected by the labor organization representing the frontline employees. The non-represented employees are to be selected by members of the management.

10.3.3 MEETINGS

The Safety committee will meet once monthly on a date voted on and approved by the majority of Safety committee members. Safety Meeting must have a duration no longer than one hour. If the meeting is to last longer than one hour, it must be voted on, and approved by a majority of the Safety committee in attendance.

If a member is unable to attend, they may appoint a substitute representative from their department to attend the meeting.

10.4 EMPLOYEE SAFETY REPORTING PROGRAM (ESRP)

An ESRP may be the single most important source of information for the management of safety. An effective ESRP allows employees who observe safety concerns in their day-to-day duties to notify designated personnel of safety concerns, operational deficiencies, instances of non- compliance and deviations from procedures before they result in an actual safety event.

BFT has established an ESRP for employees to report safety hazards to management. BFT will use a safety management software system as (SMSS) their ESRP. A SMSS will allow BFT to:

- Collect and store safety hazards
- Provide feedback to employees on reported safety hazards
- Analyze safety hazards through the SRM process and prioritize safety hazards reported by employees
- Assign corrective actions to departments so safety risk mitigation solutions can be determined for reported hazards
- Determine safety trends resulting from employee safety reporting and communicate these trends throughout the agency
- Demonstrate actions or resolutions to employee safety reporting and communicate these actions or resolutions throughout the agency

10.4.1 EMPLOYEE USE OF APPROVED SMSS

All employees will be provided access to the selected Safety Management Software, Employee Reporting Module to report safety hazards to management. Shortcuts may be put on each computer by IT to provide easy access for employees. Employees will be trained on what to report, what not to report and how to report. Employees will be provided with feedback on reported safety hazards via their BFT email addresses, and/or written communication. Management will support the use of the ESRP by employees to report safety hazards. Employees will be provided with the time to report safety hazards through the ESRP.

10.4.2 MANAGEMENT OF THE ESRP

The Safety and Security department will oversee the management of the ESRP and the SMSS. The Safety and Security department will serve as technical support and provide regulatory guidance to departments on the resolution of the safety hazards identified through the selected SMSS. Additionally, the Safety and Security department will provide reports from the selected SMSS on the ESRP to management and employees on a regular basis to provide information on safety hazards reported through the ESRP.

10.4.3 NON-PUNITIVE EMPLOYEE SAFETY REPORTING

BFT is committed to safest transit operating standards possible. To achieve this, it is imperative that employees are encouraged and commended for reporting behaviors or situations that compromise safe conduct of our agency activities. To this end, every employee is responsible for communication of any information that may affect the integrity of transit safety.

BFT will not penalize or retaliate against any employee who discloses a transit safety issue or hazard to management. This policy shall not apply to information received by BFT from a source other than the employee, or which involves an illegal act, or a deliberate or willful disregard of regulations, policies, and procedures

10.4.4 ANONYMOUS EMPLOYEE SAFETY REPORTING

BFT will enact several Anonymous Employee Safety Reporting Programs (ESRP).
The ESRP's that BFT will enact will be:

- Anonymous Employee Safety Reporting through our SMSS online
- Anonymous Employee Safety Reporting paper forms that will be supplied for employees to write safety reports, with an optional space to write name and contact information (if they choose to provide this information)

BFT will also provide an Employee Safety Reporting email address that employees may use to email safety reports and hazards.

10.5 REGULATORY COMPLIANCE

BFT will meet all applicable FTA, WISHA and other required regulatory requirements within their overall SMS and elected associated SMSS.

10.6 EMERGENCY PREPAREDNESS AND LOCAL COMMUNITY EMERGENCIES

BFT's Emergency Preparedness Plan (EPP) addresses how BFT employees should address emergencies affecting employees, contractors, guests and passengers. BFT will coordinate with local public safety agencies and local community emergency planning agencies to address emergency preparedness within the community and work with community partners to address emergencies within the community when needed.

10.7 SMS IMPLEMENTATION PHASES

SMS implementation occurs over time and requires a shift in the management and perception of safety by individuals and the agency. SMS maturity is built through a series of steps that leads to confidence that safety risks are being identified, evaluated, and mitigated to an extent that is consistent with safety objectives and safety performance targets of the agency. A SMS is mature when employees, from the Accountable Executive to frontline employees, can unequivocally answer these five questions:

What are our most serious safety concerns?

How do we know this?

What are we doing about it?

Is what we are doing working?

How do we know what we are doing is working?

BFT will implement its SMS in phases. Each implementation phase is associated with the development of the PTASP or a specific component of the SMS. There is no specific phase associated with Safety Promotion because safety training and safety communication are ongoing activities that intertwine in all implementation phases of the SMS. BFT's implementation phases are in Appendices B1, B2 and B3 of the PTASP.

PHASE 1
SMS Gap Analysis, Safety Management Software, PTASP Development and Safety Management Policy will be the first phase addressed beginning in 2019 with a completion date of 2020. This phase includes a SMS gap analysis, the implementation of a safety software system, the development of the PTASP and the implementation of the Safety Management Policy component of the PTASP.

PHASE 2

Safety Risk Management will be the second phase addressed beginning in late 2020 after the approval of the PTASP by the Accountable Executive and the Board of Directors. The objectives of Phase 2 are to strengthen existing safety risk management tools to fully align with SMS principals and to establish and implement safety risk management activities that do not yet exist.

PHASE 3

Safety Assurance will be the third phase addressed. This phase includes implementing safety assurance activities and tools that allow BFT to monitor safety performance, manage system changes, and provide continuous improvement of the SMS. This phase will also ensure that BFT has processes in place to monitor safety risks and engage in continuous corrective action to maintain their effectiveness over time and under changing operational demands. Components of this phase will be addressed in conjunction with Phase 2 starting in late 2020.

PHASE 4

Bi-Partisan Infrastructure Law Updates will be ongoing through 2022-2024. This phase includes ensuring adherence to updates regarding the Safety committee, training for affected workers to reduce the occurrence of assaults, and proper funding set-aside and allocation for safety improvement projects.

10.8 SAFETY PLAN DOCUMENTATION

BFT will maintain documents related to the PTASP, including those related to:

Implementation of the SMS

SMS implementation plans

Results from SMS processes or activities

Documents that are included in, or by reference that describe programs, policies and procedures used to carry out the PTASP

All documents will be maintained for a minimum of three years.

10.9 DOCUMENTATION SUPPORTING THE PTASP

Documentation that supports the development and implementation of the PTASP is in in Appendix G of the PTASP.

10.10 PTASP REVIEW AND UPDATE

The PTASP will regularly undergo updates and reviews to ensure effectiveness of the SMS.

10.10.1 ANNUAL REVIEW

BFT Safety and Security department will review the PTASP on an annual basis. The annual review of the PTASP by the Safety and Security department will take place the first quarter of every year. If there are no changes made to the PTASP, no additional review or approval is needed by the Accountable Executive/General Manager or the Board of Directors, but it must be entered into the PTASP Annual Review and Update Log (Appendix F) that there were no changes. If changes are made, The Safety and Security department will provide the updated PTASP to the Accountable Executive/General Manager by March 1st of each year for review. Once the Accountable Executive has approved of the changes, they will present it to the Board of Directors for their review and approval.

10.10.2 ANNUAL SELF-CERTIFICATION

Annual self-certification will consist of the General Manager and the Board of Directors Chairperson signing and dating the PTASP approval section. The General Manager will complete the certification process by certifying the PTASP with FTA Certifications and Assurances and will complete and sign the PTASP Certification of Compliance section of the PTASP each year by the 1st of July.

10.10.3 UPDATES TO THE PTASP

Updates to the PTASP will take place as often as necessary to assure the PTASP is effective for BFT. Necessary updates to the PTASP outside the annual review period will be incorporated into the body of the PTASP. Examples of when updates may be required to the PTASP include, but are not limited to changes to:

- SPT(s)
- Leadership and/or responsibilities for the PTASP
- Regulatory requirements
- Internal policies and procedures
- The ESRP
- Safety Management activities
- SRM activities
- Safety Assurance activities
- Safety Promotion
- Service delivery
- SMS processes and procedures.

10.11 DOCUMENTATION OF REVIEWS AND UPDATES

Reviews of the PTASP and any subsequent updates and addendums, adoptions, and distribution activities will be documented on the PTASP Annual Review and update log, in Appendix F of the PTASP.

10.12 DEFINITIONS

Definitions for terminology used in the PTASP can be found in Appendix H of the PTASP

11.0 Safety Risk Management

The Safety Risk Management (SRM) component of the PTASP is comprised of the processes, activities, and tools BFT uses to identify and analyze hazards and assess safety risks. The SRM process allows BFT to carefully examine what could cause harm and to determine whether BFT has taken appropriate precautions to minimize the risk, or to determine if further mitigations strategies are necessary. Through ongoing safety risk management activities, safety hazards and concerns in transit operations are identified and assessed, and mitigations are put in place to manage the safety risk. SRM has three sub- components: Safety Hazard Identification, Safety Risk Assessment (SRA), and Safety Risk Mitigation.

11.1 SAFETY HAZARD IDENTIFICATION

Safety hazard identification is the first step in the SRM process. Safety hazard identification address hazards before they escalate into incidents or accidents. It also provides a foundation for the safety risk assessment and safety risk mitigation activities that follow. Safety hazard identification can be *reactive* – occurrence-based reporting and investigations or *proactive* – observing and analyzing near-misses and at-risk behaviors *before* they become incidents. There are many ways to identify safety hazards, but the more comprehensive the data sources, the more confident management can be that safety concerns are being identified. Establishing effective safety hazard identification programs are fundamental to safety management.

BFT's safety hazard identification tools include, but are not limited to:

- Employee Safety Reporting Program (ESRP)
- Safety Events (accidents, injuries, incidents, occurrences, near misses)
- Failure to Meet SPT's
- Claims and Employee Occupational Injury Reports
- Internal and External Investigations
- Internal and External Inspections
- Internal Reviews and Audits
- Gap Analysis
- Safety Trend Analysis
- Event Reports
- Incident Reports
- Customer Comment Records (CCR)
- Training and Evaluation Records
- Operational Data
- Observations of Operations
  - Ride Evaluations and
  - Trail Evaluations.
- Cameras and Data Recorders
- Dispatch Logs
- Pre-and Post-Trip Inspection Records
- Maintenance Pre-Service Inspections
- Observations of Maintenance Activities
- Maintenance Work Orders
- Preventative Maintenance Records
- Maintenance Vehicle Failure Records
- Maintenance Performance Reliability Reports
- Maintenance Testing Results
- FTA – Safety Bulletins, General Directives, or Notices
- WISHA – Safety Bulletins, General Directives, or Notices
- Other Governmental Data or Alerts
- Industry Data or Alerts
- Outcomes from Management Change of Process
- Joint Planning Advisory Committee (JPAC)
- Training Sessions
- Safety committee meetings
- Operations Supervisors meetings
- Maintenance Safety meetings
- Maintenance Payday meetings

11.2 SAFETY RISK ASSESSMENT (SRA)

Once safety hazards have been identified, BFT will conduct a safety risk assessment (SRA) using a Hazard Risk Matrix (HRM) to understand the potential consequences and to prioritize safety risk mitigation(s) of the identified safety risk(s). The HRM will consider:

- The likelihood of the safety hazard (how often it could occur)
- The severity of the safety hazard (degree of harm or damage)

Results of the SRA will help determine whether risk is being appropriately managed or controlled. If the risks are unacceptable, steps will be taken by Ben Franklin Transit to lower the risk to an acceptable level, or to remove or avoid the risk.

11.2.1 SRA PROCESS

Hazards identified through the safety hazard identification process must undergo the SRA process within a week of identification or **as often as needed** to ensure safety hazards are addressed in a timely and prompt manner. The objective of the SRA is to minimize or eliminate the associated safety risk(s) to BFT, which makes a timely and prompt SRA process critical to the reduction of safety risk.

Department Senior Managers are responsible for ensuring an SRA has been conducted on identified safety hazards within their department(s) of responsibility (except for safety hazards reported through the ESRP). The HRM identified within the PTASP **must** be utilized when conducting the SRA process. SRAs will be conducted by experienced personnel, who are trained on the SRA process and who understand the criteria of the HRM. The Safety and Security department will provide technical assistance and regulatory guidance to departments as needed during the SRA process.

11.2.2 SRA PROCESS - ESRP

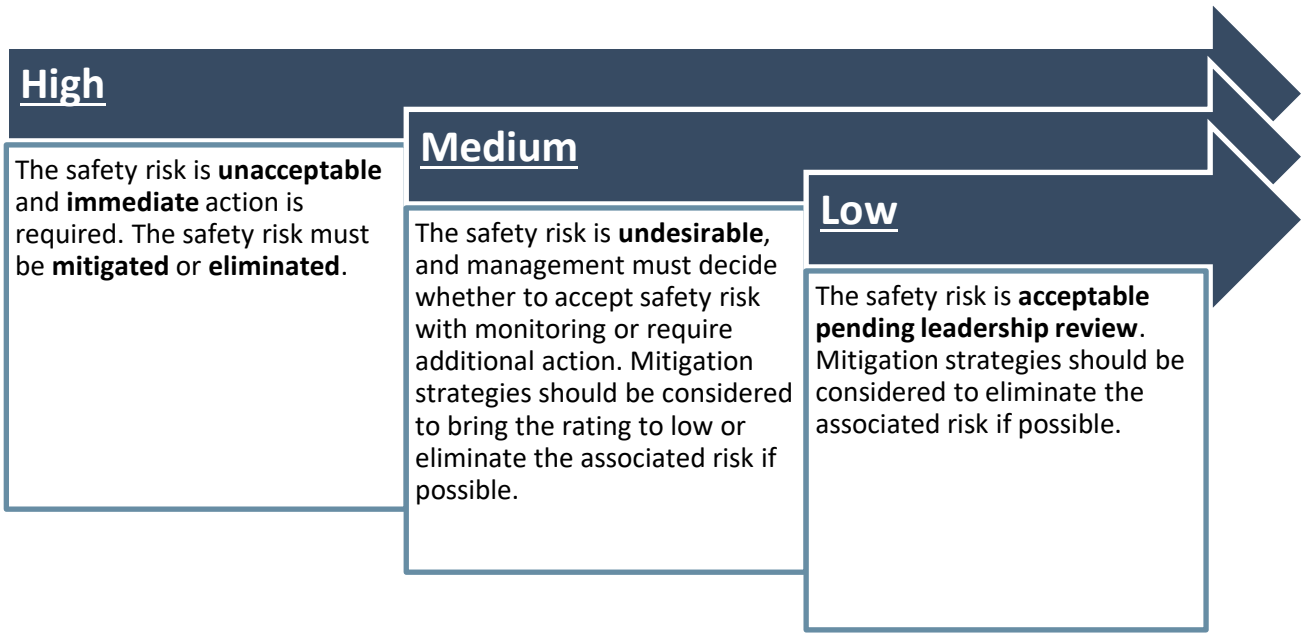
The Safety and Security department is responsible to for ensuring an SRA is conducted for all safety hazards reported through the ESRP. Hazards identified through the ESRP must undergo the SRA process within a week of identification or **as often as needed** to ensure safety hazards are addressed in a timely and prompt manner. If the SRA process indicates a safety hazard requires additional follow up or safety risk mitigation solutions, departments will be assigned corrective actions by the Safety and Security department through the Safety Management Software.

11.2.3 HAZARD RISK MATRIX (HRM)

The HRM will assist BFT in standardizing the SRA process and determine priority of mitigation of safety risk. The HRM uses the criteria of likelihood of occurrence and severity of consequence to determine a potential consequence of the safety risk. Based on the levels of severity and likelihood, a Safety Risk Index (SRI) rating is determined.

11.2.4 SAFETY RISK INDEX (SRI) RATING

The SRI rating provides a standardized way for safety risks to be rated and to provide guidance for priority of safety risk mitigation solutions. Upon the conclusion of the HRM process, the SRI rating will indicate the level of the safety risk. The levels are as follows:



Safety risk mitigation priorities will be set according to the SRI rating. All identified safety hazards that have an SRI rating of high upon the conclusion of the SRA process **require immediate action**. The department Senior Manager and Chief Safety Officer **must be** contacted for any safety hazard that rates an SRI rating of high during the SRA process. It is the responsibility of the department Senior Manager to ensure that appropriate immediate action is taken for any safety hazard that rates a high during the SRA process.

11.2.5 HRM FOR SRA PROCESS

To standardize the SRA process, the HRM shown below, must be used when conducting a SRA.

11.2.6 HRM FOR SRA PROCESS – LIKELIHOOD LEVELS

Likelihood Levels			
Description	**Level**	**Individual Item**	**System or Vehicle Fleet**
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced. Potential consequence may be experienced more than once in 500 operating hours.
Probable	B	Will occur several times in the life of an item.	Will occur frequently. Potential consequence may be experienced once between 500 and 6,000 operating hours.
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times. Potential consequence may be experienced once between 6,000 and 60,000 operating hours.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely but can reasonably be expected to occur. Potential consequence may be experienced once between 60,000 and 180,000 operating hours.
Improbable	E	So unlikely, it can be assumed occurrences may not be experienced in the life of an item.	Unlikely to occur, but possible.

11.2.7 HRM FOR SRA PROCESS – SEVERITY CATEGORIES

Severity Categories		
Description	**Severity Category**	**Criteria**
Catastrophic	1	Could result in one or more of the following: multiple deaths, permanent total disability, irreversible significant environmental impact or monetary loss equal to or exceeding $10M.
Critical	2	Could result in one or more of the following: death, permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding $1M but less than $10M.
Marginal	3	Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding $100K but less than $1M.
Negligible	4	Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than $100K.

11.2.8 HRM FOR SRA PROCESS – RISK ASSESSMENT MATRIX

Risk Assessment Matrix				
Likelihood/ Severity	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	HIGH (1A)	HIGH (2A)	HIGH (3A)	MEDIUM (4A)
Probable (B)	HIGH (1B)	HIGH (2B)	MEDIUM (3B)	MEDIUM (4B)
Occasional (C)	HIGH (1C)	MEDIUM (2C)	MEDIUM (3C)	LOW (4C)
Remote (D)	MEDIUM (1D)	MEDIUM (2D)	LOW (3D)	LOW (4D)
Improbable (E)	LOW (1E)	LOW (2E)	LOW (3E)	LOW (4E)

11.2.9 HRM FOR SRA PROCESS – SAFETY RISK INDEX (SRI)

Safety Risk Index	Criteria by Index
HIGH	Unacceptable – Immediate Action Required: Safety risk must be mitigated or eliminated.
MEDIUM	Undesirable – Management Decision: Management must decide whether to accept safety risk with monitoring or require additional action.
LOW	Acceptable with Review: Safety risk is acceptable pending management review.

11.3 SAFETY RISK MITIGATION

The goal of safety risk mitigation is to reduce the assessed risk rating to an acceptable level. BFT will take the following safety actions to mitigate safety risk. These actions can be categorized into three broad categories, including:

Physical Defenses	These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of the event (e.g. – traffic control devices, fences, safety restraining systems, transit controls/signals, transit monitoring systems, etc.)
Administrative Defenses	These include procedures and practices that mitigate the likelihood of an accident/incident (e.g. – safety regulations, safety policies and procedures, standard operating procedures, training, subject matter experts, etc.) and
Behavioral Defenses	These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of employees, motorists, passengers, and pedestrians.

11.3.1 SAFETY RISK MITIGATION PROCESS

The development of timely safety risk mitigation solutions is a priority for BFT to ensure that safety risks are minimized or eliminated. Department Senior Managers are responsible for determining safety risk mitigation solutions and their implementation timelines within department(s) of their responsibility. When determining safety risk mitigation solutions, department Senior Managers should consult subject matter experts within and outside of BFT to develop the best safety risk mitigation solutions. Additionally, collaboration with other departments and with employees should be conducted when developing safety risk mitigation solutions. The Safety and Security department will provide technical assistance and regulatory guidance to departments as needed during the safety risk mitigation process.

11.3.2 SAFETY RISK MITIGATION PROCESS - ESRP

Safety hazards identified through the ESRP that require safety risk mitigation solutions will be assigned to the appropriate department to develop safety risk mitigation solutions by the Safety and Security department through Safety Management Software. The Safety and Security department will monitor the assigned corrective actions to ensure for timely and prompt development of safety risk mitigations.

11.4 SRM LOG

To effectively manage the SRM process, the department Senior Manager is **required** to maintain a current SRM log on all safety hazards identified within their department(s) of responsibility (safety hazards can be identified in all components of the SMS. The SRM log will assist each department to effectively manage the SRM processes they are responsible for. It will also provide transparency and understanding of safety risk within BFT. The SRM log will allow the Safety and Security department to more easily oversee the SRM process for BFT to ensure that departments are appropriately managing and mitigating their safety risk(s). The Safety and Security department will offer technical assistance or guidance as needed for this responsibility.

Each department will maintain their SRM login the PTASP folder of the T drive. Department Senior Managers or managers are responsible to ensure that the SRM log is **current and reviewed on a weekly basis** or **as often as needed** to ensure timely resolution of safety risk(s) within the department(s) of their responsibility. The components of the SRM log are:

Identification of Hazard

- Identification Date
- Identification Source
- Analysis Date
- Worst Possible, Worst Credible, or Most Common Potential Consequence(s)
- Existing Mitigation(s)

Initial Safety Risk Index Rating

- Severity of Consequences
- Likelihood of Consequences
- Safety Risk Index

Further Mitigation Actions Required

Revised Safety Risk Index (SRI) Rating

- Revised Safety Risk Index Rating
- Revised Safety Risk Index Rating Date

Mitigation Owner and Implementation Date

- Department Responsible for Mitigation
- Implementation Date
- Contact Person

The Safety and Security department will review all BFT's department's SRM logs at the very least on a monthly basis to ensure:

- Identification of safety hazards is being conducted
- Timely completion of the SRA process
- Timely completion of safety risk mitigation resolutions
- Safety risks with an SRI rating of High have undergone immediate mitigation or elimination
- Department compliance with the safety hazard identification, SRA and safety risk mitigation processes according to the requirements of the Safety Risk Management section of the PTASP
- Compliance with regulatory requirements (FTA, WISHA, so on) for safety risk mitigation solutions

If the Safety and Security department finds that departments are not in compliance with the requirements of the SRM log during the monthly review of the SRM logs the Safety and Security department will contact the department Senior Manager to provide support and technical assistance on the SRM Log.

11.5 SRM COMMUNICATION

Department Senior Managers and the Safety and Security department will ensure that safety hazards identified during the SRM process, and their safety risk mitigation solutions will be communicated to employees (as appropriate). Department Senior Managers are responsible for providing communication to employees within their department(s) of responsibility on safety hazards identified during the SRM process and mitigation solutions (as appropriate). The Safety and Security department is responsible for providing communication to employees on safety hazards identified through the ESRP and mitigation solutions (as appropriate). Department Senior Managers are responsible for providing reports to executive management on SRM processes and mitigation solutions within their department(s) of responsibilities. The Safety and Security department will also provide reports to executive management, management, and employees on the SRM processes and mitigation solutions conducted in each department (as appropriate) and from the ESRP.

11.6 RISK REDUCTION PROGRAM

The Safety committee must approve the ASP and assist in performing risk assessments. The Safety committee will review and approve risk reduction programs.

11.6.1 REDUCTION OF VEHICLE ACCIDENTS

BFT will develop and implement a risk reduction program to reduce the number of vehicle accidents, The Vehicle risk reduction program will consist of several aspects to identify, mitigate, and reduce hazards leading to accidents.

11.6.1.1 Hazard Identification

BFT's Safety department will use the ESRP, along with Supervisor Route Safety Checks and Safety department Route Safety Audits, Driver Reports, observations and CCRs to identify hazards.

11.6.2 REDUCTION OF INJURIES

BFT's Safety department will use the ESRP, Safety Inspections, Safety Memorandums, along with employee training to reduce the number of employee injuries. BFT will use risk analysis performed by The Safety committee, the ESRP, observations, safety inspections, and other communications to identify and mitigate identified hazards.

11.6.3 MITIGATION OF ASSAULTS

The Safety committee must address the mitigation of assaults on transit workers. This can be achieved by the deployment of assault mitigation, infrastructure, and technology on buses, through specialized training for operators, maintenance, and other affected positions, and when a Risk analysis performed by the committee determines that such measures would reduce the number of assaults and injuries of transit workers. The Safety and Training departments will utilize FTA training programs and other training opportunities as identified to address this issue.

11.6.4 TRAINING

De-escalation training must be provided to all BFT Maintenance, Operators and other affected positions. This training may be developed and presented by the Training or Safety departments and may include FTA-offered trainings or other training options that are identified as being beneficial to these employees. Trainings will be offered as initial trainings and included in refresher trainings and given as need is identified based upon new developments.

11.6.5 VEHICLE VS. PEDESTRIAN ACCIDENT REDUCTION

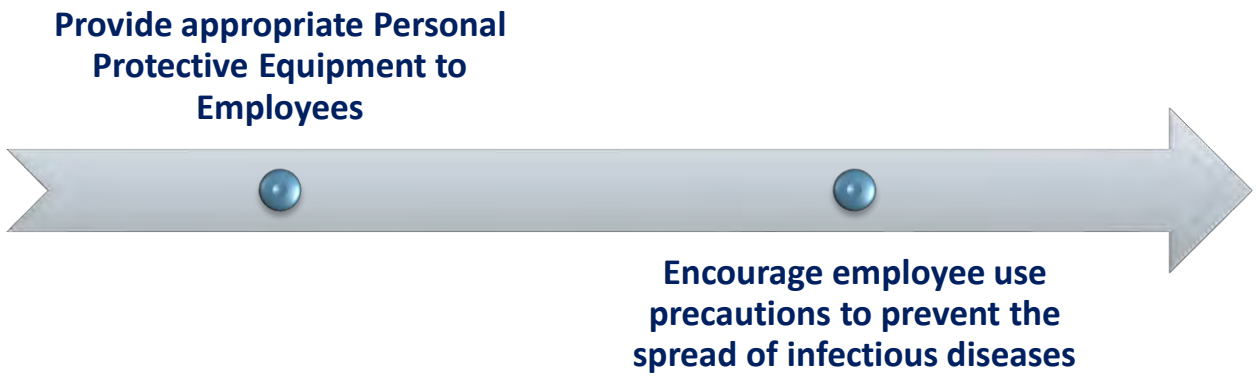
BFT will use the ESRP, Safety Inspections and Safety Memorandums, along with employee training to reduce the number of Vehicle vs. Pedestrian accidents. BFT will also continue to audit bus stops, routes, and crossings to reduce the hazard of vehicle vs. pedestrian accidents. The Safety and Security department and Supervisor Group will also work to reduce visibility impairments for bus operators that contribute to accidents. BFT will also utilize audits and other means of communication to ensure that any additional retrofitting or other changes or updates to buses do not create a visual impairment that may reduce driver visibility.

11.7 INFECTIOUS DISEASES

The infectious diseases section of this ASP will identify strategies to minimize exposure to infectious diseases for our workforce and our riders, that are consistent with the Centers for Disease Control and Prevention guidelines or a State Health Authority.

11.7.1 MINIMIZING EXPOSURE TO INFECTIOUS DISEASES

BFT has, and will continue to, implement the following precautions that are consistent with the Centers for Disease Control and Prevention guidelines or a state health authority, to minimize exposure for employees:



Safety hazards identified regarding Infectious Diseases that require safety risk mitigation solutions will be assigned to the appropriate department to develop safety risk mitigation solutions.

To comply with the FTA requirements of 2022, stating that Each transit agency should consider identifying mitigations or strategies related to exposure to infectious diseases through the safety risk management process described in the agency's ASP, BFT will apply the SRA process to applicable infectious diseases that pose a risk to BFT employees and the public.

11.7.2 ADHERENCE TO FEDERAL GUIDELINES

If applicable, BFT will adhere to, and implement any requirements put forth by the FTA, CDC, and/or Washington State Department of Health regarding the spread, and prevention of infectious diseases that may pose a health risk to BFT Employees and the Public.

12.0 SAFETY ASSURANCE

Safety Assurance (SA) provides the necessary feedback to ensure that the SMS is functioning effectively, and that BFT is meeting or exceeding its safety objectives. Safety Assurance also ensures that mitigations are implemented, adhered to, appropriate, and effective in addressing the potential consequences of identified hazards through the collection, analysis, and assessment of information. Safety Assurance has three sub-components: Safety Performance Monitoring and Measurement, Management of Change and Continuous Improvement.

12.1 SAFETY PERFORMANCE MONITORING AND MEASUREMENT

Safety performance monitoring and measurement involves the continual monitoring of BFT's activities to understand safety performance. Through these efforts, BFT will be able to determine whether it is meeting its safety objectives and safety performance targets, as well as the extent the SMS is effectively implemented. BFT will utilize basic principles of performance measurement, including:

System Compliance - Monitoring system for compliance with, and adequacy of, procedures for operations and maintenance

Safety Risk Mitigation - Monitoring to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended

Investigations of Safety Events - Conducting investigations of safety events to identify causal factors

Monitoring of Internal Safety Reporting Programs - Monitoring information reported through the ESRP and internal safety reporting programs to identify trends and safety concerns

12.1.1 SYSTEM COMPLIANCE

System compliance monitoring will be conducted on an on-going basis by the Operations, Fleet and Facilities Maintenance and Safety departments. Operations, Fleet and Facilities and Safety and Security departments will analyze data collected from the monitoring process to ensure operating systems are compliant and adequate. If non-compliance is found during the monitoring process, the department Senior Manager is responsible for ensuring mitigation of the non- compliant item(s). If inadequate procedures are found during the monitoring process, the department Senior Manager is responsible to ensure the inadequate procedure(s) undergoes the SRM process according to the requirements of the SRM section of the PTASP. Any inadequate procedure(s) that undergo the SRM process must be documented on the SRM Log. The Safety and Security department will act as a technical advisor as needed to assist departments with system compliance activities.

Items to be monitored for system compliance include, but are not limited to:

- Hazards reported through the ESRP and number of employees using the ESRP
- Observations and monitoring of Operations activities, including, but not limited to
    - Ride Evaluations.
    - Trail Evaluations.
    - Buses exceeding the speed limit
    - Traffic tickets issued to Fixed Route Operators and DAR Drivers
    - Dispatch observations
    - Training department observations
- Observation of Fleet and Facilities activities
- Customer Comment Records (CCR)
- Compliance for agency policies and procedures for the Operations and Fleet and Facilities departments
- Outcomes of safety audits, assessments, employee surveys or inspections
- The number and types of workplace injuries and illnesses, fatalities, workdays lost to injuries and workers compensation costs
- Safety training programs, refresher training programs, post-accident training, return-to- work training and other safety related trainings
- The number hours staff participates in safety related trainings
- Events entered in WSTIP's Origami risk software
- Vehicle accidents and incidents, including, but not limited to:
    - Fatalities and fatality crashes
    - Injuries and injury crashes
    - Fatal accidents per million-mile passenger-mile/vehicle-miles traveled and
    - Accidents per million-mile passenger-mile/vehicle-miles traveled.
- The number of positive drug/alcohol tests
- Vehicle defects reported by Fixed Route Operators and DAR Drivers
- Infrastructure defects reported by Fixed Route Operators and DAR Drivers

12.1.2 SAFETY RISK MITIGATION

Safety risk mitigations developed through the SRM process will be reviewed by Department Senior Managers and the Safety and Security department using the SRM log to ensure mitigations are effective, to ensure no new risks have been introduced through implementation of the safety risk mitigation solutions and to ensure safety mitigation solutions were implemented.

Upon the review of the SRM log, if the Safety and Security department finds safety risk mitigation(s) to be:

- **Ineffective**: The department Senior Manager must re-analyze the hazard(s) and consequence(s) of the safety risk mitigation that was intended to address the hazard through the SRM process according to the requirements of the SRM section of the PTASP. The SRM log must also be updated to reflect any changes made to safety risk mitigation(s)
- **Inappropriate:** The department Senior Manager must identify a new safety risk mitigation(s) and update the SRM log to reflect the new safety risk mitigation(s)
- **Not Implemented as Intended:** The department Senior Manager must consider alternate safety risk mitigation(s) or alternate approaches to implementation. The SRM log must also be updated to reflect any changes made to safety risk mitigation(s)
- **Not Implemented:** The Safety and Security department will address the non- compliance with the department Senior Manager

BFT will also develop safety objectives, safety performance targets SPT(s) and safety performance indicators (SPI(s) to monitor the effectiveness of safety risk mitigation(s). safety objectives, SPT(s) and SPI(s) will allow BFT to determine whether action taken to address safety risk mitigation(s) is working as intended.

If a department Senior Manager determines through monitoring activities that safety risk mitigation(s) are inappropriate or ineffective, the department Senior Manager will address the inappropriateness or ineffectiveness of the safety risk mitigation through the development of a safety objective(s), SPT(s) and SPI(s). Department Senior Managers will document safety objective(s), SPT(s) and SPI(s) on the Safety Objectives, SPT(s) and SPI(s) form located in Appendix C of the PTASP and will maintain their Safety Objectives, SPT(s) and SPI(s) form(s) in the PTASP folder of the T drive.

The Safety and Security department will monitor safety objectives, SPT(s) and SPI(s) set by departments to ensure they are effective and appropriate. Additionally, the Safety and Security department will also develop safety objectives, SPT(s) and SPI(s) as needed to ensure the effectiveness of safety risk mitigation(s). The Safety and Security department will document safety objectives, SPT(s) and SPI(s) on the Safety Objectives, SPT(s) and SPI(s) form. The Safety and Security department will also provide technical assistance to departments on the development of safety objectives, SPT(s) and SPI(s) as needed.

12.1.3 INVESTIGATION OF SAFETY EVENTS

BFT will conduct investigations of safety events to identify causal factors. Department Senior Managers, Managers, Supervisors and/or the Safety and Security department will conduct investigation of safety events. Department Senior Managers are responsible to ensure causal factors identified during investigation(s) undergo the SRM process according to the requirements of the SRM section of the PTASP. Identified causal factors that undergo the SRM process are required to be documented on the SRM Log. The Safety and Security department will provide technical assistance to departments on the investigation of safety events as needed. Safety events to be investigated include, but are not limited to:

- Fatalities
- Vehicle Accidents
- Passenger Accidents, Illnesses and Injuries
- Employee Accidents, Illnesses and Injuries
- Workplace Violence and Operator Assaults
- Equipment Failure
- Hazardous Conditions
- Property Damage
- Environmental Damage
- Near Misses

12.1.4 MONITORING OF INTERNAL SAFETY REPORTING PROGRAMS

Department Senior Managers and the Safety and Security department will monitor information reported through BFT's internal safety reporting programs: event reports, incident reports and the ESRP. Department Senior Managers are responsible to ensure safety hazards discovered through the monitoring of event reports and incident reports undergo the SRM process according to the requirements of the SRM section of the PTASP. Safety hazards that undergo the SRM process must be documented on the SRM log. The Safety and Security department will monitor information reported through the ESRP and ensure that hazards reported through the ESRP undergo the SRM process according to the requirements of the Safety Management Policy and Safety Risk Management sections of the PTASP

12.2 MANAGEMENT OF CHANGE

Management of change proactively looks at changes that BFT is making or experiencing to look for hazards and plan mitigations as part of the change to prevent introducing risk. Management of change focuses on performing SRM processes **before** internal or external changes are made to mitigate safety risk before it occurs. BFT will ensure that no operations will take place in a changed environment until the change is evaluated to determine if it will introduce new hazards or impact safety performance.

Changes that are required to be evaluated include, but are not limited to:

- New and/or changes to service delivery operations for fixed route and DAR
- Transformation of the surrounding operating environment
- Unplanned changes in the operating environment
- New and/or changes to internal systems, policies, or procedures that support delivery of services
- New and/or changes of equipment, tools and technology that support delivery of services
- Purchasing of new revenue service and non-revenue vehicles (rolling stock)
- Changes to union contracts
- Changes to approaches to maintaining equipment, tools, and technology
- Obtaining new and/or upgrading facilities, properties and amenities
- Switching to new products (parts or chemicals)
- New or revised fixed route and DAR training curriculums
- Organizational structure and staffing
- New or revised agency staff job descriptions and responsibilities
- Changes made by cities or regional planning committees
- New or revised regulatory requirements
- New or revised security requirements
- Anything that could introduce new hazards or impact the safety performance of BFT

Department Senior Managers are responsible to evaluate proposed change(s) using the SMS Management of Change form for departments of responsibility to determine whether the change could **introduce new hazards or impact the safety performance** of BFT. The SMS Management of Change form is in Appendix D of the PTASP.

If it is determined that the change **could** introduce new safety hazards or will impact the safety performance of BFT, the change **must be evaluated through the SRM process** according to the requirements of the SRM section of the PTASP. Change that is evaluated through the SRM process must be documented on the SRM log.

If it is determined that the change will not impact safety, the change can be made without going through the SRM process, however, the SMS Management of Change form must still be completed and kept in the PTASP file on the T drive. All completed SMS Management of Change forms must be maintained by the department Senior Manager in the PTASP file on the T drive.

The Safety and Security department will review completed SMS Management of Change forms on a regular basis to ensure compliance with the management of change procedures. The Safety and Security department will also provide technical assistance to departments on conducting the management of change procedures as needed.

12.3 CONTINUOUS IMPROVEMENT

Continuous Improvement is a process by which BFT examines safety performance to identify safety deficiencies and carry out a plan to address the identified safety deficiencies. Continuous improvement is an auditing function that allows BFT to:

- Assess the effectiveness of the SMS to determine if it is performing as intended
- Assess adherence to BFT's written and intended SMS policies, procedures, and processes
- Identify the causes of sub-standard performance
- Develop corrective action plans to address sub-standard performance

Department Senior Managers, Managers and the Safety and Security department will evaluate the safety performance of BFT on an on-going basis. Methods to be used to assess safety performance include, but are not limited to:

- Internal and external audits to evaluate integrity of resources, processes, and activities
- SRM processes and outputs
- Management of change activities
- Compliance activities
- Performance auditing
- Internal and external audits to evaluate integrity of resources, processes, and activities
- Gap analysis tools
- Observations
- Self-assessments.

Additionally, department Senior Managers, Managers and the Safety and Security department will conduct the following activities to assess safety performance:

- Quarterly reviews of FTA required SPT(s) set according to the requirements of the National Public Transportation Safety Plan
- Quarterly reviews of department and agency wide safety objectives, SPT(s) and SPI(s)

If BFT identifies any deficiencies, breakdowns, or practical drift as part of their safety performance assessments, the department Senior Managers and the Safety and Security department will develop a corrective action plan to correct the process at the level it is broken under the direction of the Accountable Executive. The SRM process of the SRM section of the PTASP must be conducted as part of any corrective action plan where safety hazards are identified as part of the deficiency. Hazards that evaluated through the SRM process for corrective action plans must be documented on the SRM log.

Corrective action plans will be instituted when the SMS, or **any portion** of it, is not being performed properly, such as:

- Hazards are not being identified
- The SRA process is not being utilized or utilized incorrectly
- The HRM is not being utilized or utilized incorrectly
- Safety risk mitigations are not being prioritized according to the SRI
- The ESRP is not being utilized by employees
- The SRM log is not being completed as required or completed incorrectly
- Safety performance monitoring and measurement is not being conducted
- Management of change procedures are not being conducted or conducted correctly
- Safety training programs are not effective, or Safety communication is not occurring

12.4 SAFETY PERFORMANCE MEASUREMENT

BFT will also set safety objectives, SPT(s) and SPI(s) based on data obtained from SRM, SA and safety performance activities. Department Senior Managers and the Safety and Security department are responsible for setting safety objectives, SPT(s) and SPI(s) as needed when SRM, SA or Safety Promotion activities indicate that safety performance objectives and targets are not being met.

Department Senior Managers will document safety objectives, SPT(s) and SPI(s) on the Safety Objectives, SPT(s) and SPI(s) form located in Appendix C of the PTASP and maintain their Safety Objectives, SPT(s) and SPI(s) form(s) in the PTASP folder of the T drive.

The Safety and Security department will monitor agency-wide and department specific safety objectives, SPT(s) and SPI(s) . Additionally, the Safety and Security department will also develop safety objectives, SPT(s) and SPI(s) as needed to ensure effectiveness of SMS. The Safety and Security department will also provide technical assistance to departments on the development of safety objectives, SPT(s) and SPI(s) as needed.

12.4.1 RISK REDUCTION PERFORMANCE TARGETS

The Safety committee shall establish performance targets for the risk reduction using a three year rolling average of the data submitted to the NTD.

12.4.1.1 Average of Data Submitted to the NTD

The Safety and Security department will use the three year rolling average of Data reported to the NTD monthly, to determine the performance targets.

12.4.2 SAFETY SET-ASIDE

As a recipient receiving assistance under section 5307 that is serving a population over 200,000, BFT shall allocate not less than 0.75 % of those funds to safety-related projects.

12.4.3 FAILURE TO MEET PERFORMANCE TARGETS

A recipient of funds that does not meet the performance targets identified above, shall allocate the amount made available in the above section in the following fiscal year to safety-related projects.

12.4.4 ELIGIBLE PROJECTS

Funds set aside under the above paragraph shall be used for projects that are reasonably likely to assist in meeting the performance targets established in 12.4.1, including but not limited to modifications to rolling stock, de-escalation training, and other risk-reduction initiatives.

12.5 SA COMMUNICATION

Department Senior Managers and the Safety and Security department will communicate the outcomes of SA processes and outcomes to employees (as appropriate). Safety objectives, SPT(s) and SPI(s) will also be shared with employees (as appropriate). Department Senior Managers are responsible for providing communication to employees within their department(s) of responsibility on the outcomes of SA processes (as appropriate) and agency and department specific safety objectives, SPT(s) and SPI(s) (as appropriate). Department Senior Managers are responsible for providing reports to executive management as requested on SA processes and outcomes within their department(s) of responsibilities. The Safety and Security department will also provide reports to executive management, management and employees on SA processes and outcomes.

13.0 SAFETY PROMOTION

Safety Promotion provides visibility of executive management's commitment to safety and fosters improved safety performance by increasing safety awareness through safety training and communication. Safety Promotion has two sub-components: Competencies and Training, and Safety Communication.

Safety Promotion establishes a safety culture that recognizes safety as a core value, trains employees in safety principles, and allows for open communications of safety issues. Safety culture must be generated from the top, down. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee with the ultimate responsibility for safety resting with the General Manager and Board of Directors of BFT. Employees must trust that they will have management support for decisions made in the interest of safety while recognizing that intentional breaches of safety will not be tolerated. The primary goal of safety promotion at BFT is to develop a positive safety culture that allows the SMS to succeed. A positive safety culture is defined as one which is:

An Informed Culture

- Employees understand the hazards and risks involved in their areas of operation
- Employees are provided with the necessary knowledge, training and resources
- Employees work continuously to identify and overcome threats to safety

A Just Culture

- Employees know and agree on what is acceptable and unacceptable behavior and
- Human errors are understood, but negligence and willful violation will not be tolerated.

A Reporting Culture

- Employees are encouraged to voice safety concerns and to share critical safety information without threat of punitive action
- When safety concerns are reported, they are analyzed, and appropriate action is taken

A Learning Culture

- Learning is valued as a lifetime process beyond basic skills training
- Employees are encouraged to develop and apply their own skills and knowledge to enhance safety

Employees are updated on safety issues by management and safety reports are communicated to staff, so everyone learns the pertinent lessons

13.1 COMPETENCIES AND TRAINING

Training of all employees with respect to their role and responsibilities as they relate to BFT's safety performance is critical for successful implementation of the SMS. Achieving appropriate levels of competency for each staff level will enable the consistent application of skills to help BFT achieve its safety performance objectives.

BFT will establish and implement a comprehensive safety training program requiring:

- All employees, including the SMS Leadership Team, Chief Safety Officer, Safety and Security department and Board of Directors to complete training as needed so these individuals can fulfill their safety-related roles and responsibilities
- All employees and contractors to undergo training, as necessary, to stay current with the BFT's safety practices and procedures
- All employees to undergo training required by WISHA, FTA and other regulatory agencies
- All employees to undergo refresher training as needed to stay current with Ben Franklin's Transit safety practices and procedures
- All Operations and Maintenance Staff will receive comprehensive training that includes:
    - Completion of a Safety Training Program
    - Continuing Safety Education and Training
    - De-escalation Training

Details of BFT's safety training programs can be found in Appendices E1 – E6 of the PTASP.

13.2 SAFETY COMMUNICATION

Safety Communication is a two-way feedback loop between frontline employees and management about safety information and it is crucial in establishing a positive safety culture. Effective safety communication makes employees aware of safety priorities and initiatives and ensures that feedback is captured and acted on as appropriate. Through communication of lessons learned and broader safety information, employees are made aware of safety priorities and safety concerns at both the agency level and as it relates to their own duties and responsibilities.

BFT will ensure that safety-related information is actively and routinely communicated with a focus on raising awareness of safety hazards and potential safety hazards. BFT will ensure, at a minimum that employees receive safety communication on the following:

- Requirements of the PTASP
- Components of the SMS
- BFT's Safety Management Policy Statement
- Information on hazards and safety risks relevant to employee's roles and responsibilities
- Prevention techniques to prevent operator assault (if applicable for position)
- Explanations of changes to safety related policies, activities or procedures
- Actions taken in response to hazards submitted through the ESRP
- Agency-wide and department specific safety objectives, SPT(s) and SPI(s) (as appropriate)
- Regulatory requirements and updates (FTA, WISHA, other regulatory agencies)
- Safety hazards identified through the SRM process and safety risk mitigations (as appropriate)
- Investigation results from safety events (as appropriate)
- Outcomes of SA processes (as appropriate)
- Observations from internal and external audits, investigations, inspections, and gap analysis (as appropriate)
- Safety committee meeting minutes

Safety communication will be provided to BFT employees via various methods, including, but not limited to:

- BFT's Safety Management Policy Statement
- New employee orientation
- New driver training
- New Fleet and Facilities Maintenance employee training
- Memos from the General Manager
- Safety department Memos
- Operations Training department Memos
- Department Specific Memos
- Safety policies and procedures
- Employee manuals
- Dispatch communications with drivers
- Safety committee meetings
- Safety and refresher trainings
- Safety meetings
- Safety bulletins, memos, campaigns
- Web-based and social media safety information
- Electronic, audio, video, or hardcopy distribution of safety information
- Agency and/or department newsletters
- Magic TVs
- Safety communication boards
- BFT's Communication Centers

APPENDIX

APPENDIX A NATIONAL PUBLIC TRANSPORTATION SAFETY PLAN

The PTASP must include SPT(s) based on safety performance measures in the National Public Transportation Safety Plan. These measures are:

- ☑ **Fatalities** (based on the total number of reportable fatalities and rate per total Vehicle Revenue Miles (VRM) by mode) – Reducing the number of fatalities is a top priority for the department of Transportation and BFT. As an industry, we must try to understand the factors involved in each fatality in order to prevent further occurrences. Measuring the number of fatalities over vehicle revenue miles, by mode, provides a fatality rate from which to assess future performance.
- ☑ **Injuries** (based on the total number of reportable injuries and rate per total VRM by mode) **–** Many transit agencies have never had a fatality, and continued safe operation is exactly what is desired. However, injuries occur much more frequently, and are due to a wide variety of circumstances. Analyzing the factors that relate to injuries is a significant step in developing actions to prevent them. Again, measuring the number of injuries by mode, over vehicle revenue miles provides an injury rate from which to assess future performance.
- ☑ **Safety Events** (based on the total number of reportable events and rate per VRM by mode) – The safety events measure captures all reported safety events that occur during transit operations and the performance of regular supervisory or maintenance activities. A reduction in safety events will support efforts to reduce fatalities and injuries, as well as damages to transit assets. Measuring the number of safety events by mode over vehicle revenue miles provides a safety event rate from which future performance can be compared.
- ☑ **System Reliability** (based on the mean distance between major mechanical failures by mode) – The system reliability measure expresses the relationship between safety and asset condition. The rate of vehicle failures in service, defined as mean distance between major mechanical failures, is measured as revenue miles operated divided by the number of major mechanical failures. This is a measure of how well a fleet of transit vehicles is maintained and operated.

APPENDIX B1 SMS IMPLEMENTATION PLAN – PHASE 1

SMS Gap Analysis, Safety Management Software, PTASP Development and Safety Management Policy

- Conduct SMS implementation gap analysis
- Safety Management Software System(s):
  - Purchase of software
  - Configuration of software and
  - Administrator training and use of software.
- Development of PTASP
- Development of FTA SPT(s)
- Approval of PTASP by the Accountable Executive and Board of Directors
- Self-certification of the PTASP
- Develop and deliver training to employees on the selected Safety Management software
- Develop and deliver training to employees on requirements of PTASP and SMS fundamentals
- Deliver training to employees on SMS responsibilities
- Develop and deliver training to employees on BFT's Safety Management Policy Statement
- Formally communicate the start of the ESRP to all employees
- Develop and deliver training to employees on ESRP and SMSS
- Implement ESRP and SMSS
- Implement the Emergency Preparedness Plan (EPP)
- Development of a document control program for management of PTASP related documents
- Obtain information pertaining to names, description and locations of documents, files and programs supporting the PTASP
- Utilize SMSS for the storage of safety training records
- Continue to develop, improve and conduct safety training
- Continue to conduct safety promotion activities

APPENDIX B2 SMS IMPLEMENTATION PLAN – PHASE 2

SAFETY RISK MANAGEMENT

- Develop and deliver training for hazard identification, analysis, safety risk evaluation and mitigation to relevant personnel
- Implement the Safety Hazard Identification process of the PTASP
- Develop and delivery training on the requirements of the SRA process and how to conduct an SRA using the HRM and SRI
- Implement SRA process of the PTASP
- Develop and deliver training on the requirements of the safety risk mitigation processes
- Implement the Safety Risk Mitigation processes of the PTASP
- Develop and deliver training on the requirements of and how to use the SRM log
- Implement use of the SRM log
- Begin communications of SRM process to employees

APPENDIX B3 SMS IMPLEMENTATION PLAN – PHASE 3

SAFETY ASSURANCE

- Develop and deliver training on the requirements of safety performance monitoring and measurements processes and procedures
- Implement system compliance monitoring procedures
- Implement safety risk mitigation monitoring procedures
- Develop and deliver training on the development and requirements for development of safety objectives, SPT(s) and SPI(s)
- Develop and deliver training on the use and requirements of the Safety Objectives, SPT(s) and SPI(s) form
- Implement the use of the Safety Objectives, SPT(s) and SPI(s) form
- Develop and deliver training on investigation of safety events
- Implement the SRM process for causal factors found during investigation of safety events
- Implement the procedures for monitoring of internal safety reporting programs
- Implement the requirements of Safety Performance Monitoring and Measurements processes and procedures of the PTASP
- Develop and deliver training on the requirements of management of change process
- Develop and deliver training on the requirements of the SMS Management of Change form
- Implement the requirements of Management of Change procedures of the PTASP
- Develop and deliver training on the requirements of continuous improvement processes and procedures
- Implement Continuous Improvement processes and procedures of the PTASP
- Begin communication of Safety Assurance processes to employees

APPENDIX C SAFETY OBJECTIVES, SPT(S) AND SPI(S)

Safety Objectives, SPT(s) and SPI(s) form is a separate document that directly follows this page.

Safety Objectives, SPT(s) & SPI(s)

DEPARTMENT		DATE CREATED	
ORIGINATOR NAME			

1	SAFETY OBJECTIVE(S)	
2	SAFETY PERFORMANCE TARGET(S) (SPT)	
3	SAFETY PERFORMANCE INDICATOR(S) (SPI)	
4	MITIGATION ACTIVITIE(S)	
5	DATE COMPLETED	
6	DEPARTMENTAL DIRECTOR APPROVAL	
		Date:

APPENDIX D SMS MANAGEMENT OF CHANGE FORM

SMS Management of Change form is a separate document that directly follows this page.

SMS Management of Change

DEPARTMENT		DATE CREATED	
ORIGINATOR NAME			

1	PROPOSED CHANGE	
2	WHY CHANGE IS REQUIRED	
3	INTENDED OUTCOME	
4	ADDITIONAL FACTORS (if applicable)	
5	SAFETY IMPACT OF PROPOSED CHANGE	**Could the change introduce new hazards or impact the safety performance of BFT?** ☐ **Yes – Conduct SRM according to requirements of PTASP and complete section 5-8.** ☐ **No – No further action required proceed to section 7.**

6	SAFETY RISK MITIGATION PROCESS	**1. List proposed safety risk mitigation solution:**
7	REVIEW PROCESS	**All departments affected by the SMS management of change process are required to review and approve safety risk mitigation solutions. The Safety and Security department must review all safety risk mitigation solutions.** **Department:_____Name:_____Signature_____** **Department:_____Name:_____Signature_____** **Department:_____Name:_____Signature_____** **Department:_____Name:_____Signature _____**
8	CHANGE APPROVED BY	**Department:**
		Name:
		Signature:
		Position:
		Date:
9	SAFETY DEPARTMENT APPROVAL	**Name:**
		Signature:
		Position:
		Date:

APPENDIX E1 SMS LEADERSHIP TEAM

Training requirements for the following positions:	Training Requirement	Frequency of Training
Accountable Executive Chief Safety Officer Safety and Security Department Department Senior Managers Chief Safety Officer	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed

Training requirements for the following positions: **Department Managers**	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	WISHA Compliance Training	• Per Requirement
	General Safety Training (Vivid)	• Per Requirement
	CPR, AED, and Basic First Aid Certification	• Per Requirement
	SRM Requirements	• Initial • As Needed
	Conducting SRA's	• Initial • As Needed
	Use of HRM	• Initial • As Needed
	Use of SRI	• Initial • As Needed
	Use of SRM log	• Initial • As Needed
	SA Requirements	• Initial • As Needed
	Development of Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	Safety Investigation Procedures	• Initial • As Needed
	Management of Change Procedures	• Initial • As Needed
	Use of SMS Management of Change Form	• Initial • As Needed

APPENDIX E2 OPERATIONS

Training requirements for the following positions: Coach Operators Dial-A-Ride Drivers	Training Requirement	Frequency of Training
	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed
	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	WISHA Compliance Training	• Per Requirement
	New Driver Certification	• Initial
	CDL Training	• Initial
	Driver Post Incident Training	• As Needed
	Driver Refresher	• Annually
	Driver Skill and Knowledge Development	• As Needed
	Return to Duty	• As Needed
	De-escalation Training	• Initial • Annually
	CPR, AED, and Basic First Aid Certification (DAR Drivers only)	• Per Requirement

Training requirements for the following positions: Dispatchers	Training Requirement	Frequency of Training
	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed
	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	WISHA Compliance Training	• Per Requirement
	General Safety Training (Vivid)	• Per Requirement
	Dispatcher Initial Training	• Initial
	CDL Training	• Initial
	CPR, AED, and Basic First Aid Certification	• Per Requirement
	DOT Reasonable Suspicion Training	• Initial • Per Requirement

Training requirements for the following positions: Transportation Supervisors	Training Requirement	Frequency of Training
	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed
	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	WISHA Compliance Training	• Per Requirement
	General Safety Training (Vivid)	• Per Requirement
	BFT Fundamentals of Supervision	• Initial • As Needed
	CDL Training	• Initial
	CPR, AED, and Basic First Aid Certification	• Per Requirement
	DOT Reasonable Suspicion Training	• Initial • Per Requirement
	De-escalation Training	• Initial • Annually
	Accident Investigation	• Initial • Refresher

Training requirements for the following positions: Training Department	Training Requirement	Frequency of Training
	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed
	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	WISHA Compliance Training	• Per Requirement
	General Safety Training (Vivid)	• Per Requirement
	CDL Training	• Initial
	CPR, AED, and Basic First Aid Certification	• Per Requirement
	Accident Investigation	• Initial • Refresher

Training requirements for the following positions: Administration	Training Requirement	Frequency of Training
	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed
	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	WISHA Compliance Training	• Per Requirement
	General Safety Training (Vivid)	• Per Requirement

APPENDIX E3 FLEET AND FACILITIES MAINTENANCE

Training requirements for the following positions: Mechanics, Equipment Service Workers, Vehicle Service Workers	Training Requirement	Frequency of Training
	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed
	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	De-escalation Training	• Initial • Annually
	WISHA Compliance Training	• Per Requirement
	Maintenance Safety Policies and Procedures	• Per Requirement
	CDL Training	• Initial • Refresher
	CPR, AED, and Basic First Aid Certification (Shift Leads Only)	• Per Requirement

Training requirements for the following positions: Facilities Maintenance Workers	Training Requirement	Frequency of Training
	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed
	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	De-escalation Training	• Initial • Annually
	WISHA Compliance Training	• Per Requirement
	Maintenance Safety Policies and Procedures	• Initial • Refresher

Training requirements for the following positions: Fleet Maintenance Supervisors	Training Requirement	Frequency of Training
	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed
	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	WISHA Compliance Training	• Per Requirement
	General Safety Training (Vivid)	• Per Requirement
	Maintenance Safety Policies and Procedures	• Per Requirement
	CDL Training (Fleet Only)	• Initial
	De-escalation Training	• Initial • Annually
	CPR, AED, and Basic First Aid Certification	• Per Requirement

APPENDIX E4 ADMINISTRATION

Training requirements for the following positions:	Training Requirement	Frequency of Training
Administrative Services Human Resources Service Development Vanpool Marketing Customer Service	BFT's Safety Policies and Procedures	• Initial • Ongoing
	Job Specific Safety Roles and Responsibilities	• Initial • Ongoing
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • Annually • Ongoing
	Safety Objectives, SPT(s) and SPI(s)	• Initial • As Needed
	ESRP	• Initial • As Needed
	Safety Management Software System	• Initial • As Needed
	Non-Punitive Employee Safety Reporting	• Initial • As Needed
	SMS Responsibilities	• Initial • As Needed
	Emergency Preparedness Plan	• Initial • Annually • Per Requirement
	WISHA Compliance Training	• Per Requirement
	General Safety Training (Vivid)	• Per Requirement

APPENDIX E5 SAFETY AND SECURITY DEPARTMENT

	Type of Training	Frequency of Training
Training requirements for the following positions: Safety and Security Department	All items listed Appendix E1	
	Professional Development	• Ongoing
	Regulatory Compliance	• Ongoing
	TSI Bus Curriculum Training • Effective Managing Transit Emergencies • Transit Bus System Safety • Fundamentals of Bus Collision Investigation • SMS Awareness • SMS Safety Assurance • SMS Principles for Transit	• Initial • Refresher

APPENDIX E6 BOARD OF DIRECTORS AND CONTRACTORS

Training requirements for the following positions: Board of Directors	Training Requirement	Frequency of Training
	Fundamentals of SMS	• Initial • Ongoing
	BFT's Safety Management Policy Statement	• Initial • As Needed
Training requirements for the following positions: Contractors	**Training Requirement**	**Frequency of Training**
	BFT's Safety Policies and Procedures	• As Needed

APPENDIX F PTASP ANNUAL REVIEW AND UPDATE LOG

Each time the PTASP is reviewed, updated or an addendum is added, the reviewer needs indicate the date, activity, name of reviewer and remarks on the change. Any changes made to the PTASP requires the cover page to updated with the revision date.

Date	Activity (Review, Update, Addendum, Etc.)	Name of Reviewer	Remarks

APPENDIX G DOCUMENTATION SUPPORTING THE PTASP

Name of Document/File/Program	Description of Document/File/Program	Location of Document/File/Program
In House Safety Policies and Procedures	Internal Safety Policies and Procedures	T:\In House Safety Policies and Procedures
WSTIP Operators Development Course	Defensive Driving Course for Professional Operators	Training Department Cabinet
Pre-Trip/Post Trip Procedures	BFT Pre-Trip and Post Trip Procedures	T:\USER\TR2\+ TRAINING
BFT Accident and Emergency Procedures	Agency Procedures for Accidents	T:\USER\TR2\+ TRAINING
Boarding an Alighting Procedures	BFT Passenger Boarding and Alighting Procedures	T:\USER\TR2\+ TRAINING
De-Escalation & Self Defense from the Seated Position	De-Escalation for Operators and Self-Defense from the Driver's Seat	T:\USER\TR2\+ TRAINING
Wheelchair Securements	Proper Wheelchair Securement Procedures	Z:\DAR Training
CPR/First Aid	CPR/First Aid and Bloodborne Pathogens Training and Certification	Training Department Cabinet
BFT Safety Procedures	Equipment procedures for incidents	T:\USER\TR2\+ TRAINING
Transit Asset Management Plan	TAM Plan	T:\TAM

APPENDIX H DEFINITIONS

Accident – An event that involves any of the following: a loss of life report of a serious injury to a person a collision of public transportation vehicles and evacuation for life safety reasons.

Accountable Executive – The Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented, and that action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but not their accountability for the transit agency's safety performance. The ultimate accountability for the transit's safety performance always rests with the Accountable Executive.

Bi-Partisan Infrastructure Law – A law passed by the United States Congress and enacted by the Biden Administration in November of 2021 that invested into the nation's infrastructure. Elements of this law directly impacted investments in public transit safety, including a safety set-aside for funds, additional training, and additions to Safety Management Systems.

Causal Factor – Key events or conditions, if eliminated, would have prevented an accident or reduced its effects.

Chief Safety Officer – The Chief Safety Officer has the authority and responsibility for day-to- day implementation and operation of the SMS. The authorities, accountabilities, and responsibilities assigned to the Chief Safety Officer must reflect this requirement.

Consequence – The potential outcome(s) of a hazard.

Continuous Improvement – A process by which a transit agency examines safety performance to identify safety deficiencies and carry out a plan to address the identified safety deficiencies.

Event – An accident, incident or occurrence.

Hazard – Any real or potential condition that can cause injury, illness, or death damage to or loss of the facilities, equipment rolling stock, or infrastructure or a public transportation system damage to the environment or reduction of ability to perform a prescribed function.

Hazard Analysis – Formal activities to analyze potential consequences of hazards during operations related to provision of services.

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

Lagging Indicators – Provide evidence, through monitoring, that intended safety management outcomes have failed or have not been achieved.

Leading Indicators – Provide evidence, through monitoring, that key safety management actions are taken as planned.

Management of Change – Process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance. If a transit agency determines that a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management process.

Moving Ahead for Progress in the 21st Century Act – A funding and authorization bill to govern United States federal surface transportation spending.

Near miss – A safety event where conditions with potential to generate an accident, incident, or occurrence existed, but where an accident, incident, or occurrence did not occur because the conditions were contained by chance or by existing safety risk mitigations.

Occurrence – 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.

Part 673 – 49. C.F.R Public Transportation Agency Safety Plan (PTASP) final rule.

Performance Criteria – Categories of measures indicating the level of safe performance within a transit agency.

Performance Target – A performance target related to safety management activities.

Practical Drift – The slow and inconspicuous, yet steady, uncoupling between written procedures and actual practices during provision of services.

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

Risk Mitigation – A method or methods to eliminate or reduce the effects of hazards.

Safety – The state in which the potential of harm to persons or property damage during operations related to provision of services is reduced to and maintained at an acceptable level through continuous hazard identification and safety risk management activities.

Safety Assurance – The processes within a transit agency's Safety Management System that function 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 Deficiency – A condition that is a source of hazards and/or allows the perpetuation of hazards in time.

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 Management Policy Statement – A document, signed by the Accountable Executive and distributed throughout a transit agency that formalizes executive leadership's commitments to support SMS with both short-term and long-range initiatives.

Safety Management System – 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 Software System – The software program(s) selected, procured, and implemented for the use of recording, tracking, disbursing and storing information related to the Safety Management System program.

Safety Objective – A high-level, global, generic, and non-quantifiable statement regarding conceptual safety achievements to be accomplished by an organization regarding its safety performance.

Safety Performance – An organization's safety effectiveness and efficiency, as defined by safety performance indicators and safety performance targets, measured against the organization's safety objectives.

Safety Performance Indicator – A data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measurement – The assessment of non-consequential safety-related events and activities that provide ongoing assurance that safety risk mitigations work as intended.

Safety Performance Monitoring – The activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and safety performance targets.

Safety Performance Monitoring and Measurement – Activities a transit agency must establish to:

1. Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance.
2. Monitor its operations to identify hazards not identified through the Safety Risk Management process
3. Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended
4. Investigate safety events to identify causal factors and
5. Monitor information reported through any internal safety reporting programs.

Safety Performance Target – A specific level of performance for a given performance measure over a specified timeframe related to safety management activities.

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

Safety Reporting Program – A process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action.

Safety Risk – The assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment – 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 – A process within a transit agency's Safety Management System for identifying hazards and analyzing, assessing, and mitigating safety risk.

Safety Risk Mitigation – The activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability – The likelihood that the consequence might occur, taking as reference the worst foreseeable – but credible – condition.

Safety Risk Severity – The anticipated effects of a consequence, should it materialize, taking as reference the worst foreseeable – but credible – condition.

Serious Injury – Any injury which 1) Requires hospitalization for more than 48 hours, commencing within seven (7) days from the date the injury was received 2) Results in a fracture of any bone (exempt simple fractures of fingers, toes, or noises) 3) Causes serve hemorrhages, nerve, muscle, or tendon damage 4) Involves any internal organ or 5) Involves second or third degree burns, or any burns affecting more than 5 percent of the body surface.

Updates to Ben Franklin Transit's PTASP – for the 2023-2024 Plan

The following changes and additions were made to the PTASP at the direction of the passed Bipartisan Infrastructure Law:

- Section 10.3- Safety Committee. Changes to the responsibilities, composition, and meetings. Ensure it is comprised of 50% management and 50% front-line workers with a member from each department. Ensured it states that represented groups have the decision-making power to delegate their selected representatives on the Committee. The meetings are 1 hour and a vote must be held to continue beyond that with the approval of the majority.
- Section 10.4- Anonymous Employee Safety Reporting. This section states that we have anonymous options within our Employee Safety Reporting System (ESRP).
- Section 10.7- SMS Implementation. Added bullet point stating a new implementation phase to continue through 2024 to train affected workers on all changes made under the Bi-Partisan Infrastructure Law.
- Section 11.6- Risk Reduction Program. Added section stating that the Safety Committee must approve the PTASP and assist in performing risk assessments, and will review and approve programs for the following: reduction of vehicle accidents, hazard identification, reduction of injuries, and mitigation of assaults. This section included de-escalation training, a program to reduce vehicle v pedestrian accidents.
- Section 11.7- Infectious Diseases. This section states that BFT has and will continue to implement procedures to mitigate the spread of infectious diseases and follow all FTA, CDC, and WA State DOH requirements.
- Section 12.4- Safety Performance Measures. Added to this section that the safety committee will establish performance targets for risk reduction programs using a 3-year rolling average from our NTD data. Also, that .75% of our 5307 funds be used for safety-related projects (side note, it has been confirmed with Finance that this has been done).
- Section 13.1- Competencies and Training. Added that all operations and maintenance staff will receive comprehensive training that includes a safety training program, continuing safety education and training, and de-escalation training. Also added this training to Appendix E, which lists required safety trainings by roles.
- Appendix H, Definitions. Added Bipartisan Infrastructure Law, and Safety Management Software Systems.

Updates not required by the Bi-Partisan Infrastructure Law:

- Removed the title of "Director" or "assistant director," replaced with "Senior Manager" or "manager" where applicable due to Agency-wide changes to titles.
- Removed "InudstrySafe," replaced with "Safety Management Software Systems" ("SMSS") due to the discontinued use of IndustrySafe and the decision to refer to safety management software as a general term rather than the brand name, for ease of use

and to reduce the prohibitive nature of restricting the Agency to only one software program for safety program management.

- Updates to cover and formatting, to be more readable and technically accurate.

2023 Safety Performance Targets- *Explained*

Sources for Data:

- 2022 VRMs for all three modes were obtained from the NTD, via Rahul, who manages this data.
- 2022 MMFs were obtained from Fleetnet via Jamie Bergstrom, who managed this data last year before transferring it to Amanda Stewman when she took over the position. I originally asked Amanda, but as she had not retrieved this information before, she reached out to Jamie to ensure it was done correctly.
- The 2022 Major Events were obtained from the NTD, via Matt Mullen, bus safety specialist, who is responsible for submitting this information on a monthly basis for the Agency's S&S reporting.

CALCULATIONS & FORMULAS

I did the calculations to determine our Safety Performance Actual rates for 2022 according to the FTA's recommendation to use "per 100k VRM" for the year as the metric (our columns also include "total", for simplicity). This formula is:

total injuries/VRM x 100,000 = Safety Performance Rate

"Total injuries" can be replaced with "total fatalities" or "total safety events" to determine their performance rate as well.

The calculation for System reliability, however, is not the same as the others and determines mileage between failures. The formula for this is simply:

VRM/failures=SPT.

From that, we get our Safety Performance Actual rates for 2022 and use them to determine what our Safety Performance Target rates will be.

Our Safety Performance Actual rates 2022:

Vehicle Revenue Miles Driven in 2022 by Mode	
Fixed Route	3,409,153
ADA/Paratransit/General Demand	1,576,848
Vanpool	1,514,110

Major Mechanical Failures in 2022 by Mode	
Fixed Route	129
ADA/Paratransit/General Demand	57
Vanpool	9

Safety Performance Actual 2022							
Mode of Service	**Fatalities (Total)**	**Fatalities (per 100k VRM)**	**Injuries (Total)**	**Injuries (per 100K VRM)**	**Safety Events (total)**	**Safety Events (per 100k VRM)**	**System Reliability**
Fixed Route	0	0	7	.2	6	.175	26,427
Paratransit/ General Demand	0	0	0	0	1	.06	27,664
Vanpool	0	0	5	.33	1	.06	168,234

I would suggest maintaining our fatality SPT (both per 100k VRM, and total) as 0.

The table below compares our 2022 Safety Performance Actual to our 2020 Safety Performance Targets (which were based on 2018 data). Vanpool only has 2022 data because it had been mistakenly excluded from the SPTs. 2023 will be the first year that Vanpool has SPTs listed.

2020 Targets compared to 2022 Actual							
	2020/22	2020/22	2020/22	2020/22	2020/22	2020/22	2020/22
Mode of Service	**Fatalities (total)**	**Fatalities (per 100k VRM)**	**Injuries (total)**	**Injuries (per 100k VRM)**	**Safety Events (total)**	**Safety Events (per 100K VRM)**	**System Reliability (VRM/Failure)**
Fixed Route	0/0	0/0	1/7	.01/.2	0/6	0/.175	10,238/26,427
Paratransit/General Demand	0/0	0/0	2/0	.07/0	2/1	.07/.06	5,642/27,664
Vanpool	0	0	5	.33	1	0.06	168,234

By comparing the 2020 targets to the 2022 actual numbers, we can adjust our SPTs to be more applicable and be based on more recent data.

FTA does not define how the targets are set, and leaves it up to the agency to determine the best way to decide on target rates. If an agency is pleased with its actual rates, they may use them as the benchmark or target rates. Other agencies will adjust their actual rates to reflect more of a "goal".

While BFT's actual rate was better than our goals in some categories, I propose that we adjust our goals to reflect the investment into our Safety program and strive to improve our numbers overall. The table below contains proposed goals, based off of looking at similar agencies' rates and considering the areas

where we have had an emphasis for safety and accident prevention (and will continue to emphasize with safety trainings and briefings). These proposed targets are based off of the same VRM as 2022, for simplicity, as we have not added or reduced a large number of routes or made sizable changes to services that would greatly impact our overall VRM. It can be expected to be similar VRMs across the board for 2023.

Safety Performance Targets 2023							
Mode of Service	**Fatalities (Total)**	**Fatalities (per 100k VRM)**	**Injuries (Total)**	**Injuries (per 100K VRM)**	**Safety Events (total)**	**Safety Events (per 100k VRM)**	**System Reliability (VRM/failure)**
Fixed Route	0	0	4	.11	3	.08	26,427
Paratransit/ General Demand	0	0	1	0.06	1	.06	27,664
Vanpool	0	0	1	.06	1	.06	168,234

- Fatalities remain the same; 0, for all modes.
- Fixed Route injuries decreased from our actual (7) to a goal of 4.
- DAR injuries decreased from our actual (2) to a goal of 1.
- Vanpool injuries decreased from actual (5) to a goal of 1.
- Fixed Route Safety Events decreased from our actual (6) to a goal of 3.
- DAR Safety Events remained the same; 1.
- Vanpool safety events remained the same.
- Overall system reliability ratings are very good, comparatively. Goal is to keep them on track and unchanged.

Memorandum

Date: April 13, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: Free Fare Day Policy

Background

This policy was created in response to a request for free fare on Earth Day of 2023. In the past, Ben Franklin Transit (BFT) bus fares would be waived from time to time to accommodate momentous occasions, regional events, and celebrations. Upon research into the BFT archives, staff realized no official Board policy to approve such events existed. What follows is advice on how to effectively establish such a Free Fare Day Policy.

The immediate concern of gifting public funds was submitted to Washington State Municipal Research and Services Center (MRSC). MRSC is a statewide resource that provides general legal, policy, and financial guidance to support local government agencies.

The following relevant state statute covering rates, tolls, fares, and charges was referenced:

RCW 36.57A.090(3) authorizes the agency: To fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service. Fares or charges may be adjusted or eliminated for any distinguishable class of users including, but not limited to, senior citizens, persons with disabilities, and students.

MRSC's article on "Refresher on the Gift of Public Funds" noted that an expense does not violate the constitutional prohibition if it is for a fundamental governmental purpose. Even if the expense is not for a fundamental governmental purpose, it is allowed if there is no donative intent and the agency receives some form of consideration. MRSC legal consultant added a personal note to BFT's query to add a short answer, "Yes," the agency does have the authority to establish criteria under which it will waive all fees for the day if the agency has adopted a policy authorizing free fares on specific occasions and they can be tied to a statutory purpose of Public Transportation Benefit Areas (PTBA).

BFT's legal counsel recommended a resolution be presented at the next Board meeting authorizing the General Manager to waive fares for one day up to four times per year. By approving the Free Fare Day Policy, BFT will increase ridership and promote a sense of community and inclusivity to all. Approved events for the free fare day will likely lead to significant ridership and provide positive exposure for the agency to potential new riders. Counsel also recommended incorporating this option into the new fare structure policy.

Funding

Budgeted: N/A
Budget Source: Operating or Future Grant Funds
Funding Source: Local or State

Recommendation

BFT staff recommend the approval of a Free Fare Day Policy authorizing the General Manager authority to waive fares for one day up to four times per year.

Forwarded as presented:

_____

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT
RESOLUTION 16-2023

A RESOLUTION TO ESTABLISH A FREE FARE DAY POLICY

WHEREAS, BFT bus fares have been waived from time to time to accommodate momentous occasions, regional events, and celebrations; and

WHEREAS, such past actions have proven to be beneficial to the community and provide positive exposure of the agency; and

WHEREAS, legal counsel recommends a policy be put in place; and

WHEREAS, such a policy should be applied judiciously and aligned with the statutory purpose of PTBAs;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

A resolution authorizing the General Manager to waive fares for one day up to four times per year provided that the waiver is done on a day or for an event that is reasonably likely to lead to a significant ridership increase and provide positive exposure of the agency to the community.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 13, 2023, at 7122 W. Okanogan Place Building E, Room 303, Kennewick, Washington.

ATTEST:

_____ _____
Janet M. Brett, Clerk of the Board Will McKay, Chair

APPROVED AS TO FORM BY:

_____
Jeremy J. Bishop, Legal Counsel

Policy Number:	**XXXX**	**PURPOSE:** To establish a policy authorizing the General Manager to waive fares for one day up to four times per year provided that the waiver is done on a day or for an event that is reasonably likely to lead to significant ridership and provide positive exposure of the Agency to potential new riders.
Section:	**Executive Office**	
Effective:	**April 13, 2023**	
Reference:	**___**	
General Manager Approval:		

Revision Number	Effective Date	Description of Change
NEW	4.13.2023	Initial Adoption (new policy)

1. Background

This policy was created in response to a request for free fare on Earth Day of 2023. In the past, BFT bus fares would be waived from time to time to accommodate momentous occasions, regional events, and celebrations. Upon research into the BFT archives, staff realized no official Board policy to approve such events existed.

2. Implementation

Implementation of free fare days will be determined by the General Manager upon recommendation by BFT staff. The Board of Directors will be informed of any free fare days prior to their occurrence.

Memorandum

Date: April 13, 2023

To: Rachelle Glazier, General Manager

From: Michelle Olk, Chief People Officer

Re: Policies for Board Approval

Background
Management is obligated to periodically review existing policies and propose changes as needed in order to add, update, clarify, and improve existing policies when business and/or legal compliance needs dictate. A comprehensive review does not appear to have been conducted on existing policies in recent years, therefore the new Executive Management Team has commenced this activity as a priority for 2023. We will present policies for your review and approval for several months as this activity continues.

The scope of policies presented pertains to all staff not otherwise covered by a collective bargaining agreement on the topic.

These policies, intended for release on 4-14-2023 (pending Board approval), supersede all prior policies on the topics specified. The following policies, as summarized below, are presented for Board approval on 4-13-2023.

Attendance Policy – Specifies the definitions of attendance generally, defines notification rules, and provides direction for employees in the case of unforeseeable and/or extended illness; specifies what constitutes excessive absenteeism and specifies consequences for policy violation.

Hourly Employee Timekeeping Policy – Defines who are hourly employees; rules for reporting hours worked and the procedures to enter time for approval; overtime procedures and requesting time off procedures.

Exempt Employees Time Off Reporting Policy – Defines who are exempt/salaried employees; specifies work hours expected; provides for flexible time arrangements when hours in excess of 45 are scheduled; recording days (rather than hours) worked for pension and benefits purposes; and how to request time off.

Funding
Budgeted:
Budget Source:
Funding Source:

Recommendation
Approve Policies HR-007, HR-008, and HR-009 as presented.

Forwarded as presented:

_____
Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT
AGENCY POLICY

DEPARTMENT:	HUMAN RESOURCES
DOCUMENT TITLE:	ATTENDANCE POLICY
DOCUMENT NUMBER:	HR-007
BOARD APPROVED:	
Version history:	April 10, 2023 (Initial Release)

PURPOSE
The purpose of this policy is to define the attendance policy for the agency.

SCOPE
This policy pertains to all BFT employees not otherwise covered under a collective bargaining agreement.

POLICY

GENERAL
On-site attendance and punctuality are essential job functions for all BFT employees. Employees are expected to maintain regular attendance and report to work as scheduled. This includes:

- Being on time for all scheduled workdays
- Being ready to work at the start of the shift/workday
- Working during the normal hours of operation
- Taking no longer than the allotted time for breaks and lunch, and promptly returning to the work area
- Working until the end of the scheduled shift/workday

All employees are responsible for managing their own attendance and are required to make arrangements ahead of time for all foreseeable absences utilizing the established time-off procedures and forms.

BFT recognizes there may be times when employees need to take time off on an unplanned and/or unforeseeable basis. For these occasions, notification is required.

NOTIFICATION OF ABSENCE
Employees must report all unplanned absences directly to their supervisor as soon as possible, preferably no later than 30 minutes before the start of the workday using established department procedures. Absence must be reported daily.

Notifying friends or co-workers instead of a supervisor, having others call for you, or the sending of emails instead of contacting a supervisor directly are examples of actions that are not accepted as notification of absence.

ABSENCES FOR SICKNESS GREATER THAN 3 DAYS
Employees must contact Human Resources for paperwork for sickness lasting more than 3 days, as they may be eligible for additional leave benefits. Please contact HR for assistance.

Absences of 5 or more consecutive days (for illness) will require a valid, original, verifiable doctor’s note upon return so as not to be counted as day-for-day absenteeism; it will count as 1 absence incident, if accepted.

BEN FRANKLIN TRANSIT
AGENCY POLICY

EXCESSIVE ABSENCE AND TARDINESS

All employees are responsible for managing their own attendance and are encouraged to make arrangements ahead of time for anticipated absences. For all employees, excessive absenteeism and/or tardiness are defined as greater than 3 incidents of unplanned absences per month and/or more than 3 tardy events per month.

Excessive absence and tardy events can result in disciplinary action, up to and including termination. If a pattern of excessive absenteeism is evident, Ben Franklin Transit reserves the right to skip or eliminate steps to effectively handle serious or pattern attendance issues.

NO CALL, NO SHOW

If an employee is absent from work for three (3) consecutive scheduled workdays without notifying the supervisor, they may be considered to have voluntarily resigned, and employment with Ben Franklin Transit will end effective the end of the third day of absence. *(Note: In the event the employee is physically unable to have given notice, for example, these circumstances will be considered by HR on a case-by-case basis with acceptable documentation.)*

Any no-call, no-show absence is unexcused. In addition, any no-call, no-show incidents over any 12-month period will subject the employee to disciplinary action.

End of document.

BEN FRANKLIN TRANSIT

RESOLUTION 17-2023

A RESOLUTION ADOPTING THE ATTENDANCE POLICY, POLICY HR-007

WHEREAS, The Attendance Policy, Policy HR-007, serves to document and govern the status of accurate attendance for all personnel; and

WHEREAS, The substance and application of this policy shall be reviewed from time to time;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The Attendance Policy, Policy HR-007, is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 13, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

_____ _____

Janet M. Brett, Clerk of the Board Will McKay, Chair

APPROVED AS TO FORM BY:

_____

Jeremy J. Bishop, Legal Counsel

BEN FRANKLIN TRANSIT
AGENCY POLICY

DEPARTMENT:	HUMAN RESOURCES
DOCUMENT TITLE:	HOURLY EMPLOYEE TIMEKEEPING POLICY
DOCUMENT NUMBER:	HR-008
DATE OF BOARD APPROVAL:	
Version history:	4-10-2023 Initial release

PURPOSE
The purpose of this policy is to define timekeeping procedures and rules for applicable employees.

DEFINITIONS
"Hourly" or "Nonexempt" employees are those employees paid on an hourly basis. This group of employees is eligible for overtime at 1.5 times their hourly rate for all hours worked in excess of 40 hours per week.

SCOPE
This policy pertains to all hourly (nonexempt) BFT employees.

POLICY
BFT hourly employees are expected to report all hours worked and time off accurately and honestly at all times.

Failing to report time off or hours worked accurately, altering or falsifying records, entering timekeeping for others, or other unacceptable/improper conduct will subject an employee to disciplinary action, up to and including termination.

HOURLY EMPLOYEE TIMEKEEPING PROCEDURE FOR TIME OFF REPORTING
Employees must record all hours worked in Fleet-Net (or other timekeeping software assigned) daily/weekly for payroll and benefits purposes. Hourly (nonexempt) employees are required to record all hours worked in Fleet-Net as well as hours of absence from work for reasons such as leaves of absence, general leave, sick leave, or personal business and the like. No time should be left unaccounted for weekly. Supervisors are the only individuals authorized to change or correct entries.

Management approval for any leaves must be obtained in writing on the approved electronic form AND be reflected in Fleet-Net.

At the end of the week, it is the employee's responsibility to verify their entries and approve their time; the system then sends it to their supervisor for approval. This must be done on the last day of the week the employee works, and by no later than each Monday at 8:00 a.m. in order to process the employee's payroll. Supervisors must approve the timesheets by 9:00 a.m. Monday.

REQUESTING TIME OFF
Requests for planned or foreseeable time off needs (vacation, leaves of absence for appointments, etc.) must be made in writing, in advance as soon as the need is known. For jury duty, a copy of the summons must be uploaded/provided.

For unforeseeable absences (sick, emergency), an electronic form must be filled out and submitted for approval as soon as the employee returns to work.

BEN FRANKLIN TRANSIT
AGENCY POLICY

All requests for time off must be made in writing using the approved electronic format. Employees are not authorized to take time off until the time requested has been approved. Time off entered into Fleet-Net is subject to audit and should match time off request forms.

It is the employee's responsibility to submit a cancellation request in the approved format, and it must be signed off/approved by the supervisor, no later than the close of the business day beforehand (or 24 hours). Otherwise, the time off will be charged, and the individual will be expected to take the time off.

End of document.

BEN FRANKLIN TRANSIT

RESOLUTION 18-2023

A RESOLUTION ADOPTING THE HOURLY EMPLOYEE TIMEKEEPING POLICY, POLICY HR-008

WHEREAS, The Hourly Employee Timekeeping Policy, Policy HR-008, serves to document and govern the status of accurate timekeeping for all hourly personnel; and

WHEREAS, The substance and application of this policy shall be reviewed from time to time in accordance with BFT's electronic timekeeping platform;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The Hourly Employee Timekeeping Policy, Policy HR-008, is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 13, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

_____ _____

Janet M. Brett, Clerk of the Board Will McKay, Chair

APPROVED AS TO FORM BY:

_____

Jeremy J. Bishop, Legal Counsel

BEN FRANKLIN TRANSIT
AGENCY POLICY

DEPARTMENT:	HUMAN RESOURCES
DOCUMENT TITLE:	EXEMPT EMPLOYEES - TIME OFF REPORTING POLICY
DOCUMENT NUMBER:	HR-009
DATE OF BOARD APPROVAL:	
Version History:	4-10-2023 Initial release

PURPOSE
The purpose of this policy is to define the procedure to report days worked and time off for Salaried Exempt employees.

DEFINITIONS
"Exempt" or "salaried" employees are those employees paid on a salaried basis. Only salaried employees who meet the executive, administrative, and professional definitions of the FLSA (Fair Labor Standards Act) are exempt.

Exempt employees are paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of the number of hours worked. This means employees may be required to work additional time to get job tasks done, during emergencies, or may need to be available for events outside of standard business hours.

The normal schedule for all exempt salaried employees is 8:00 a.m. to 5:00 p.m. 5 days/40 hours per week (typically Monday through Friday but may vary). Alterations to the normal schedule must be approved in advance. Time off on scheduled workdays must be utilized with time-away benefits. Working extra hours at the beginning of a week, for example, to avoid using vacation on scheduled workdays later in the week is not permissible.

Exempt salaried employees are not entitled to overtime or compensatory time for working more than 40 hours in a workweek. In extraordinary circumstances, exempt employees who need to work outside of their normal schedule may be granted comp time upon preapproval by the General Manager. Any granted comp time must be used in two (2) pay cycles.

SCOPE
This policy pertains to all BFT salaried (exempt) employees.

POLICY
BFT salaried employees are expected to report days worked and time off accurately and honestly at all times. In addition, employees are expected to be at their assigned work area and ready to work at the times expected during normal hours of operation.

For all salaried employees, failing to report time off accurately, falsifying records, or other unacceptable/improper conduct will subject an employee to disciplinary action, up to and including termination.

REQUESTING TIME OFF
Requests for planned or foreseeable time off needs (vacation, leaves of absence for appointments, etc.) must be made in advance as soon as the need is known.

For unforeseeable absences (sick, emergency), a form must be filled out and submitted for approval as soon as the employee returns to work. For jury duty, a copy of the summons must be provided.

BEN FRANKLIN TRANSIT
AGENCY POLICY

All requests for time off must be made in writing using the approved electronic format. Employees are not authorized to take time off until the time requested has been approved. Time off entered into Fleet-Net is subject to audit and should match time off request forms.

It is the employee's responsibility to submit a cancellation request in the approved format, and it must be signed off/approved by the supervisor, no later than the close of the business day beforehand (or 24 hours). Otherwise, the time off will be charged, and the individual will be required to take the time off.

EXEMPT EMPLOYEE PROCEDURE FOR DAYS WORKED AND TIME OFF REPORTING

Employees must report scheduled days worked in Fleet-Net (or other timekeeping software assigned) weekly for payroll and benefit accrual purposes. Exempt employees are required to report all worked days (by indicating 8.0 scheduled hours on the day attended in Fleet-Net) as well as occasional absence from work (when > 2 hours) for reasons such as leaves of absence, paid time off (PTO), sick leave, or personal business and the like.

For Fleet-Net purposes, the time must reconcile to 40 hours per week, including days worked and time off taken. (Note: Fleet-Net does support recording of additional time worked beyond 40 hours for salaried, so do not enter more than 40.)

As referenced above, the organization provides 2 hours for flexibility (at managerial discretion) which does not count toward absence, but this should be approved in advance and should be relatively rare (meaning not frequently). This flexibility should not be interpreted as license to establish a pattern of leave-earlies or late arrivals or any other misuse.

At the end of the week, employees must verify their entries and approve their time, which then sends it to their supervisor for approval. This must be done by the employee no later than the last day worked in the week (for example, Friday) in order to process the employee's payroll. Supervisors must approve the time entered by 9 a.m. on Monday.

Human Resources will evaluate any perceived misuse of this policy on a case-by-case basis. Intentional misuse of this policy as determined by HR could lead to discipline up to and including termination.

End of document.

BEN FRANKLIN TRANSIT

RESOLUTION 19-2023

A RESOLUTION ADOPTING THE TIME OFF REPORTING POLICY FOR EXEMPT EMPLOYEES, POLICY HR-009

WHEREAS, The Time Off Reporting Policy for Exempt Employees, Policy HR-009, serves to document and govern the status of accurate timekeeping for all exempt personnel; and

WHEREAS, The substance and application of this policy shall be reviewed from time to time in accordance with BFT's electronic timekeeping platform;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The Time Off Reporting Policy for Exempt Employees, Policy HR-009, is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 13, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

_____ _____

Janet M. Brett, Clerk of the Board Will McKay, Chair

APPROVED AS TO FORM BY:

_____

Jeremy J. Bishop, Legal Counsel

Student Art Contest Finalists

The top 5 finalists in each category, Digital (first 5 entries) and Traditional (last 5 entries), will be on display at the April 13 Board of Directors meeting.

Board members will be asked to vote for first-place, second-place, and third-place finishers in each category.

HOME
GUEST
6:00
21
07
BALL ON
TO GO
10
20
Pasco
Richland
Kennewick
Transit
BEN FRANKLIN TRANSIT

Transit
BEN FRANKLIN TRANSIT
thank you!!!

CONNECTED
SINCE 1981
RICHLAND
PASCO
KENNEWICK
COMUNIDAD

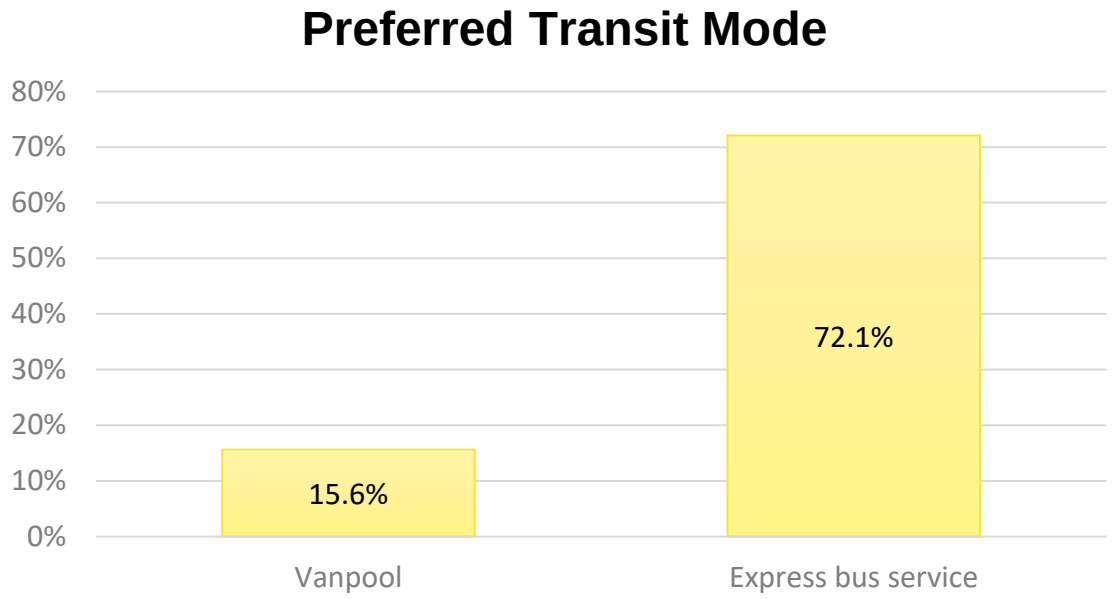
BEN FRANLIN TRANSIT

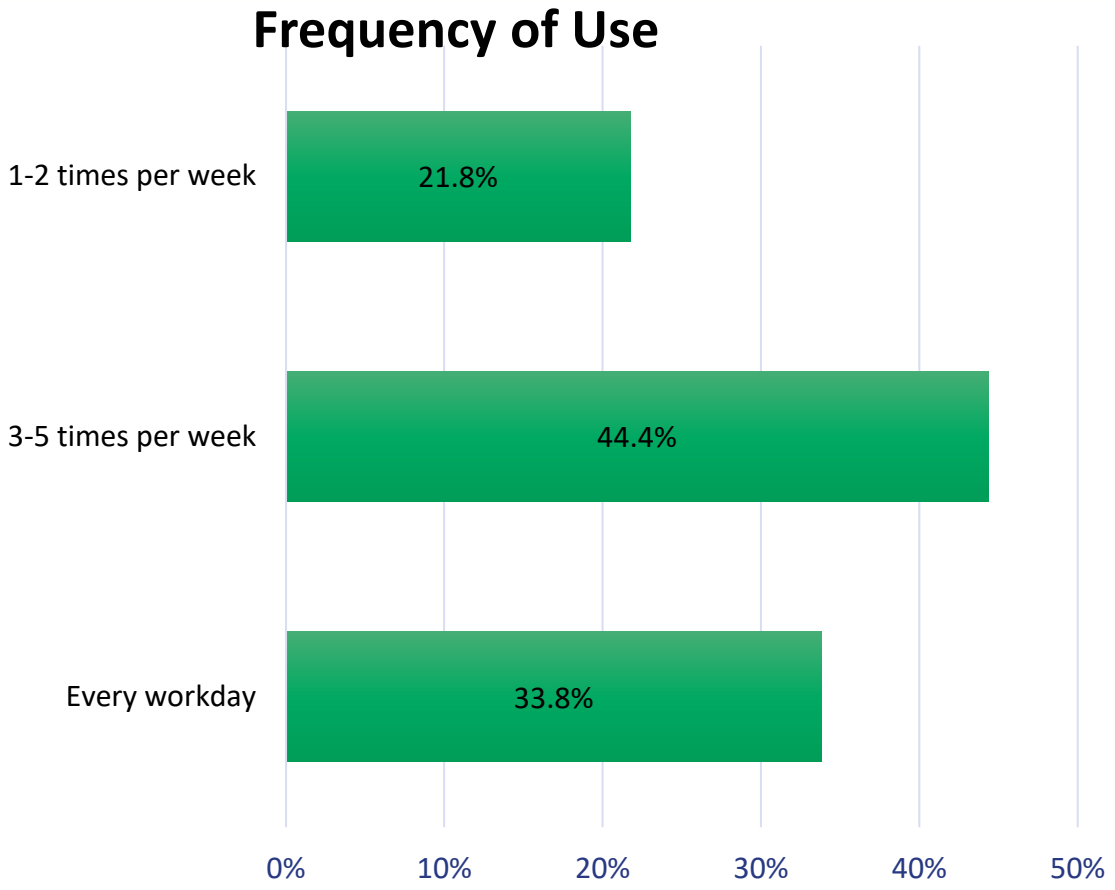
BEN FRANKLIN
KENNEWICK
BEN FRANKLIN TRASIT
RICHLAND
PASCO

THE ART OF CONNECTION
BEN FRANKLIN TRANSIT

Hanford Commuter Bus Survey Review

Hanford Commuter Bus Survey – Key Takeaways



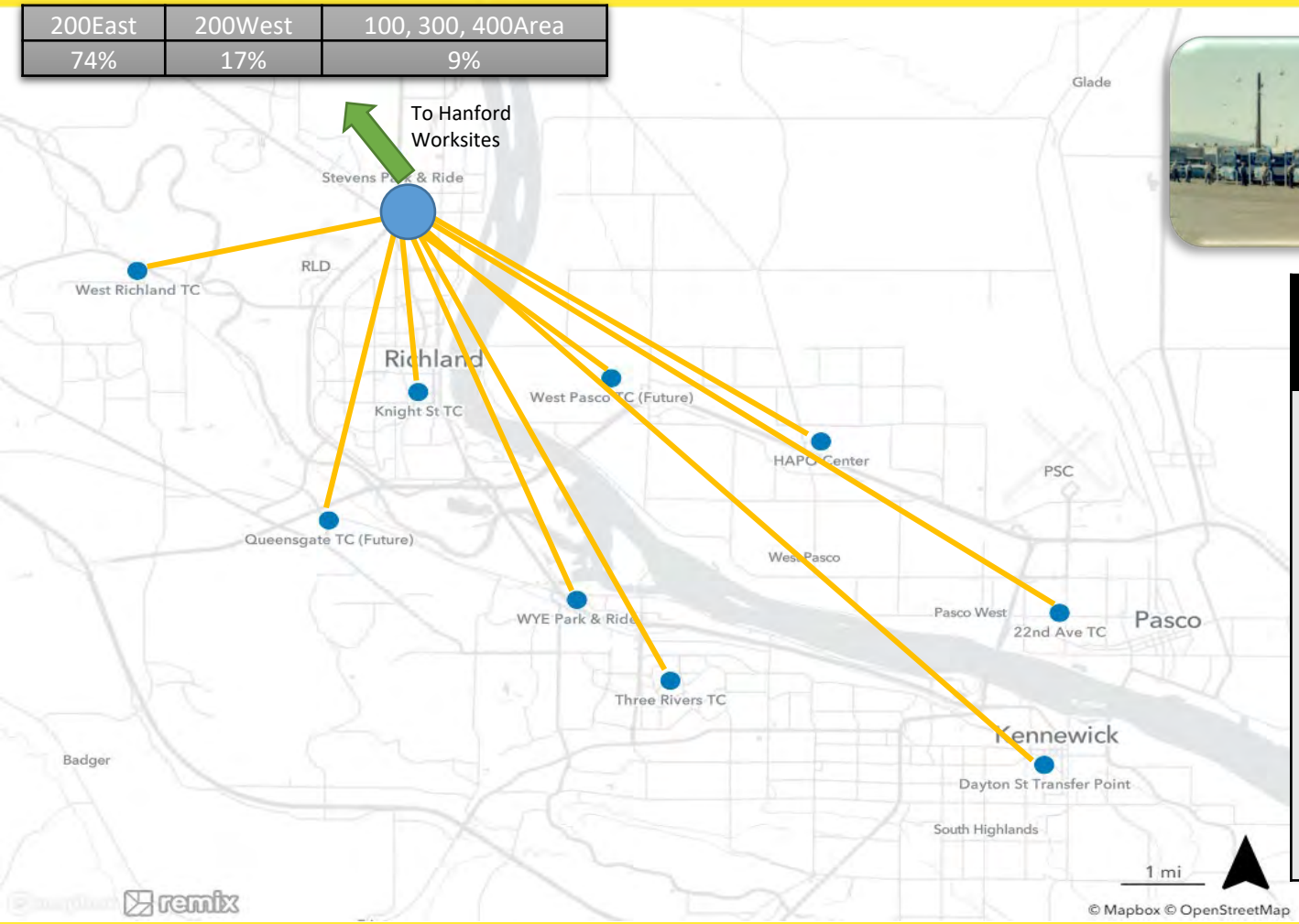


Barriers listed by respondents were:

- Loss of flexibility
- Inconvenient pickup locations
- Longer commute times
- Intra-site & in-town trips
- Not serving Yakima barricade
- Union issues

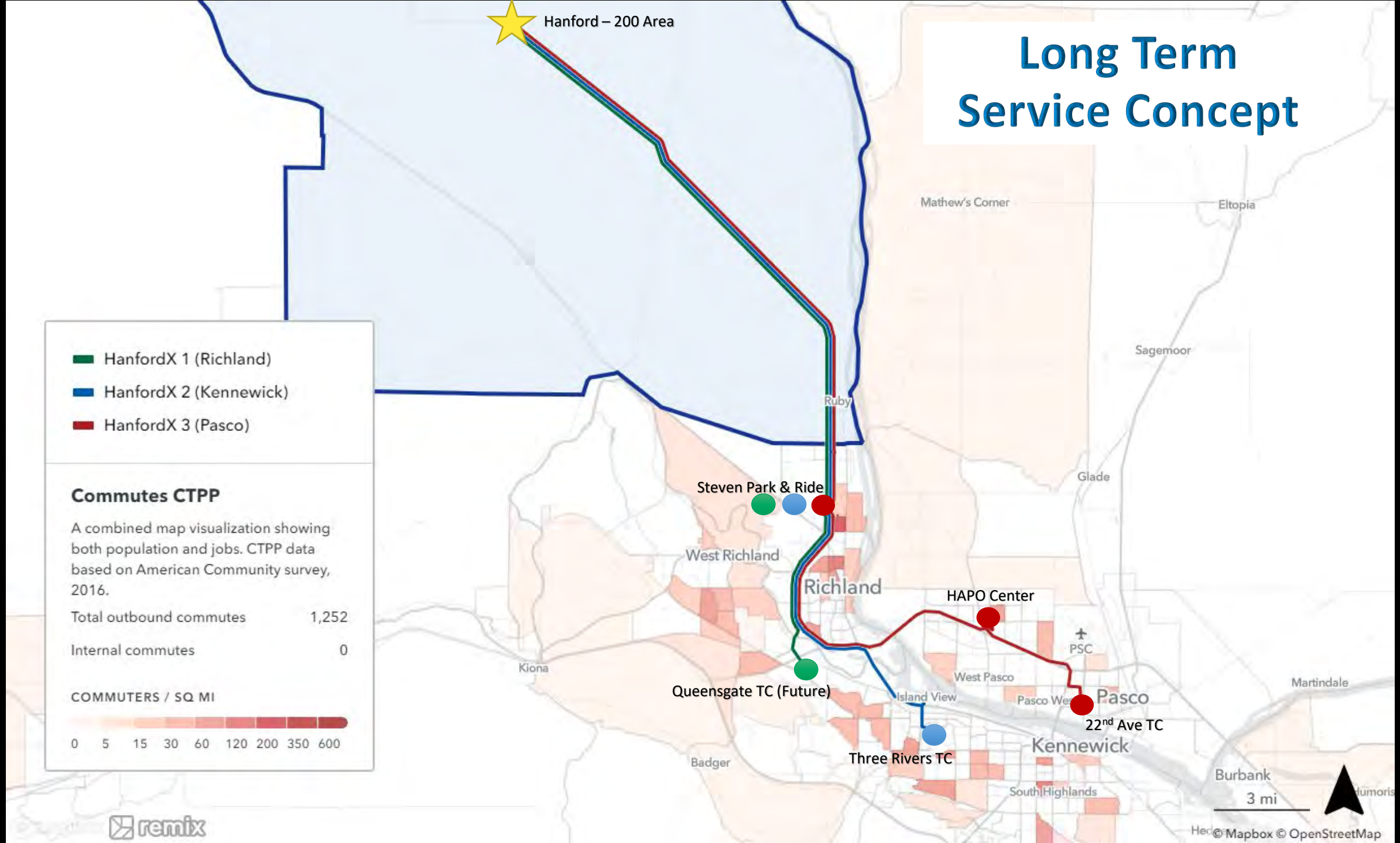
Hanford Commuter Survey – Locations & Time

200East	200West	100, 300, 400Area
74%	17%	9%



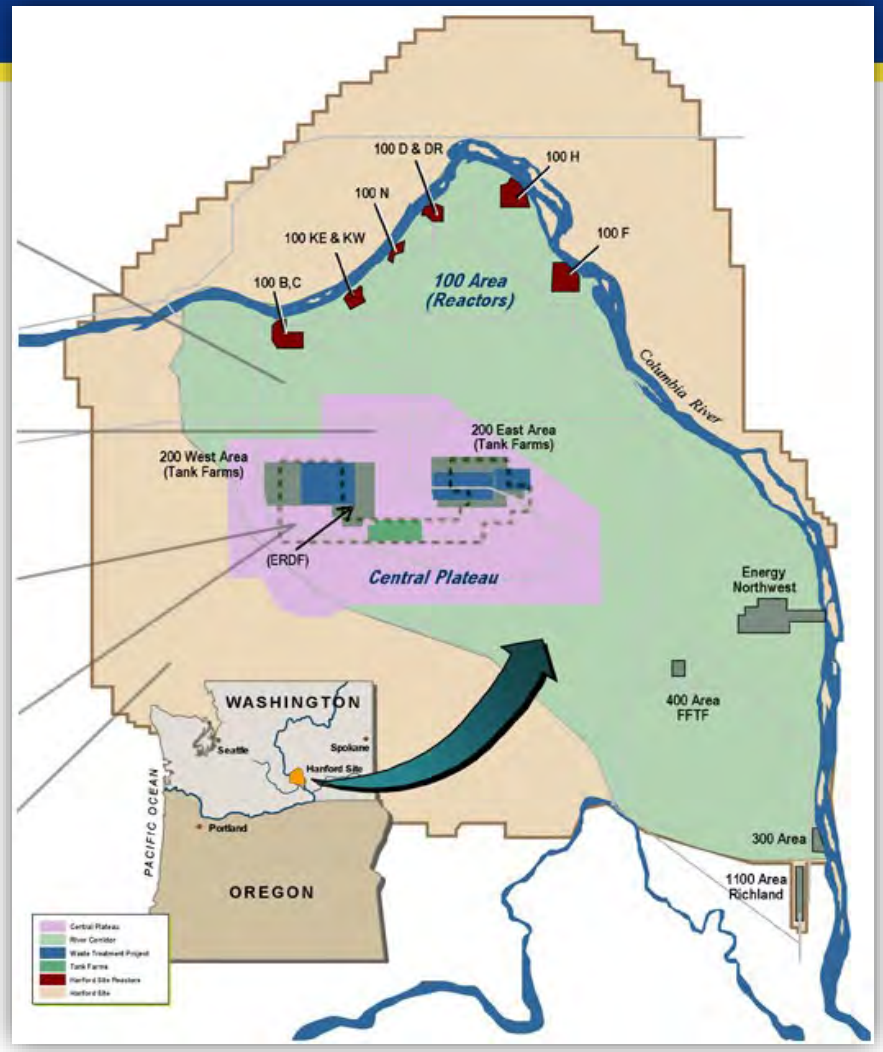
Origin	Respondents	Leave Home	Avg. Day Per Week	Price Point
HAPO	148	5:21 AM	3.5	$53.21
Flat Top	129	5:14 AM	3.7	$58.79
Stevens	124	4:52 AM	3.8	$55.98
Queensgate	70	4:50 AM	3.4	$51.10
Dayton	62	5:12 AM	3.3	$59.48
Wye	60	5:14 AM	3.9	$54.58
Knight St	23	4:46 AM	3.7	$52.10
Total/Avg.	**616**	**5:06 AM**	**3.6**	**$55.24**

Long Term Service Concept



Next Steps

- Further coordination with the Department of Energy (DOE)
- Coordinate with other contractors
- Plan pilot project service
- Present service plan to Board & DOE
- Procure commuter-style buses
- Hire additional staff
- Implement pilot project service in Q4 2023 (tentative)
- Analyze service utilization and performance
- Determine long-term feasibility
- Develop a long-term service plan



Additional Board Information

April 2023

1. Executive Committee Meeting Minutes of April 6, 2023
2. 90-Day Procurement Outlook as of March 24, 2023
3. Financial Report for February 2023

EXECUTIVE COMMITTEE MEETING
Thursday, April 6, 2023 – 4 p.m.
Ben Franklin Transit – GM Conference Room
1000 Columbia Park Trail, Richland, Washington

Notice: Meeting attendance options included in-person and virtual via Zoom

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M I N U T E S

Committee Members Present: Richard Bloom, Vice Chair; David Sandretto
Committee Members Absent: Steve Becken, Joseph Campos
BFT Staff: Rachelle Glazier, Janet Brett, Chad Crouch, Steve Davis, Brian Lubanski, Tom McCormick, Michelle Olk, Rob Orvis, Mike Roberts, Kevin Sliger

1. **Convene Committee Meeting**

   Vice Chair Richard Bloom convened the meeting at 4:01 p.m.

<u>Proposed Board Agenda Action Items</u>

2. **Resolution XX-2023 Amend BFT & WSU Tri-Cities Transportation Pass Agreement #1373** – Kevin Sliger, Chief Planning & Development Officer

   Chief Planning & Development Officer Kevin Sliger presented an amended agreement with WSU Tri-Cities to add Dial-A-Ride services to their contract at the same price as fixed route. Committee members moved this item to the Board Consent Agenda.

3. **Amend Resolution 18-2021 and Approve Resolution XX-2023 Authorizing the General Manager to Increase the Not-to-Exceed Amount of Task Order #21 in Contract #1133 with TCF Architecture** – Kevin Sliger, Chief Planning & Development Officer

   Mr. Sliger presented a memo and two resolutions for Board approval. The first resolution would amend Resolution 18-2021 to reopen Contract #1133 as a sole source contract with TCF Architecture, PLLC, and increase the not-to-exceed amount from $2,500,000 to $2,700,000. The second resolution would authorize the General Manager to increase the not-to-exceed amount of Task Order #21 in Contract #1133 with TCF Architecture from $99,000 to $473,846. Committee members asked that this item also be placed on the Board Consent Agenda.

4. **Resolution XX-2023 Authorizing the General Manager to Reinstate and Appoint New Community Members to the Citizens Advisory Network (CAN)** – Steven Davis, Senior Manager of Safety & Training

   Senior Manager of Safety & Training Steven Davis presented a resolution for Board consideration authorizing the General Manager to reinstate the Citizens Advisory Network (CAN) and appoint new community members to it. Committee members asked that this item be added to the Board Consent Agenda.

5. **Resolution XX-2023 Approving BFT's Public Transportation Agency Safety Plan (PTASP) and Authorizing the General Manager to Submit the Plan to the WSDOT and the BFCOG** – Steven Davis, Senior Manager of Safety & Training

   Mr. Davis presented the agency's PTASP and requested the Board approve it and authorize the General Manager to submit it to the appropriate agencies. Committee members moved this to the Board Consent Agenda, as well.

6. **Proposed Free Fare Day Policy** – Kevin Sliger, Chief Planning & Development Officer

   Mr. Sliger presented a policy, as requested by Board members on the Executive Committee, authorizing the General Manager to declare a free fare day up to four times per year. He noted that this policy would not cover special events. Committee members asked that this be moved to the Board agenda as an Action Item for discussion among the full Board.

7. **Policy Revisions (3) on Attendance and Timekeeping** – Michelle Olk, Chief People Officer

   Chief People Officer Michelle Olk presented three new policies—HR-007, Attendance Policy; HR-008, Hourly Employee Timekeeping Policy; and HR-009, Time Off Reporting Policy for Exempt Employees—for Board approval. Board members requested the policies be moved to the Board agenda as Action Items.

8. **Student Art Contest** – Brian Lubanski, Senior Manager of Customer Experience

   Senior Manager of Customer Experience Brian Lubanski presented the top five finalists in each division in the student art contest, Digital and Traditional, and asked Board members on the committee how they would like to select the top three in each category. Board members asked that the final ten pieces of art be brought to the Board meeting, where all Board members could vote on their top three. The results would then be tabulated, and the winners recognized at the May Board meeting.

<u>Proposed Board Agenda Informational/Discussion Item</u>

9. **Hanford Survey Update** – Kevin Sliger, Chief Planning & Development Officer

   Mr. Sliger updated Board members on the status of the proposed Hanford pilot project.

<u>Additional Documents in Executive Committee Packet</u>

10. **Notification of Upcoming Bids and Requests for Proposals**

    Senior Manager of Procurement Rob Orvis presented the monthly report on upcoming procurement activities.

11. Other

12. Adjourn

The meeting adjourned at 4:49 p.m.

Next Executive Committee Meeting – Thursday, May 4, 2023, at 4 p.m.

Procurement Outlook - 90 Day
Invitation for Bids / Request for Proposals

As of: 3/24/2023	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
Replacement of Chassis Wash Lift (A & E firm is reviewing and developing specifications)	Capital	$452,000	6 Months	IFB	4/15/2023	5/15/2023	X
Additional Paint Booth (A & E firm is reviewing and deveolping specifications)	Capital	$500,000	6 Months	IFB	6/15/2023	7/15/2023	X
April							
Color Code: Green - Recommendation for Award							
Washington State University Tri-Cities Transportation Pass Agreement #1373 Amendment	Operating	TBD	NA	NA	NA	NA	X
TCF Architecture Contract #1133 NTE Amount and Task Order #21 Increase	Capital	$300,000	1 Year	NA	NA	NA	X
May							
Color Code: Grey - Future Procurement Awards							
Recommendation to Award - Bus Stop & Sidewalk Improvement Contract (Pending Grant Approval)	Capital	$2,500,000	2 Years	IFB	4/15/2023	5/15/2023	X
Recommendation to Award - Replacement of Chassis Wash Lift	Capital	$452,000	6 Months	IFB	4/15/2023	5/15/2023	X
Recommendation to Award - Contract to Replace Two ADA Minivans for The Arc	Capital	$150,000 est.	1 Year	State Contract	NA	5/15/2023	X
June							
Recommendation to Award - Consultant to Provide Fixed Route Service Analysis	Operating	$300,000	6 Months	RFP	4/30/2023	6/15/2023	X
Authorization to Amend - Columbia Basin College Comprehensive Transportation Bus Ride Program Agreement #893	Operating	TBD	1 Year	NA	NA	NA	X

Financial Report Through February 2023

Financial Performance Overview - 2023 YTD Cumulative Totals

Revenue & Expenses

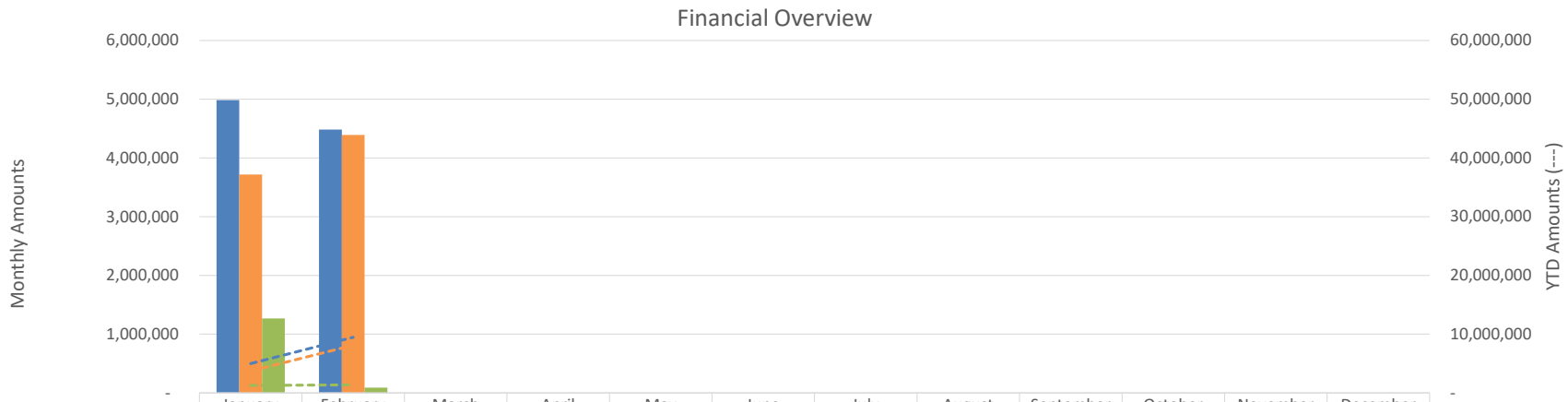
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Revenue												
YTD Budget	$ 4,351,595	$ 8,579,332	$ 13,450,490	$ 18,205,698	$ 23,237,746	$ 28,618,591	$ 33,628,211	$ 38,561,951	$ 43,695,392	$ 48,613,069	$ 53,579,501	$ 59,038,518
YTD Actual	4,984,010	9,466,447	-	-	-	-	-	-	-	-	-	-
Variance - B/(W)	632,415	887,115	(13,450,490)	(18,205,698)	(23,237,746)	(28,618,591)	(33,628,211)	(38,561,951)	(43,695,392)	(48,613,069)	(53,579,501)	(59,038,518)
Percentage	115%	110%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Expenses - Operating												
YTD Budget	$ 3,894,858	$ 7,789,715	$ 11,684,573	$ 15,579,430	$ 19,474,288	$ 23,369,145	$ 27,264,003	$ 31,158,861	$ 35,053,718	$ 38,948,576	$ 42,843,433	$ 46,738,291
YTD Actual	2,951,602	6,540,029	0	0	0	0	0	0	0	0	0	0
Variance - B/(W)	943,256	1,249,686	11,684,573	15,579,430	19,474,288	23,369,145	27,264,003	31,158,861	35,053,718	38,948,576	42,843,433	46,738,291
Percentage	76%	84%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Expenses - Admin												
YTD Budget	$ 1,025,019	$ 2,050,038	$ 3,075,057	$ 4,100,076	$ 5,125,095	$ 6,150,114	$ 7,175,132	$ 8,200,151	$ 9,225,170	$ 10,250,189	$ 11,275,208	$ 12,300,227
YTD Actual	735,499	1,568,979	-	-	-	-	-	-	-	-	-	-
Variance - B/(W)	289,520	481,059	3,075,057	4,100,076	5,125,095	6,150,114	7,175,132	8,200,151	9,225,170	10,250,189	11,275,208	12,300,227
Percentage	72%	77%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Cost Per Mile

Fixed Route												
YTD Budget	$ 9.51	$ 9.51	$ 9.51	$ 9.51	$ 9.51	$ 9.51	$ 9.51	$ 9.51	$ 9.51	$ 9.51	$ 9.51	$ 9.51
YTD Actual	6.05	6.23	-	-	-	-	-	-	-	-	-	-
Variance - B/(W)	3.46	3.28	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51
Percentage	64%	66%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
DAR/ADA												
YTD Budget	$ 9.92	$ 9.92	$ 9.92	$ 9.92	$ 9.92	$ 9.92	$ 9.92	$ 9.92	$ 9.92	$ 9.92	$ 9.92	$ 9.92
YTD Actual	6.63	6.36										
Variance - B/(W)	3.29	3.56										
Percentage	67%	64%										
Vanpool												
YTD Budget	$ 1.20	$ 1.20	$ 1.20	$ 1.20	$ 1.20	$ 1.20	$ 1.20	$ 1.20	$ 1.20	$ 1.20	$ 1.20	$ 1.20
YTD Actual	0.92	0.85	-	-	-	-	-	-	-	-	-	-
Variance - B/(W)	0.28	0.36	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
Percentage	77%	70%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%



	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Rev	4,984,010	4,482,437										
Monthly Exp	3,716,938	4,392,070										
Mo. Surplus (Deficit)	1,267,072	90,367										
YTD Revenues	4,984,010	9,466,447										
YTD Expenses	3,716,938	8,109,008										
YTD Surplus (Deficit)	1,267,072	1,357,439										

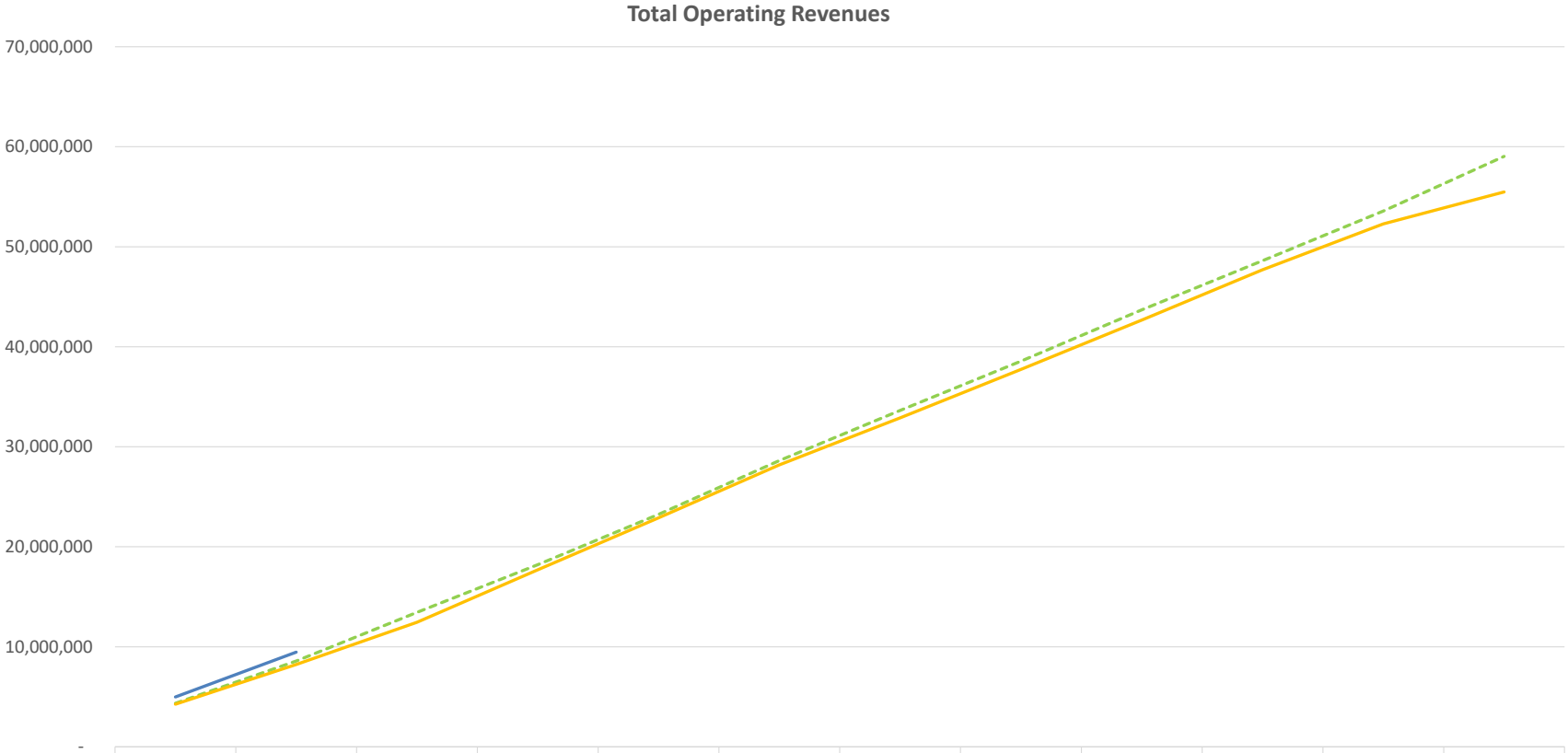
High Level Summary of Pages that Follow:

Revenue

- February revenues are 6% higher than budget.
- Sales tax operating revenues are slightly above budget by 1.6%.
- Operating grants revenues are 10% below budget for the month due to timing of expenditures.
- Ridership revenues are tracking above budget by 39% YTD and 17% up from 2022, even with the Free-Fare youth passes.
- Overall, boardings were 6% below budgeted estimates YTD, while revenue miles were 14% lower than budgeted

Expenses

- Connect is under budget YTD by 6%, while ARC is 52% under below budget.
- Expenses are 17% better than budget, YTD, due to all departments, bar Training, being below planned expenditures.
- Training department has been onboarding new operators in the first months of the year.



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	4,984,010	9,466,447										
CYTD Budget	4,351,595	8,579,332	13,450,490	18,205,698	23,237,746	28,618,591	33,628,211	38,561,951	43,695,392	48,613,069	53,579,501	59,038,518
PY Actuals	4,258,209	8,230,467	12,456,266	17,691,013	22,885,626	28,180,339	32,887,183	37,732,598	42,670,260	47,700,759	52,291,484	55,480,322

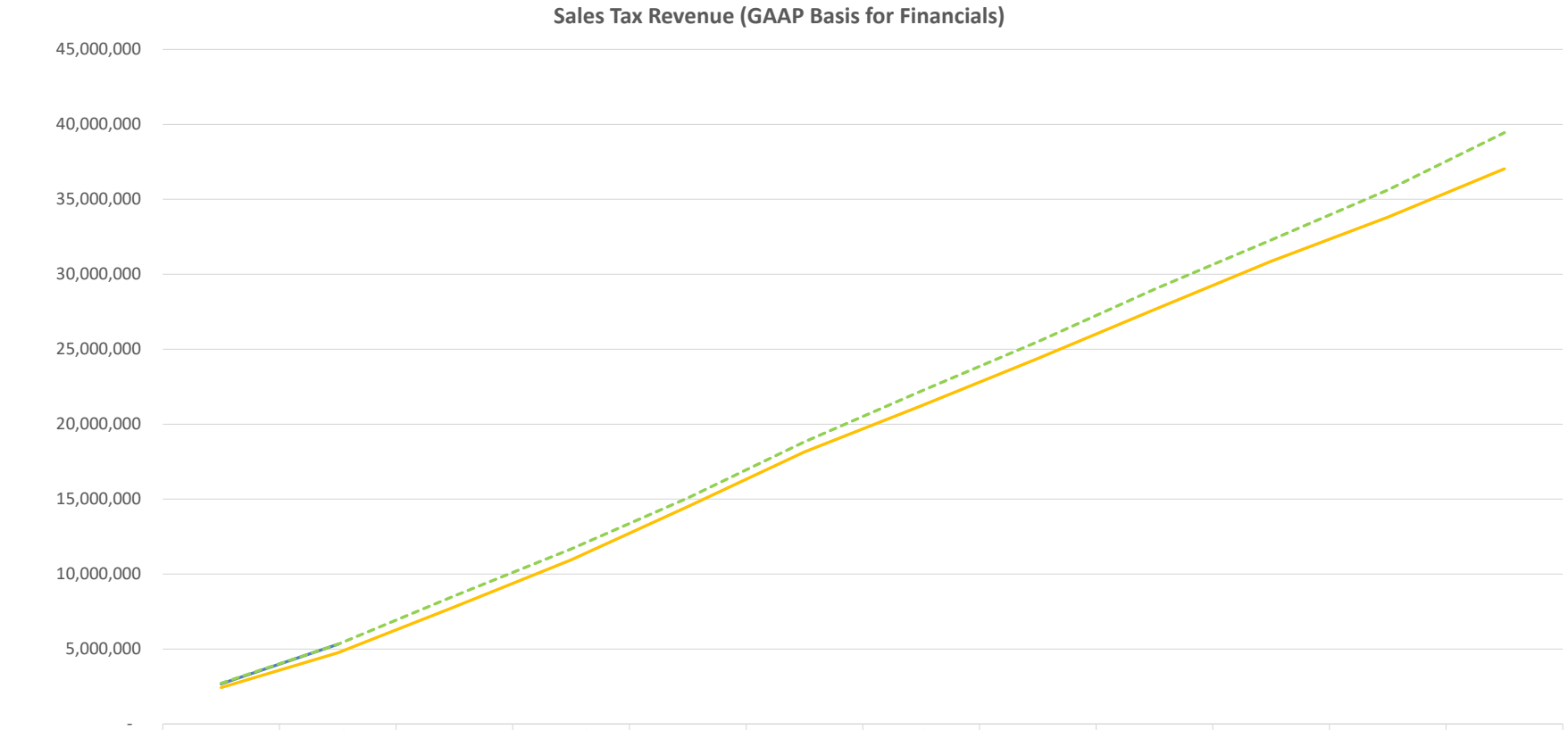
Significant Items to Note for Total Operating Revenue

Current Month

- Current month revenues are 6% above budget,
- Current month revenues are 13% above 2022 levels

YTD

- Actuals are 10% above budget range, after accounting for the delayed 2022 grants drawdowns.



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	2,677,469	5,314,069										
CY Budget	2,718,963	5,314,069	8,552,596	11,675,173	15,074,590	18,822,803	22,199,792	25,500,900	29,001,710	32,286,756	35,620,557	39,446,942
PY Actuals	2,429,564	4,754,766	7,810,478	10,943,896	14,504,452	18,144,563	21,222,204	24,382,415	27,640,651	30,867,104	33,814,155	37,035,434

Significant Items to Note for Sales Tax Revenue

Represents sales tax revenues as recorded in financial statements, (GAAP), which will differ from Sales Tax Report due to two month reporting lag from the State.

Current Month

- Current and prior months are estimated due to reporting lag from the State
- Estimate for 2022 December adjusted to actuals in February 2023. December actuals worse than budget by $221k (5%)

YTD

- 73% of sales tax revenue went to Operations in 2022, while 27% was allocated for the capital budget. For 2023, the ratio is 74:26

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	2,157,240	3,488,688										
CY Budget	1,488,881	2,977,762	4,466,643	5,955,525	7,444,406	8,933,287	10,422,168	11,911,049	13,399,930	14,888,812	16,377,693	17,866,576
PY Actuals	1,686,682	3,147,755	4,054,951	5,919,781	7,318,257	8,788,655	10,122,160	11,548,236	12,938,981	14,383,275	15,757,019	15,375,594

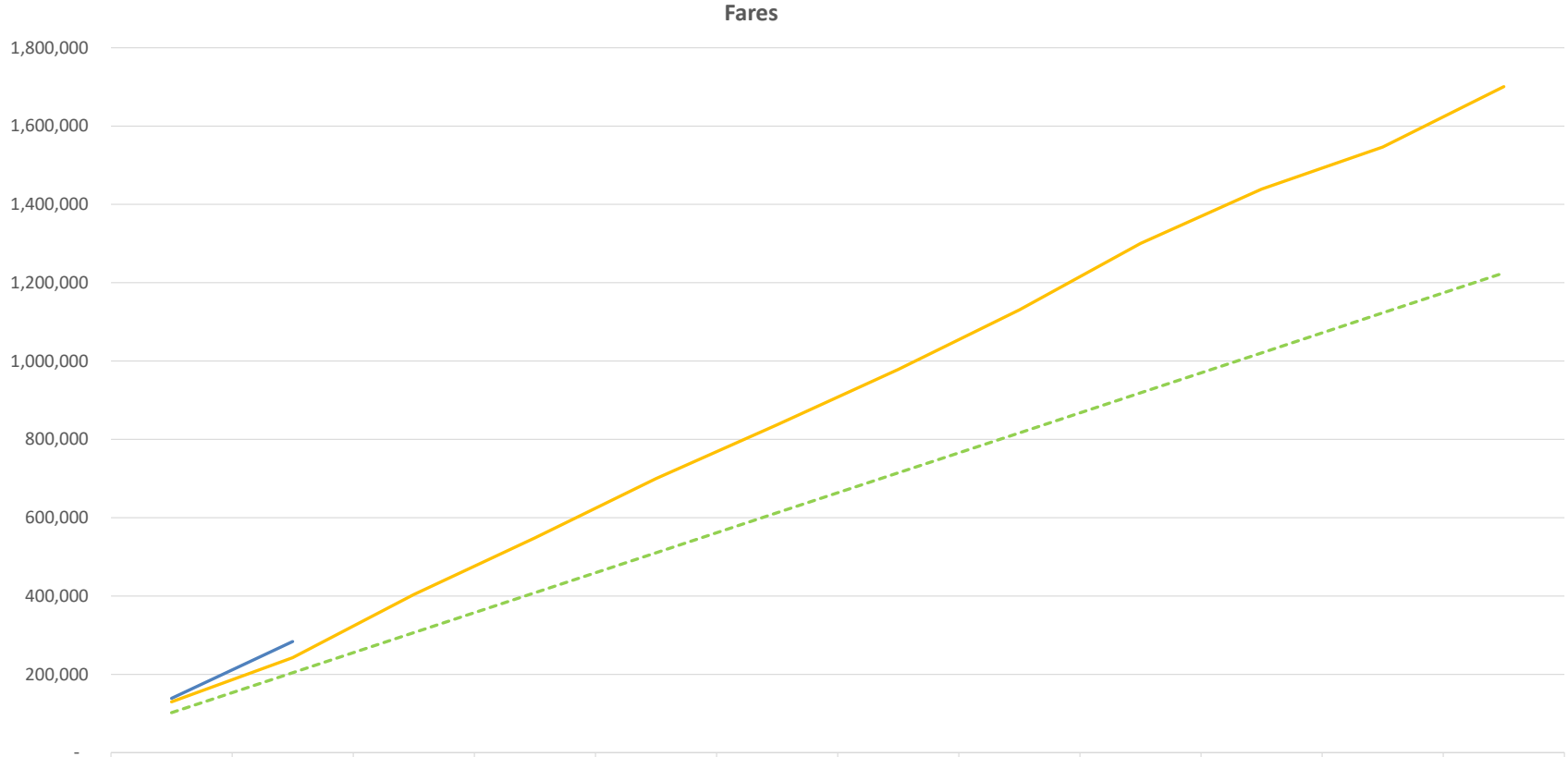
Significant Items to Note for Operating Grants

Current Month

- Draw downs above budgeted levels due to processed state special needs grants plus the 2022 draw downs carried over to 2023

YTD

- YTD Operating Grants Revenue are $510k (17%) above budget.



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	138,645	283,742										
CY Budget	102,084	204,167	306,251	408,335	510,418	612,502	714,586	816,669	918,753	1,020,837	1,122,920	1,225,000
PY Actuals	129,713	242,493	403,773	548,241	699,551	837,110	978,544	1,130,614	1,300,168	1,439,036	1,546,409	1,700,755

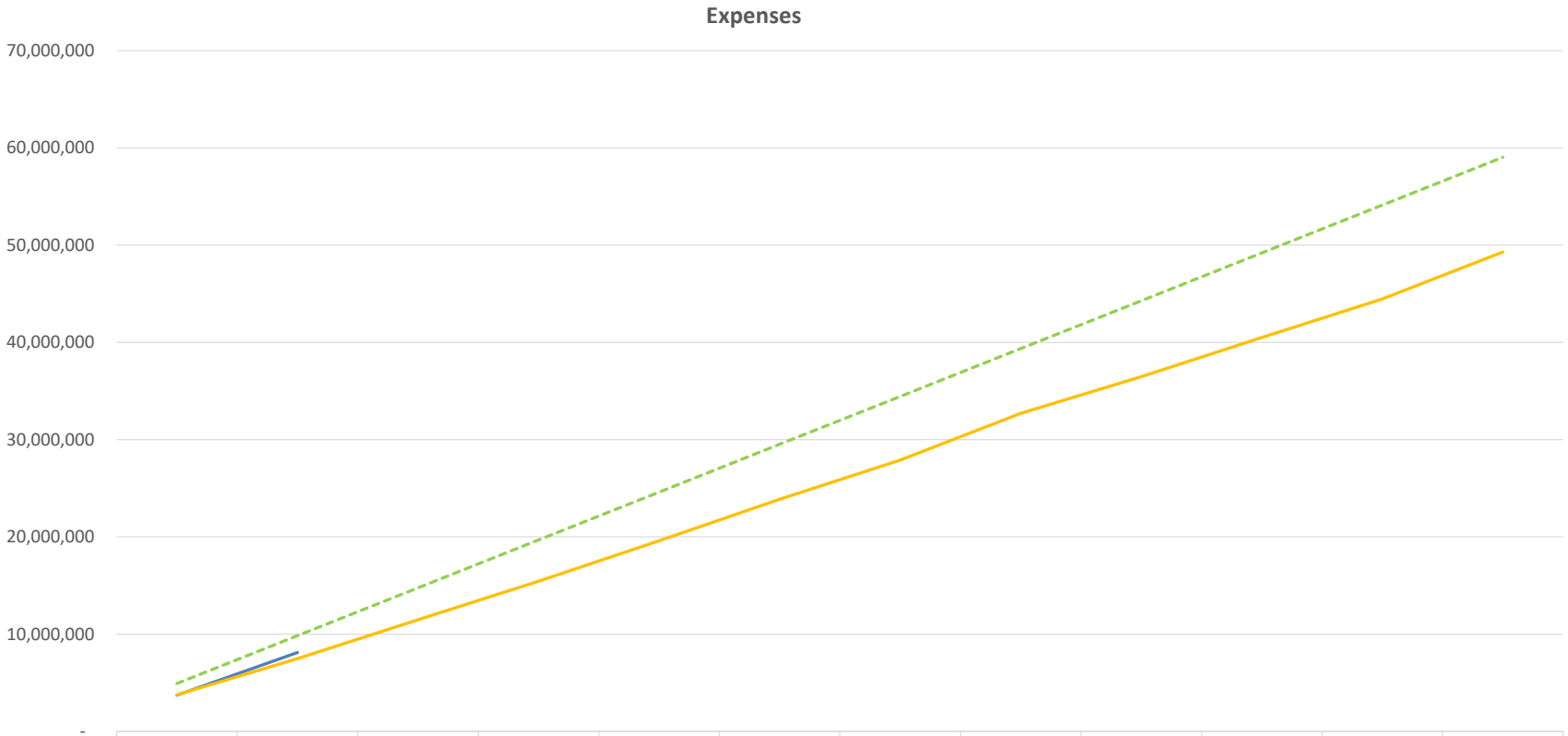
Significant Items to Note for Fares

Current Month

- February fare actuals are $43K (42%) above budget boosted by uptick in ridership

YTD

- YTD 2023 revenues have increased by 17% over 2022 even with the Youth Free Fare program on-going.
- Via fares are trending below budget by 57%.

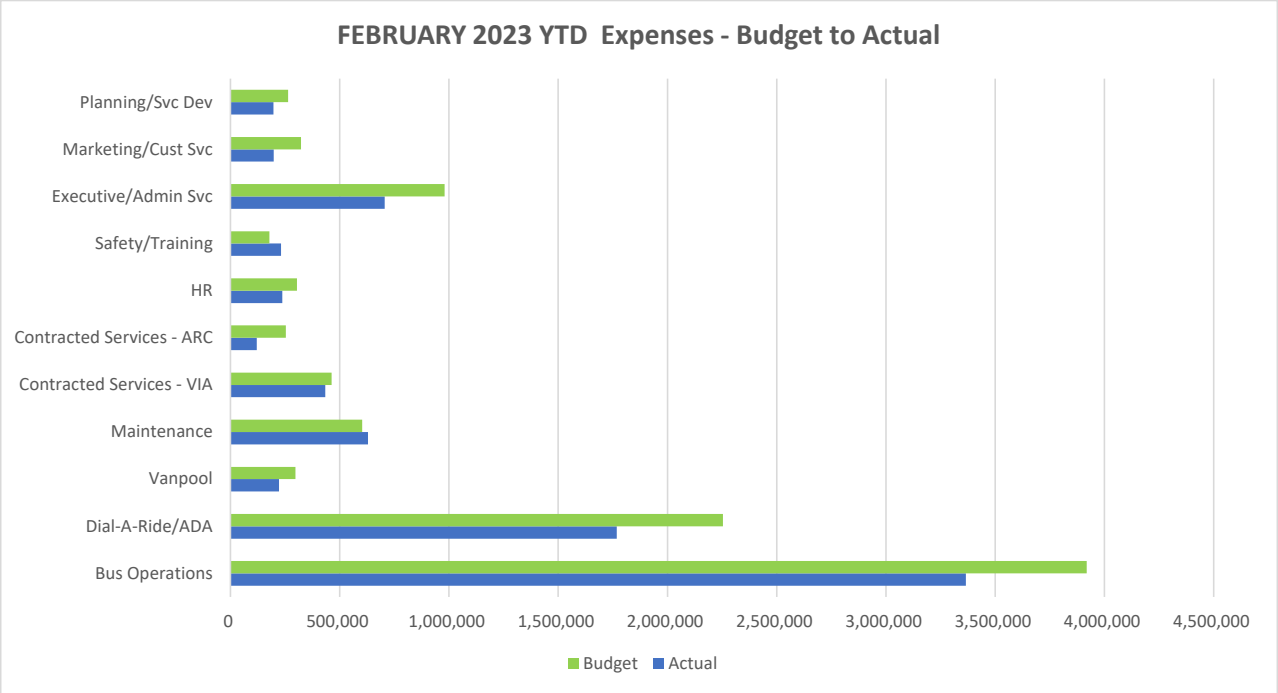


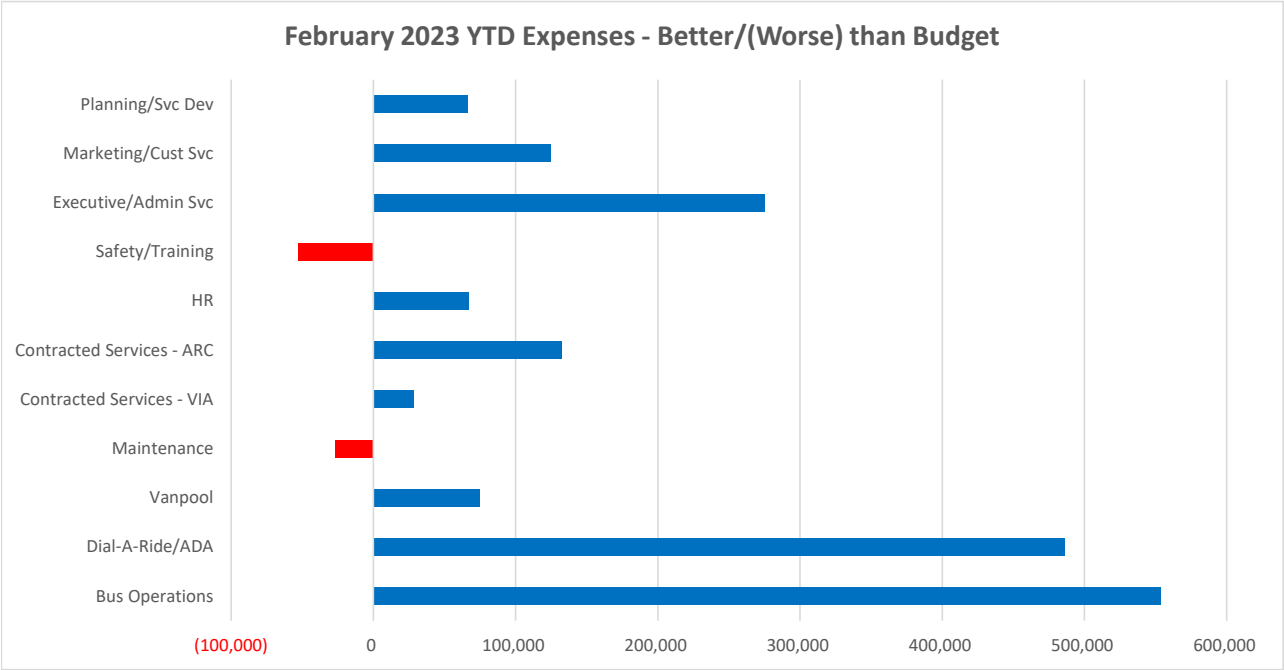
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	3,716,938	8,109,008										
CY Budget	4,919,877	9,839,754	14,759,630	19,679,507	24,599,384	29,519,261	34,439,138	39,359,015	44,278,891	49,198,768	54,118,645	59,038,518
PY Actuals	3,757,406	7,479,545	11,468,498	15,435,364	19,599,871	23,864,349	27,889,982	32,709,552	36,482,825	40,509,159	44,470,989	49,296,244

Significant Items to Note for Expenses

Current Month
- Headcount vacancies contributing to current underspending.
- Transportation costs YTD are better than budget so far.

YTD
- YTD expenses 18% lower than budget.
- Projects invoices usually lag the reporting period due to additional validations required.

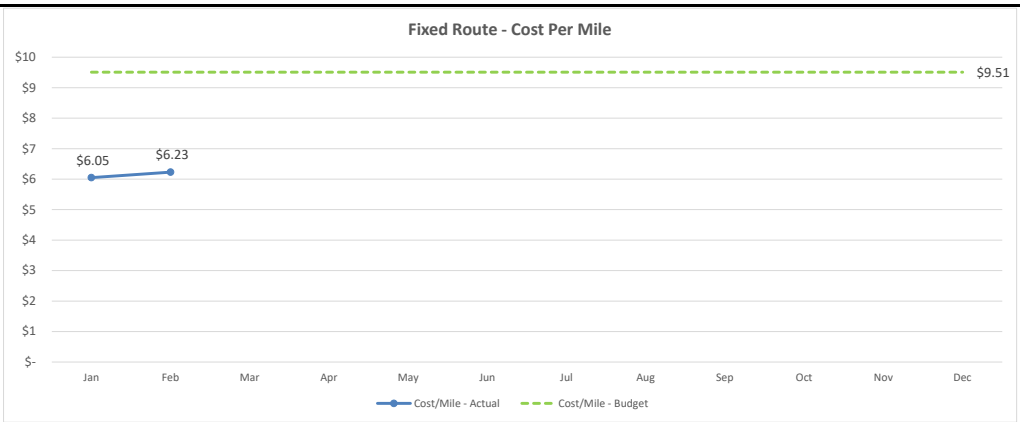




Significant Items to Note:

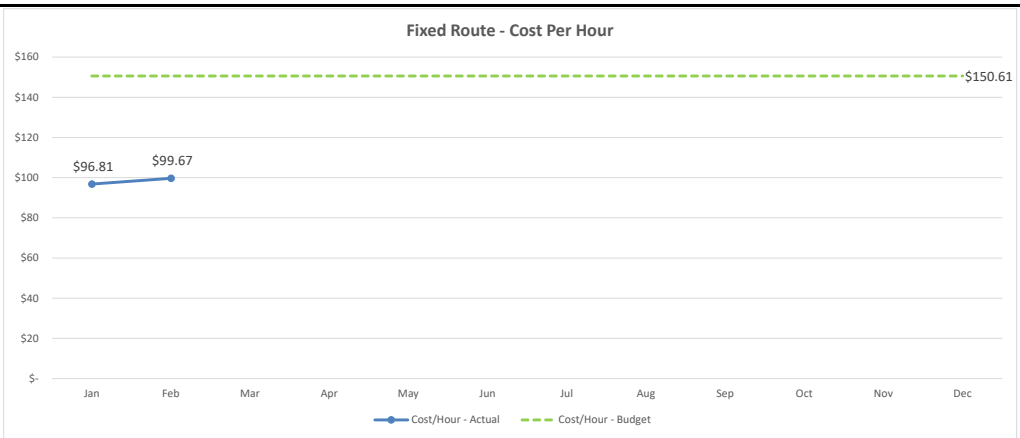
- Safety and Training Expenses are $52k higher than budget due to the on-boarding of new Operators in January and February
-The cost should come in line as the year progresses and the budget allocation evenly spreads out over the year.
-Maintenance is about 4.4% higher than budget, due to Jan and February delayed work order completions

Cost Per Mile



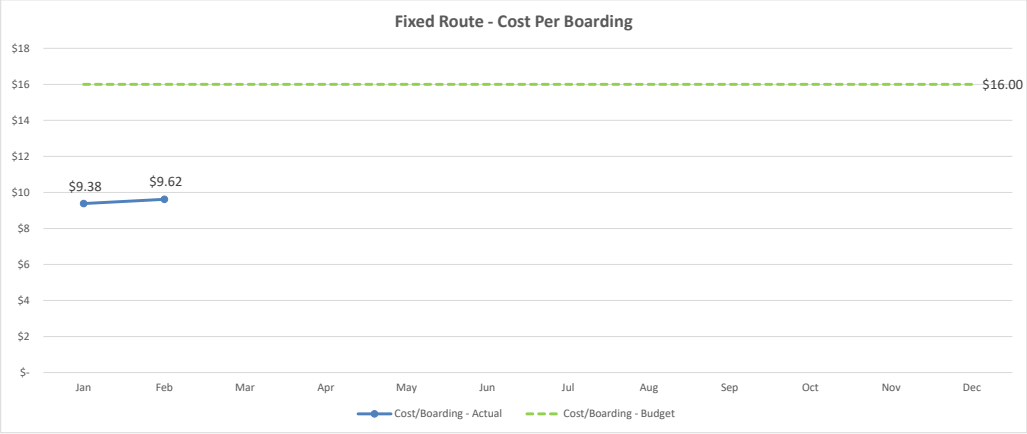
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	$ 1,684,810	$ 3,400,384	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cumulative Miles	278,519	545,851	-	-	-	-	-	-	-	-	-	-
Percent of Budget	64%	66%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Cost Per Hour



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	$ 1,684,810	$ 3,400,384	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cumulative Hours	17,403	34,117	-	-	-	-	-	-	-	-	-	-
Percent of Budget	64%	66%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Cost Per Boarding

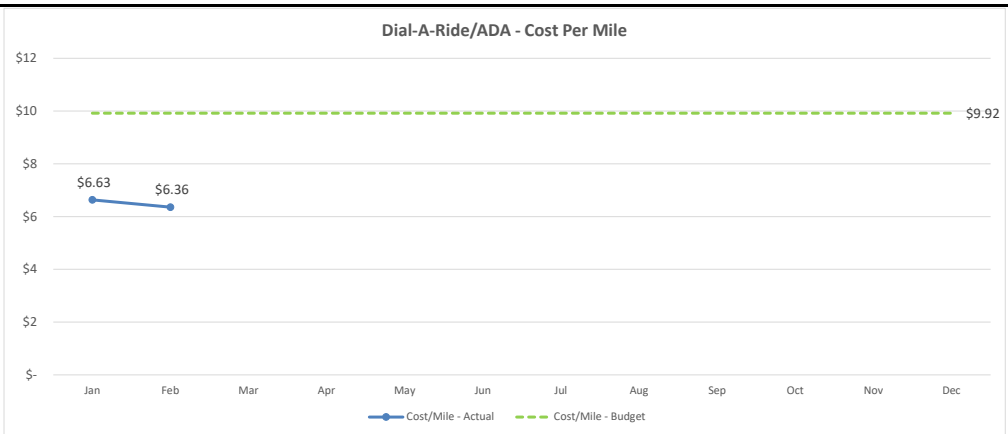


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	$ 1,684,810	$ 3,400,384	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cumulative Boarding	179,581	353,573	-	-	-	-	-	-	-	-	-	-
Percent of Budget	59%	60%										

Legend for Percent of Budget:

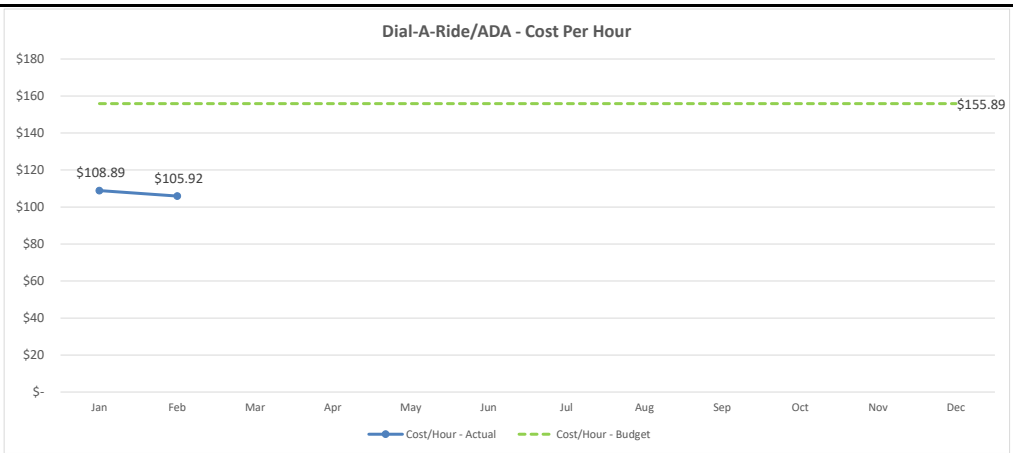
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

Cost Per Mile



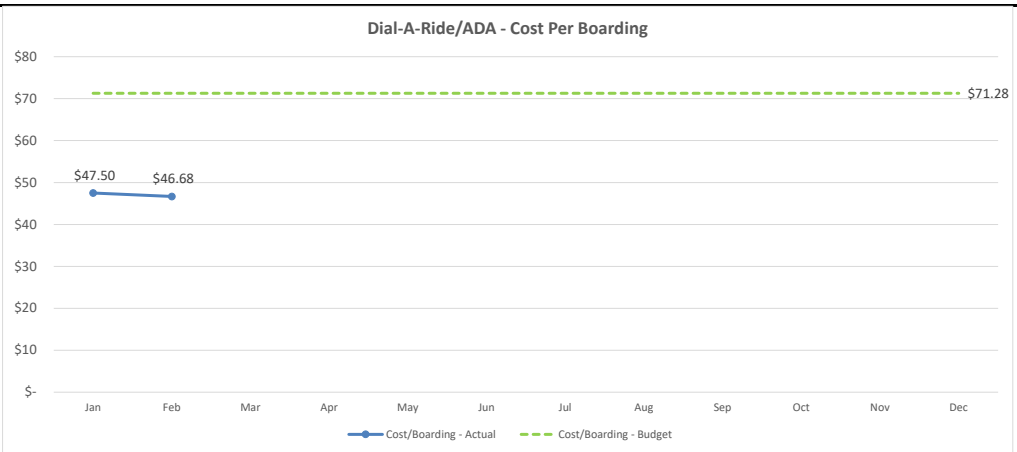
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	$ 935,828	$ 1,776,856	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cumulative Miles	141,074	279,485	-	-	-	-	-	-	-	-	-	-
Percent of Budget	67%	64%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Cost Per Hour



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	$ 935,828	$ 1,776,856	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cumulative Hours	8,594	16,775	-	-	-	-	-	-	-	-	-	-
Percent of Budget	70%	68%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Cost Per Boarding



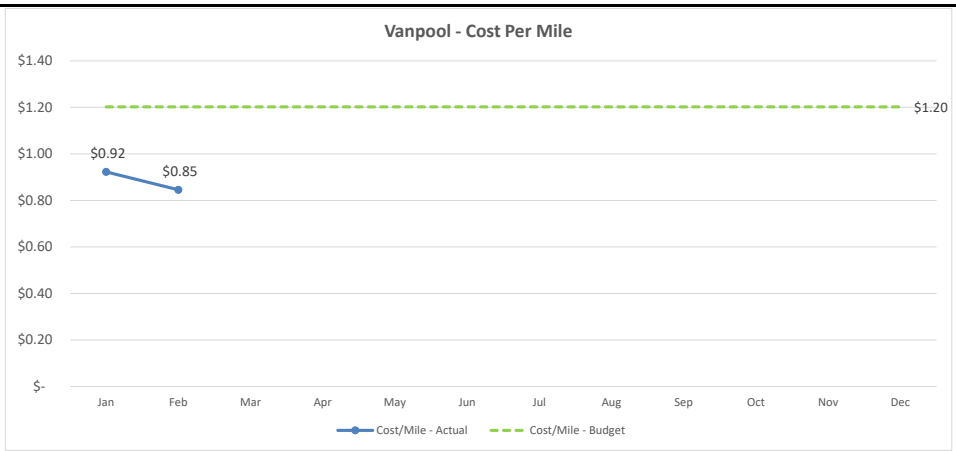
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	$ 935,828	$ 1,776,856	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cumulative Boarding	19,703	38,067	-	-	-	-	-	-	-	-	-	-
Percent of Budget	67%	65%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

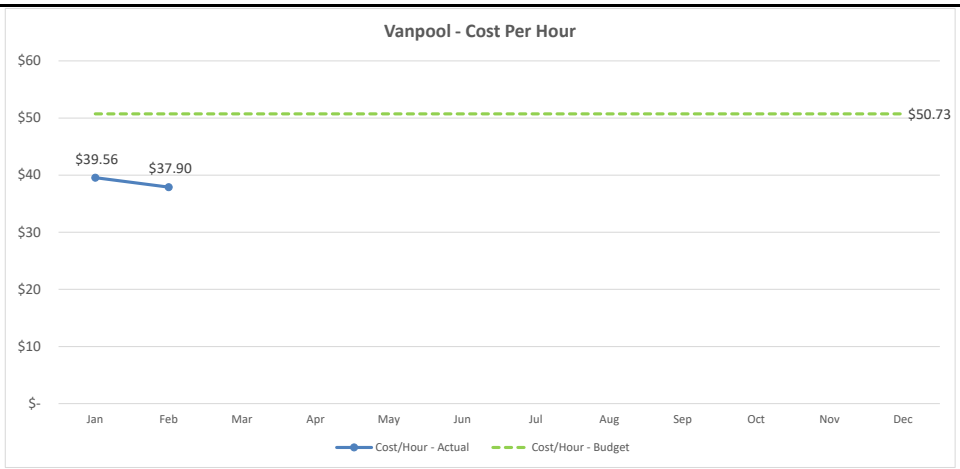
Transit
BEN FRANKLIN TRANSIT

Cost Per Mile



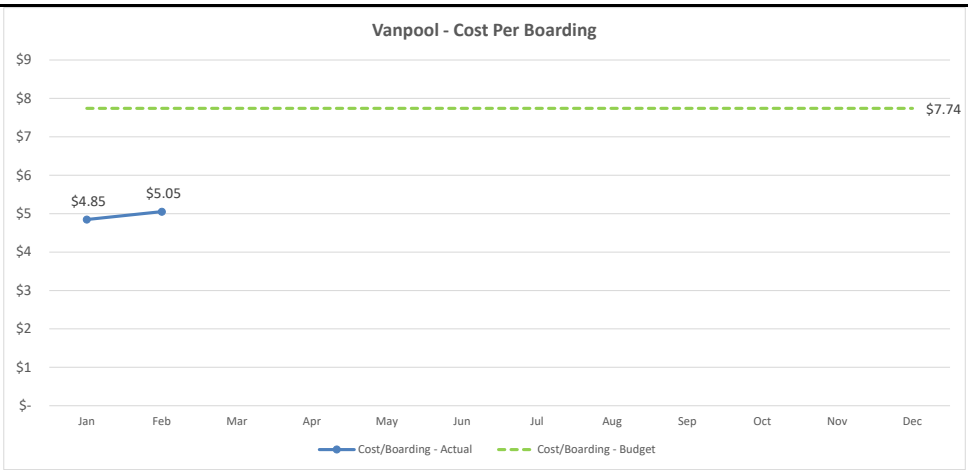
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Cost	$ 135,044	$ 234,350	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Miles	146,361	277,094	-	-	-	-	-	-	-	-	-	-
B (W) than Budget	77%	70%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Cost Per Hour



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	$ 135,044	$ 234,350	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cumulative Hours	3,414	6,184	-	-	-	-	-	-	-	-	-	-
Percent of Budget	78%	75%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Cost Per Boarding



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	$ 135,044	$ 234,350	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cumulative Boarding	27,858	46,378	-	-	-	-	-	-	-	-	-	-
Percent of Budget	63%	65%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

Transit
BEN FRANKLIN TRANSIT

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending Feb 2023

	2023 Total Budget	2023 Budget Year to Date	Actual YTD Feb 2023	% Actuals B (W) Budget YTD	Actual YTD Feb 2022	% 2022 B (W) 2022
Operating Revenues						
Bus Passes	$ 178,066	$ 29,678	$ 67,614	127.8%	$ 89,984	-24.9%
Bus Cash	121,934	20,322	31,615	55.6%	$ 29,383	7.6%
Dial-A-Ride/ADA	200,000	33,333	37,687	13.1%	$ 31,295	20.4%
Vanpool	700,000	116,667	145,052	24.3%	$ 91,010	59.4%
Contracted Services (Via) ***	25,000	4,167	1,774	-57.4%	$ 820	116.3%
Fares	1,225,000	204,167	283,742	39.0%	242,493	17.0%
Local Sales Tax (Operating Portion)	39,446,942	5,314,069	5,314,069	0.0%	4,754,766	11.8%
Operating Grants	3,184,200	530,700	1,559,233	193.8%	1,320,697	18.1%
CARES Act Funds	14,682,376	2,447,063	1,929,455	-21.2%	1,827,058	5.6%
Miscellaneous	500,000	83,333	379,947	355.9%	85,453	344.6%
Total Operating Revenues	**$ 59,038,518**	**$ 8,579,332**	**$ 9,466,447**	**10.3%**	**$ 8,230,467**	**15.0%**
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	$ 23,515,686	$ 3,919,281	$ 3,365,577	14.1%	$ 3,111,872	-8.2%
Dial-A-Ride/ADA	13,523,514	2,253,919	1,767,991	21.6%	$ 1,639,614	-7.8%
Vanpool	1,784,291	297,382	222,186	25.3%	$ 167,678	-32.5%
Maintenance	3,617,484	602,914	629,473	-4.4%	$ 547,604	-15.0%
Purchased Transportation	-		-			
Contracted Services - VIA	2,774,800	462,467	433,791	6.2%	278,045	-56.0%
Contracted Services - ARC	1,522,515	253,752	121,011	52.3%	44,951	-169.2%
Administration	-		-			
HR	1,827,956	304,659	237,362	22.1%	310,337	23.5%
Safety / Training	1,070,397	178,400	231,324	-29.7%	180,591	-28.1%
Executive / Administrative Services	5,883,097	980,516	705,354	28.1%	766,197	7.9%
Marketing / Customer Service	1,938,559	323,093	198,147	38.7%	255,589	22.5%
Planning / Service Development	1,580,217	263,370	196,792	25.3%	177,067	-11.1%
*** Total Operating Expenditures**	**$ 59,038,518**	**$ 9,839,753**	**$ 8,109,008**	**17.6%**	**$ 7,479,545**	**-8.4%**
Operating Surplus/(Deficit)	**$ 0**	**$ (1,260,421)**	**$ 1,357,438**		**$ 750,922**	
Capital Expenditures						
Local	$ 13,953,058	$ 2,325,510	$ 372,693	-84.0%	$ 189,249	96.9%
State	12,871,112	2,145,185	2,303	-99.9%	15,239	-84.9%
Federal	7,275,970	1,212,662	-	0.0%	-	0.0%
Total Capital Expenditures	**$ 34,100,140**	**$ 5,683,357**	**$ 374,996**	**-93.4%**	**$ 204,487**	**83.4%**

* Excludes budgeted GASB 68 year-end pension adjustment.
** Beginning in August 2022, Prosser costs are included with DAR costs.

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending Feb 2023
Directly Operated Transportation

2023 YTD Actual Allocated Cost Per(s)	**Fixed Route**	**Dial-A-Ride**	**Vanpool**	**Contracted Paratransit**	**Contracted Services (Via)**	**Combined**
Fares	$ 99,229	$ 37,687	$ 145,052	$ -	$ 1,774	$ 283,742
Direct Cost	$ 3,365,577	$ 1,767,991	$ 222,186	$ 121,011	$ 433,791	$ 5,910,556
Allocated Cost	$ -	$ -	$ -	$ -	$ -	$ -
Depreciation - Local (Vehicle only)	$ 34,807	$ 8,865	$ 12,163	$ 609	$ -	$ 56,445
Cost for Farebox Recovery Ratio	$ 3,400,384	$ 1,776,856	$ 234,350	$ 121,619	$ 433,791	5,967,001
Boarding	353,573	38,067	46,378	7,401	26,244	471,663
Revenue Miles	545,851	279,485	277,094	21,084	177,786	1,301,301
Revenue Hours	34,117	16,775	6,184	1,197	8,442	66,714
Cost per Boarding	**$ 9.62**	**$ 46.68**	**$ 5.05**	**$ 16.43**	**$ 16.53**	**$ 12.65**
Cost per Rev Mile	**$ 6.23**	**$ 6.36**	**$ 0.85**	**$ 5.77**	**$ 2.44**	**$ 4.59**
Cost per Rev Hour	**$ 99.67**	**$ 105.92**	**$ 37.90**	**$ 101.60**	**$ 51.39**	**$ 89.44**
Farebox Recovery	2.9%	2.1%	61.9%	0.0%	0.4%	4.8%

Directly Operated Transportation

2023 YTD Budgeted Allocated Cost Per(s)	**Fixed Route**	**Dial-A-Ride**	**Vanpool**	**Contracted Paratransit**	**Contracted Services (Via)**	**Combined**
Fares	$ 50,000	$ 33,333	$ 116,667	$ -	$ 4,167	$ 204,167
Direct Cost	$ 3,919,281	$ 2,253,919	$ 297,382	$ 253,752	$ 462,467	$ 7,186,801
Allocated Cost	$ 1,606,913	$ 924,112	$ 121,927	$ -	$ -	$ 2,652,952
Depreciation - Local (Vehicle only)	$ 71,387	$ 17,654	$ 24,541	$ 1,203	$ -	$ 114,784
* Cost for Farebox Recovery Ratio	$ 5,597,581	$ 3,195,685	$ 443,850	$ 254,955	$ 462,467	$ 9,954,537
Boarding	349,833	44,833	57,333	13,000	34,167	499,167
Revenue Miles	588,667	322,167	369,167	37,167	189,667	1,506,833
Revenue Hours	37,167	20,500	8,750	2,333	10,167	78,917
Cost per Boarding	**$ 16.00**	**$ 71.28**	**$ 7.74**	**$ 19.61**	**$ 13.54**	**$ 19.94**
Cost per Rev Mile	**$ 9.51**	**$ 9.92**	**$ 1.20**	**$ 6.86**	**$ 2.44**	**$ 6.61**
Cost per Rev Hour	**$ 150.61**	**$ 155.89**	**$ 50.73**	**$ 109.27**	**$ 45.49**	**$ 126.14**
Farebox Recovery	0.9%	1.0%	26.3%	0.0%	0.9%	2.1%

February 2023 Actuals Better (Worse) than Budget						
Cost per Boarding	**$ 6.38**	**$ 24.60**	**$ 2.69**	**$ 3.18**	**$ (2.99)**	**$ 7.29**
Cost per Rev Mile	**$ 3.28**	**$ 3.56**	**$ 0.36**	**$ 1.09**	**$ (0.00)**	**$ 2.02**
Cost per Rev Hour	**$ 50.94**	**$ 49.96**	**$ 12.83**	**$ 7.66**	**$ (5.90)**	**$ 36.70**

* Excludes budgeted GASB 68 year-end pension adjustment.

Ben Franklin Transit
Treasurer's Report

Date: April 13, 2023

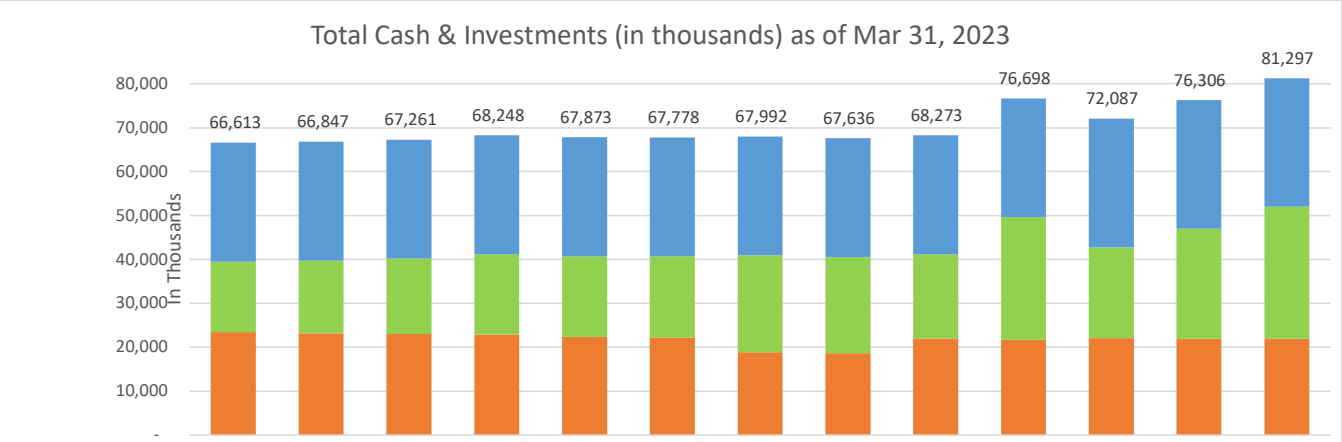
To: Ben Franklin Transit Board of Directors

From: Finance Department

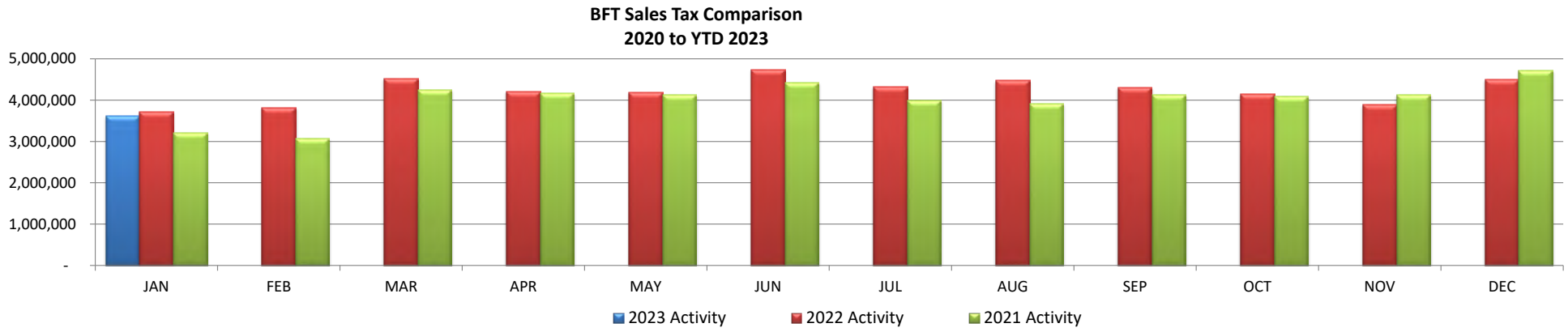
Subject: Treasurer's Report - As of Mar 31, 2023

The Investment Position of Ben Franklin Transit as of the Close of Business on Mar 31, 2023 is as follows:

ITEM	DATE OF PURCHASE	RATE	MATURITY		COST	% OF TOTAL
WA State Government Investment Pool		4.7576%	Open	$	49,614,499	61.0%
US Bank Commercial Paper Sweep Acct		0.0000%	Open		-	0.0%
Subtotal Investments					**49,614,499**	61.0%
Check Book Balance, Petty Cash, & Travel Account				*	31,682,476	39.0%
						100.0%
Total Cash and Equivalents on Hand				**$**	**81,296,975**	
Less Reserve Funds						
Operating Reserves					(14,759,000)	
Fuel Reserves					(2,547,819)	
Fleet Replacement Reserves					(5,315,574)	
Non-Fleet Capital Reserves					(6,656,029)	
Total Reserves					**(29,278,422)**	
Subtotal Funds Available					**52,018,553**	
Local Funds for Current Capital Projects		**Approved Budget**	**12 Month Estimate**		**(21,932,029)**	
Fleet Vehicles		(10,906,630)	(4,849,657)			
Facilities - Transit Centers & Amenities		(19,694,810)	(6,541,507)			
Facilities - MOA Campus		(17,320,356)	(7,308,305)			
Technology		(6,921,772)	(918,519)			
Other		(6,847,705)	(2,314,041)			
Net Funds Available				**$**	**30,086,524**	



	03-01-22	04-01-22	05-01-22	06-01-22	07-01-22	08-01-22	09-01-22	10-01-22	11-01-22	12-01-22	01-01-23	02-01-23	03-01-23
	03-31-22	04-30-22	05-31-22	06-30-22	07-31-22	08-31-22	09-30-22	10-31-22	11-30-22	12-31-22	01-31-23	02-28-23	03-31-23
Total Cash on Hand	66,613	66,847	67,261	68,248	67,873	67,778	67,992	67,636	68,273	76,698	72,087	76,306	81,297
Reserves	27,099	27,099	27,099	27,099	27,099	27,099	27,099	27,099	27,099	27,099	29,278	29,278	29,278
Available	16,026	16,553	17,141	18,281	18,420	18,471	22,046	21,913	19,190	27,916	20,740	25,095	30,087
12 Mo Capital	23,488	23,194	23,021	22,867	22,354	22,208	18,846	18,624	21,983	21,683	22,069	21,932	21,932



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2023 Activity	3,621,393												3,621,393	$ 3,621,393
2022 Activity	3,718,461	3,818,560	4,527,951	4,220,707	4,199,919	4,741,316	4,335,247	4,477,763	4,315,048	4,142,860	3,892,338	4,504,698	50,894,868	$ 3,718,461
2021 Activity	3,217,469	3,080,269	4,253,848	4,162,484	4,127,491	4,434,171	3,995,092	3,907,965	4,136,176	4,100,560	4,129,726	4,726,262	48,271,512	$ 3,217,469
2020 Activity	2,897,013	2,628,492	2,869,290	2,734,647	3,377,653	3,655,389	3,621,523	3,259,755	3,773,316	3,372,348	3,302,921	3,981,314	39,473,663	$ 2,897,013
Chg 23 to 22	(97,068)	-	-	-	-	-	-	-	-	-	-	-	(97,068)	
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	340,156	569,799	178,872	42,300	(237,388)	(221,564)	2,623,356	
Chg 21 to 20	320,456	451,777	1,384,558	1,427,837	749,838	778,782	373,568	648,209	362,860	728,212	826,805	744,948	8,797,849	
Chg 20 to 19	345,798	212,951	(214,627)	(381,139)	(56,538)	(82,385)	214,317	(96,862)	163,901	112,398	(282,544)	226,482	161,752	
% Chg 23 to 22	-2.7%												-2.6%	
% Chg 22 to 21	15.6%	24.0%	6.4%	1.4%	1.8%	6.9%	8.5%	14.6%	4.3%	1.0%	-5.7%	-4.7%	5.4%	
% Chg 21 to 20	11.1%	17.2%	48.3%	52.2%	22.2%	21.3%	10.3%	19.9%	9.6%	21.6%	25.0%	18.7%	22.3%	
% Chg 20 to 19	13.6%	8.8%	-7.0%	-12.2%	-1.6%	-2.2%	6.3%	-2.9%	4.5%	3.4%	-7.9%	6.0%	0.4%	
2023 Budget	3,680,707	3,513,039	4,384,049	4,227,086	4,601,849	5,074,020	4,571,488	4,468,766	4,739,106	4,447,024	4,513,023	5,179,843	53,400,000	$ 3,680,707
2022 Budget	3,339,912	3,196,447	3,822,127	3,685,386	4,188,859	4,468,726	4,219,761	4,071,741	4,363,599	4,029,370	4,099,852	4,641,719	48,127,500	$ 3,339,912
2021 Budget	2,746,574	2,667,953	3,329,812	3,199,984	3,484,955	3,910,393	3,403,113	3,428,179	3,522,917	3,287,186	3,391,233	3,827,701	40,200,000	$ 2,746,574
2020 Budget	2,627,752	2,488,008	3,176,434	3,209,259	3,537,217	3,849,908	3,166,535	3,226,237	3,156,625	3,105,347	3,015,387	3,478,464	38,037,173	$ 2,627,752
Vs. 2023 Budget	(59,315)													
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	(207,515)	(137,021)	2,767,368	11.3%
Vs. 2021 Budget	470,895	412,316	924,036	962,500	642,536	523,778	591,979	479,786	613,259	813,374	738,493	898,561	8,071,512	17.1%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	10.2%

* Sales Tax Receipts from the Department Revenue are usually lagging to months behind.